

DELHI JAL BAORD
OFFICE OF THE DIRECTOR (F&A)
VARUNALAYA: PHASE-II : KAROL BAGH
NEW DELHI- 110005

NO.DJB/DIR.(F&A)/2004/

73521

DATED 26-05-2004

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Subject: Delegation of powers.

In exercise of its powers under Section 22 of the Delhi Water Board Act, the Delhi Jal Board, in its meeting held on 25th May, 2004 approved revised delegation of powers to the authorities of the Delhi Jal Board to the extent as specified to the enclosed Annexure, with immediate effect.

Mishra

(ASHISH KUNDRA)

DIRECTOR (FINANCE & ACCOUNTS)

Copy to:

1. Chairperson, DJB- for kind information.
2. Vice-Chairman, DJB- for kind information.
3. C.E.O., DJB- for kind information.
4. C.V.O., DJB- for kind information.
5. Member (A)/Member (F)/Member (Dr.)/Member (W)-for kind information.
6. Addl.C.E.O., DJB-for kind information.
7. Secretary (DJB)- for kind information.
8. All Chief Engineers/S.Es/Director(A&P)/(Rev.)/T&QC/Bottling./ADOV
9. Dy.A&FOs/A.C.As/Accountants/Jr.Accountants
10. All Ex.Engineers

ACA/TC

Mishra

DIRECTOR (FINANCE & ACCOUNTS)

DELHI JAL BOARD
GOVT OF NCT OF DELHI
VARUNALAYA, KAROL BAGH, NEW DELHI

ANNEXURE A

S.No.	NATURE OF POWERS	AUTHORITY TO WHICH THE POWER IS DELEGATED	SCOPE OF DELEGATION		REMARKS
			EXISTING	PROPOSED	
1	2	3	4	5	6
1	To accord sanction in emergent cases	Chairperson, Delhi Jal Board	100.00 lacs	500	
2	To accord Technical sanction	C. E. O.			
		Member(Admin)/Tech.	NA	NA	With the concurrence of Finance
		Addl. CEO/Secy.	NA	NA	"
		E-In-Chief(W)	NA	NA	"
		Chief Engineer	Full Powers	Deleted	"
		S. E/Director(A&P)/DOR/DTQC/	Full Powers	Full Powers	"
		Director(Bottling)	Full Powers	Full Powers upto Rs.25 lac	
		Ex. Engineer/Jt., DOR/DD(H)/CWA	3.00 lacs	10	
		Asstt. Engineer	0.3 lacs	0.5	
3	To sanction estimates of expenditure for works/purchase of stores and acceptance of tenders	C. E. O.			
		Member(Admin)/Tech.	50	300	With the concurrence of Finance
		Addl. CEO/Secy.	20	100	"
		E-In-Chief(W)	16	50	"
		Chief Engineer	16	Deleted	"
		S. E/Director(A&P)/DOR/DTQC/ Dir(Bottling)	12	50	"
		Ex. Engineer/Jt., DOR/DD(H)/CWA	5	25	"
		Asstt. Engineer	3	10	"
			0.3 (only estimate)	0.5(only estimate)	"

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4	Acceptance of tenders for works/purchase of stores for entering into contract Agreement.	C. E. O. Member(Admn)/Tech./Member(F) Addl. CEO/Secy. E-in-Chief(W) Chief Engineer S. E/Director(A&P)/DOR/DTQC/Dir(Bottling) Ex. Engineer/Jt. DOR/DD(H)/CWA	50 20 16 16 12 5 3.00 lacs			Deleted since clubbed with S.No 3
5	Sanction of excess over estimate	C. E. O.	Full powers upto 20% of all cases		Cases costing above 100 lacs Up to 20% of estimated cost beyond with revision of estimates.	With the concurrence of Finance
		Member(Admn)/Tech.	Upto 10% in casses costing upto		upto 10% in all cases upto Rs. 100 lacs. Between 10 to 20% by next higher authority. Beyond 20%, revised estimates will be prepared and approved by next higher authority.	
			20 lacs(Above 10% to CEO)		upto 10% in all cases upto Rs. 50 lacs. Between 10 to 20% by next higher authority. Beyond 20%, revised estimates will be prepared and approved by next higher authority.	
		Addl. CEO/Secy.	NA		Deleted	
		E-in-Chief(W)	Upto 10% in casses costing upto			
			16 lacs(Above 10% to Member concerned			
		Chief Engineer	Upto 5% in cases upto 12 lacs.		upto 10% in all cases upto Rs. 50 lacs. Between 10 to 20% by next higher authority. Beyond 20%, revised estimates will be prepared and approved by next higher authority.	
			5% to 10% in cases upto 5 lacs			
			(Higher excesses to ENC)			With the concurrence of Finance

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		S. E/Director(A&P)/DOR/DTQC/Dir(Botling)	Upto 5% in cases upto 5 Lacs. 5% to 10% in cases upto 3 lacs (Higher excesses to C. E.)	Upto 10% in all cases upto Rs. 25 lacs. Between 10 to 20% by next higher authority. Beyond 20%, revised estimates will be prepared and approved by next higher authority.	
		Ex. Engineer/Jt., DOR/CWA/DD(H)	Upto 5% in cases upto 3 lacs(Higher Excesses to S. E)	Up to 10% in all cases upto Rs. 10 lacs. Between 10% to 20% by next higher authority. Beyond 20%, revised estimates will be prepared and approved by next higher authority.	
		C. E. O.	Full Powers in all cases	NA	With the concurrence of Finance
		Member(Admn)/Tech. Addl. CEO/Secy.	Cases upto 100 lacs	NA	
		E-in-Chief(W) Chief Engineer.	Cases upto 20 lacs related to this Cases up to 20 lacs	Deleted Full power	
		S. E/Director(A&P)/DOR/DTQC/Dir (Botling)	Cases upto 5 lacs	Full power up to 25 lacs, however where such period exceed 1/3 of completion period by the next higher authority	
		Ex. Engineer/Jt., DOR/DD(H)/CWA	Cases upto 3 lacs	Full power up to 10 lacs, however where such period exceed 1/3 of completion period by the next higher authority	
7	Sanction of extra substituted items in estimates technical sanctioned	C. E. O.	Same as S. No. 5	Same as S. No. 5	With the concurrence of Finance
		Member(Admn)/Tech. Addl. CEO/Secy.	"	"	
		E-in-Chief(W) Chief Engineer	"	"	
		S. E/Director(A&P)/DOR/DTQC/Dir(Botling)	"	Deleted Same as S. No. 5	
		Ex. Engineer/Jt., DOR/DD(H)/CWA	"	"	

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5	Refund of Security	C. E. O.	NA	NA	NA	
		Member(Admn)/Tech.	NA	NA	NA	
		Addl. CEO/Secy.	NA	NA	NA	
		E-in-Chief(W)	Full power in all cases	Deleted	Deleted	
		Chief Engineer	Cases up to 50 lacs	NA	NA	
		S. E/Director(A&P)/DOR/DTQC/Director(Bottling)	Cases up to 12 lacs	NA	NA	
		Ex. Engineer/Jt. Director/DD(H)/CWA	Cases up to Rs. 4 lacs	Full power	Full power	
5	Payment against delivery	C. E. O.	Full Powers in all cases			With the concurrence of Finance
		Member(Admn)/Tech.	Upto 20 lacs	up to 100 lacs	up to 100 lacs	
		Addl. CEO/Secy.	Upto 16 lacs	up to 50 lacs	up to 50 lacs	
		E-in-Chief(W)	Up to 16 lacs	deleted	deleted	
		Chief Engineer	Up to 2 lacs	Up to 5 lacs	Up to 5 lacs	
		S. E/Director(A&P)/DOR/DTQC/ Dir (Bottling)	NA	Up to 2 lacs	Up to 2 lacs	
		Ex. Engineer/Jt. DOR/DD(H)/CWA	NA	Up to 1 lacs	Up to 1 lacs	
13	Payment of Road Restoration Charges	C. E. O.	NA	NA	NA	Beyond sanction in estimated release would be subject to power at s.no 5
		Member(Admn)/Tech.	NA	Full powers subject to provision in estimate	Full powers subject to provision in estimate	
		Addl. CEO/Secy.	NA	NA	NA	
		E in C (Water)	Full power subject to provision in sanctioned estimate	deleted	deleted	
		Chief Engineer	Same as above	Full powers subject to provision in estimate	Full powers subject to provision in estimate	
		S. E/Director(A&P)/DOR/DTQC/ Dir (Bottling)	NA	NA	NA	
		Ex. Engineer/Jt. DOR/DD(H)/CWA	NA	NA	NA	
14	Purchase of Proprietary articles	C. E. O.	50 lacs	same as per s.no 9	same as per s.no 9	With the concurrence of Finance
		Member(Admn)/Tech.	20 lacs	"	"	
		Addl. CEO/Secy.	16 lacs	"	"	
		E-in-Chief(W)	16 lacs	"	"	
		Chief Engineer	4 lacs	"	"	
		S. E/Director(A&P)/DOR/DTQC/ Dir (Bottling)	1 lacs	"	"	
		Ex. Engineer/Jt. DOR/DD(H)/CWA	NA	1 lacs	1 lacs	

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12	Payment to Electric company/Govt Deptt	C. E. O. Member(Admin)/Tech. Addl. CEO/Secy E-in-Chief(W) Chief Engineer S. E/Director(A&P)/DOR/DI/QC/Dir (Bottling) Ex. Engineer/Jt. DOR/DD(H)/CWA	NA NA NA Full power subject to provision in estimate Up to 100 lacs Up to 2 lacs Up to 1 lacs	NA Full power NA deleted Up to 100 lacs Up to 25 lacs Up to 10 lacs	
13	Acceptance of single tender	C. E. O. Member(Admin)/Tech. Addl. CEO/Secy E-in-Chief(W) Chief Engineer S. E/Director(A&P)/DOR/DI/QC/Dir (Bottling)	subject to provision in sanctioned estimate Cases upto 20 lacs Cases upto 16 lacs Cases upto 4 lacs Cases upto 12 lacs Cases upto 5 lacs Cases upto 3 lacs	subject to provision in sanctioned estimate Cases up to 100 lacs Cases up to 50 lacs Cases up to 25 lacs delete Cases up to 25 lacs Cases up to 10 lacs	With the concurrence of Finance
14	Award of work without call of tenders/ Spot Quotation	C. E. O. Member(Admin)/Tech. Addl. CEO/Secy E-in-Chief(W) Chief Engineer S. E/Director(A&P)/DOR/DI/QC	NA NA Cases up to 1 lacs Cases up to 10 lacs Cases up to 8 lacs 0.5 lacs (Not exceeding Rs. 1 lac P.M.) 0.15 lacs (not exceeding Rs. 50000 P.M.)	With the concurrence of Finance reason for urgency to be recorded deleted Cases up to 10 lacs Cases up to 10 lacs Cases up to 1 lacs (not exceeding 2 lacs P.M.) 0.50 (not exceeding 1 lacs P. M.)	
15	Award of work by acceptance of lowest Tender other than the lowest	C. E. O. Member(Admin)/Tech. Addl. CEO/Secy E-in-Chief(W) Chief Engineer	Withdrawn	Administrative instructions / order will be guiding principles deleted	With the concurrence of Finance

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15	Conducting negotiation with the lowest tenderer	S. E/Director(A&P)/DOR/DTQC Ex. Engineer/Jt., DOR/CWA/DD(H)	Technical Committee C. E. O.	Above Rs. 50 lacs NA	above Rs. 100 lacs NA	In the presence of Dir (F & A) In the presence of Dy. A.&FO
			Member(Admin)/Tech. Addl. CEO/Secy. E-in-Chief(W) Chief Engineer	Rs. 20 lacs Cases up to 50 lacs Cases up to 25 lacs Cases up to 5 lacs Cases up to 3 lacs	Cases costing up to 100 lacs Cases costing up to 50 lacs deleted Cases costing up to 50 lacs Cases up to 25 lacs Cases up to 10 lacs	In the presence of Dy. A.&FO In the presence of A.C.A. In the presence of Accountant
17	Negotiation with the tenderer other than the lowest	Deleted	Deleted	Deleted		
18	To sanction contingent expenditure	C. E. O.	Full powers subject to S. No. 5	NA	NA	With the concurrence of Finance
	Not covered under estimates	Member(Admin)/Tech. Addl. CEO/Secy. E-in-Chief(W) Chief Engineer	same as above 0.1 lacs 0.1 lacs 0.05 lacs NA NA	NA Up to 1 lacs deleted Up to 1 lacs Up to 0.1 lacs Up to 0.05 lacs		
19	Powers to exempt Earnest Money	C. E. O.	Full Powers	Full Powers	Full Powers	
		Member(Admin)/Tech. Addl. CEO/Secy. E-in-Chief(W) Chief Engineer	Cases upto 50 lacs Cases upto 20 lacs Cases upto 20 lacs Cases upto 4 lacs NA NA	Cases upto 100 lacs Cases upto 25 lacs deleted Cases upto 10 lacs NA NA		
20	Repeat Orders	C. E. O.	Upto limit of Financial powers	Upto limit of Financial powers	Cases up to 200 lacs	With the concurrence of

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		Member(Admin)/Tech.	Upto limit of Financial powers	Cases Up to 100 lacs	Finance
		Addl. CEO/Secy.	Upto limit of Financial powers	Cases up to 50 lacs	
		E-in-Chief(W)	Upto limit of Financial powers	deleted	
		Chief Engineer	NA	Cases up to 10 lacs	
		S. E/Director(A&P)/DOR/DTOC	NA	NA	
		Ex. Engineer/Jt. DOR/CWA/DD(H)	NA	NA	
21	Exemption to execute contract Agreement	C. E. Q.	Full Powers	As per s.no. 14	With the concurrence of Finance
		Member(Admin)/Tech.	Powers upto financial limit	As per s.no. 14	
		Addl. CEO/Secy.	Powers upto financial limit	As per s.no. 14	
		E-in-Chief(W)	Up to limit of financial power	deleted	
		Chief Engineer	NA	As per s.no. 14	
		S. E/Director(A&P)/DOR/DTOC	NA	Cases up to 3 lacs	
		Ex. Engineer/Jt. DOR/CWA/DD(H)	NA	Cases up to 0.5 lacs	
22	To concur estimates/tender cases etc	Member(Finance)	Full Powers	Full power	
		Director(F&A)	Cases up to 25 lacs	Cases up to 100 lacs	
		Dy. A&FO	Cases up to 20 lacs	cases up to 50 lacs	
		Asstt. Chief Accountant	Cases up to 6 lacs	cases up to 25 lacs	
		Accountants	cases up to 2 lacs	cases up to 10 lacs	
		Jr. Accountants	cases up to 0.5 lacs	cases up to 0.5 lacs	
23	Signing of cheques	Member(Finance)	NA	NA	
		Director(F&A)	Full Powers	deleted	
		Dy. A&FO	Cases up to 20 lacs	deleted	
		Asstt. Chief Accountant	cases up to 12 lacs	Full power	
		Accountants			
		Jr. Accountants			

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