

- 159 -

(23)

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRAL: NEW DELHI.

No.FIN/97/DP-1

Dated: January 20, 1997

DELEGATION OF POWERS

In supersession of 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 under Column No.2 of Annexure A, B & C shall be exercised by the officers to the extent enumerated therein.

These powers shall be exercised subject to specific budget allotment, codal provisions and guide-lines 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.

Encl: As above.

Copy to:-

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

(I.A. KHAN)
CHAIRPERSON
N.D.M.C.

-10-

ANNEXURE 'A'
ESTABLISHMENT MATTERS

S.NO.	SUBJECT	POWERS TO BE EXERCISED BY VARIOUS OFFICERS					REMARKS
		OFFICE SUPDT	ASST. SECY/ DY. SECY.	DIRECTOR	SECRETARY	H.O.D.	
1	2	3	4	5	6	7	8
1	a) Sanction of temporary advance from CPF/GPF	-	-	C&D	A&B		
	b) Sanction/release of final withdrawal/spl. advance from GPF/CPF.	-	-	C&D	A&B		
2	a) Sanction of leave Casual Leave	-	-	-	-	A&B	C&D-CONTROLLING OFFICER BRANCH INCHARGE H.O.D. CHAIRMAN HOD - CHAIRMAN
	b) Medical/Earned leave	-	C&D	B	A		
3	Study leave/Further Study	-	-	C&D	A&B		
4	Allowing E.B.	-	C&D	B	A		
5	Sanction of leave encashment on retirement/resignation	-	D	B&C	A		
6	Signing of Contingent Bill	-	ALL CATEGORIES	-	-		All A.O.s/St.A.O.s will sign C.Bills upto delegated limits, in addition to drawing & disbursing C.Bills already authorised by Chairperson vide his orders dt. 15.11.96 to A.O.(P),A.O.(CBS) & A.O.(F)
7	Signing of O.O. for apprentice for training	-	ALL CATEGORIES	-	-		
8	Refund of security amount of Labour Welfare Office	-	ALL CATEGORIES	-	-		
9	Issuing of Office Order on promotion/appointment	-	B,C&D	A	-		After approval by competent authority
10	Regular increments	-	C&D	A	-		

-16 ✓

ANNEXURE 'A'

ESTABLISHMENT MATTERS

S.NO.	SUBJECT	POWERS TO BE EXERCISED BY VARIOUS OFFICERS					REMARKS
		OFFICE SUPDT	ASSTT.SECY/ DY. SECY.	DIRECTOR	SECRETARY	H.O.D.	
1	2	3	4	5	6	7	8
11	Signing of LTC Bill/Pension & Gratuity papers	-	D	B&C	A		
12	Sanction of retirement dues/death benefits/PF/SLGIS/DLIS	-	-	C&D	A&B		
13	Normal pay fixation on promotion	-	B,C&D	A	HODs		
14	Signing of salary Bills	-	ALL CATEGORIES	-	-		
15	Attestation of entries in service Book	D	C	A&B	-		
16	Investigation of claim under GFR	-	-	D	A,B&C		
17	(A) Acceptance of date of birth at the time of joining service (B) Acceptance of change of date of Birth	-	-	-	All Categories		For all categories - CHAIRPERSON
18	Intimation regarding financial transaction under Conduct Rules	-	D	B&C	A		
19	Sanction of reimbursement of tuition fee/CEA	-	C&D	A&B			Provided claimed within three months after academic year.
20	Permission to attend training within India for a period not exceeding two months	-	-	C&D	A&B		HOD - Chairmen for over 2 months next higher authority
21	a) Sanction under CSMA Rules for reimbursement of medical claims b) Sanction for reimbursement of Medical claims IN RELAXATION of CSMA Rules	-	-	-	upto 50000/- MOH 10000/- upto 25000/-		With the prior Finance concurrence

ANNEXURE 'A'

ESTABLISHMENT MATTERS

S.NO.	SUBJECT	POWERS TO BE EXERCISED BY VARIOUS OFFICERS					REMARKS
		OFFICE SUPTD	ASSTT-SECY/ DY. SECY.	DIRECTOR	SECRETARY	H.O.D.	
1	2	3	4	5	6	7	8
22	Approval of Terms and conditions of deputation	-	-	C&D	A&B		With concurrence of Finance.
23	Conveyance Purchase Advance	-	-	ALL CATEGORIES 2 WHEELERS	ALL CATEGORIES 4 WHEELERS		With concurrence of Finance
24	House Building Advance	-	-	-	ALL CATEGORIES		With concurrence of Finance
25	a) Issue of No Objection Certificate for outside post	-	-	C&D	A&B		
	b) Issue of No Objection for Passport	-	-	B,C&D	A		
	c) Permission to leave country	-	-	-	A,B,C&D		HODs - Chairperson
26	Appointment of T.M.R.	-	-	-	-	Full Power	Subject to fixation of strength of TMRs as approved by Chairperson and preparation of seniority list. Appointment will be made only from approved seniority list.
27	T.A. and D.A. advance/LTC advance	-	-	B,C&D	A		

(I.A. KHAN)
CHAIRPERSON

ANNEXURE "B"

TECHNICAL (ELECTRICAL, CIVIL & TRANSPORT)

S.No. 1	Nature of Powers 2	Chief Engineer 3	Supdg:Engineer 4	Executive Engineer 5	Remarks
1	Administrative approval and expenditure sanction for original works	Rs.5,000/-	Nil	Nil	
2	Powers to sanction estimates for annual repairs, maintenance of buildings & roads including special repair to buildings	Full Powers within the prescribed norms.	upto Rs. Three lac within the prescribed norms.	Rs.1.00 lac within the prescribed norms	
3	Accord sanction to estimates for repairs to T & P articles.	Upto Rs.5.00 lacs subject to budget provision	Rs.1.00 lac against budget allotment	Rs.25,000/- against specific budget allotment	Powers under column 4 & 5 will be exercised by T.C. & E.E.(AUTO) respectively
4	Technical sanction for original works	Full powers provided P.E. is not exceeded by 10%	Rs.3.00 lacs provided P.E. is not exceeded by 10%	Rs.One lac provided P.E. is not exceeded by 10%	
5	Revised Technical Sanction for original works	Full powers provided revised PE is not exceeded by 10%.	Full powers upto Rs. 3.00 lacs provided revised PE is not exceeded by 10%.	Full Powers upto Rs. 1.00 lacs provided revised PE is not exceeded by 10%.	
6	Powers to accord T.S. & expenditure sanction for deposit works	Full powers provided Municipal portion does not exceed Rs.5000/-	Upto Rs. 3.00 lacs provided Municipal portion does not exceed by Rs. 1000/-	Upto Rs. 1.00 lac provided Municipal portion does not exceed by Rs. 1000/-	
7	Estimate for petty Tools & Plant	Upto Rs.2.00 lacs against specific budget allotment	Powers upto Rs.50,000/- against specific budget allotment	Upto Rs. 20,000/- against specific budget allotment.	
8	(A) Acceptance of Tenders.	Upto Rs.5.00 lacs	Upto Rs. 2.00 lacs	Upto Rs.40,000/-	Powers under column 4 & 5 will be exercised by T.C. & E.E.(AUTO) respectively
	(B) Award of work on calling of single tender for proprietary work	Upto Rs.1 lac	Nil	Nil	
9	Acceptance of single tender received against open tenders.	Upto Rs.2.00 lacs in consultation with Finance upto Rs.5.00 lacs.	Upto Rs. 1.00 lac.	Nil	
10	Award of work on work orders on call of quotation.	Upto Rs.25,000 subject to annual ceiling of Rs. 5.00 lacs.	Upto Rs.15,000/- subject to annual ceiling of Rs. 4.00 lacs.	Upto Rs.10,000/- subject to annual ceiling of Rs. 3.00 lacs.	Powers under column 4 & 5 will be exercised by T.C. & E.E.(AUTO) respectively

TECHNICAL (ELECTRICAL, CIVIL & TRANSPORT)

S.No. 1	Nature of Powers 2	Chief Engineer 3	Supdtg. Engineer 4	Executive Engineer 5	Remarks
11	Split up of work against sanction PE	Normal powers to be exercised on call of tenders provided prior approval of Chairperson has been obtained for splitting	Same as for C.E.	Same as for C.E.	
12	Rejection of tenders	upto delegated power of acceptance of tender after recording reasons thereof	upto delegated power of acceptance after recording reasons thereof	upto delegated power of acceptance after recording reasons thereof	
13	Sanction extra/substituted items	20% of contract value subject to ceiling of Rs. 50,000/- and provided sanctioned estimate is not exceeded by more than 10%.	20% of contract value subject to ceiling of Rs. 25,000/- and provided sanctioned estimate is not exceeded by more than 10%.	20% of the contract value subject to ceiling of Rs.10,000/- for scheduled and agreement items and Rs. 2500/- for other items provided sanctioned estimate is not exceeded by more than 10%	
14	Award of additional quantities of items stipulated in the contract (for works)	Upto 20% of contract value or Rs.50,000/- which ever is lower provided there is no excess over sanctioned estimate by more than 10%	Upto 20% of contract value or Rs.25,000/- which ever is lower provided there is no excess over sanctioned estimate by more than 10%	Upto 20% of contract value or Rs.10,000/- which ever is lower provided there is no excess over sanctioned estimate by more than 10%	
15	Grant of extension of time	Upto 6 months or one third of the total contract period which ever is lower	Upto 3 months or one third of the total contract period which ever is lower	Upto 1 month or one third of the total contract period which ever is lower	
16	(A) Local purchase of Stores not born on D.G.S. & D. Rate Contract against sanctioned Stock limits	Rs.10,000/- each occasion subject to a ceiling of Rs. 500 lacs per annum.	Rs.3,000/- each occasion subject to a ceiling of Rs. 45,000/- per annum.	Rs.1,000/- each occasion subject to a ceiling of Rs. 20,000/- per annum.	
	(B) Stores borne on D.G.S. & D. Rate Contract	Full powers within sanctioned stock limit and sanctioned estimate	Upto Rs.10,000/- per item subject to a limit of Rs.200 lac per annum and provided purchase is within Stock Ceiling and sanctioned estimate.	Upto Rs.2,500/- per item subject to a limit of Rs.25,000/- per annum and provided purchase is within Stock Ceiling and sanctioned estimate.	Powers under column no. 4 & 5 would be exercised by T.C. & E.E.(AUTO) respectively
17	(A) Purchase of building and road material (Civil Engg. only)	Upto Rs.500 lacs against sanctioned estimates and normal procedure is followed.	Upto Rs.250 lacs against sanctioned estimates and normal procedure is followed.	Upto Rs.25,000 against sanctioned estimates and normal procedure is followed.	

ANNEXURE "B"

TECHNICAL (ELECTRICAL, CIVIL & TRANSPORT)

S.No. 1	Nature of Powers 2	Chief Engineer 3	Supdtg.Engineer 4	Executive Engineer 5	Remarks
	(B) Purchase of items other than building & road material used in civil works.	Upto Rs.250 lacs as per normal procedure against sanctioned estimate.	Upto Rs.125 lacs as per normal procedure against sanctioned estimate.	Upto Rs.25,000 as per normal procedure against sanctioned estimate.	
	(C) Powers for purchase of Equipments/materials by call of Tenders against sanctioned estimates (for electricity deptt. only)	upto Rs.2.7 lacs as per normal procedure against sanctioned estimate	Upto Rs.125 lacs as per normal procedure against sanctioned estimate.	Upto Rs.25,000 as per normal procedure against sanctioned estimate.	
18	Approval of deduction item in respect of works and supply of material	Full powers both for supply for material and works subject to scrutiny by AO(works/Elect).	Nil	Nil	
19	Calling of short notice tenders.	Full Powers	Full Powers in r/o tenders where estimate/cost falls within competency of E.E. for acceptance.	Nil	
20	Closure of contract.	Full powers in r/o contracts within his competency provided there is no default on the part of the contractor, in consultation with AO(W) & AO(E).	Nil	Nil	Contracts beyond C.E.'s powers will be submitted to Chairperson for approval.
21	Recission of contract.	Full powers in r/o tenders within his competency of acceptance provided action against the contractor is taken as per specified guidelines, in consultation with AO(W) & AO(E).	Nil	Nil	-do-

- NOTE : 1. Powers delegated will be subject to procedure laid down for scrutiny by Accounts Officers/Accountants posted in the Department.
2. Cases beyond delegated powers will be submitted for approval to the competent authority through the finance department.
3. T.C. and E.E.(Auto) will exercise powers only in respect of items at Sl.no. 3, 8(A), 10 & 16(B) to the extent as stated in remarks column.

(I.A. KHAN)
CHAIRPERSON

GENERAL SANCTION

S.No	Items	Secretary	FA	HODs	Others
1.	Over Time Allowance	50 hours P.M.	40 hours P.M.	20 hours P.M.	NIL
2.	Contingent Expenditure (Non-Recurring)	Upto Rs. 25,000/- in each case	Upto Rs. 15,000/- in each case	Upto Rs. 10,000/- in each case	M.S./CPH, M.S./PMH, MS/VETY, SES Dy. Secy, Sr. AOs, Secy to Chairman, EEs (Civil) & Electrical, Addl. Dir(H), Dy. Dir(H)
3.	Contingent Expenditure (Recurring)	Upto Rs. 25,000/- in each case	Upto Rs. 15,000/- in each case	Upto Rs. 10,000/- in each case in respect of OSD, Chief Engg.s, MOW, TC.	MS/CPH, MS/PMH, MS/VETY
4.	Miscellaneous Advance	Upto Rs. 20,000/- in each case	Upto Rs. 15,000/- in each case	Upto Rs. 10,000/- in each case for OSD, Chief Engg.s, MOW	Up to Rs. 2000/- in each case. Up to Rs. 3000/- in each case.
5.	Sanction of telephones.	Full Powers within laid down policy.	---	---	---
6.	Payment of telephone bills.	Full Powers.	---	Dir(P). Full Powers as per entitlement of officers	---
7.	Payment of all advertisements	Full powers as per policy	---	Director(HR) - Full powers as per approved rates	---
8.	Allotment of Staff cars/vehicles	Full powers	---	---	---
9.	Sanction of expenditure on entertainment	Full powers	---	Within prescribed limits	---

(I. A. KHAN)
CHAIRPERSON

477 (33)
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI

Dated: 21-9-06

No.: D-2167/FA1

DELEGATION OF POWERS

In super cession of the existing delegation of powers circulated vide no. Fin/2003/DP-II/D-134-D-139 dated 6.4.2004 and in exercise of powers and functions conferred upon me under Section 18 read with Section 400 of New Delhi Municipal Council Act, 1994 and also 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)
CHAIRPERSON

Encl : Delegated Powers

Copy to :

1. Secretary *21/9/06*
2. Engineer-in-Chief *21/9*
3. Director (Hort) *21/9/06*
4. Director (Co-ord)
5. Director (Accounts) *21/9/06*
6. P.S. to Chairperson
7. P.S. to F.A. *21/9/06*

G/c

-118-

Annexure 'A'

(3)

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF HORTICULTURE DEPARTMENT

S.No.	Nature of Powers	Enhanced powers		
		Addl/Dy. Director 3	Director (H) 4	Secretary./Engineer-in-Chief 5
1.	Administrative approval and expenditure to the estimate for original work	Nil	Up to RS 25,000/-	Up to Rs. 1 lakh
2.	Powers to sanction estimate- Annual repair and Maintenance/Special repairs	Nil	Upto Rs. 2.00 lakh within the prescribed norms and budget provision.	Full powers within the prescribed norms & budget provision
3.	According sanction to estimate for repairs to T&P articles	Nil	Upto Rs. 25,000.00 against specific budget allotment	Upto Rs. 50,000.00 against specific allotment.
4.	Technical sanction for original works	Upto Rs.50,000.00 provided PE is not exceeded by 10%	Full powers provided PE is not exceeded by 10%	Full powers provided PE is not exc 10%
5.	Revised Tech. Sanction for original work	Nil	Rs 5 lakh provided that PE is not exceeded by 10%	Full powers provided PE is not exc 10%
6.	Powers to accord technical sanction and expenditure sanction for deposit works	Nil	Up to Rs 5 lakh provided municipal portion does not exceed Rs 20,000/-	Full powers provided municipal portion exceed Rs 1 lakh
7.	Estimate for purchase of petty tools and plants	Nil	Up to Rs 25,000/- against specific budget allotment	Up to RS 1 lakh against budget allotment
8A	Award of work/supply on tenders acceptance of lowest tenders and also doing negotiation with lowest tenderers.	Upto Rs. 20,000.00	Up to Rs 5 lakh in consultation with associated AO (if no AO has been associated in consultation with JAO/AAO) provided tendered amount is within sanctioned PE	Up to RS 10 lakh in consultation with a AO (if no AO has been assoc consultation with JAO/AAO) provided amount is within sanctioned PE

-427-

29

	Award of work on calling single tender with prior approval of Chairperson/Council	Nil	Upto Rs.20,000.00 in consultation with associated AO after recording the urgency and reasonability of rates. Full reasons should be recorded by the approving authority who should also guard against contractor holding out unjustifiably higher rates	Upto Rs. 2 lakh in consultation with a AO. Full reasons should be recorded against contractor holding out higher rates
9.	Acceptance of single tender	Nil	Up to Rs one lakh in consultation with associated AAO/JAO	Up to Rs 5 lakh in consultation with a AO
10.	Award of contracts without call of tenders	Rs.5,000.00 in each case subject to limit of Rs.25000.00 for each division.	Rs 25,000/- in each case subject to an annual ceiling of Rs 10 lakh for the whole department	Rs 50,000/- in each case subject to ceiling of Rs 20 lakh for the whole department
11.	Award of contracts against split up of sub-heads	Nil	Nil	Powers to be excised on call of tender prior approval of Chairperson.
12.	Rejection of tenders	Nil	Up to delegated powers for acceptance of tender after recording reasons.	Upto delegated powers for acceptance after recording reasons
13.	Sanction of Extra/substituted items.	Upto 20% of the contract value subject to ceiling of Rs. 5000.00 for scheduled and agreement items and Rs.2500.00 for others provided sanctioned estimate does not exceed 10%.	Upto 20% of the contract value subject to ceiling of Rs.25,000.00 for all items provided sanctioned estimate does not exceed 10%.	Upto 20% of the contract value subject of Rs.50,000.00 for all items sanctioned estimate does not exceed
14.	Award of additional quantities stipulated in contract.	Upto Rs.5,000.00 subject to a limit of 20% of the stipulated quantities and excess should not exceed 10% of the sanctioned estimates.	Upto 20% of contract value or Rs. 25,000.00 whichever is lower provided estimate does not exceed 10%	Upto 20% of contract value or Rs. whichever is lower provided estimate exceed 10%

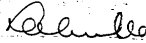
480

15	Grant of Extension of time and levy of compensation.	1/3 rd of the total period specified in the contract subject to ceiling of one month in r/o individual contracts.	1/3 rd of the total period specified in the contract subject to a ceiling of 3 months.	Full powers upto one year in consultation with associated AO
16	Local purchase of stores not borne on DGS&D rates running contracts.	Rs.500.00 per item s.t. a ceiling of Rs.15,000.00 p.a.	Rs.1000.00 per item subject to a ceiling of Rs.25,000.00 p.a.	Rs. 5,000.00 per item subject to ceiling 1.00 lakh p.a.
17A.	Powers for purchase of Hort. Material	Upto Rs.20,000.00 for purchase of sludge, manure, cow dung and fertilizers from Govt. approved outlets, provided purchases are made against sanctioned estimate and budget allotment and following of normal procedure.	Upto Rs.5.00 lakh for purchase of sludge, manure, cow dung and fertilizers provided purchases are made against sanctioned estimate and budget allotment and following of normal procedure.	Upto Rs.10.00 lakh for purchase of manure, cow dung and fertilizers purchases are made against sanctioned estimate and budget allotment and following of normal procedure.
17B.	Purchase of plants, seeds, cuttings, earthen pots, RCC pots grass etc	Rs.2500.00 on each occasion subject to ceiling of Rs.1.00 lakh p.a. for each division.	Up to Rs 25,000/- on each occasion subject to ceiling of Rs 10 lakh per annum for the whole department subject to budget provision and sanctioned estimate.	Up to Rs 50,000/- on each occasion ceiling of Rs 20 lakh per annum for department subject to budget provision and sanctioned estimate.
18.	Powers to sanction contingent expenditure of non-recurring nature	Rs.2000.00 in each case.	Rs.10,000.00 in each case.	Rs.25,000.00 in each case.
19.	Approval of deduction item in respect of works/supply of material.	Nil	Full powers for both material/works in consultation with associated AAO/JAO	Full powers for both material/works in consultation with associated AO.
20.	Closure of contract	Nil	Nil	Full powers in r/o delegated acceptance in consultation with associated AO no fault of contractor.

481

21.	Rescission of contract	Nil	Nil	Full powers in r/o delegated acceptance in consultation with associated action against the defaulter is take guidelines.
22.	Acceptance of arbitration award	Nil	Nil	Upto Rs. 2 lakh in consultation with AO/FO. These powers are to be where no appeals are to be filed arbitration award or where appeals such awards have been dismissed.
23.	Making of advance payment Sanction of advance	Nil	Up to RS 10,000/- in each case out of work contingencies subject to fulfillment of normal conditions	Upto Rs.25,000/- in each case out contingencies subject to fulfillment conditions.

- Note: a) The above delegation of powers are subject to restriction and provision of orders issued by the Govt. as circulated by Court time to time, as also the provisions of various codes/CPWD Manual.
- b) The concerned officers shall exercise all the financial powers as per above delegation in consultation with the associated AA who will function under the overall technical direction of Financial Advisor.


 (SINDHUSHREE K)
 CHAIR