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**NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA : NEW DELHI
SECRETARY'S ESTT. BRANCH**

No.SO(E)/ 7208 /SA-III

Dated : 25.10.2013

OFFICE ORDER

With the approval of the Competent Authority, NDMC and in supersession of all earlier delegated powers except the powers delegated to the officers of Civil Engineering Deptt. vide O.O. No. SO(CE-I)/726/GC-I dated 30.05.2013. No. SO(CE-I)/1163/GC-I dated 28.06.2013, No. SO(CE-I)/D/1354/GC-I dated 05.08.2013 & SO(CE-I)/D/1651/GC-I dated 03.10.2013, the delegation of powers on establishment matters for smooth functioning of the department are as under :-

Sr. No.	Subject	Powers to be exercised by various officers				Remarks
		S.O.	Dy. Dir./ Jt. Dir.	Director (P)/ Dir. (Edn.)/ HOD concerned	Secretary	
1	2	3	4	5	6	7
1.	Sanction of Leave					
(i)	Casual Leave	----				Controlling Officer/Reporting Officer
(ii)	Earned Leave, HPL.	D	C & B	A	HOD	
(iii)	Child Care, Maternity, Paternity Leave		D	A, B & C	HOD	
(iv)	Studying any kind of leave by long term nature, Ex-India	----	----	B, C & D	A	
2.	Sanction of leave encashment on retirement/resignation/LTC		C & D	A & B		
3.	Signing of Contingent Bill	----	All categories	----	----	
4.	Issuing of Office Order on promotion/appointment	----	B, C & D	A	----	After approval by Competent Authority
5.	Confirmation of Service on completion of probation/ clearance of probation period and regularization of service	----	D	B & C	A & HOD	Group-A/HODs-Chairperson
6.	Regular Increment	----	B, C & D	A	HOD	
7.	Signing of LTC Bill/Pension & Gratuity papers	----	A, B, C & D	----	----	

Contd...../-

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Sr. No.	Subject	Powers to be exercised by various officers				Remarks
		S.O.	Dy. Dir./ Jt. Dir.	Director (P)/ Dir. (Edn.)/ HOD concerned	Secretary	
1	2	3	4	5	6	7
8.	Sanction of retirement dues/death benefits/pension/Terminal benefits/PF/SLGIS/DLIS/Leave encashment/Gratuity/Commutation etc.	----	C & D	A & B	HOD	
9.	Normal pay fixation on promotion/financial upgradation	----	B, C, & D	A	---	
10.	Attestation of entries in Service Book	All categories	----	----	----	
11.	a) Acceptance of date of Birth at the time of joining service	D	C	A & B	----	
	b) Acceptance of change of date of birth	----	----	C & D	B	A - Chairperson
12.	Intimation regarding financial transaction under Conduct Rules	----	C & D	A, B	HOD	
13.	Refund of security deposited at the time of initial appointment	----	C & D	A & B	---	
14.	Sanction of reimbursement of tuition fee/CEA	----	C & D	A & B	HOD	Provided claimed within three months after academic year. However condonation of delay will be with Dir(P)/Dir.(Edn.) in r/o all the categories.
15.	Permission to attend training within India for a period not exceeding 2 months	----	----	B, C & D	A	HOD Chairperson
16.	Approval of Terms & Conditions of Deputation	----	----	B & C	A	HOD Chairperson
17.	Conveyance Purchase Advance	----	C & D	A, B		
18.	House Building Advance	----	----	A, B, C & D		With concurrence of Finance

Contd...../-

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Sr. No.	Subject	Powers to be exercised by various officers				Remarks
		S.O.	Dy. Dir./ Jt. Dir.	Director (P)/ Dir. (Edn.)/ HOD concerned	Secretary	
1	2	3	4	5	6	7
19. i	Issue of NOC for outside post	----	C & D	A & B		
ii	Signing of NOC for Passport	----	A, B, C & D	----	----	Approval of Director (P) / Director (Edn.)
iii	Permission to leave the country/Foreign visit	---	---	B, C & D	A	HODs-Chairperson
20.	Appointment of TMR/Daily wage staff	----	----	HOD - Full power	----	Subject to fixation of strength of TMRs as approved by Chairperson and following due procedure
21.	TA/ DA advance	----	C & D	A & B	HOD	
(i)	LTC advance		C & D	A & B	HOD	
22.	Sanction of LTC claim	---	C & D	A & B	HOD	
23.	Condonation for late submission of LTC Claim/ Purchase of ticket			A, B, C & D	HOD	
24.	Attachment of Salary	----	----	A, B, C & D		
25.	Grant of ACP/MACP/TBPS	----	D	A, B & C		After checking by Concerned AAO/AO
26.	Acceptance of family details	----	A, B, C & D		----	
27.	Issuance of Call Back Notice to absentee employees	----	B, C & D	A	----	
28.	Appointment of contractual workers and termination of their service	----	----	----	D	A, B & C Chairperson
29.	Permission to raise loan from Corporate Society/Bank/other financial institutions	----	----	A, B, C & D		
30.	Issuance of Show Cause Notice (except Vigilance matters)			A, B, C & D		

Note-1 : The Cases/proposals, not covered under the above delegation, shall be invariably submitted to the appropriate Competent Authority in consonance with above delegation of powers.

(Akhtarul Hani)

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