

MANUAL- II

DUTIES AND POWERS OF OFFICERS & EMPLOYEES

DUTIES AND RESPONSIBILITIES OF DIFFERENT CATEGORIES OF EMPLOYEES OF ELECT. DEPARTMENT

1. CHIEF ENGINEER :-

The Chief Engineer exercises full powers for all technical matters e.g. planning construction, protection and maintenance of all distribution, network under his charge. He is responsible to NDMC for the efficient carrying out of all these works in his administration and for accounts pertaining to all such works. Procurement of stores, award of works through call of tenders etc are carried out as per delegation of powers.

2. SUPERINTENDING ENGINEER :-

SE periodically examines the books of Divisional offices & AEs. He monitors progress of works compares physical & financial progress and intimates higher authorities if excess is anticipated over sanctioned budgets for obtaining revised sanction.

SE's Periodically inspect the works within the circle for ensuring quality and efficient contract administration by Divisional officer (DO) and his supervisory staff. Inspection notes are recorded by him. Before final payment is released, SE's record completion certificate.

SE is the authority to directly correspond with local bodies, civil or military authority within the area of his jurisdiction.

3. EXECUTIVE ENGINEER :-

Executive Engineer is responsible to the SE for efficient execution and management of all works within his division. He organizes & supervises execution of works and sees that they are economically carried out with materials of good quality.

EE is the primary disbursing officer responsible for financial regularity of all the transactions and maintenance of accounts work wise/head wise and submitting them, monthly, in the form of monthly accounts to the accounts officer. He is assisted by a divisional accountant posted from Accounts Department. EE maintains a register of works and carries out periodic inspection.

EE reports immediately to the superintending engineer any important accident or unusual occurrence connected with his division and how he proposes to act in consequence.

4. ASSISTANT ENGINEER (E):-

The divisions are divided in sub-divisions in charge of Assistant Engineer. The Assistant Engineer are responsible to the Divisional officer for the management and efficient execution of works within their sub-divisions.

The Assistant Engineer maintains initial accounts, records, stores as well as work abstracts.

5. JUNIOR ENGINEER (E): -

General:

As Junior Engineer is the primary element in the executive units, he is responsible both for the execution of works and maintenance of accounts with which he is concerned. A Junior Engineer is expected to assist his superior officers in performance of all those duties which he is to assume on his promotion for the post of Assistant Engineer & Executive Engineer in course of time, and observe and carry out all administrative orders/instructions issued by the department from time to time.

The duties of Junior Engineer are as below :-

a) To collect engineering data for estimates and prepare rough drawing and site plans connected therewith.

- b) To supervise and see the works under his charge are done according to the specifications ,drawings, standards laid down and approved samples.
- c) Recording of measurements of stores received items of work on work order/tender etc.
- d) Physical custodian of materials at site, T & P. Maintain proper accounts of receipts, issues and balances, arrange adequate watch and ward.
- e) Submission of monthly returns like Form 35C,Form8, Form 13 & 14 (T&P), abstract of complaints received and attend to , in every month statement of additions and alterations carried out.
- f) At least 50 percent check of complaints attended to, by his subordinates.
- g) Physical verification of stores/T& P every six months.
- h) Maintenance of Labour Rolls, attendance of staff etc.
- i) In planning office preparation of estimates for various works, collection of plans, details of latest fittings cables item, available in the marks. Preparation of circuit diagrams, layout ,sketches for cable routes, position of D.Bs switch boards, etc..
- j) Preparation of estimates, annual maintenance estimates, estimates for additions/alterations of existing electrical installations, estimates for petty new installations.
- k) Verification of energy consumption bills received from Commercial Dept., general supervision of Energy Meter to see whether they are working satisfactorily.
- l) To submit report of all accidents.

6. DIVISIONAL ACCOUNTANT

The divisional accountant is responsible for correct compilation of the accounts of the division in accordance with the prescribed rules, applying certain preliminary checks to initial account., vouchers and as a General Asst. and advisor to Executive Engineer in all matters relating to the accounts, budget estimate and operation of financial rules.

7. FORMAN (SUB-STATION)

They are responsible for the operation and maintenance of continuity of 11KV supply in the area under jurisdiction. They are attached to the overhauling of HT AND LT switchgears in the sub-stations and also to the breakdowns on the 11KV system to perform any other duty assigned to them from time to time.

8. FOREMAN(WIRING)

They are responsible for attending to 400/230 V. Internal electrical installations in our various Municipal Buildings and other allied works such as repairs of Heaters, geysers, water coolers, air-conditioners installed in our various Municipal Buildings. They are also to guide the various categories of staff on wiring side for carrying out jobs of intricate nature. To perform any other duty assigned to them from time to time.

9. FOREMAN(ELECTRIC AND MECH.WORKSHOP)

They are responsible for carrying out the day to day fabrication work and to guide the various workers in fabrication work required for installations of road lighting fittings, fixtures and carrying out addition/alteration in the existing distribution pillars, repairs of Electric motors and carrying out allied fitter's and turning job etc. They are also required to repair various types of motors and pumps installed at the various places in NDMC area. To perform any other duty assigned to them from time to time.

10. FOREMAN (METERS AND TESTING WORKSHOP)

They are responsible for carrying out/guide to the various categories of workers, responsible for the repairing/testing calibration of electric meters. Testing of relays and other sophisticated measuring instruments etc. They are responsible for the operation and maintenance of continuity of 400 V supply in the area under their jurisdiction. They attend to the Breakdowns on the 400 volts system. To perform any other duty assigned to them from time to time.

11. FOREMAN (DISTRIBUTION)

They are responsible for the operation and maintenance of continuity of 400 V supply in the area under their jurisdiction. They attend to Breakdown on the 400 volts system. To perform any other duty assigned to them from time to time.

12. JOINTER 1st GRADE

- a. Responsible for making all types of HT/LT cable joints including their satisfactory working.
- b. To get the joint marker fixed at site to indicate the position of the joint.
- c. To get the cable ducts cleaned off from foreign materials inside outside the substation. Keep a close watch of the HT/LT feeders/distributors of his area that they are not distributed by any other agency.
- d. To operate HT/LT supply including changeover in case of shut down/breakdown.
- e. To ensure continuity of HT/LT supply including change-over in case of shut down/breakdown.
- f. Carting, installation, Testing Commissioning of Transformers and HT/LT Switchgears.
- g. To get the HT/LT cable handling /carted laid and dismantled.
- h. To perform break down/emergency duty as and when required.
- i. To perform any other duty assigned to them from time to time.

13. SENIOR METER TESTER:

- a. He will work on 3 phase meter testing branch for testing of polyphase meters in the workshop.
- b. He will test all the disputed meters in the workshop.
- c. He will prepare sub-standard single phase and polyphase meters and keep their record.

d. He will also perform subsequent testing of the substandard meters and keep their records. To perform any other duty assigned to them from time to time.

14. CENTRIFUGAL MISTRY:

- a. To install and operate the dehydration machine and attend to its repairs himself.
- b. Responsible for the prior upkeep of the dehydration machine and oil testing equipment.
- c. To collect oil samples from various transformers and test them on the oil testing equipment.
- d. To make necessary electric connections for operating the machine from LT source of supply.
- e. To maintain the log book of the dehydration machine.
- f. To maintain the record of the dehydration of oil and its subsequent testing.
- g. To carry out installation test during baking/dehydration of the transformers, plot the graph and maintain proper record of the same. To perform any other duty assigned to them from time to time.

15. PUMP MECHANIC/PUMP MISTRY:

- a. To attend to the repairs and maintenance work of sewage and Booster Pumping sets both diesel and electrically operated.
- b. To arrange the erection and dismantling of any pump or its motor including connected plumbing and valve etc. as and when necessity arises.
 - c. To ensure that log books for pump house is maintained properly.
 - d. To install and run diesel /electrical pumping sets temporarily as and when required.
 - e. To perform any other duty assigned to them from time to time.

16. ELECTRICIAN:

- a. To locate and repair electrical faults in internal wiring of Mpl. Buildings as and when required and all types of pumps motors/starters/Room coolers. Heaters, Water Coolers Desert Coolers, Air conditioners/Traffic signals and similar other equipment, Air-Conditioning Plants/Air-circulation system, Electrical storage water heater/PA equipment and refrigerators etc.
- b. To install and commission all types of electrical gadgets operating on 400/230 volts. To perform any other duty assigned to them from time to time.

17. PRECISION INSTRUMENT REPAIRER:

- a. Testing repairing and calibration of precision and all other instruments and precision instruments.
- b. Testing/repairing and calibration of various electric testing equipment and apparatus.
- c. To perform any other duty assigned to them from time to time.

18. HEADWIREMAN:

- a. To attend the repairs of circuits and other faults of wiring installations, all types of Fans, water coolers, Room Coolers, room heaters and signals etc.
- b. To test and to ensure that E.I. are periodically tested.
- c. To attend duties in shifts whenever required.
- d. To undertake new works of all types of medium pressure electrical installations. To perform any other duty assigned to them from time to time.

19. SENIOR FITTER:

- a. Repairing, fabrication and fitting of various types of fittings fixture and machines
- b. Including doing jobs of girding, drilling and cutting of threads with.
- c. To operate LT switchgear installed in sub-station and isolate faulty section of the system as and when required.
- d. To perform emergency breakdown duties in shifts as and when required.

20. SHIFT INCHARGE GRADE-II:

- a. He is responsible for the operation and daily routine/maintenance of transforming sub- stations
- b. He is to record hourly readings of various instruments, installed in the sub-stations in log books maintained for that purpose. During peak hours, however, he is to record the readings of various instruments after 15 minutes.
- c. He is to record the maximum temperature of the transformer on the log book daily and reset and maximum temperature needle of the thermometer.
- d. He is to record all tripping, failures and breakdowns and to report them to Control Room and to Emergency Break Down Centre for record and further render help for the fault clearance inside the sub-stations.
- e. He is to record all the events viz. tripping, breakdowns repairs etc. in the daily diary register.
- f. He is to record daily and monthly peak load figures in the peak Load Register.
- g. He is to record the time of putting 'ON and 'OFF' the road lighting switches.
- h. He is to record the reports of road lighting staff.
- i. He is to record complaints of the consumers and details the Lineman on duty to clear the fault and then record the clearance in the compliant register.
- j. He is to check the charge and voltage of battery of tripping unit and emergency light everyday and given certificate to this effect on log sheet.
- k. He is to check the battery supply in all the panels daily.
- l. He is to check daily and operate as and when required Fire Extinguisher and First Aid Box every day.
- m. He is to check PT and other instruments fuses installed on various panels.
- n. He is to get the sub-station neat & clean every day and to record the timings of arrival and departure of sweeper on log sheet.
- o. He is to maintain the plant and equipment of his sub-station neat and clean.
- p. He is responsible for all the equipment in the sub-stations. In case of any theft or loss of the equipment the same is to be brought to the notice of the area Incharge /J.E./Supdt./A.E.E. Electrical Engineer immediately.

- q. He is to keep in safe custody the keys of various un-attended sub-stations. Link House, distribution pillars, tools and plants and other materials given in his charge and to keep the record of their movements.
- r. He is to report on phone to Police authorities and the concerned A.E.E/E.E. for any theft/loss of Municipal property which is brought to his notice by the complaint/other staff on duty.
- s. He is to follow instruction given in connection with running and maintenance of sub-stations from time to time and assist the maintenance staff.
- t. He is responsible for attending the fire detection system.

21. SHIFT INCHARGE GRADE-I :

Same as of Shift Incharge Grade -II but they will be posted at important sub-stations.

22. SUB-STATION APPRENTICES:

To assist Shift Incharge Grade I, Who is responsible for performing the duties as explained above.

23. Shift Officer/Sr. Shift Officer

- 1. Independent supervision of all H.T. Sub-Stations
- 2. To carry all operations as per instructions and guidance of system control/seniors
- 3. Recording and reporting of all trippings and other happenings like breakdowns and over-loading on the S/Stns. to the concerned authority including taking immediate action.
- 4. Maintenance of record like log-sheet, general diary, maintenance register, fault registers and other data as per day today instructions.
- 5. To release and cancel work to permit to the authorized staff availing the S/downs on the guide -lines of system control/seniors.
- 6. To carry minor repairs of the S/Stn. Equipment during emergency.
- 7. To maintain properly the T&P of S/stn. Including telephone, fire fighting equipment, operating handle torch and other misc. items.
- 8. To maintain the S/Stn. Equipment neat and tidy conditions with the help of his assistance.
- 9. To survey the Switch-Yard and other installation during the duty hours for any sparking, leakage defects and to inform /record the same.

24. METER RELAY TESTER :

- a. To test and calibrate Meters and relays installed in various electric sub-station.
- b. To dismantle them from electric sub-station for testing, repairing and calibration as and when required and re-installation after necessary repairs are carried out.
- c. To test and calibrate all energy meters.
- d. To install and remove energy meters of large consumers at site including their testing as and when required.

25. INSTRUMENT REPAIR:

To repair and Calibrate instruments of various kinds, such as ammeters and voltmeters including their dismantling from sub-station as and when required and re-installation after necessary repairs are carried out.

26. CABLE/INSTALLATION/INSULATION TESTERS:

- a. Periodical testing of insulation and earth resistance of electric sub-stations, H.T./L.T. equipment/Pillars, overhead and underground mains, service connections, submains and consumers/ NDMC own wiring installation including single phase meters testing at site required and to maintain their record. To locate cable faults etc.
- b. To maintain upto date inventories of all internal /external electric installation, overhead/underground mains.(They are required to be maintained within safe limits as prescribed in the Indian Electricity Rules for safety of the operating and maintenance staff and public)

27. SENIOR ELECTRIC METER ERECTOR:

As an Electric Meter Erector both including 3 phase and I phase meters checking replacement of burnt/damaged meters.

28. WIREMAN GRADE-I

- a. To do original/maintenance and temporary wiring works of all types of wiring/submains.
- b. To attend to fire detection system/emergency lighting including generating sets.
- c. To attend to 'No current' complaint and circuit faults/Ceiling/Exhaust Fans.
- d. To check repair and install batteries and electrical gadgets.
- e. To make temporary installation of the P.A. System and its operation.
- f. To operate pumps and Diesel Generating Sets as and when required.
- g. To attend to duties in shift also whenever required.

29. WIREMAN GRADE-II

- a. To attend to no current complaints of submains/Electric installation in shift/general duty
- b. To assist the Head Wireman Ist grade
- c. To attend to Fire detection system/maintenance of pumps, emergency complaints. Look after the maintenance of batteries.

30 . LINEMAN GRADE-I

- a. He is responsible for repairing, maintenance and upkeep of LT overhead and underground distribution system.
- b. To perform duty in shifts for clearance of no current complaint and to change LT supply from one system to the other to ensure continuity of supply in case of breakdown/shutdown.
- c. To operate LT Switchgear installed in sub-station as and when required.
- d. To assist Head Lineman in performance of his duties as and when required.
- e. To carry on earthing of LT Distribution system and its testing.
- f. Patrolling of the area as and when desired.

31. LINEMAN GRADE-II

- a. To perform duty in shifts for clearance of no current complaints and to change LT supply from one to another in case of Breakdown/shutdown in order to ensure continuity of supply.
- b. To operate LT switchgear installed in sub-stations
- c. To replace lamps, tubes and repair of road lighting fittings and fixtures.
- d. To assist Lineman Gr.-1 AND Hd. Lineman in carrying out his duties as and when required.
- e. Patrolling duties.

32. ELECTRIC METER ERECTOR GRADE-II

- a. Installation/Removal of single phase meters in case of permanent connection/final removal, temporary connections/disconnections.
- b. Replacement of meters in case of general changing, out of order high/low load and slow/fast running.

33. PAINTER

- a. To do complete painting work by brush/spray on all types of equipment installed/to be installed Indoor/Outdoor including nomenclature writing and making of figures etc.
- b. To meter number on electric meters in the workshop, to write K numbers on meter board at site.
- c. To do spirit/varnish polishing of the furniture etc.
- d. To cut and fit glass according to size.
- e. To rewrite dials of meters, clocks and other instruments.
- f. To fix the Road sign glasses on the Road Sign boxes, channelisers etc. at site.

34. CARPENTER

To fabricate/repair wooden meter boards/wooden furniture telescopic ladder, bamboo ladder, doors, windows and other wooden articles as required.

35. DRIVER

- a. To drive all types diesel/petrol motor vehicles such as Truck , Tower Wagons, Tempos, Cars, Jeeps, Matador (with or without Jeep Trolley etc.) To keep the vehicles well maintained and fit as per Motor Vehicle Act.
- b. To keep proper account of the distance traveled by the vehicle and the petrol/mobil oil consumed.
- c. To maintain the vehicle in neat and clean condition.

36. BATTERY-MAN

- a. To maintain the batteries and the battery chargers in satisfactory condition.
- b. To clean the batteries and the battery chargers at least once in a week.
- c. To check the level of electrolyte, specific gravity, voltage and current of the battery, wiring of battery charger and maintaining general conditions of the battery and the battery charger at least once a week.
- d. To prepare the necessary solution of the required specific gravity for the battery.
- e. To repair the small defects of the battery and the battery charger at site.

f. To maintain a record of a routine maintenance and repairs of the batteries and the battery chargers.

37. WELDER:

a. He should be able to do both welding and cutting jobs with Electric and gas welding machine.

b. He will also undertake grinding and drilling jobs as and when required. To perform any other duty assigned to them from time to time.

38. HEAD LINEMAN:

a. Overall responsible for the maintenance and upkeep of LT overhead and Underground distribution system. He will ensure continuity of electricity supply and will changeover the LT

supply of one system to other system in case of shutdown/ breakdown.

b. To operate LT Switchgear installed in sub-station and isolate faulty section of the system as and when required.

c. To perform emergency breakdown duties in shifts as and when required.

39. PUMP DRIVER/PUMP OPERATORS

a. To run both electrically/Diesel operated, Water supply Booster/Sewage/Fountain pumps and operate their valves including in shift/other duty.

b. To attend the small repairs of the pumps e.g tightening of bolts, changing of grease. Packing in the glands of the pumps filling up oil and grease in the lubricating cups and to replace fuses of the switches, bulbs and minor repairs of electric installations.

c. To keep hourly running record of the pumping sets in log books and to supervise cleaning of the sewage tanks by the sewer men.

d. To keep the pump installation and connected pipes and valves neat clean and in up to date working manner always.

40. MASON

To cut and repair cable chases, to repair cable trenches. To do all masonry works in connection with erection/ dismantling of all Electrical equipment like transformers, HT/LT Switchgear cable/Submains and overhead lines including fixing of gutties. Making of Channelisers, poles, fittings, pillars, switchgear and transformers etc. Masonary works involved in the construction of temporary sheds.

41. BOILER PIPE FITTER

To carry out initial and future maintenance works of fittings Electric storage water heater with or without reserve tank including required pipe fitting. Shifting/Dismantling of water heater/Reserve Tanks & Pipe fitting.

42. ALM

To assist technicians of all categories in Electricity Deptt. And do all manual labour work, watch and ward of electrical installations and stores day/night. patrolling of O.H and U.G. Electrical Distribution system.

43. LIFT OPERATORS

- a. To operate lifts independently for all types of passenger as well as goods lifts.
- b. He will be responsible for running the lifts efficiently.
- c. He should be well conversant with the functions of different components of the lifts including auto-tronic controls etc. He should also be fully aware of the functioning of all safety devices and lift controls
- d. To maintain the log book for the operation of lifts and for routine checking and the break down.
- d. He shall take all safety measures to remove the passengers safely in case the lift is stuck up in between due to power failure or any other mechanical defect.
- f . He shall be responsible for attending to minor defects and other faults in the operation of the lift
- g. He shall attend to minor electrical faults in the lift.
- h. He shall keep the lifts and lift machine room clean and in upto date working order always.
- i. He should behave with the passengers in a very polite manner and should not allow any passenger to operate the lift in his presence.
- j. . Any other duty as may be assigned by the authorities.

44. ELECTRIC MACHANIC

He is to overhaul and repair and maintain the HT and LT switch gear, transformers and other electrical equipment installed in the S/Stn. Under the supervision of Supt.(Tech.)/J.E/Foreman in the S/S. He should be able to fabricate small parts/clamps /contacts etc. as and when required and should be able to carry fittings/installations work as well as. He is to attend emergency duties in shift. He is responsible for operation of HT switch-gear for changing supply from one source to another.

45. DUTIES OF HEAD DRAFTMAN

- a. Final checking of the drawings.
- b. Design of standard electric poles
- c. Designation of job for calling quotations through Stores department.
- d. Maintenance of future planning drawings of NDMC area.
- e. General supervision of the work like preparation of statistical charts, distribution lines and electrification drawing etc.
- f. Maintenance of T & P record.
- g. To collect the data monthly peak load number of Electric connection and any other work assigned by the authority.

46. DUTIES OF SENIOR DRAFTSMAN

- a. Preparation of plans according to the estimates
- b. Preparation of detailed drawings.
- c. Preparation of drawings showing the different sites of electric sub-stations.
- d. Preparations of the drawings showing the proposed electrification.

- e. Preparation of H.T, L.T and underground cables route.
- f. Preparation of system diagrams of Electric sub-stations
- g. Lay out plans of routes of the transmissions lines that is 11 KV both overhead and underground.
- h. Lay out plans of routes of the LT distribution system.
- i. Maintenance of drawings records.

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL/ELECTRICAL DEPARTMENT.

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL / ELECT. ENGINEERING DEPARTMENT
Annexure 'A'

Sr. No.	Executive Engineer	Superintending Engineer	Additional chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks
1	Administrative approval and expenditure sanction (AA&EA) for original works including special repairs ₹ 21Lakh	Sanction of AR&MO estimates where the norms are approved by the Council ₹ 5 lakh	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	Executive sanction (AA&EA) for original works including special repairs ₹ 15 lakh	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	These delegated powers will be exercised in consultation with the associated Finance (AO/AO) as the case may be, observing all codal formalities
2	Administrative approval and expenditure sanction of estimates for repair of tools & plants articles ₹50,000/- against Budget Provision	Technical sanction of estimates for repair of tools & plants articles ₹2 lakh against Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	Executive sanction (AA&EA) for original works including special repairs ₹5 lakh subject to Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	These delegated powers will be exercised in consultation with their associated Finance (AO/AO) as the case may be, observing all codal formalities
3	Technical sanction of estimates for repair of tools & plants articles ₹50,000/- against Budget Provision	Technical sanction of estimates for repair of tools & plants articles ₹2 lakh against Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	Executive sanction (AA&EA) for original works including special repairs ₹5 lakh subject to Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	These delegated powers will be exercised in consultation with their associated Finance (AO/AO) as the case may be, observing all codal formalities
4	Technical sanction of estimates for repair of tools & plants articles ₹50,000/- against Budget Provision	Technical sanction of estimates for repair of tools & plants articles ₹2 lakh against Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	Executive sanction (AA&EA) for original works including special repairs ₹5 lakh subject to Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	These delegated powers will be exercised in consultation with their associated Finance (AO/AO) as the case may be, observing all codal formalities
5	Technical sanction of estimates for repair of tools & plants articles ₹50,000/- against Budget Provision	Technical sanction of estimates for repair of tools & plants articles ₹2 lakh against Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	Executive sanction (AA&EA) for original works including special repairs ₹5 lakh subject to Budget Provision	Sanction of estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department) (a) Nil (b) Nil	These delegated powers will be exercised in consultation with their associated Finance (AO/AO) as the case may be, observing all codal formalities

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL / ELECT. ENGINEERING DEPARTMENT. No. D-72 / Fin / 2013 Dated 9-5-2013
Annexure 'A'

Anil Kumar
9-5-13

Sr. No.	Executive Engineer	Superintending Engineer	Additional Chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks	
6	(a) Administrative approval to undertake deposit works including works under MLA LAD/MP/LAD (b) Administrative approval to undertake deposit works in Electricity Department under DERC guidelines	NIL	NIL	NIL	(a) Nil (b) Chief Engineer Electric will exercise full powers in respect of the 100% deposit works and ₹ 50lakh in respect of deposit works where NDMC portion is 50% or more relating to release of electric connection/increase in load etc in terms of policy/guidelines of DERC in consultation with associated A.O and submit quarterly details thereof to Chairperson NDMC	(a) In consultation with AO(Works/Electrical) (b) In consultation with AO(Electrical)	
7	(i) Award of work against tenders, acceptance of lowest tender (ORIGINAL WORKS)/Special Repairs (ii) Award of work against tenders, acceptance of lowest tender (AR&MO Works)/Road restoration works/Deposit works	(i) ₹10lakh against specific budget provision (ii) ₹5lakh against specific budget provision	(i) ₹ 20 lakh against specific budget provision, (ii) ₹8lakh against specific budget provision	(i) ₹30l lakh against specific budget provision (ii) ₹10lakh against specific budget provision	(i) ₹ 40 lakh against specific budget provision, (ii) ₹20 lakh against specific budget provision	(i) ₹ 50 lakh against specific budget provision, (ii) ₹25lakh against specific budget provision	These Powers are to be exercised in consultation with AAO by EE & in consultation with AO(Works/Electrical) by SE,CE & E-In-C/Secretary.

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL/ELECT. ENGINEERING DEPARTMENT. No. D-72 Fin/2013 Dated 9-5-2013

Annexure A

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Arundha Prasa
9.5.13

8	(i) Acceptance of Single tenders received against Limited/open tenders (original Works)/Special Repairs (ii) Acceptance of Single tenders received against Limited / open tenders in respect of AR&MO, Deposit works (including MILA LAD/MP LAD works) and road restoration works.	(i) ₹ 1 Lakh in consultation with A.A.O. (ii) ₹ 50,000/- in consultation with A.A.O.	(i) ₹ 3 lakh in consultation with A.O.(Works/Electric) (ii) ₹ 2 lakh in consultation with A.O.(Works/Electrical)	(i) ₹ 7lakh in consultation with A.O.(Works/Electrical) (ii) ₹ 3lakh in in consultation with A.O. (Works/Electrical)	(i) ₹ 10 lakh in consultation with A.O.(Works/ Electrical) (ii) ₹ 5 lakh in consultation with A.O. (Works/ Electrical)	₹ 15 lakh in consultation with A.O.(Works/Electrical) (ii) ₹ 10 lakh in consultation with A.O.(Works/Electrical)	Remarks Full reasons should be recorded by the approving authority who should also guard against contractors, holding out unjustifiably higher rates
9	Supply order for proprietary items on single tender basis	Nil	Nil	₹ 5 Lakh in consultation with AO(Works/Electrical)	₹ 10 Lakh in consultation with AO(Works/Electrical)	₹ 15 Lakh in consultation with AO(Works/Electrical)	Full reasons should be recorded by the approving authority who should also guard against contractors, holding out unjustifiably higher rates
10	Award of work/supply order without call of tenders	₹ 50,000/- (₹ 10 lakh per annum)	₹ 1 lakh (₹ 20 lakh per annum)	₹ 1.5 Lakh (₹ 30 lakh per annum)	₹ 2 Lakh (₹ 40 lakh per annum)	₹ 4 Lakh (₹ 50 Lakh per annum)	Powers are to be exercised with due justification in consultation with AAO by EE & in consultation with AO(Works/Electric) by SE,CE & E-in-charge/Secretary. Proper record/register is to be maintained to monitor annual ceiling limits. The progressive total value of powers already used will need to be mentioned at the time of fresh award of work/supply order.
11	Rejection of tenders	Upto delegated powers of acceptance of tenders in consultation with associated AO(Works/Elect)	Upto delegated powers of acceptance of tenders in consultation with associated AO(Works/Elect)	Upto delegated powers of acceptance of tenders in consultation with associated AO (Works/Elect)	Upto delegated powers of acceptance of tenders in consultation with associated AO(Works/Elect)	Upto delegated powers of acceptance of tenders in consultation with associated AO(Works/Elect)	

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL /ELECT. ENGINEERING DEPARTMENT. No. D-72/Fix/2013

Annexure 'A'

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Dated 9-5-2013

Arundha Anand
9.5.13

Sr. No.		Executive Engineer	Superintending Engineer	Additional chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks
12	Award of additional quantities of items stipulated in the contract Sanction of extra/substituted/items	10% of contract value or ₹1 Lakh whichever ever is lower Provided Estimate does not exceed by 10% (in consultation with AAO)	20% of contract value or ₹ 4 Lakh which ever is lower Provided Estimate does not exceed by 10% (in consultation with AO works/Electrical)	25% of contract value or ₹ 6 Lakh which ever is lower Provided Estimate does not exceed by 10% (in consultation with AO works/Electrical)	30% of contract value or ₹ 12 Lakh which ever is lower Provided Estimate does not exceed by 10% (in consultation with AO works/Electrical)	30% of contract value or ₹ 15 Lakh which ever is lower Provided Estimate does not exceed by 10% (in consultation with AO works/Electrical)	If the additions exceed beyond 10% revised ASSES of competent authority will be obtained
13	Grant of extension of time & levy of compensation	Upto 2 months when sanctioned cost of the work is within his power to accord TS (in consultation with AAO)	Upto 4months when sanctioned cost of the work is within his power to accord TS (in consultation with AO works/Electrical)	Upto 6months when sanctioned cost of the work is within his power to accord TS (in consultation with AO works/Electrical)	Upto 9 months (in consultation with AO works/Electrical)	Upto one year (in consultation with AO works/Electrical)	EOT is to be granted recording justified/unjustified hindrances in support of with or without levy of compensation.
14	(a) Purchase of stores/equipments born on DGSS&D rate contract through DGSS&D against sanctioned stock limit (b) Purchase of stores/equipments born on DGSS&D rate contract directly through agency against sanctioned stock limit	(a) Nil (b) Nil	(a) Nil (b) Nil	(a) Nil (b) Nil	(a) ₹25 Lakh following procedure as laid down in Chapter 6 of GFR in Accounts Officer(works/Electrical) (b) ₹10 Lakh following procedure as laid down in Chapter 6 of GFR in Accounts Officer(works/Electrical)	(a) ₹50 Lakh following procedure as laid down in Chapter 6 of GFR in Accounts Officer(works/Electrical) (b) ₹25 Lakh following procedure as laid down in Chapter 6 of GFR in Accounts Officer(works/Electrical)	(a) (b) No Advance payment is to be made to agency when direct order is made on R/C basis.

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL /ELECT. ENGINEERING DEPARTMENT. No. D-72/Fin/2013 Dated 9-5-2013
 Annexure 'A'
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Anil Kumar
 9.5.13.

Sr. No.	Executive Engineer	Superintending Engineer	Additional Chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks
15	₹2 lakh against sanctioned estimate	₹4 lakh against sanctioned estimate	₹6 lakh against sanctioned estimate	₹25 lakh against sanctioned estimate	₹50 lakh against sanctioned estimate	The powers will be exercised in consultation with Associated Finance, i.e. AAO/AO, as the case may be. Sanction of estimate for annual stock ceiling fixed by the Competent Authority will be done by CE
16	₹2 lakh against sanctioned estimate	₹4 lakh against sanctioned estimate	₹6 lakh against sanctioned estimate	₹25 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer	₹50 lakh against sanctioned estimate & following procedure as laid down in Chapter 6 of GFR in consultation with associated Accounts Officer	The powers will be exercised in consultation with Associated Finance, i.e. AAO/AO, as the case may be. Sanction of estimate for annual stock ceiling fixed by the Competent Authority will be done by CE
17	₹2 lakh against sanctioned estimate	₹4 lakh against sanctioned estimate	₹6 lakh against sanctioned estimate	₹25 lakh against sanctioned estimate	₹50 lakh against sanctioned estimate	The powers will be exercised in consultation with Associated Finance, i.e. AAO/AO, as the case may be. Sanction of estimate for annual stock ceiling fixed by the Competent Authority will be done by CE

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL / ELECT. ENGINEERING DEPARTMENT. No. D-72/Fm/2013 Dated 9-5-2013
Annexure A

Arshina Prasad
9.5.13

Sr. No.		Executive Engineer	Superintending Engineer	Additional Chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks
18	Sanction of expenditure under work contingencies including expenditure on ceremonies connected to laying of foundation stone and opening of public building	₹25,000/- or amount of contingencies in the approved estimate whichever is less.	₹40,000/- or amount of contingencies in the approved estimate whichever is less.	₹50,000/- or amount of contingencies in the approved estimate whichever is less.	₹ 1 Lakh or amount of contingencies in the approved estimate whichever is less.	Full powers to utilize available contingencies in approved estimate.	1. The powers will be exercised in consultation with AAO/ AO (Works/Electrical) as the case may be. 2. The work contingencies will be strictly spent in terms of Para 4.1.5 Chapter 4 of CPWD Works Manual 2012
19	Approval of deduction item in respect of works/supply of material	Nil	Nil	Nil	Full powers for both material/works in consultation with AO(Works)	—	
20	Fore-Closure of contract	Nil	Upto delegated power of acceptance of tender in consultation with AO (Work/Elect) & no-fault of contractor.	Upto delegated power of acceptance of tender in consultation with AO (Work/Elect) & no-fault of contractor.	Upto delegated power of acceptance of tender in consultation with AO(Works/Elect) & no-fault of contractor.	Upto delegated power of acceptance of tender in consultation with AO(Works/Elect) & no-fault of contractor	
21	Rescinding of contract	Nil	Upto delegated power of acceptance of tender in consultation with AO (Work/Elect) & no-fault of contractor	Upto delegated power of acceptance of tender in consultation with AO (Work/Elect) & no-fault of contractor	Upto delegated power of acceptance of tender in consultation with AO(Works/Elect) & action against the defaulter is taken as per guidelines / codal provisions.	Upto delegated power of acceptance of tender in consultation with AO(Works/Elect) & action against the defaulter is taken as per guidelines / codal provisions.	

DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF CIVIL / ELECT. ENGINEERING DEPARTMENT. No. D-72/Fir/2013 Dated 9-5-2013
Annexure A

Anil Kumar
9-5-13.

Sr. No.		Executive Engineer	Superintending Engineer	Additional Chief Engineer	Chief Engineer	Engineer-in-Chief/Secretary	Remarks
22	Acceptance of arbitration award	Nil	Nil	Nil	₹ 5 lakh in consultation with associated A.O. (Works/Electrical).	₹ 10 lakh in consultation with associated A.O. (Works/Electrical).	These powers are to be exercised in consultation with the Law Department where no appeal is to be preferred against arbitration award or where appeal filed against such awards has been dismissed.
23	To make advance payment	Nil	Nil	Nil	₹ 10,000/- in each case out of work contingencies subject to codal provisions.	₹ 25,000/- in each case out of work contingencies subject to codal provisions.	

- (1) The above delegation of powers are subject to restriction and provision of any orders issued by the Govt. as adopted by Council from time to time, as also the provision contained in various codes/CPWD Manuals.
- (2) Copy of sanction order shall be sent to Internal Audit Branch, Finance Department, and Municipal Chief Auditor Department.
- (3) All the financial powers as per above delegation shall be exercised by the concerned officers in consultation with the associated AAO/AO. In a division where there is no sanctioned post of AAO, the consultation with A.O will be done.
- (4) The Associated Finance (AAOs in divisions and AO Works/Electrical in the HQ) attached to EEs, SEs, CES will function under the technical supervision of Financial Advisor who may demand submission of specific proposals/Information/ data for his scrutiny.
- (5) Powers of E-in-C will be exercised by Secretary as there is no E-in-C in position.

Archana Arora
 9.5.2013
 (ARCHANA ARORA)
 CHAIRPERSON