

VIII

**A STATEMENT OF THE BOARDS, COUNCIL,
COMMITTEE AND OTHER BODIES CONSISTING
OF TWO OR MORE
PERSONS CONSTITUTED AS ITS PART OF FOR
THE PURPOSE OF ITS ADVISE, AND AS TO
WHETHER MEETING OF THOSE BOARDS,
COUNCILS, COMMITTEE AND OTHER BODIES
ARE OPEN TO THE PUBLIC OR THE MINUTES
OF SUCH MEETING ARE ACCESSIBLE FOR
PUBLIC**

Sr. No.	Name of Boards, Council, Committee or other body	Members of the Board, Council, Committee or other body	Function of Boards, Council, Committee or other body	Whether minutes of such meetings are open to public or not	Remarks
1.	JDA Authority	<ol style="list-style-type: none"> 1. Chief Minister, Punjab Chairman 2. Housing and Urban Development Minister Member. 3. Chief Secretary Member 4. Principal Secretary (Finance) Member 5. Principal Secretary (Local Government) 6. Principal Secretary Housing and Urban Development Member 7. Principal Secretary to Chief Minister Punjab Member 8. Chief Town Planner, Punjab Member 9. Chief Administrator Jalandhar Development Authority Member 	To discuss all the matters of the Authority as well as Administrative, Civil and Financial matters relating to Punjab Urban Planning & Dev. Authority.	All the proceedings of the meeting can be made open to public with the approval of Competent Authority.	As per provision in the Punjab Regional and Town Planning and Development Act, 1995 Chapter-III Clause No.17(3).
2.	Finance & Accounts Committee	<ol style="list-style-type: none"> i. Chief Secretary to Govt. of Punjab Chairman ii. Principal Secretary to CM, Punjab Member iii. Principal Secretary, Finance, Punjab Member iv. Principal Secretary, Local Govt. Punjab. Member v. Secretary Housing & Urban Dev. Punjab Member vi. Chief Town Planner, Punjab. Member vii. Chief Administrator, JDA Member Secretary 	<ol style="list-style-type: none"> i. Scrutiny of budget proposals and annual statement of accounts including balance sheets and to make recommendations before approval of authority. ii. Determining prices/ policies for disposal of lands/plots/houses. iii. Allotment of lands to various Institutions as per policy decision of JDA. iv. Any other duty assigned specifically by Authority. 	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No JDA-Admn/ I/EA-3/96-21021 dt.6-6-96

3.	Planning & Design Committee	<ul style="list-style-type: none"> i. Secretary of Govt. of Punjab Chairman Deptt. of Housing & Urban Development ii. Secretary of Govt. of Punjab Deptt. of Local Govt. or his representative Member iii. Chief Administrator, JDA Member-Convener iv. Chief Town Planner, Punjab Member v. Chief Country Planner, Punjab Member vi. Chief Architect, Punjab. Member 	<p>Scrutinize Proposals of declaring planning areas and preparation of Regional plans, Master Plans, and Town Development schemes under the Act/Rules & Regulations and recommendations to Authority for approval.</p> <p>Scrutiny of layout plans of Sectors and Sub sectors.</p> <p>Discharge any other function as assigned by Authority Specifically.</p>	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No JDA-Admn/ I/EA-3/96-21021 dt.6-6-96
4.	Regional P&D Committee	<ul style="list-style-type: none"> 1. Additional Chief Administrator, JDA, Chairman 2. Estate Officer, JDA Member 3. Divisional Town Planner (Town Planning Wing Pb.) Member 4. The Divisional Engineer (P.H.), JDA, Member 5. Divisional Engineer (C-1), JDA, Member 6. Architect (Town Planning Wing, PUDA). Member-cum-convener 	Approval of building plans of public buildings, special commercial blocks, group Housing Schemes, Zoning Plans of individual buildings/sites and determination of land use of Pockets reserved for public buildings or any other special purposes.	-do-	As per decision taken by the Authority in its meeting dt. 14-5-96 regional P&D Committee constituted vide agenda item No. 5.07. Which has been adopted by JDA.
5.	Layout Plans of Colonies approval Committee.	<p>Competent Authority- C.A. Member- Chairman Pb. Pollution Control Board, Patiala. Member-Chief Town Planner (Pb.). Member-Chief Engineer(Comm.) PSEB, Jalandhar. Member-Superintendent Engineer, JDA. Member-ACA, JDA of concerned zone. Member-Senior Town Planner, JDA.</p>	Approval of layout plans of various colonies to be developed by JDA approved PROMOTERS.	-do-	Chief Administrator PUDA issued a depth examination of issues regarding layout plans of colonies vide No. PRO-JDA/98/5736-48 dt.2-6-98. Which has been adopted by JDA.

		Member-Land Acquisition Collector, JDA Member- E.O. of concerned M.C.			
6.	Stationary Purchase Committee	Head office level: - Full Powers Chairman Addl.Chief Administrator Member- Superintendent Engineer(c) Member- Estate Officer Member- A.O.(CC)	To sanction expenditure on purchase of stationary without obtaining tenders.	-do-	Powers
7.	Condemnation Committee	Zonal level (upto Rs 50,000/- per item) Chairman- Addl. Chief Administrator(Zonal) Member- Superintending Engineer Member- Estate Officer Member- Accounts Officer.	To declare stores and stocks unrecoverable	do-	As per deligation of powers Section 1B (General) Clause -24
8.	Writing off Committee(for unrecoverable stores)	Chairman-Chief Administrator JDA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction writing off finally unrecoverable value of stores of authority's money lost by fraud or negligency of individual or due to any other cause		As per deligation of powers Section 1B (General) Clause -25
9.	Writing off committee (Sale of unrecoverable stores)	Chairman-Chief Administrator JDA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction sale of articles of stocks & - stores declared unserviceable at value by negotiation even less than Bookvalue or by public auction.		As per deligation of powers Section 1B (General) Clause -26
10.	Writing off Committee (due to depreciation)	Chairman-Chairman JDA. Member-Chief Administrator. Member-Addl. Chief Administrator	To write off book value of stores and stock due to depreciation or any other cause.	-do-	As per deligation of powers Section 1B (General) Clause -28
11.	Tender opening Committee (for execution of works)	Head Office Level Chairman-Superintending Engineer (c) Member- Divisional Engineer Concerned. Member-Accounts Officer. DIVISIONAL LEVEL:- Chairman-Divisional Engineer Member- S.O. (W) Member-Superintendent	Opening of Tenders for execution of works, in the presence of tenderers or their authorised representatives who may like to do so.	-do-	As per decision taken by the competent authority .

12.	Tender approval Committee (for execution of works)	<p>Head office level Works costing more than 50 lac Chairman- Chief Administrator. Member- Addl. Chief Administrator Member- Superintending Engineer (c) Works Costing more than 20 Lac but less than 50 lac Chairman- Addl. Chief Administrator Member-Superintending Engineer (c) Member-Divisional Engineer. NOTE: For works costing upto Rs. 2 lac D.E. is competent for works costing more than Rs. 2 lac but less than Rs.20 lac S.E. is competent.</p>	<p>To accept tenders for execution of works, except single tender or other than lowest , for which approval of next higher authority is required.</p>	-do-	As per delegation of powers Section II (Works) Clause –3.
13.	Purchase Committee (Building materials)	<p>Head office level (Full Powers) Chairman-Chief Administrator JDA. Member-Addl. Chief Administrator Member-Superintending Engineer (C) Member-Divisional Engineer(Concerned) Member- Accounts Officer. Upto 40 lac at one time. Chairman-. Addl. Chief Administrator Member-Superintending Engineer (C) Member-Divisional Engineer(Concerned) Member- Accounts Officer. Zonal level Costing 20 lac at a time (UPC) Chairman –Addl. Chief Administrator Member –Superintending Engineer. Member-Accounts officer. Member-Accounts Officer. Rs. 25000/- at a time (LPC) Chairman –Superintending Engineer.</p>	<p>To accept tenders for purchase of centrally procured materials against work technically sanctioned</p> <p>To accept tenders for purchase for no centrally procured items against work technically sanctioned.</p> <p>-do-</p> <p>-do</p>	-do-	As per delegation of powers Section II (Works) Clause –4.

		<p>Member –Estate Officer. Member-Divisional Engineer. Member-Sanction officer NOTE: ◆ Ceiling of UPC (HO) is Rs. one crore rupees during the financial year. ◆ Ceiling of UPC (Field) is Rs. 50 lac during the financial years. ◆ Ceiling of L.P.C is Rs. 50000/- per item during the financial year.</p>			
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JALANDHAR DEVELOPMENT AUTHORITY, JALANDHAR

I, Parveen Kumar, PCS, C.A., JDA, Jalandhar is pleased to delegate the powers to officers for smooth functioning of JDA as under:-

SECTION 1-A (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5
1.	Power to declare headquarter of an employee	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Full powers for employees in the scale of pay which is less than scale of pay of Rs.2200-4000. (iii) Full Powers for work-charged employees drawing pay in the scale which is less than the scale of pay of Rs.2200-4000.	
2.	Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA (ii) CE/SE	(i) Full Powers for employees working under his/her control. (ii) Full powers for work-charged employees.	
3.	Power to sanction absence of the employees beyond their sphere of duty for training in India	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
4.	Power to dispense with the production of medical certificate of fitness	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
5.	Power to suspend lien of an employee	(i) CA (ii) ACA	(i) Full Powers for one year only. (ii) Full Powers in respect of Group-D employees for one year only.	
6	Power to transfer lien of an employee	CA	Full Powers	
7	Power of relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
8	Power to declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Volume-I, Part-I will not be applicable to any particular case.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
9	Power to grant pay and allowances to an employee treated on duty under rule 2.16(b) of the Punjab Civil Services Rules Vol-I, Part-I.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
10	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers	
11.	Power 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 and 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
12.	Power to grant advance increments to the officers who go abroad to improve their qualifications.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
13	Power to decide whether the officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay.	CA	Full Powers	

14	Power to reduce the pay of an officiating employee	(i) VC (ii) CA (iii) ACA	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D.
15	Power to fix pay	(i) ACA	(i) Full powers for employees working under his/her control.
16	Power to appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.
17	Power 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 not being house tax or property tax to be recovered from any employee.	CA	Full Powers
18.	Power to Grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Upto Rs.500/- during an year. (iv) Upto Rs.500/- during an year.

B. GRANT

19	Power to sanction the taking of work for which a fee is offered and the acceptance of fee thereof.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.50,000/-.
20	Power to treat the period of suspension of an employee as a period spent on duty for any specified purpose.	(i) CA (ii) ACA	(i) Full powers for group A, B & C (ii) Full powers for group D
21.	Power to grant leave	(i) CA (ii) ACA (iii) CE/SE (vi) Divisional Engineer	(i) Full powers (including Ex-India leave) (ii) Full Powers (excluding Ex-India Leave) for employees working under his/her controls. (iv) Upto one month (Excluding Ex-India Leave) for all employees working under his control. (vi) Upto one month for Group-D employees (Excluding Ex-India leave)
22.	Power to grant extension in joining time.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.
23.	Power to grant permission to an employee on leave to accept employment or to take up service.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.
24.	Power to permit the calculation of joining time by a route other than, which travelers habitually use.	(i) ACA (ii) CE/SE	(i) Full Powers (ii) Full Powers
25.	Power to fix pay in foreign service	CA	Full Powers
26.	Power to decide the date of reversion of an employee returning after leave from foreign service.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.
27.	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D (iii) Full Powers for group C & D within his/her jurisdiction.
28.	Power to determine the amount of pay and 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	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D

29.	(i) 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	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C. (iii) Full Powers for group D	
	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Vol-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for staff within his/her jurisdiction.	
30.	To sanction advance out of the contributory Provident Fund.	(i) CA (ii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
31.	Issuing of No Objection Certificate, No dues certificates for obtaining Passport	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for Group-D employees.	
31-B	Issue of No due Certificate to the PUDA employees	(i) ACA (ii) CE/SE	(i) Full powers for staff except CE/SE. (ii) Full powers for regular work charged staff.	
32.	Extension in deputation period of an employee	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Power for group C & D (Technical & Non-Technical).	
33.	Forwarding of applications to the organization to whom they are addressed as per government instructions and permission to pursue further studies by the employee in every class through correspondence or privately or any other examination.	(i) ACA (ii) CE/SE	(i) Full powers (ii) Full powers for work-charged employees.	
34.	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	Drawing and Disbursing Officer	Full Powers	
35.	Grant of proficiency/ selection grade and senior scale/ placement in the higher scale and grant of class-II status to JE under Assured Career Progression Scheme.	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full Powers for group A & B Officers. (ii) Full Powers for group C employees. (iii) Full Powers for group D employees. (iv) Full Powers for work charged staff under his control. Note:- The cases in which it is to be denied on account of poor record would be put up to C.A.	
36.	Power to engage lawyers as per fees fixed by the Authority for cases in lower courts	(i) ACA	(i) Full powers	
37.	Posting & transfers of employees	(i) Chairman (ii) VC (iii) CA (iv) CE/SE	(i) Full Powers to transfer Officer of the level of SE and above. (ii) Full powers to transfer group A & B below the rank of SE. (iii) Full powers for group C & D (Technical & Non Technical) (iv) Full powers for work charged staff.	
38.	To sanction house building advance and conveyance advance to the employees	(i) VC (ii) ACA (iii) CE/SE	(i) Full powers for group A & B. (ii) Full Powers for group C & D (Tech & Non-Tech). (iii) Full powers for work charged staff.	

39.	To sanction Group D posts.	Authority	Full Powers.	
40.	To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA	(i) Full Powers for two years at a time. (ii) Full Powers to appoint revenue staff only for two years at a time at the rates approved by the Authority.	
41.	To sanction post retirement benefits viz, payment of gratuity, leave encashment payment of C.P.F. & GIS etc. to employees of JDA	(i) VC (ii) CA (iii) ACA	(i) Full Powers for Group-A & B. (ii) Full Powers for Group-C. (iii) Full powers for Group-D employees.	
42.	Clearance of probation period	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D. (iv) Full powers for work-charged staff.	
43.	Power to sanction Leave Travel Concession	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Full Powers for employees under his/her jurisdiction. (iii) Full Powers for work charged staff.	

SECTION 1-B (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5

A. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS PROVIDED IN THE SANCTIONED BUDGET.

1.	To sanction expenditure on purchase of vehicles such as Cars, Jeeps Pick-up Vans, Trucks Buses, etc.	CA	Full Powers	
2.	To sanction expenditure on purchase of:-			
	(i) Furniture & fixtures	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.25,000/- in a year	
	(ii) Office equipment such as fax machine duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.50,000/- per year.	
	(iii) Computers and related equipments	(i) CA	(i) Full Powers	
3.	To sanction expenditure on purchase of air-conditions, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.30,000/- for A.C. & Rs.5,000/- for rest	
4.	To sanction expenditure on purchase of books and maps	(i) CA	(i) Full Powers	
		(ii) ACA	(ii) Upto Rs.1,000/- in an individual case of nonrecurring expenditure.	
		(iii) CE/SE	(iii) Upto Rs.1,000/- in an nonrecurring expenditure	
5.	To sanction expenditure on installation of telephone & internal telephone system.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.10,000/-	

B. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE SANCTIONED BUDGET.

6.	To sanction expenditure on purchase of construction equipment such as road rollers, mixers and vibrators etc.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.50,000/- (iii) Rs.50,000/-	
7.	To sanction expenditure on purchase of scientific apparatus, laboratory equipment, mathematical, drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.50,000/- (iii) Rs.50,000/-	

C. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE SANCTIONED BUDGET.

8.	(i) To sanction expenditure on printing	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.10,000/- in an individual case. (iii) Rs.1,000/- in an individual case.	
	(ii) To sanction expenditure on preparation and typing of project reports	CE/SE	Full Powers	
9.	To sanction expenditure on purchase of stationery without obtaining tenders	(i) Committee consisting of ACA, EO, CE/SE & A.O. (ii) CA (iii) ACA (iv) CE/SE (v) EO	(i) Full Powers (ii) Upto Rs.15,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.10,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.5000/- on one single occasion and Rs.20,000/- in an year. (v) Upto s.5000/- on one single occasion and Rs.20,000/- in an year.	
10.	To sanction expenditure on account of rent for office accommodation	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.3,000/- per month subject to the condition that no lease is entered into for a period of more than one year.	
11.	To sanction expenditure on account of telephone charges, rental charges of telephones and other miscellaneous charges.	ACA, CE/SE , Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Govt./Authority on local calls.	
12.	To sanction expenditure on purchase of postage stamps.	(i) CA (ii) ACA (iii) CE/SE (iv) Estate Officer A.O. (v) DE (vi)	(i) Full Powers. (ii) Full Powers within his/her jurisdiction. (iii) Full Powers. (iv) Upto Rs.2,000/- at one time. (v) Upto Rs.2,000/- at one time. (vi) Upto Rs.2,000/- at one time.	
13.	To sanction expenditure on electricity and water charges bills.	Drawing and Disbursing Officer	Full Powers subject to verification of bills by the concerned officer.	

14.	To sanction supply of liveries to drivers and Class-IV employees	ACA	Full Powers according to scale and conditions laid down by the Govt./ Authority for its employees.
15.	To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (iii) CE/SE (iv) EO	(i) Full Powers (ii) Upto Rs.3,000/- per year. (iii) Upto Rs.3,000/- per year. (iv) Upto Rs.3,000/- per year
16.	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.	(i) CA (ii) Head of Office	(i) Full Powers (ii) Hiring charges upto 6 months and repair charges upto Rs.2,000/- in an individual case.
17.	To incur expenditure on entertainment in the interest of the Authority's business activities.	(i) VC (ii) CA (iii) ACA (iv) EO (v) CE (vi) SE (vii) S.T.P. (viii) D.T.P. (ix) ADO (x) Senior Architect (xi) DE (xii) AEO	(i) Upto Rs.4000/- per month (ii) Full Powers. (iii) Upto Rs.3000/-per month (iv) Upto Rs.2000/-per month (v) Upto Rs.2000/-per month (vi) Upto Rs.500/-per month (vii) Upto Rs.500/-per month (viii) Upto Rs.200/-per month (ix) Upto Rs.200/- per month (x) Upto Rs.1000/-per month (xi) Upto Rs.200/-per month (xii) Upto Rs.200/-per month

D. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD MISCELLANEOUS EXPENDITURE PROVIDED IN THE SANCTIONED BUDGET.

17-A	(i) To incur expenditure on entertainment during the meeting held by the Officers of the Authority.	ACA	Upto Rs.10,000/- PM.
18.	To sanction legal expenditure in connection with Civil Suits/Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.20,000/-
19.	To sanction expenditure on publicity and on advertisement through the media of the radio and press through the empanelled agencies.	CA	Full Powers
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair)	(i) CA (ii) ACA, CE/SE	(i) Full Powers (ii) Full Powers within his jurisdiction & within sanctioned estimate approved by competent authority as per norms fixed.
	(ii) To sanction expenditure on running & maintenance of vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA, CE/SE (iii) Drawing and Disbursing Officer	(i) Full Powers (ii) Full Powers(within the ceiling imposed) (iii) Full powers within the ceiling imposed as per instruction issued from time to time.
21.	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & disbursing officer	Full Powers

E. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.

22.	To sanction pay, traveling allowance and other claims of the employees.	Drawing & Disbursing Officer	Full Powers except tour abroad	
			(i) T.A. should be reimbursed after getting the tour programme approved from the ACA/ Chief Engineer for the employees serving under their respective control. In case of Tour Programme of Superintending Engineer, approval of ACA/Chief Engineer will be required.	
			(ii) Superintending Engineer/ Estate Officer within State for the employees working under their respective control.	
23.	To sanction reimbursement of medical expenses incurred by the employees	(i) CA	(i) Full Powers	
		(ii) ACA	(ii) Full Powers for employees working under his control.	
		(iii) CE/SE	(iii) Full Powers for employees working under their control.	
		(iv) Drawing and Disbursing Officer	(iv) Upto Rs.3,600/- in an individual case.	

F. OTHER ITEMS

24.	To declare stores and stocks surplus or unserviceable	(i) Condemnation committee consisting of the CA, ACA, CE/SE	(i) Full Powers	
		(ii) Condemnation committee for respective zone consisting of ACA, CE/ SE, Accounts Officer and DE concerned.	(ii) Upto Rs.50,000/- each item (Book value)	
		(iii) CA	(iii) Upto Rs.20,000/- each item (book value)	
		(iv) ACA	(iv) Upto Rs.5,000/- each item (book value)	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			
	(i) At book value or by private negotiation at less than book value	Committee consisting of: ACA, EO and CE/SE	Full Powers	
	(ii) By public auction	Committee consisting of : ACA, EO and CE/SE	Full Powers	
26.	To sanction the writing off finally of the un-recoverable value of stores of the Authority's money lost by fraud or negligence of individuals or due to any other cause.	Committee consisting of ACA, EO and CE/SE	Full Powers	
27.	To write off books	CA	Full Powers	
28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC, CA and ACA	(i) Full Powers	

		(ii) Committee consisting of ACA, CE/SE, Accounts Officer and DE concerned	(ii) Upto Rs.1,00,000/-	
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers	
30.	To sanction the 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.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers	
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority	CA	Full Powers	
31-A	To issue certificate of residential proof to the officers/ officials.	ACA	Full Powers	
32.	To reimburse an employee whose conduct has been the subject matter of inquiry for expenditure on account of defence witness.	CA	Full Powers	
33.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Upto Rs.25,000/- per item. (iii) Upto Rs.25,000/- per item.	
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.	CA	Full Powers	

(SECTION II WORKS)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5
1.	To accord Administrative approval to proposals for works			
	(a) For original works or projects	(i) VC (ii) CA (iii) ACA	(i) Full Powers (ii) Upto Rs.500.00 Lacs (iii) Upto Rs.25.00 Lacs	
	(b) For extension of new works or executed works maintenance or repairs.	ACA	Upto Rs.5.00 Lacs	
2.	To accord technical sanction to the detailed estimates of works.	CE/SE	Full Powers	
3.	To accept tenders for execution of works	(i) Committee consisting of CA, CE/SE,ACA and A.O. (ii) Committee consisting of CE/SE, ACA and A.O. (iii) SE (iv) DE	(i) Works above Rs.50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest. (ii) Works between Rs.20.00 Lacs to Rs.50.00 Lacs subject to approval of CA in case of single tender or tender other than the lowest. (iii) Upto Rs.20.00 Lacs except for single tender where it will be submitted to next higher authority. (iv) Upto Rs.2.00 Lacs expect for single tender.	

HIGHER PURCHASE COMMITTEE

4.	To purchase stores for sanctioned works	Committee consisting of : CA (a) ACA (b) CE/SE (c) A.O. (d)	Full Powers
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UPPER PURCHASE COMMITTEES

		Committee consisting of: (a) ACA (b) CE/SE (c) A.O.	To incur expenditure on the purchase of building material upto Rs.20.00 Lacs at a time on one item subject to the ceiling of Rs.50.00 Lacs on each item during the financial year.
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LOWER PURCHASE COMMITTEE

		Committee consisting of: (a) SE (b) A.O. (c) DE concerned (d) SO(W)	To incur expenditure on the purchase of building material up to Rs.25000/- at a time subject to ceiling of Rs.50000/- on each item during the financial year.
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NOTE: In the case of Lower Purchase Committee, presence of Superintending Engineer, for the upper purchase committee, presence of Addl. Chief Administrator and for Higher Purchase Committee, presence of the Chief Administrator shall be essential to form quorum.

5.	To accord sanction to non-scheduled or extra items.	(i) VC (ii) CA (iii) CE/SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs subject to maximum of 10% of contract value. (iii) Upto Rs.20.00 Lacs subject to maximum of 10% of contract value.
6.	Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (iv) CE/SE (v) SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs (iii) Rs.25.00 Lacs (iv) Upto Rs.10.00 Lacs (v) Upto Rs.2.00 Lacs
7.	Write off infructuous expenditure on construction.	Authority	Full Powers
8.	Passing of first & final running bill.	Divisional Engineer	Full Powers after pre-audit of odd running and final bills.
9.	To sanction expenditure under the Workmen Compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers
10.	To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority building, holding of draw of lots, auction of sites and the like.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.25000/-
11.	To fix the limit of reserve stocks	Committee consisting of: (a) CA, CE/SE & ACA (b) ACA	(a) Full Powers (b) Upto Rs.5.00 Lacs
12.	To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories	Committee consisting of: (i) CA, ACA and CE/SE (ii) ACA, CE/SE & DE concerned	(i) Full Powers (ii) Upto Rs.1.00 Lacs

13.	To sanction carriage and handling of stock material chargeable to stock	(i) CA (ii) Divisional Engineer	(i) Full Powers (ii) Full Powers at the rates within the scheduled rates plus premium sanctioned from time to time.
14.	To declare stores (Tools & Plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.	(i) Committee consisting of: (a) CA, CE/SE, EO and Accounts Officer ACA, CE/SE & A.O. (b) CE/SE, DE & A.O. (c)	(i) Full Powers (ii) Upto Rs.50000/- (iii) Upto Rs.25000/-

Provided the provision of para 4.4 of the Punjab Public Works Department Code are complied with and it is certified that the material declared surplus will not be required for the execution of any Authority's works in the foreseeable future and the material declared as un-serviceable or obsolete is beyond repair or renovation.

15.	Disposal of surplus Tools & Plants		
	(a) Articles, Surplus Unserviceable or obsolete material or tools & plants articles.	CA	Full Powers
	(b) To dispose of material (Tools & Plants) articles, declared surplus, un-serviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: VC, CA, ACA, CE/SE & AO. (ii) CE (iii) SE (iv) DE	(i) Full Powers (ii) Upto Rs.15000/- (iii) Upto Rs.10000/- (iv) Upto Rs.2000/-

The Authority sanctioning the write off shall satisfy itself that the loss has not resulted from excess or injudicious purchase of stores or on account of negligence of any functionary and shall forward a certificate thereof to the Accounts Section of the Authority.

16.	To sanction dismantling of temporary buildings and structures when purpose for which the construction was undertaken has been fulfilled.	(i) Committee consisting of: VC, CA, CE/SE & A.O. CE/SE (ii)	(i) Full Powers (ii) Temporary construction upto the cost of Rs.20000/-
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) CE/SE	(i) Full Powers (ii) Upto Rs.10000/-
18.	Opening of tenders called for execution of works	(i) Tender Committee under the Chairmanship of SE with Accounts Officer and DE concerned as its members. (ii) Divisional level Tender Committee consisting of DE, SO(W) and the office superintendent	(i) Full Powers (ii) Full Powers in respect of tender called or received in the Divisional Office.
19.	Passing of bills of work charged establishment	Divisional Engineer	Full Powers subject to the condition that the appointment is made by the Appointing Authority.
20.	Grant of extension of time for completion of work	(i) CA (ii) ACA	(i) Full Powers (ii) For works below Rs.25 Lacs
21.	To write off articles (Tools & Plants) & office furniture rendered un-serviceable through wear & tear if the original purchase value of the article is not known.	(i) Committee consisting of VC, CA & CE/SE (ii) CE (iii) SE	(i) Full Powers (ii) Upto Rs.20000/- (iii) Upto Rs.10000/-

22.	To write off actual loss of stocks and tools and plants articles.	(i) Authority (ii) CE/SE	Full Powers Upto Rs.5000/-	
23.	To sanction the purchase of Ferro- Chemicals	(i) CA (ii) CE (iii) SE & Sr. Architect (iv) DE & Architect	(i) Full Powers (ii) Upto Rs.20,000/-. (iii) Upto Rs.10,000/- for each office. (iv) Upto Rs.5000/- for each office.	
24.	To sanction the payment of the 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.	Drawing & Disbursing Officer	Full Powers subject to the Budget Provision	
25.	To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.	CA	Full Power upto the amount as admissible to a workman under Schedule-IV of the Workmen's Compensation Act, 1923 in similar circumstances or cases when monthly wages will be got assessed through the State Revenue Authority or the Gram Panchayat.	
26.	To incur expenditure on testing of samples with a view to enforce quality	(i) CE/SE (ii) SE (iii) Divisional Engineer	(i) Full Powers (ii) UptoRs.7500/- (iii) Upto Rs.2000/- chargeable to the works subject to call of proper quotations and that higher rates are not paid than those contained in common schedule of rates plus sanctioned premium.	
27.	To create posts of work charged staff	Authority	Full Powers	
28.	To appoint Work- Charged staff against sanctioned posts and to punish work charged staff.	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
29.	To appoint staff on daily wages on muster-roll basis for the execution of departmental works & maintenance works.	Committee consisting of: ACA, CE/SE and DE	Full Powers	
30.	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)	CA	Full Powers	
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.	CA	Full Powers	
32.	To amend these regulations in order to facilitate day to day working	CA	Full Powers	
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalize the Architectural Drawings and specifications for materials (Based on which DNIT).	Committee consisting of: (i) VC, CA, ACA, CE/SE, Sr. Arch (ii) CA, ACA, CE/ SE, Sr. Arch.	(i) Works for Rs.1.00 Crore and above. (ii) Works below Rs.1.00 Crore	

34.	Power to fix levy of the departmental charges of the projects to be carried out by JDA as deposit work.		CA	Full Powers
35.	(i)	Sanction expenditure on loose papers, printing of Dos, visiting cards, purchase of books, binding misc, purchase like banquet for functions, photography etc.	DE	Upto Rs.1000/- Note: The expenditure should not exceed Rs.10000/- in a year.
	(ii)	To clear the files regarding release of advts eg. Court notice, Public notice, tender notice, notifications, service matters, corrigendum through the media of radio and press.	(i) ACA (ii) EO (iii) CE/SE	(i) Full Powers (ii) Full Powers (iii) Full Powers

NOTE:-

- (1) The quorum in the meetings of the Committees constituted in these regulations shall be as under:
- (a) for the committees consisting of three members, two members shall form quorum and
 - (b) for the committees consisting of more than three members, three members shall form quorum.
 - (c) In respect of the financial matters, not specifically stated in these regulations, the provisions of the Financial Hand Book No.3 of the Department of Finance, Government of Punjab shall be applicable and references to the Executive Engineer in the aforesaid Hand Book shall be constructed as a reference to the Divisional Engineer of the Authority.