



REGARDING POWERS & DUTIES OF ITS OFFICERS & EMPLOYEES

POWERS OF CHAIRMAN, JDA

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| <ul style="list-style-type: none">To review and accept the Annual Confidential Report of the Chief Administrator and to accept the ACRs of the All ACAs, ACA (F&A), Chief Engineer. | As per decision taken by the Authority in its 6 th meeting vide agenda item No.6.09 & orders issued vide Endst No.PUDAAdmn-EA-6/1997/8588 dated 11-8-97. |
| <ul style="list-style-type: none">To preside the meeting of the Authority. | As provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995. |
| <ul style="list-style-type: none">To approve the minutes of the meeting of the Authority. | As provided in (Committees & Conduct of Business), Regulations 1996 approved by the Authority by exercising the power of Section 182 of Punjab Regional & Town Planning & Development Act, 1995 and orders issued vide Endst No.PUDA-Admn-EA-3/96/21022-92 dated 6-6-96. |
| <ul style="list-style-type: none">To preside the meeting of Finance & Accounts Committee and Planning & Design Committee by the Hon'ble HUDM as Chairman of above committees who is also the Chairman of the Authority. | -do- |
| <ul style="list-style-type: none">To approve the minutes of the meeting of the Finance & Accounts Committee and Planning & Design Committee. | -do- |
| <ul style="list-style-type: none">To approve the Agenda items for consideration of the Authority. | As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986. |
| <ul style="list-style-type: none">To visit & check from time to time various field officers and operating units of the Corporation within the State. | As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986. |
| <ul style="list-style-type: none">Second "Appellate Authority" as the case may be. | As provided in JDA Employees (Punishment & Appeal) Regulations 1997. |

POWERS OF CHAIRMAN AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DT 18-11-97 & AMENDED FROM TIME TO TIME.

- To grant premature increment to an employee (Group- A & B) in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Volume-I, Part-I.
- To grant increment to the officers (Group-A & B) who go abroad to improve their qualifications.
- To reduce the pay of an officiating employee (Group-A & B).
- To appoint and grant honorarium to the employees (Group A & B) who hold charge of current duty of another post in addition to their own duties.
- To grant or permit an employee (Group-A & B) to receive honorarium.
- To grant permission to an employee (Group-A & B) on leave to accept employment or to take up service.
- To appoint an employee (Group- A & B) to hold temporary post of to officiate in more than one post. To determine the amount of pay and allowances which may be paid to an employee (Group-A & B) under rule 7.3 (4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab CSR, Volume-I, part-I.
- To Sanction Extra ordinary leave to an employee (Group A&B) including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab CSR Vol-1 Part-1.
- To Extend deputation period of an employee (Group A & B).
- To grant of Proficiency/Selection grade/ Senior Scale/ Placement in the higher Scale (Group A & B employees) & Grant of Class-II status to Junior Engineer under Assured Progression Scheme.
- Competent for Posting & Transfer of employees (Group A & B).
- To sanction House Building Advance & Conveyance advance to employees (Group A & B).
- To clear the Probation period of Group A & B employees.
- To incur expenditure upto Rs. 5000/- P.M. on entertainment in the interest of the Authority's business activities.
- Committee consisting of Chief Administrator & Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to write off book value of stores & stocks due to depreciation or any other cause.
- To accord sanction to non-scheduled or extra items.
- To accept a single tender or where tender other than the lowest is accepted.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to dispose off material (Tools & plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) & Chief Engineer under the Chairmanship of Chairman is competent to sanction dismantling of temporary building and structures when purpose for which the construction was under taken has been fulfilled.
- Committee consisting of Chief Administrator and Chief Engineer under the Chairmanship of Chairman is competent to write off articles (Tools & plants), & office furniture's rendered unserviceable through wear & tear if the original purchase value of the articles is not known.
- To appoint work charged staff (Group-A & B) against sanctioned posts and to punished Work charges Staff.

DUTIES OF CHAIRMAN AS PER CIRCULATION OF GUIDELINES ISSUED BY THE STATE GOVERNMENT VIDE NO: 28-9-78-3PP II/1946 DATED 4-12-1986.

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| <ul style="list-style-type: none"> To attend meetings of the Authority. | As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No.28/9/78-3PPII/19246 dated 4-12-1986. |
| <ul style="list-style-type: none"> To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority. | -do- |
| Chairman may visit & check various field officers time-to-time and operating units of the Authority within the state. Points for action arising from such visits shall be endorsed to the Chairman. | -do- |
| <ul style="list-style-type: none"> To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority. | -do- |
| <ul style="list-style-type: none"> Chairman is responsible for furnishing reports to Government & correspondence with Government on behalf of Authority. However, in important matters of policy, it shall be open to the Chairman to send a demi-official communication to the State Government. | -do- |
| <ul style="list-style-type: none"> Chairman should confine his powers of general guidelines to matters of Authority management and policy and leave day-today administration of the affairs of the Authority to the charge of the Chief Administrator. | -do- |
| <ul style="list-style-type: none"> To listen the public grievances & launch the new policies for the development of the State. | -do- |

POWERS OF THE VICE CHAIRMAN-CUM-SHUD

- Vice Chairman shall be the Chairman of the Authority in absence of Chairman as provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995.
- First & Second “Appellate Authority” as the case may be as provided in JDA Employees (Punishment & Appeal) Regulations 1997.

POWERS OF VICE CHAIRMAN AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To accord Administrative approval to proposals for original works at projects.
- Committee consisting of Chief Administrator, Chief Engineer, Senior

Architect, Addl. Chief Administrator (F&A) and Addl. Chief Administrator (Field) under the Chairmanship of Vice Chairman to be called "THE CONCEPT APPROVAL COMMITTEE" is competent to finalize the Architectural Drawings and specifications for materials (Based on which DNIT).

- To initiate ACRs of CA, to review of ACRs of ACAs, CE and accept the ACRs of LAO, CAO, SEs.

DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATION MADE THEREUNDER.

- To attend all the meetings of the Authority.
- To finalize the appeals under the relevant provisions of the concerned Regulations, Acts, against the orders of the Competent Authority, as the case may be.

POWERS OF CHIEF ADMINISTRATOR

- All powers assigned by the Authority and by the State Government under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 & rules/regulations made there under and powers notified by the State Government under the relevant provision of the Punjab Apartment & Property Regulation Act, 1995, the Punjab Apartment & Property Regulation Rules, 1995 and the Punjab Apartment Ownership Act, 1995 for day to day functioning of the Authority.

POWERS OF CHIEF ADMINISTRATOR AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- Competent to declare drawing & disbursing officers.
- Competent to declare 'Head of Office'.
- "Appellate Authority" in the cases of Group-D JDA employees as provided in (Punishment & Appeal) Regulations 1997.
- To sanction tour program of staff working under his control.
- Competent to act as per provision of section 2 (r) 26, 35, 41, 42, 43, 49, 51, 52,53,54,139,140,141,155,164,167 & 169 of Punjab Regional & Town Planning & Development Act, 1995 vide order issued vide Endst. No. JDA-Admn-EA-4-1997/18180-250 dt 8.8.97 as per decision taken by the Authority in its 3rd meeting vide item No. 3.06.
- Powers issued by the State Government/SHUD vide notification under the relevant provisions of the Punjab Regional & Town Planning & Development Act, 1995, (Punjab Act No. 11 of 1995), The Punjab Apartment and property Regulation Act. 1995 (Punjab Act. No. 14 of 1995), The Punjab Apartment And property Regulation Rules, 1995 and The Punjab Apartment Ownership Act, 1995 (Punjab Act No. 13 of 1995) for day to day working of the Authority.
- To relax the provision of rule 3.22 of the Punjab CSR Vol-I, Part -I.
- To declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Vol-I, Part-I will not be applicable to any particular case.
- To grant pay & allowances to an employee treated on duty under rule 2.16 of the Punjab Civil Services Rules, Vol-I, Part-I.

- To grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 & 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I for group C & D.
- To grant advance increment to the officers who go abroad to improve their qualifications for group C & D.
- To decide whether the officiating pay should not be given in case of clerical and subordinate posts not borne on regular scales of pay.
- To reduce the pay of an officiating employee for group C only.
- To appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties for group C & D.
- To waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes or being house tax or property tax to be recovered from any employee.
- To grant or permit an employee to honorarium for group C & D.
- To sanction the taking of work for which a fee is offered & the acceptance of fee thereof.
- To treat the period of suspension of an employee as a period spent on duty for any specified purpose for group A, B & C.
- To grant leave (including Ex-India leave).
- To grant extension in joining time.
- To grant permission to an employee on leave to accept employment or to take up service for Group C & D.
- To fix pay in Foreign Service.
- To decide the date of reversion of an employee returning after leave from Foreign Service.
- To appoint an employee to hold temporary post or to officiate in more than one post for C & D employees.
- To determine the amount of pay & allowances which may be paid to an employee under rule 7.3 (4) 7.3 (A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Vol-I, Part-I for group C & D.
- Extra ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Vol-I, Part-I for group C.
- Medical Leave under condition clause (II) of rule 8.137 of Punjab Civil Service Rules, Vol-I Part-I group C.
- To sanction advance out of the contributory provident fund for group A & B.
- Issuing of No Objection Certificate, No Dues Certificates for obtaining passport.
- Extension in deputation period of an employee for group C & D (Tech & Non-Tech).
- Grant of proficiency/selection grade and sr. scale/placement in the higher scale and grant of Class-II status to JE under Assured Career Progression Scheme for group C.
- Posting & transfer of employee for group C & D. (Technical & Non-technical).
- To sanction engagement of agencies, staff and professional experts on contract basis for two years at a time.
- To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of CPF & GIS etc to employees of JDA for group C & D officers.
- Clearance of probation period for group C.
- Power to sanction leave travel concession.
- To sanction purchase of periodicals & newspaper required for official use.
- To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans charges for carriage of office record.

- To incur expenditure on entertainment in the interest of the Authority's business activities.
- To sanction legal expenditure in connection with Civil Suits/Complaints Appeals for and against the Authority.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair).
- To sanction expenditure on running of vehicles and generators (excluding repair & replacement of parts).
- To sanction expenditure on running vehicles (excl. repair & replacement of parts).
- To sanction reimbursement of medical expenses incurred by the employees.
- To declare stores & stocks surplus or un-serviceable upto Rs. 20,000/- each item (book value).
- To sanction sale of articles of stocks & stores declared un-serviceable – by Public Auction.
- To write off books.
- Committee consisting under Chairmanship of CA to write off books value to stores and stocks due to depreciation or any other cause.
- To sanction payment of Municipal taxes of the Authority which have been assessed by the Competent Authority.
- To sanction payment of rates or taxes levied by a statute or by local rules or orders (as for instance terminal tax or octroi levied on the Authority).
- To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.
- To reimburse an employee whose conduct has been the subject matter of enquiry for expenditure on account of defense witness.
- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.
- To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.
- To accord Administrative approval to proposal for original works at projects upto Rs. 500.00 lacs.
- Committee consisting of Chief Engineer and ACA (F&A) under the CA is competent to accept tenders for execution of works above Rs 50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest.
- Committee consisting of ACA (Policy), ACA (F&A), SE (P&D), CAO and Chief Engineer under the Chairmanship of Chief Administrative is competent to purchase store for sanctioned works.
- To accord sanction to non-scheduled or extra items.
- To accept of a single tender or where tender other than the lowest upto Rs. 50.00 lacs subject to maximum of 10% of contract value.
- To sanction expenditure under the workmen compensation Act, 1923 and the industrial Dispute Act. 1947.
- To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots auction of sites and the like.
- Committee consisting of Chief Engineer and ACA (F&A) under the Chief Administrator is competent to fix the limit of reserve stocks.
- Committee consisting of CE, ACA (F&A) is competent to sanction repair and carriage of tools and plants construction equipment, scientific equipment and laboratories.
- To sanction carriage and handling of stock material chargeable to stock.
- Committee consisting of Chief Engineer and Chief Accounts officer under the Chief Administrative is competent to declare stores (Tools & plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.

- To incur expenditure for getting preliminary study report prepared.
- Grant of extension of time for completion of work.
- To sanction the purchase of Ferro-Chemicals.
- To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons upto amount as admissible to workman under schedule 4 of Workman Compensation Act, 1923
- To appointment of work-charged staff against sanctioned posts and to punished work charged staff for group C & D.
- To delegate powers of the Authority under section-2 sub-section v of the Punjab urban Planning & Dev, Authority (Building Rules, 1996) (i.e. declaring Authorized officers).
- To delegate powers of Chief Administrator to the subordinate officers in order to facilitated day to day working & to withdraw the same if required.
- Committee consisting of CE, Sr. Architect, ACA (F&A) under the Chief Administrator is competent (new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalized the Architectural Drawings and specifications for materials (Based on which DNIT) for works below Rs. 1.00 core.
- To fix levy of departmental charges of the projects to be carried out by JDA as deposit works.
- To approve the journeys within jurisdiction of the ACA, CE, Director (QC), Senior Town Planner & Personal staff working with Chief Administrator office.
- To initiate / review / accept the ACRs of the officers/officials of JDA as per delegation issued vide Endst No. JDA-Admn-EA-6/97/18588-917 dated 11-8-1997.
- To allow inter-se-change of posts within the overall sanctioned strength if situation so warrants as per decision taken by the Authority in its 23rd meeting vide agenda item No. 23.07 and orders issued vide Endst No. JDA-Admn-EA-4/2003/42916-43015 dated 27-11-2003.

DUTIES OF THE CHIEF ADMINISTRATOR

The Chief Administrative shall be the Chief Executive of the Authority and shall arrange for the transaction of business of the Authority, authenticate orders and decisions of the Authority and discharge such other functions of the Authority as may be assigned to him by the Authority under its regulations.

POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (FIELD) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To declare headquarter of employee within their respective jurisdiction for employees in the scale of Rs. 2200-4000.
- To sanction the absence of an employee on duty beyond his sphere of duty for employees working under their respective control Group D.
- To fix pay for the employees working under their respective control.
- To grant or permit an employees to receive honorarium upto Rs. 500/- during an year in their respective zone.
- To sanction the taking of work for which a fee is offered and the acceptance of fee thereof upto Rs. 50,000/- in their respective jurisdiction.
- To grant leave (excluding Ex-India leave) for employees working under their respective controls.
- To permit the calculation of joining time by a route other than which

travelers habitually use.

- To appoint an employee to hold temporary post or to officiate in more than one post for group C & D within their respective jurisdiction.
- Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Services Rules Vol-I, Part-I for staff within their jurisdiction.
- Forwarding of applications to the organization to whom they are addressed as per Government instruction and permission to pursue further studies by the employees in every class through correspondence or privately or any other examination within their jurisdiction.
- To engage lawyers as per fees fixed by the Authority for cases in lower courts within their respective jurisdiction.
- To appoint revenue staff only for 2 years at a time at the rates approved by the head office.
- To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of CPF & GIS etc. to employees of JDA for workcharged staff in the respective zone.
- To sanction expenditure on purchase of furniture & fixtures upto Rs. 25000/- in a year.
- To sanction expenditure on purchase of type writers, Photostat machines, cycles upto Rs. 50,000/- per item per year.
- To sanction expenditure on purchase of computer and related equipments.
- To sanction expenditure on purchase of Air Conditions, Water Coolers, Air Coolers & electrical fans upto Rs. 30,000/- for AC and Rs. 5,000/- for the rest.
- To sanction expenditure on purchase of books and maps upto Rs. 1,000/- in an individual case non-recurring expenditure.
- To sanction expenditure on purchase of construction equipments such as road roller, mixtures and vibrators etc. upto Rs. 50,000/-.
- To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighting machines, meters equipments upto Rs. 25,000/-.
- To sanction expenditure on printing of brochures only on or less than the rates approved by the PR cell, HQ and within the limit of budget allocation of each zone and Rs. 10,000/- for other printing jobs in an individual case.
- To sanction expenditure on purchase of stationery without obtaining tender upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in a year.
- To sanction expenditure on account of rent of office accommodation within respective zone.
- To sanction expenditure on purchase of postage stamps within respective zones.
- To sanction supply of liveries to drivers and class-IV employees according to scale and conditions laid down by the Authority for its employees.
- To sanction expenditure on purchase of periodicals and newspapers required for official use upto Rs. 5000/- per year.
- To sanction expenditure on miscellaneous office expenses such higher charges and repair of office furniture, office equipments, fans charges for carriage of office record.
- To sanction legal expenditure in connection with civil suits/complaints, appeals for and against the Authority for district level cases as per prescribed rates.
- To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies on the rates approved by the PR Cell, HQ and within the limit of budget allocation of each zone.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair) within their jurisdictions and within sanction estimates approved by the competent Authority as per norms fixed.
- To sanction expenditure of running & maintenance of generator within sanctioned estimates approved by the competent Authority as per norms.
- To sanction reimbursement of medical expenses incurred by the

- employees working in respective zone.
- To declare stores and stocks surplus or unserviceable committee consisting of SE, A/Cs Officer and EO under ACA concerned is competent upto Rs. 50,000/-each item (book value) and ACA (Filed) is individually competent upto Rs. 5,000/- each item (book value).
 - To sanction sale of articles of stocks and stores declared unserviceable by public auction with respective zone.
 - To sanction payment of rates or taxes levied by a statute or by local rules or orders (as for instance terminal tax or octroi levied on the Authority) subject to assessment by the Competent Authority.
 - To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations upto Rs. 25,000/- per item.
 - To accord Administrative approval to proposals for works for original works at projects upto Rs. 5.00 Lacs.
 - To accord Administrative approval to proposals for works for extension of new works and executed works maintenance or repair upto Rs. 5.00 lacs subject to budget approval.
 - To purchase stores for sanctioned works committee consisting of SE & A/Cs Officer (excluding centrally procured item) under the concerned ACA is competent to incur expenditure on the purchase of building material upto Rs. 20/- lacs at a time on one item subject to the ceiling of Rs. 50/- lacs on each item during the financial year.
 - Acceptance of a single tender or where tender other than the lowest upto Rs. 10.00 lacs.
 - To accord sanction to expenditure on ceremony connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like upto Rs. 25000/- in their respective jurisdiction.
 - To fix the limit of reserve stocks upto Rs. 5.00 lacs.
 - To sanction repair and carriage of tools & plants, construction equipments, scientific equipments and laboratories upto Rs. 5000/-.
 - To declare stores (tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribed the mode of disposal committee consisting of SE & Accounts Officer under ACA concerned is competent upto Rs. 25000/-.
 - Grant of extension of time for completion of work for works below Rs. 25.00 lacs.
 - To issue certificate of residence proof to the officers/officials of JDA for employees working under their control.
 - To initiate / review / accept the ACRs of the officers/officials of JDA as per delegation issued vide Endst No. JDA-Admn-EA-6/97/18588-917 dt.11.8.97.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (FILED)

- Appellant Authority against the orders of Estate Officer as per powers delegated by Government vide Notification No 2/3/98-4Hgl/3861-72 dated 19-8-98.
- To locate the new sites to develop into the Urban Estate within the Punjab State and submit reports for information and proper approval of the competent Authority.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
- To settle/finalize the service matters of the staff working under their respective zones as per their Competency and get it settled from the

- competent Authority.
- Overall check on the staff of their respective zone being a head of the concerned zone.

POWERS OF THE ESTATE OFFICER

- Estate Officer is competent to exercise the all powers of the Estate Officer as provided in as provided in section 45, 46, 47, 48 of the Punjab Regional & Town Planning & Development Act, 1995 and notifications issued by the State Government under the relevant provision of this act from time to time.
- All powers assigned by the Authority and Chief Administrator for day-to-day working under the relevant Acts and Regulations/Policies made thereunder.

DUTIES OF THE ESTATE OFFICER

- To allocate commercial/domestic plots/houses/sites/shops to the general public within their respective jurisdiction as per norms/rates fixed by the Authority / Competent Authority as the case may be.
- To make recovery from allottees and to deposit the same in the JDA head account.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
- To settle the disputed cases of allotment.
- To initiate / review / accept the ACRs of the officers/officials of JDA as per delegation issued vide Endst No. JDA-Admn-EA-6/97/18588-917 dt.11.8.97.

POWERS OF THE SUPERINTENDING ENGINEER/ HEAD OF OFFICE

POWERS OF SUPERINTENDING ENGINEER / HEAD OF OFFICE AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To initiate / review / accept the ACRs of the officers/officials of JDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.
- Power to grant leave excluding ex-India leave upto one month for employees under his control.
- Grant of proficiency / selection grade and senior scale / placement in the higher scale & grant of class-II status to JE under Assured Career Progression scheme for workcharged staff under his control.
- To sanction expenditure on misc, office expenses such as higher charges & repair of office furniture, office equipments, fans charges for carriage of office record. Hiring charges upto 6 months and repair charges upto Rs. 2000/- in an individual case.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair) within his jurisdiction and within sanctioned estimates approved by the competent Authority as per norms fixed.
- To declare stores and stocks surplus or unserviceable upto Rs. 1000/- each item (book value)
- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for these regulations upto Rs. 5000/- per item subject to ceiling of Rs. 25000/- in a year.
- To accord technical sanction to the detailed estimates of works upto Rs.25.00 lacs.
- To accept tenders for execution of works upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher Authority.
- Lower purchase Committee consisting of SE, Estate Officer, DE, SO (W) is competent to incur expenditure on the purchase of building material upto Rs.25000/- at a time subject to the ceiling of Rs. 50000/- on each item during the financial year.
- To sanction T.A of the employees (except tour abroad) working under his control.
- To accord sanction to non-scheduled or extra items upto Rs. 2.00 lacs subject to maximum of 10% of contract value.
- Competent to accept a single tender or where tender other than lowest is accepted upto Rs. 2.00 lacs.
- To dispose off material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 10,000/-.
- To sanction dismantling of temporary building and structures when propose for which the const. was under taken has been fulfilled for temporary const. upto the cost of Rs. 10,000/-.
- Tender Committee consisting at HQ under the chairmanship of the SE project with Accounts Officer and DE concerned, as its member is competent to opening of tender called for execution of works.
- To write off articles (tools & plants) and office furnitures rended unserviceable through wear and tear if the original purchase value of the articles is not know upto Rs. 10,000/-
- SE and Sr. Architect are competent to sanction the purchase of fero-

- chemicals upto Rs. 10000/- for each office.
- Incur expenditure of testing of samples with a view to enforce quality upto Rs. 7500/-.

DUTIES OF THE SUPERINTENDING ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

POWERS OF THE DIVISIONAL ENGINEER / DDO

POWERS OF DIVISIONAL ENGINEER / DDO AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To initiate / review / accept the ACRs of the officers/officials of JDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.
- Power to grant leave to group – D employees (excluding ex-India leave) working under his control.
- To allow annual grade increment except in the case of proficiency selection grad or senior scale or when stopped by the competent Authority
- To sanction expenditure on account of telephone charges rental charges of telephones and other miscellaneous charges subject to verification of telephone bills and within the ceiling limit imposed by the Authority on local calls.
- To sanction expenditure on purchase of postage stamps up to rupees 2000 for their offices in the field.
- To sanction expenditure on electricity and water charges bills subject to verification of bills by concerned officers.
- To sanction expenditure on running & maintenance of vehicle (excluding repairs & replacement of parts) within the ceiling imposed as per instruction issued from time to time.
- To sanction expenditure for insurance of vehicles or other capital assets.
- To sanction pay, traveling allowance & other claims of the employees (except tour abroad) T.A. should be reimbursed after getting tour program approved from the ACA/Chief Engineer & ACA (HQ) for the employees serving under their respective control. In case of T.A. of SE approval of Chief Engineer will be required.
- To sanction reimbursement of medical expenses incurred by the employees upto Rs. 3600/- in an individual case.
- To accept tenders for execution of works upto Rs. 2.00 lacs except for single tender.
- Passing of first and final running bill after pre audit of odd running and final bills.
- To sanction carriage and handling of stock material chargeable to stock at the rates within the scheduled plus premium sanction from time to time.
- To dispose off material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 2,000/-.
- Tender Committee consisting of DE, SO (W) and the office Supdt is competent to opening of tender called for execution of works for tenders called or received in the Division office.
- Passing of bills of workcharged establishment subject to the condition that the appointment is made by the appointing Authority.

- DE and Architect are competent to sanction the purchase of ferro-chemicals upto Rs. 5000/- for each office.
- To sanction the payment of rates and taxes levied by a statute or by local rules or orders as per instance: octroi on Authority's stores, house tax, property tax etc. subject to the budget provision.
- Incur expenditure of testing of samples with a view to enforce quality upto Rs. 2000/- chargeable to the works subject to call of proper quotations and that higher rates are not paid then those contained in common schedule of rates plus sanctioned premium.
- To appoint staff on daily wages on mustroll basis for the execution of departmental works.
- Clearance of probation period for workcharged staff working under his/her control.

DUTIES OF THE DIVISIONAL ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

DUTIES OF THE OTHER STAFF OF THE AUTHORITY

- To assist the in-charge of section in disposal of work assigned to them.