

**New Delhi Municipal Council**  
**Palika Kendra : New Delhi**

No. Fin/2003/DP-III/ 496/D

Dated: 20/01/03

- 2/15/2003/ELE  
20/1/03

**DELEGATION OF POWERS**

In partial modification of the existing delegation of powers and in exercise of powers and functions conferred on me under Section 18 read with Section 400 of the New Delhi Municipal Council Act- 1994 and all other powers enabling me in this behalf, I hereby order and direct that powers in respect of items specified in Annexure A shall be exercised by the officers to the extent enumerated therein.

These powers shall be exercised subject to specific budget allotment, codal provisions and guidelines laid down as per the NDMC Act- 1994. These powers will be further subject to the superintendence, direction and control of the Chairperson as also General Financial Rules as amended from time to time.

*ls*  
*f. deat*

*cl*  
*gls*  
*h*

Encl: As above

Copy to:-

1. Secretary
2. All HODs
3. Secretary to Chairperson



(R. Narayanaswami)  
Chairman  
NDMC

215

Delegation of financial powers for works to the officers of Civil/Electrical Department

S.No	Nature of Powers	Existing Powers			Accepted for Engineer-in-Chief	Remarks
		EE	SE	CE	E-in-Chief	
1	Administrative approval and expenditure sanction for original works	Nil	Nil	Rs. 25000/-	Rs. 50,000/-	
2	Sanction of estimates for annual repairs, maintenance of buildings & roads except special repairs to buildings	Nil	Nil	Nil	Full powers within the prescribed norms subject to Budget Provision	
3	Sanction of estimates for repair to tools & plant articles	upto Rs. 25,000 against Budget Provision	upto Rs. 1 lac against Budget Provision	upto 5 lacs subject to Budget Provision	Upto Rs. 10 lacs subject to Budget Provision	
4	Technical sanction for original works	Rs. 3 lac provided PE is not exceeded by 10%	Rs. 5 lacs provided PE is not exceeded by 10%	Full powers provided PE is not exceeded by 10%	Full powers provided PE is not exceeded by 10%	
5	Revised technical sanction for original works	Rs. 2 lacs provided PE is not exceeded by 10%	Rs. 5 lacs provided PE is not exceeded by 10%	Full powers provided PE is not exceeded by 10%	Full powers provided PE is not exceeded by 10%	
6	Technical sanction & expenditure sanction for deposit works.	upto 1 lac provided municipal portion does not exceed Rs. 2,000/-	upto 3 lacs provided municipal portion does not exceed Rs. 5,000/-	Full powers provided municipal portion does not exceed Rs. 25,000/-	Full powers provided municipal portion does not exceed Rs. 1 lac	
7	Estimate for purchase of petty tool and plant	upto Rs. 50,000/- against specific Budget Provision.	upto Rs. 2 lacs against specific Budget Provision.	upto Rs. 5 lacs against specific Budget Provision.	Upto Rs. 10 lacs against specific Budget Provision	
8(A)	Award of work against tenders, acceptance of lowest tender and negotiations with the lowest tender	Full powers upto Rs. 2 lacs.	Full powers upto Rs. 4 lacs in consultation with A.O.(Works)	Full powers upto Rs. 10 lacs in consultation with A.O.(Works)	Full powers upto Rs. 25 lacs in consultation with associated A.O./ F.O.	
8(B)	Award of work on calling single tender with prior approval of Chairperson/Council	Nil	Nil	upto Rs. 1 lac in consultation with A.O.(Works)	Upto Rs. 2 lacs in consultation with associated A.O./F.O.	Full reasons should be recorded by the approving authority who should also guard against contractors, holding out unjustifiably higher rates.
9	Acceptance of single tenders received against open tenders	upto Rs. 50,000/- in consultation with A.O.(Works)	upto Rs. 2 lacs in consultation with A.O.(Works)	upto Rs. 5 lacs & in consultation with A.O.(Works)	upto Rs. 10 lacs in consultation with associated A.O./F.O.	Full reasons should be recorded by the approving authority who should also guard against contractors, holding out unjustifiably higher rates.

17

**Delegation of financial powers for works to the officers of Civil/Electrical Department**

Nature of Powers	Existing Powers			Accepted for Engineer-in-Chief	Remarks
	EE	SE	CE	E-in-Chief	
Award of work/supply order without call of tenders	upto Rs.15,000/- subject to ceiling of 4 lacs P.A.	upto Rs.25,000/- subject to ceiling of 5 lacs P.A.  21b -	upto Rs.50,000/- subject to ceiling of 10 lacs P.A.	Upto Rs. 1 lac each case subject to ceiling of Rs. 20 lacs for all departments under Engineer in Chief	Full reasons should be recorded by the approving authority who should also guard against contractors, holding out unjustifiably higher rates. As a normal rule, contracts should be placed only after inviting of open tenders. Cases for award of work without call of tender should be comparatively infrequent and only when there are very special reasons for making an exemption to the General Rule.
11 Award of work against split up of sub-heads	Powers to be exercised on call of tenders with prior approval of Chairperson	Powers to be exercised on call of tenders with prior approval of Chairperson	Powers to be exercised on call of tenders with prior approval of Chairperson	Powers to be exercised on call of tenders with prior approval of Chairperson ✓	
12 Rejection of tenders	upto delegated powers for acceptance of tender after recording reasons.	upto delegated powers for acceptance of tender after recording reasons.	upto delegated powers for acceptance of tender after recording reasons.	upto delegated powers for acceptance of tender after recording reasons.	
13 Sanction of extra/ substituted items	upto 20% of contract value or Rs. 20,000/- which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 50,000/- which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 1 lac which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 2 lacs which ever is lower provided estimate does not exceed by 10% ✓	
14 Award of additional quantities of items stipulated in the contract	upto 20% of contract value or Rs. 20,000/- which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 50,000/- which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 1 lac which ever is lower provided estimate does not exceed by 10%	upto 20% of contract value or Rs. 2 lacs which ever is lower provided estimate does not exceed by 10% ✓	

15

217

13

Delegation of financial powers for works to the officers of Civil/Electrical Department  
Existing Powers

Nature of Powers	Existing Powers			Accepted for Engineer-in-Chief	E-in-Chief	Remarks
	EE	SE	CE			
Grant of extension of time & levy of compensation	Upto 3 months or 1/3rd of total contract, which ever is lower in consultation with AO(Works)	Full powers upto 6 months or 1/3rd of total contract, which ever is lower in consultation with AO(Works)	Full powers upto one year or 1/3rd of total contract, which ever is lower in consultation with AO(Works)	Full powers upto one year in consultation with associated A.O/F.O.		
5 Local purchase of stores not borne on DGS&D rate contract/ running contract against sanctioned stock limit.	Rs.10,000/- each occasion subject to ceiling of Rs. 2 lacs P.A.	Rs.20,000/- each occasion subject to ceiling of Rs. 5 lacs P.A.	Rs.50,000/- each occasion, subject to ceiling of Rs. 10 lacs P.A.	Rs. 1 lac each occasion subject with an annual ceiling of Rs. 20 lacs P.A.		These powers are subject to call of quotations or tenders and subject to observance of Govt. instructions issued from time to time on the subject
17(A) Local purchase of building & road material (Civil Engg. Only)	upto 1 lacs against sanctioned estimate & normal procedure is followed	upto 2.50 lacs against sanctioned estimate & normal procedure is followed	(A) upto 5 lacs against sanctioned estimate & normal procedure is followed	Upto Rs. 10 lacs against sanctioned estimate & following normal procedure		
17(B) Local purchase of items other than building & Road material used in Civil and mechanical works of Sewerage/Water supply/ Drainage Divisions.	upto Rs. 1.00 lac against sanctioned estimate & normal procedure	upto Rs. 3.00 lacs against sanctioned estimate & normal procedure	upto Rs. 5.00 lacs against sanctioned estimate & normal procedure	Upto Rs. 10 lacs against sanctioned estimate & following normal procedure		
17(C) Local purchase of equipment/ material by call of tenders against sanctioned estimate (for electric only)	upto Rs. 1.00 lac against sanctioned estimate & normal procedure	upto Rs. 3.00 lacs against sanctioned estimate & normal procedure	upto Rs. 5.00 lacs against sanctioned estimate & normal procedure	Upto Rs. 10 lacs against sanctioned estimate & following normal procedure		
18 Sanction of contingent non-recurring expenditure	Nil	Nil	upto Rs.10,000/- in each case	upto Rs.25,000/- in each case		
19 Approval of deduction item in respect of works/ supply of material.	Nil	Nil	Full powers for both material/ works in consultation with AO(Works)	Full powers for both material/ works in consultation with associated A.O/F.O.		
20 Closure of contract	Nil	Nil	Full powers in r/o delegated power of acceptance in consultation with AO(Work) & no-fault of contractor.	Full powers in r/o delegated power of acceptance in consultation with associated A.O/F.O. & no-fault of contractor.		

**Delegation of financial powers for works to the officers of Civil/Electrical Department**

Annexure A

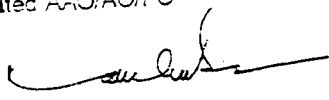
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Nature of Powers	Existing Powers			Accepted for Engineer-in-Chief	Remarks
	EE	SE	CE	E-in-Chief	
Recission of contract	Nil	Nil	Full powers in r/o delegated power of acceptance in consultation with AO(Work) & action against the defaulter is taken as per guide lines.	Full powers in r/o delegated power of acceptance in consultation with associated A.O./F.O. & action against the defaulter is taken as per guide lines.	
Acceptance of arbitration award	Nil	Nil	Nil	Upto Rs. 2 lacs in consultation with associated A.O./F.O.	These powers are to be exercised where no appeals are to be filed against arbitration award or where appeals filed against such awards have been dismissed.
3 Accord of sanction to expenditure on ceremonies connected to laying of foundation stone and opening of public building	Nil	Nil	Nil	Upto Rs. 25,000/-	
4 To make advance payment	Nil	Nil	Up to Rs. 10,000/- in each case out of work contingencies subject to fulfillment of normal conditions.	Up to Rs. 15,000/- in each case out of work contingencies subject to fulfillment of normal conditions.	

Note:

- (1) The above delegation of powers are subject to restriction and provision of orders issued by the Govt. as circulated by Council from time to time, as also the provision contained in various codes/CPWD Manuals.
- (2) The conditions as mentioned in remarks column apply in respect of above delegations.
- (3) All the financial powers as per above delegation shall be exercised by the concerned officers in consultation with the associated AAO/AO/FO

  
 (R. Narayanaswami)  
 Chairman

NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA; NEW DELHI.

No.: Fin/2005/DP-II 35

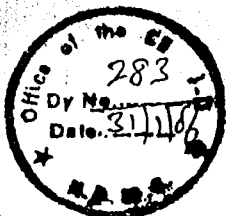
Dated: 31/11/06

DELEGATION OF POWERS.

In partial modification of the existing delegation of powers circulated vide No. Fin/2003/DP-II/496/D dated 20.11.2003 and in exercise of powers and functions conferred on me under Section 18 read with Section 400 of the New Delhi Municipal Council Act-1994 and all other powers enabling me in this behalf, I hereby order and direct that powers in respect of items specified in Annexure "A" shall be exercised by the officers to the extent enumerated therein.

These powers shall be exercised subject to specific budget allotment, codal provisions and guidelines laid down as per the NDMC Act-1994. These powers will be further subject to the superintendence, direction and control of the Chairperson as also General Financial Rules as amended from time to time.

*Sindhushree Khullar*  
(SINDHUSHREE KHULLAR)  
CHAIRPERSON  
NDMC.



SE(CI)

SE(CII)

For AO/WDII  
EO/CI/II

*[Handwritten signature]*  
CE/922

Encl: As above.

Copy to:

1. Secretary
2. All HODs
3. Secretary to Chairperson.

Annexure "A"

DELEGATION OF FINANCIAL POWERS TO THE OFFICERS OF CIVIL ELECTRICAL DEPARTMENT

Sl. No.	Items	Delegated Powers				Remarks
		EE	SE	CE	E-in-C	
	ADMINISTRATIVE APPROVAL & EXPENDITURE SANCTION FOR ORIGINAL WORKS	Nil	Nil	Rs 1 lakh for non-residential buildings and Rs 25,000 for residential buildings	Rs 2 lakh for non-residential buildings and Rs 50,000 for residential buildings	Finance concurrence shall be obtained for work beyond Rs 25,000 at CE and Rs 50,000 at E-in-C level in both the cases.
	TECHNICAL SANCTION FOR ORIGINAL WORKS	5 lakh	10 lakh	Full Powers	Full Powers	Powers are to be exercised provided P.E. is not exceeded by 10% of Administrative approval and expenditure sanction.
	AWARD OF WORK AGAINST TENDERS (ORIGINAL WORKS)	5 lakh	10 lakh	25 lakh	50 lakh	Powers are to be exercised in consultation with SO/AAC by EE & in consultation with AO(W) by SE, CE & E-in-C.
	AWARD OF WORKS UPPLY ORDER WITHOUT CALL OF TENDERS	Rs 100 lakh (Rs 5 lakh per annum)	Rs 200 lakh (Rs 10 lakh per annum)	Rs 10 lakh per annum (Rs 20 lakh per annum)	Rs 2 lakh per annum (30 lakh per annum)	Powers to be exercised in consultation with SO/AAC by EE and in consultation with AO(W) by SE, CE & E-in-C.
	AWR & I/O WORKS - DE, MIT & TENDERS	2 lakh	8 lakh	Full Power	Nil Full Power	Powers to be exercised in consultation with associated SO/AAC by EE and in consultation with AO(W) by CE, SE & E-in-C.

*(Signature)*  
 (SINDHU SHREE KHULLAR)  
 CHAIRPERSON  
 NJMC

*(Signature)* Dir(F)  
 24/1/06

CORRIGENDUM

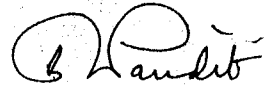
The item no.1 of Delegation of Powers circulated vide order no. Fin/2005/ DP-II/35 dated 31.01.06 may now be read as under:

Item No. under schedule of powers	Item	E.E.	S.E.	CE	E-in-C	Remarks
1.	Administrative approval & expenditure sanction for original works	Nil	Nil	Rs 1 lakh for non-residential buildings and Rs 25,000/- for residential buildings	<del>Rs 2 lakh for residential buildings and Rs 50,000/- for residential buildings</del>	These delegated powers will be exercised in consultation with their associated Account Officers.

**Note :**

The Associate Accounts Officers attached to E-in-C/CEs will however function under the technical/professional supervision of Financial Adviser who may demand submission of specific proposals for original works for his scrutiny.

This issues with the approval of Chairperson.



(B.B. Pandit)  
Financial Advisor  
03.05.2006

Copy to :

All concerned

D/121A/Fin/06

Dt. 12/5/06.

**NEW DELHI MUNICIPAL COUNCIL  
NEW DELHI**

No: D/169/fin.106

Date: 5/7/06

**Sub: Delegation of enhanced powers in respect of purchase of material/equipment**

In partial modification of Delegation of powers in respect of item no. 17 (A), (B), (C) circulated vide no. Fin/2003/DP-II/496/D dated 20.11.03 and as amended vide no. FIN/2005/DPII 35 dt. 31.01.06 and in exercise of the powers and functions conferred on me under Section 18 read with Section 400 of the New Delhi Municipal Council Act-1994 and all other powers enabling me in this behalf, I hereby order and direct that powers in respect of the following items shall be exercised by the officers to the extent enumerated therein.

Serial no. of existing item	Nature of Powers	Revised Powers	
		CE	E-in-C
17 (A)	Local purchase of buildings & road material (Civil Engg. Only)	Up to 25 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer	Up to 50 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer
17 (B)	Local purchase of items other than building & road material used in Civil and Mechanical works of Sewerage/Water Supply/Drainage Divisions	Up to 25 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer	Up to 50 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer
17 (C)	Local purchase of equipment/material by call of tenders against sanctioned estimate (for electric only)	Up to 25 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer	Up to 50 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer

**Note:** The Associate Accounts Officers attached to E-in-C/CEs will however function under the technical/professional supervision of Financial Advisor who may demand submission of specific proposals for his scrutiny.

These powers shall be exercised subject to specific budget allotment, codal provisions and guidelines laid down as per the NDMC Act - 1994. These powers will be further subject to the superintendence, direction and control of the Chairperson as also General Financial Rules as amended from time to time.

*(Sindhushree Khullar)*  
**(Sindhushree Khullar)** 9/7/2006  
Chairperson

Copy to: All concerned

FINANCE DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA : NEW DELHI

No.: Fin/2007/D/408/Corrigendum

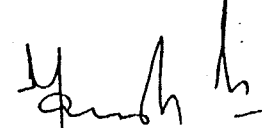
Dated : 15/11/07

CIRCULAR

Sub : Delegation of powers as per Item No. 1 circulated vide No. Fin/2005/DP/35 dated 31.01.06 read with corrigendum dated 03.05.06 – clarification thereof

As per item No. 1 of Delegation of Powers as stated at subject above, Chief Engineer, NDMC and E-in-C have been delegated powers for accord of administrative approval and expenditure sanction for original works up to Rs 1 lakh for non-residential buildings and Rs 25,000/- for residential buildings and Rs 2 lakh for non-residential buildings and Rs 50,000/- for residential buildings respectively in consultation with associated Account Officers. The said delegation of powers refers to "residential & non-residential buildings". There is no mention of works, which relate to sites other than buildings. For the sake of clarity, it is notified that the powers so delegated to CE & E-in-C against item No. 1 for non-residential buildings may be exercised for all types of original works including non-residential buildings, observing all codal requirements.

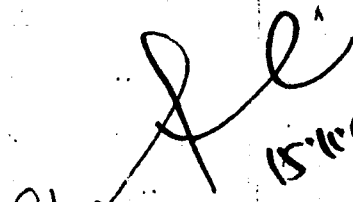
This issues with the approval of Chairman.

  
(Manish Kumar)  
Financial Advisor  
13.11.2007

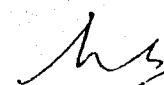
NO R-1434 / PAH Addl / AAAD 2  
22/11/07

Copy to :

1. CE(C)
2. CE (E)
3. All S.E.s- with a request to bring the circular to the notice of all E.E.s
4. Secretary to Chairman – for kind information of Chairman
5. P.S. to Secretary – for information of Secretary
6. Office Copy

  
15/11/07  
Chairman  
E.A.

  
Financial Advisor

Adl. F.A.  22/11/07  
By, FA - II

