

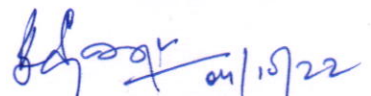
No. 57/PS/FA/2022  
04/10/2022

**NODAL CELL: FINANCE DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA, NEW DELHI**

**SUBJECT: DELEGATION OF FINANCIAL POWERS**

In supersession of existing delegation of powers circulated vide No. D-72/Fin/2013 dated 9<sup>th</sup> May, 2013 with subsequent modifications thereto, 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 Annex 'A', 'B' and 'C' shall be exercised by the officers to the extent enumerated therein.

2. Provisions of GFR, CVC guidelines, resolutions of Council and CPWD Manual, as revised time to time and adopted by Council, shall be followed while exercising the powers.
3. **These delegated powers will be exercised by the concerned officers in consultation with the Associated Finance (i.e. Sr. Accounts Officer, Accounts Officers & Assistant Accounts Officers) subject to proper internal checks and controls in each department and compliance of Codal Provisions.**
4. These delegated powers as specified in Annexure 'A' 'B' & 'C' shall be exercised subject to specific budget allotment, codal provisions and guidelines laid down as per NDMC Act, 1994. These powers will be further subject to the superintendence, direction and control of the undersigned as also General Financial Rules, as amended from time to time.
5. The above delegation of powers are subject to restriction and provision of any orders issued by the Government as adopted by Council from time to time as also the provisions contained in various codes/ CPWD Manuals.
6. Copy of sanction orders shall be sent to Internal Audit Branch, Finance Department and Municipal Chief Auditor department.
7. In case, there is no Engineer-in-Chief in position, the powers delegated to the Engineer-in-Chief will be exercised by Secretary, NDMC.
8. Wherever authorities of one or more levels are not in hierarchy, the next higher authority shall exercise the powers delegated to a lower authority.

  
(BHUPINDER S. BHALLA)  
CHAIRPERSON

**Encl: Delegation of Financial Powers Annex 'A', 'B' and 'C'**

Copy to:

1. Secretary
2. Financial Advisor
3. Chief Legal Advisor
4. Chief Auditor
5. Chief Vigilance Officer
6. All HODs/ CEs/Directors
7. Director (Council Secretariat)
8. Chief Security Officer
9. Fire Officer
10. PS to Chairperson

11. E file No. 110400

## Annex A

**DELEGATION OF FINANCIAL POWERS FOR WORKS, TO THE OFFICERS OF  
CIVIL/ELECTRICAL ENGINEERING DEPARTMENT**

Sr. No.	Nature of powers	Engineer-in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
1.	Administrative Approval and expenditure Sanction (AA&ES) for original works including special repairs	Rs 100 lakh	Rs 50 lakh	Rs 40 lakh	Rs 30 lakh	Rs 5 lakh	
2(a)	Sanction to estimate for road restoration work on duly approved rates and norms (Only for Civil Engineering Department)	Full powers	Rs100 lakh	-	-	-	
2(b)	A/A & E/S for procurement/works of Revenue nature / operation- maintenance estimates other than norms, sundry items including T&P	-	-	-	Rs 5 lakh	-	
3 (a)	Consent to undertake deposit works other than MLA/MPLAD works	Rs 50 lakh	-	-	-	-	(i) In r/o MP/MLA LAD works, AA/ES to be accorded by concerned MP/MLA. No separate AA-ES in NDMC is required. (ii) Monitoring of MP/MLA LAD works by concerned AO(Works/Elect). (iii) Quarterly report to be submitted to Chairman for undertaking MP/MLA works
3(b)	Administrative approval to undertake deposit works in Electricity department under DERC guidelines  i.100% deposit works  ii. Deposit works where NDMC portion is 50% or less relating to release of electric connection/ increase in load etc. in terms of policy/ guidelines of DERC	(ii) Full Powers	(i) Full powers  (ii)Rs 50 lakh	-	-	-	Associate Finance i.e. A.O./Sr. A.O.-Electric to ensure submission of quarterly details to Chairperson
4(a)	Technical sanction for Original works, Special repairs, MP LAD / MLA LAD works	-	Full powers	Rs 60 Lakh	Rs 40 Lakh	Rs 20 lakh	
4(b)	Technical sanction for deposit works other than MP/MLA LAD works, Road Restoration works, all works of revenue nature( including ARMO based on norms, R&M/O&M other than norms, repair/revenue works/ procurement/ tools & Plant)	-	Full powers	Rs 20 lakh	Rs 16 lakh	Rs 10 lakh	
5 (a)	Award of work against tenders/ through GeM, acceptance of lowest tender for Original works /Special repairs/ /MLA LAD /MP LAD Works	Rs 100 lakh	Rs 80 lakh	Rs 60 lakh	Rs 40 lakh	Rs 20 lakh	<b>In case of single tender /resultant single eligible tender, next higher authority will be the approving/ competent authority</b>

*[Handwritten Signature]*  
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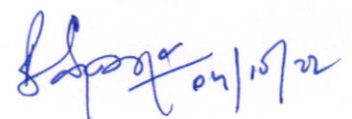
Sr. No.	Nature of powers	Engineer -in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
5(b)	Award of work against tenders/ <b>through GeM</b> , acceptance of lowest tender- AR&MO works/ Road restoration works/ Deposit Work other than MP/MLA LAD works/ Revenue nature works/ O&M works other than norms	Rs 100 lakh	Rs 40 lakh	Rs 20 lakh	Rs 16 lakh	Rs 10 lakh	<b>In case of single tender/resultant single eligible tender, next higher authority will be the approving/ competent authority</b>
6.	Supply/work order for proprietary/ OEM items on single tender basis (maintenance/ AMC/SITC)	Rs 50 lakh	Rs 20 lakh	Rs 10 lakh	Rs 5 lakh	-	Full reasons should be recorded by approving authority and also guard against contractors, holding out unjustifiably higher rates
7.	Award of work order without call of tender	Rs. 8 Lakh (Rs. 100 Lakh p.a.)	Rs. 4 Lakh (Rs. 80 Lakh p.a.)	Rs. 3 Lakh (Rs. 60 Lakh p.a.)	Rs.2 Lakh (Rs.40 Lakh p.a.)	Rs 1 lakh (Rs 20 lakh p.a.)	Proper record/ register 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 workorder
8.	Rejection of tenders	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	Up to delegated powers of acceptance of tender	
9.	Award of additional quantities of items stipulated in the contract sanction of extra/substitute/items	30% of contract value or Rs <b>50 Lakh</b> , whichever is lower	30% of contract value or Rs <b>24 Lakh</b> , whichever is lower	25% of contract value or Rs <b>12 Lakh</b> , whichever is lower	20% of contract value or <b>Rs 8 Lakh</b> , whichever is lower	10% of contract value or Rs <b>2 Lakh</b> , whichever is lower	Execution of deviations on pro rata basis based on original completion time and value of work
10.	Grant of extension of time & levy of compensation	Up to one year	Up to 9 months	Up to 6 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Up to 4 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Up to 2 months Exercise of powers only if sanctioned cost of the work is within power to accord TS	Exercise of powers subject to extension up to 25% of original completion time. Next higher authority will be the approving authority for every additional delay of 25% of original time.  In case of award by the Council, Chairperson will approve.  Quarterly report of all EOT cases to be submitted to E-in-C.
11.	Purchase of material used in Civil & Electricity Department through GeM/call of limited/open tenders/and against sanctioned estimate	Rs 100 lakh	Rs 50 lakh	Rs 30 lakh	Rs 24 lakh	Rs 4 lakh	Sanction of estimate for annual stock ceiling fixed by the competent authority will be done by CE

Sr. No.	Nature of powers	Engineer -in-Chief	Chief Engineer	Additional Chief Engineer	Superintending Engineer	Executive Engineer	Remarks
12.	Sanction of expenditure under work contingencies including expenditure on ceremonies connected to laying of foundation stone and opening of public building, except hiring of manpower	Full powers to utilize available contingencies in approved estimate	Rs 2 lakh or amount of contingencies in the approved estimate, whichever is lower	Rs one lakh or amount of contingencies in the approved estimate, whichever is lower	Rs 80,000 or amount of contingencies in the approved estimate, whichever is lower	Rs 50,000 or amount of contingencies in the approved estimate, whichever is lower	The work contingencies will be spent strictly in terms of provisions contained in extant CPWD Works Manual
13	Approval of deduction item in respect of work/supply of material	-	Full powers for both, material/ works	-	-	-	
14	Foreclosure of Contract	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor	Up to delegated power of acceptance of tender & no-fault of contractor		
15	Rescinding of contract	Up to delegated power of acceptance of tender and action against the defaulter as per guidelines/ codal provisions	Up to delegated power of acceptance of tender and action against the defaulter as per guidelines/ codal provisions	-	-	-	
16	Acceptance of arbitration award	Rs. 30 Lakh	Rs. 15 Lakh	-	-	-	Powers to be exercised in consultation with Law Department in cases where no appeal is to be preferred against arbitration award or where appeal filed against such award has been dismissed
17	To make advance payment	Rs. 50,000/- in each case out of work contingencies	Rs. 20,000/- in each case out of work contingencies	-	-	-	The work contingencies will be spent strictly in terms of provisions contained in extant CPWD Works Manual

*Balraj*  
04/10/22

**Annex B****DELEGATION OF FINANCIAL POWERS FOR WORKS TO THE OFFICERS OF HORTICULTURE DEPARTMENT**

Sr. No.	Nature of powers	Engineer-in-chief	Director(H)	Addl./ Dy. Director	Remarks
1.	Administrative approval and expenditure sanction to the estimate for original works/Special Repairs	Rs 25 lakh	Rs 5 lakh	Rs 2 lakh	
2.	AA-ES to AR-MO estimates without norms	Rs 10 lakh	Rs 2 lakh	-	
3.	Administrative approval & Expenditure sanction for repairs to T&P articles	Rs 10 lakh	Rs 2 lakh	Rs 25,000/-	
4.	Administrative approval to undertake deposit works <b>other than</b> MP/MLA LAD Schemes.	Rs. 40 lakh	-	-	(i) In r/o MP/MLA LAD works, AA/ES to be accorded by concerned MP/MLA. No separate AA-ES in NDMC is required. (ii) Monitoring of MP/MLA LAD works by concerned AO(Works/ Elect). (iii) Quarterly report to be submitted to Chairman for undertaking MP/MLA works
5.	Technical sanction for original works/Special Repairs/AR-MO works/all deposit works	-	Full powers	Rs. 1 lakh	Provided PE is not exceeded by 10%
6.	Administrative approval & Expenditure sanction for purchase of petty tools and plants	Rs. 5 lakh against budget provisions	Rs. 50,000/- against budget provisions	-	
7.	Award of work /supply through GeM/against tenders upon acceptance of lowest tenders	Rs. 30 lakh	Rs. 15 Lakh	Rs. 5 lakh	<b>In case of single tender /resultant single eligible tender, next higher authority will be the approving/ competent authority</b>
8.	Award of work without call of tenders	Rs.2 lakh in each case subject to ceiling of 30 lakh per annum.	Rs. One lakh in each case subject to an annual ceiling of 20 lakh Per annum	Rs. 50,000/- in each case subject to limit of 5 lakh for each division per annum	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
9.	Rejection of tenders	Up to delegated powers for acceptance of tenders after recording reasons	Up to delegated powers for acceptance of tenders after recording reasons	-	
10.	Award of additional quantities stipulated in contract and Sanction of Extra/Substituted items.	30% of contract value subject to ceiling of Rs 5 lakh, whichever is lower for all items provided sanctioned estimate does not exceed 10%.	20% of contract value subject to ceiling of Rs one lakh, whichever is lower provided sanctioned estimate does not exceed 10%.	10% of contract value subject to ceiling of Rs 20,000/-, whichever is lower provided sanctioned estimate does not exceed 10%.	



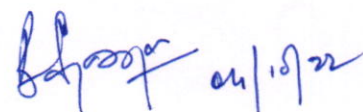
Sr. No.	Nature of powers	Engineer-in-chief	Director(H)	Addl./ Dy. Director	Remarks
11.	Grant of Extension of time and levy of compensation.	One year	6 months when sanctioned cost of the work is within his power to accord TS	2 months when sanctioned cost of the work is within his power to accord TS	Exercise of powers subject to extension up to 25% of original completion time. Next higher authority will be the approving authority for every additional delay of 25% of original time.  In case of award by the Council, Chairperson will approve.  Quarterly report of all EOT cases to be submitted to E-in-C.
12.	Approval of deduction item in respect of works/ supply of material	-	Full powers for both material/ works in consultation with associated AO/SAO	-	
13.	Foreclosure of contract	Up to delegated powers of acceptance of tender in consultation with associated AAO/AO & <b>no fault</b> of contractor	-	-	
14.	Rescinding of contract	Upto delegated powers of acceptance of tender in consultation with associated AAO/ AO & <b>action against the defaulter</b> is taken as per guidelines/ codal provisions	-	-	
15.	Acceptance of arbitration award	Up to Rs. 10 lakh	-	-	Powers to be exercised in consultation with Law Department in cases where no appeal is to be preferred against arbitration award or where appeal filed against such award has been dismissed
16.	Making of advance payment Sanction of advance	Upto Rs 50,000/- in each case out of work contingencies	Upto Rs 25,000/- in each case out of work contingencies	Rs 10,000/-	
17.	Sanction of expenditure under work contingencies including expenditure on ceremonies connected to laying of foundation stone and opening of public building	Full powers to utilize available contingencies in approved estimate	Rs 25,000/- or amount of contingencies in the approved estimate, whichever is lower	Rs 10,000/- or amount of contingencies in the approved estimate whichever is lower	

*[Handwritten Signature]* 02/10/22

## Annex C

**DELEGATION OF FINANCIAL POWERS – GENERAL SECTION**

Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS - PMH/Vety.)	Remarks
1.	Contingent expenditure (Recurring and Non-Recurring)	Rs 2.5 lakh in each case	Rs 2.5 lakh in each case	Rs 40,000/- in each case subject to annual ceiling of Rs. 2.50 Lakh for <b>non recurring expenditure</b>  Rs 50,000/- with annual ceiling of Rs 2.50 lakh for <b>recurring expenditure</b>	Officers with G.P.- Rs 6600/- (Pre revised CPC/DTL) and above of substantive post  Rs 20,000/- in each case subject to annual ceiling of Rs 1.60 lakh for recurring as well as non recurring expenditure  Officers with G.P. Rs 5400/- (Pre revised CPC / DTL) and above of substantive post  Rs 10,000/- in each case subject to annual ceiling of Rs one lakh for recurring as well as non recurring expenditure
2	Payment to collective/ combined bills of recurring nature like telephone bills/ postal charges/ internet /broadband connection/ charges etc	-	-	Full powers to Director(GA) as per approved policy	-
3.	Misc. Advance	Up to Rs.1 Lakh in each case	Up to Rs.1 Lakh in each case	Up to Rs30,000/- in each case	Powers to be exercised subject to settlement of previous advance
4	Administrative approval and expenditure sanction for works/ procurement of goods/ services (including AMC/ Repairs of equipments/ machinery)	Rs 20 lakh in each case for all departments under administrative control of Secy.	-	Rs.5 Lakh	
5.	Sanction of detail estimate and Framing & approval of NIT	-	-	Full powers (incl. Fire Officer) subject to PEI not exceeded by 10%	(Model NIT to be got vetted from Finance and Law Departments)
6	Award of Work or supply against open /limited tenders/through GeM (incl. AMC of equipments/ machinery)	Rs. 20 lakh	-	Rs 5 lakh	<b>In case of single tender / resultant single eligible tender, next higher authority will be the approving/ competent authority</b>
7	AA-ES and Award of supply order by quotation	-	-	Purchase of goods up to Rs 2.50 lakh by Purchase Sub Committee as per provisions of Rule 155 of GFR 2017 or amount modified under Rule ibid, whichever is higher	
8.	Rejection of tenders	Up to delegated powers for acceptance of tenders after recording reasons	-	Up to delegated powers for acceptance of tenders after recording reasons	



Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS - PMH/Vety.)	Remarks
9.	Release of contractual payments and performance guarantee/Security deposit	-	-	Full powers up to the value of contract/ supply order subject to fulfillment of contractual obligations in terms of supply / work order	
10.	Release of professional fee to consultants including Arbitrator fees etc (other than legal fee)	Rs 5 lakh	-	Rs50,000/-	As per approved policy/rates
<b>For Transport Department only</b>					
11.	Purchase order/ Supply order to authorized dealers/ distributors/stockiest /OEM for spare parts including batteries and tyres/ tubes/ flaps of Municipal vehicles and Repair of Municipal vehicles/ ancillary parts on work order from authorized dealer/ workshop	Rs 1 lakh in each case for LMVs and Rs 2.50 lakh for HMVs subject to compliance of codal provisions	-	Director (Transport) up to Rs. 50,000/- in each case (HMV/LMV) subject to annual ceiling of Rs 10 lakh subject to compliance of codal provisions	<b>Ex. Engineer (Auto)</b> <b>Rs. 20,000/-</b> in each case (HMV/LMV) subject to annual ceiling of Rs 5 lakh subject to compliance of codal provisions
<b>For Law Department only</b>					
12.	Payment of Legal fee	Full powers to C.L.A./L.A. as per NDMC approved policy or rate approval by Chairperson			
<b>For vigilance department only</b>					
13.	Payment to I.O./P.O.	Full powers to C.V.O. (Director -Vig. in the absence of CVO) as per NDMC adopted/approved policy/rates			
<b>14. For Accounts Department only</b>					
a.	Releasing of bills of empanelled hospitals in terms of provisions of the agreements executed with these hospitals AND medical reimbursement of bills of NDMC employees based on the prescriptions/ recommendations of these hospitals under liberalized medical scheme approved by the Council	-	-	Full powers are vested with Director Accounts /Link Officer which will be exercised subject to specific budget allotment, terms & conditions of agreement executed with the private hospitals including <b>Max</b> , codal provisions and guidelines laid down as per NDMC Act 1994. These powers will be further subject to superintendence, direction and control of Chairperson as also General Financial rules as amended from time to time	



Sr. No.	Item	Secretary/ Engineer-in Chief	FA/CLA /CVO/ Chief Auditor	HODs (Including CSO, MS – PMH/Vety.)	Remarks
b.	Sanction of Dearness Allowance/ Dearness relief	-	-	Full powers to Director Accounts	Exercise of powers in terms of approved policy and on the basis of office order in r/o D.A. / D.R. issued by Govt. of India
15.	<b>For Welfare Department only</b>				
a.	Permission and reimbursement for procedure, treatments, investigations, tests, surgeries (including other major / minor surgeries category) and implants not listed in CGHS/AIIMS	Rs 5 lakh	-	Rs 2 lakh (Director Welfare)	i. To be exercised in consultation with Director (MS) ii. Subject to approved policy of NDMC as per CGHS Rules, CS(Medical Attendance Rules) and Resolution/orders issued by the Council/Competent Authority from time to time. iii. Subject to proper internal checks by Associate Finance
b.	Extending financial assistance under Hitkari Nidhi Yojna to eligible dependents of deceased NDMC employees	-	-	Director Welfare – full powers	i. As circulated vide No. D-107/Finance/17 dated 02.06.2017 by F.A., NDMC ii. Exercise of powers subject to request in prescribed Proforma and duly verified by Establishment.
c.	Release of old age pension, reimbursement of tuition fee, payment in case of death due to COVID	-	-	Director Welfare – full powers	Exercise of powers as per approved policy / orders of Council / Chairperson
	<b>For Power Department only</b>				
16.	Expenditure sanction and release of Payment for Bulk Purchase of Power	Up to Rs 50 crore	-	Director (Power)- Up to Rs 2.50 crore	Exercise of powers subject to : i. Payment in compliance of Power Purchase Agreement entered into with various Power Generators and Transmission Companies as per requirement of NDMC for uninterrupted electricity supply to NDMC area. ii. Purchase on the basis of rates/tariff determined by CERC/DERC. iii. Associate Finance i.e. AAO/A.O./Sr. A.O. to ensure Quarterly reconciliation at the beginning of the following quarter and Annual reconciliation at the end of each year.
17.	AA-ES for National Level training programmes/ internship of students	Rs 2.5 lakh subject to annual ceiling of Rs 25 lakh	Rs 2.5 lakh subject to annual ceiling of Rs 25 lakh	Director (Training) Rs 1 lakh with annual ceiling of Rs 10 lakh	
18.	<b>For Information Technology Department only</b>				
a.	For repair/ operation-maintenance	Rs25 lakh	-	Director (IT) – up to Rs 10 lakh	
b.	AA-ES and award for new software	Rs10 lakh	-	Director (IT)- up to Rs 5 lakh	
c.	AA-ES and award of I.T. equipment (tangible assets)	Rs25 lakh	-	Director (IT)-up to Rs 10 lakh	

*Basu*  
21/10/22