

NEW DELHI MUNICIPAL COUNCIL
ACCOUNTS DEPARTMENT
PALIKA KENDRA: NEW DELHI

OFFICE ORDER

1. In order to streamline various disbursements to the beneficiaries of NDMC through CMP portal of State Bank of India, the Competent Authority, NDMC is pleased to approve the following:-

I. The Delegation of powers to the following officers for creation of various users/Authorizers/Approvers/Uploaders as per chart below for making various disbursement of payments to NDMC through SBI CMP Portal (Corporate ID-291498) of NDMC for the following Officers:-

i) Role Approving Authority - Director Accounts, NDMC (Corporate Regulator)

ii) Role Assigning Authority - Jt. CAO-II, NDMC (Corporate Admin)

II. Department wise category of designated officers for nomination of roles of Uploader/Approver/Authorizer-level-1 & level-2 and Financial Powers/Limits to the authorizers to operate on SBI CMP Portal to the officers working in various departments of NDMC:-

Department wise chart of designated category of officers/officials

Category/Rank of officers for the Role of									
A	B	C	D	E			F	G	H
Sl. No.	Name of Department/Branch	Uploader	Approver	Authorizer			Role Proposing Authority	Role Assigning Authority (Category of officer)	Role Approving Authority (Category of officer)
				Level-1 (i)	Level-2 (ii)	Financial Power/ Limit Per Transaction (As proposed by HOD) (iii)			
1.	Cash	DEO/ Jr. Asstt./Sr. Asstt.	DD (Cash)/ Chief Cashier	AAO / Link Officer	AO/Sr. AO/ Link Officer	1,00,00,00,000 /- (Rs. one Hundred Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts), NDMC
2.	CBS	Programmer (IT)	HA/SO	AAO/Link Officer	AO/Sr. AO/Link Officer	1,00,00,00,000 /- (Rs. one Hundred Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts), NDMC
3.	Pension	DEO/ Jr. Asstt./Sr. Asstt.	HA/SO	AAO/Link Officer	AO/Sr. AO/Link Officer	30,00,00,000/- (Rs. Thirty Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts)

								NDMC	, NDMC
4.	Welfare	DEO/ Jr. Asstt./Sr. Asstt .	ALWO	AAO/Link Officer	AO/Sr. AO/Link Officer	2,00,00,00,000 /- (Rs. Two hundred Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts) , NDMC
5.	Education	DEO/ Jr. Asstt./Sr. Asstt	Dy. Education Officer	AAO/Link Officer	AO/Sr. AO/Link Officer	4,00,00,000/- (Rs. Four Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts) , NDMC
6.	Investment	DEO/ Jr. Asstt./Sr. Asstt .	Sr. Asstt./Head Asstt.	AAO/Link Officer	AO/Sr. AO/Link Officer	5,00,00,00,000 /- (Rs. Five Hundred Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts) , NDMC
7.	Power	DEO/ Jr. Asstt./Sr. Asstt	EE (power)	AAO/Link Officer	AO/Sr. AO/Link Officer	2,00,00,00,000 /- (Rs. Two Hundred Crores only)	HOD	Corporate Admin Jt.CAO-II, NDMC	Corporate Regulator Director (Accounts) , NDMC

- Further, DD (CASH) is to ensure two levels Authorization of disbursements of Cash Branch through a duty roster of AAO/AO/Sr.AO duly approved by F.A., NDMC, since there is no AAO or AO/Sr. AO posted in Cash Branch.
- It is further directed that in NDMC, verification & approval of the beneficiaries is done by DDO/AO/Sr.AO concerned. Accordingly, in all cases where disbursements are made through SBI CMP also, the verification & approval of the beneficiaries shall be the responsibility of the Authorizer/Authorizers.

(Director Accounts)

Copy to:-

- All the HODs Concerned.
- Director (Finance)
- JT.CAO-II
- AO(e-fin)
- DD(Cash)
- PS to Chairman for information to Chairman, NDMC.
- Ps to Secretary for information to Secretary, NDMC