DELEGATION OF POWERS

In exercise of powers conferred vide Sr. No.32 Section II (Works) of Punjab Urban Planning & Development Authority (Delegation of Powers) Regulation 1997, issued vide Endst No: PUDA-Admn-EA4/97/25812-885 dated 10-11-97 and amended from time to time I, Som Parkash, IAS Chief Administrator, PUDA SAS Nagar (Mohali) amend the Sr. No. 11,12, 14, 16, 18, 23, 27, 28, 29, 32, 35, 37, 38 and 42 of Section 1-A (General), Sr. No. 17 and 28 of Section 1-B (General) and Sr. No. 5, 6, 15-b, 16, 21 and 28 of Section II (Works) of these regulations and the revised regulations are as under:-

2.1 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.	
1.	Power to declare headquarter of any employee	(i) CA (ii)ACA(Mohali) (iii) ACA (HQ) (iv) CE	i) Full Powers ii) Full Powers within their respective jurisdiction for employees in the scale of pay which is less than scale of pay of Rs. 2200-4000. iii) For employees of the head quarter drawing pay in the scale which is less than the scale of Rs. 2200-4000 in respect of employees working under him/her control. (iv) For employees of the headquarter drawing pay in the scale which is less than the scale of pay of Rs. 2200-4000 in respect of employees working under him/her control.	As amended vide letter No. 3003-3080 dated 4.2.99

2.	Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA(Mohali) (ii) ACA (HQ) (iii) CE	i) Full Powers for employees working under their respective control. ii) Full Powers for Headquarter employees. iii) Full Powers for employees under his control.	As amended vide letter No. 3003-3080 dated 4.2.99
3.	Power to sanction absence of the employees beyond their sphere of duty for training in India.	(i) CA (ii) ACA (HQ)	i) Full Powers. ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
4.	Power to dispense with the production of medical certificate of fitness.	(i) CA (ii) ACA (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
5.	Power to suspend lien of an employees.	(i) CA (ii) ACA (H.Q.)	i) Full Powers for one year only. ii) Full Powers in respect of Group-D employees for one year only.	As amended vide letter No. 3003-3080 dated 4.2.99
6.	Power to transfer lien of an employee.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
7.	Power to relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume -I, Part-I.	(i) CA (ii) ACA (HQ).	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
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 (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
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 (HQ)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99

10.	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
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, Volume 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	As amended vide letter No. 3003-3080 dated 4.2.99
14.	Power to reduce the pay of an officiating employee.	(i) VC (ii) CA (iii) ACA (HQ).	(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 (F&A) (ii)ACA(Mohali)	i) Full Powers for Headquarters employee. ii) Full Powers for the employees working under his control.	As amended vide letter No. 3003-3080 dated 4.2.99

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	As amended vide letter No. 3003-3080 dated 4.2.99
18.	Power to grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (HQ) (iv)ACA(Mohali) (v) CE	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 in their respective zone. v) 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(Mohali)	i) Full Powers. ii) Upto Rs. 50,000/- in his jurisdiction.	As amended vide letter No. 3003-3080 dated 4.2.99
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 (HQ)	i) Full powers for group A, B & C. ii) Full powers for group D.	As amended vide letter No. 45642-740 dated 27.9.02.

21	Power to grant leave	(i) CA	(i) Full Powers (Including Ex-India Leave)	As amended vide letter No. 28669-770 dated 27.5.02..
		(ii) ACA (Mohali)	(ii) Full Powers (excluding Ex-India Leave) for employees working under his control.	
		(iii) ACA (HQ)	(iii) Full Powers (excluding Ex-India Leave) for head quarters employees. In case of Group-D employees.	
		(iv) CE	(iv) Full Powers (Excluding Ex-India Leave) for employees under his control.	
		(v) SE (Field)	(v) Upto one month (Excluding Ex-India Leave) for all employees working within their respective jurisdiction.	
		(vi) Divisional Engineer	(vi) Full Powers for Group-D employees (Excluding Ex-India Leave).	
22	Power to grant extension in joining time.	(i) CA (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
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 (HQ) (ii)ACA(Mohali) (iii) CE	(i) Full Powers. (ii) Full Powers (iii) Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
25	Power to fix pay in foreign service.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
26	Power to decide the date of reversion of an employee returning after	(i) CA (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99

	leave from foreign service.			
27	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii)ACA(Mohali)	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Full Powers for group C & D within his 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, Volume -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, Volume-I, Part-I.	i) VC ii) CA iii) ACA (HQ) iv) ACA (T/E).	i) Full powers for group A & B. ii) Full powers for group C. iii) Full powers for group D. iv) Full Powers for technical staff except group A & B.	
	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Volume-I, Part-I.	i) ACA (HQ) (ii) ACA (Mohali) (iii) ACA (T/E)	(i) Full Powers for Ministerial staff at the HO (including Group-D employees) (ii) Full Powers for staff within his jurisdiction. (iv) Full Powers for technical staff at the Head Quarter. (v)	

30 30	To sanction advance out of the contributory Provident Fund.	(i) CA ii) ACA (F&A) ADO(Admn)	i) Full powers for group A & B. ii) Full powers for group C & D. Full powers	As amended vide letter No. 30189-390 dated 6.6.02.

(b)	To counter sign the forms submitted by employees for allotment of CPF number.			As amended vide letter No. 581-620 dated 12.01.07
31	Issuing of No Objection Certificate. No dues certificates for obtaining Passport	i)CA ii) ACA (HQ) (ii) ACA (T/E)	i)Full Powers ii)Full powers for all Ministerial (except ACA/CE & GM) and Group-D employees. iii)Full powers for Technical Staff except C.E.	As amended vide letter No. 18458-540 dated 06.07.2000
31-B	Issue of No due Certificate to the PUDA employees.	1. ACA (HQ) 2. ACA(T/E) 3.C.E.	1. Full powers for all Ministerial Staff and Group-D employees. 2. Full powers for Technical staff except C.E. 3. Full powers for regular Work Charges Staff.	Amended vide letter No. 21910-22009 Dated 12.07.2004
32	Extension in deputation period of an employee.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D (Tech. & Non Technical).	
33	Forwarding of applications to the organisation 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 (HQ) (ii)ACA(Mohali) (iii) CE	(i) Full Powers of employees at the head quarters. (ii) Full Powers within his jurisdiction. (iii) Full Powers for employees working under his control.	As amended vide letter No. 3003-3080 dated 4.2.99
34	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by	Drawing and Disbursing Officer	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99

	the competent Authority.			
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 (HQ) (iv) 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 (HQ)	(i) Full Powers .	As amended vide letter No. 2151-72 dated 3.09.2007
37	Postings & transfers of employees.	(i) Chairman (ii) VC (iii)CA iv)ACA(HQ) v)CE	i)Full powers to transfer Officers of the level of S.E. and above. ii) Full powers to transfer Group-A&B below the rank of S.E. (iii) Full powers for Group-C (Technical and Non Technical) iv)Full powers for Group-D v)Full powers for Work Charged staff.	
38	To sanction house building advance and conveyance advance to the employees.	i) VC ii) ACA (HQ) iii) CE	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	As amended vide letter No. 30189-390 dated 6.6.02.

40.	To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA (Mohali)	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 Head Office.	As amended vide letter No. 8554-8635 dated 29.4.99.
41	To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of C.P.F. & GIS etc. to employees of PUDA.	(i) CA (ii) ACA (HQ) (iii) ACA (T/E) (iv)ACA(Mohali)	i) Full Powers For Group-A Officers ii) Full Powers for all Ministerial Group –B, C and D employees. iii) Full Powers for all Group-B, C Technical staff (including Architectural & Town Planning Staff) iv) Full Powers for Work-charged staff in the Mohali zone.	As amended vide letter No. 18458-540 dated 6.7.00.
42	Clearance of probation period	(i) VC (ii) CA (iii) ACA (HQ) (iv) DE (Concerned)	(i) Full powers for group A & B. (ii) Full powers for group C. (iii) Full powers for group D. (iv) Full powers for workcharge staff working under his/her control.	
43	Power to sanction Leave travel concession.	(i) CA (ii) ACA (HQ) (iii) ACA (T/E) (iv) CE	(i) Full Powers (ii) Full Powers for all Ministerial Staff (except Head of Office) and Group D employees. (iii) Full Powers for all technical staff (except Head of Office) (iv) Full Powers for work-charged staff.	As amended vide letter No. 11415-510 dated 4.3.02.

2.2 SECTION 1-B (GENERAL):

Sr No	Nature of Powers	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.	(i) CA (ii) ACA (H.Q)	(i) Full Powers. (ii) Full powers for purchase of vehicles only for replacement of old vehicles.	As amended vide letter No. 19186-260 dt 6.11.98.
2.	To sanction expenditure on purchase of: - (i) Furniture & fixtures	(i) CA (ii) ACA (H.Q.) (iii) DE(Mech.),	(i) Full Powers (ii) Full Powers (iii) Rs.10,000/- in a year.	As amended vide letter No. 12972-96 dt 17.11.2011.
	(ii) Office equipment such as fax machine, duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA (HQ) (iii) CE (iv) DE(Mech.)	(i) Full Powers (ii) Full Powers (iii) Rs.50,000/- per item per year. (iv) Rs.25,000/- per item per year.	As amended vide letter No. 12972-96 dt 17.11.2011
	(iii) Computers and related equipments	i) CA ii) ACA (F&A) & H.Q) iii) DE (Mech.)	(i) Full powers (ii) Full powers (iii) Rs.25,000/-	As amended vide letter No. 12972-96 dt 17.11.2011
3.	To sanction expenditure on purchase of air conditioners, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA (HQ) (iii) CE	(i) Full Powers (ii) Full powers (iii) Rs.30,000/- for A.C. & Rs.5,000/- for the rest.	As amended vide letter No. 572 dt 15.12.2006.
4.	To sanction expenditure on purchase of books and maps	(i) CA (ii) ACA (HQ) (iii) ACA (Project) (iv) CE	(i) Full Powers (ii) Full Powers. (iii) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure. (iv) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure.	As amended vide letter No. 572 dt 15.12.2006.

5	To sanction expenditure on installation of telephones & internal telephone system.	(i) CA. (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
5 (b)	For allowing the facility of telephones at the residences of officer/officials of PUDA as per requirement and with proper justification and keeping in view the nature of duties of the officer/officials.	CA	Full Powers	As amended vide letter No. 581-620 dt 12.01.07.
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) CE (iii) ACA (Mohali)	(i) Full Powers. (ii) Full Powers (iii) Rs. 50,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
7.	To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA (ii) CE (iii) ACA (Mohali)	(i) Full Powers (ii) Full Powers (iii) Rs. 25,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
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 (HQ) (iii) CE	(i) Full Powers (ii) Full Powers (iii) Rs. 1,000/- in an individual case.	As amended vide letter No. 572 dt 15.12.06
	(ii) To sanction expenditure on preparation and typing of project reports.	CE	Full Powers	
9	To sanction expenditure on purchase of stationary without obtaining tenders	FOR HEAD OFFICE (i) Committee consisting of ACA (HQ), ACA (F&A) & Chief Engineer.	(i) Full Powers	
		FOR ZONAL OFFICE (ii) Committee consisting of ACA, SE, AO & Estate Officer.	(ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.& letter No.572 dt.15-12-2006.
		(iii) CA	(iii) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	
		(iv) ACA (H.Q)	(iv) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	
		(v) Head of office (vi) DE(Mech.)	(v) Upto Rs. 5000/- on one single occasion and Rs. 20,000/- in an year. (vi) Upto Rs. 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	(i) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
		(ii) ACA (Mohali)	(ii) Full Powers within their respective zone.	

		(iii) CE	(iii) 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.	Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Authority on local calls.	As amended vide letter No. 19186-260 dt 6.11.98.
12.	To sanction expenditure on purchase of postage stamps.	(i) CA (ii) ACA (Mohali) (iii) ACA (HQ) (iv) CE (v) SE (vi) Accounts Officer (vii) DE (viii) Estate Officer	(i) Full Powers. (ii) Full Powers within mohali zone. (iii) Full Powers (iv) Full Powers (v) Upto Rs. 2,000/- at a one time for offices in the field. (vi) Upto Rs. 5,000/- at one time. (vii) Upto Rs. 2,000/- for their offices in the field. (viii) Upto Rs. 2,000/- at one time.	As amended vide letter No. 19186-260 dt 6.11.98.
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.	As amended vide letter No. 19186-260 dt 6.11.98.

14	To sanction supply of liveries to drivers and Class-IV employees.	(i) ACA (Mohali) (ii) ACA (HQ)	(i) Full Powers according to scale and conditions laid down by the Authority for its employees. (ii) Full Powers according to scale and conditions laid down by the Authority for its employees.	As amended vide letter No. 19186-260 dt 6.11.98.
15	To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (HQ) (iii) CE (iv) ACA (Project)	(i) Full Powers (ii) Full Powers. (iii) Full Powers. (iv) Upto Rs. 5,000/- per year.	As amended vide letter No. 572 dt 15.12.2006
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) ACA (H.Q.) (iii) CE (iv) Head of Office (v) DE(Mech.)	(i) Full Powers. (ii) Full Powers (iii) Full Powers (iv) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case. (v) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case.	As amended vide letter No. 572 dt 15.12.2006.and amended vide letter No.12972-96 dt 17.11.2011
17	To incur expenditure on entertainment in the interest of the Authority's business activities.	(i) VC	Upto Rs. 5,000/- per month.	As amended vide letter No. 25501-50 dt 12.11.2008
		(i-a) Co-Chairman	Upto Rs. 4500/- per month.	
		(ii) Vice-Chairman	Upto Rs. 4,000/- per month	
		(iii) CA	Full Powers	
		(iv) ACA (F&A)/(Project)/(T/E) / (Mohali)	Up to Rs. 4,000/- per month.	
		(v) Chief Engineer	Upto Rs. 3,000/- per month	

		(vi) ACA (H.Q.)	Upto Rs. 10,000/- at a time.	
		(vii) GM (Proj)	Upto Rs. 3,000/- per month.	
		(viii) Head of Office	Upto Rs. 500/- per month.	
		(ix) General Manager	Upto Rs. 1000/- per month	
		(x) SE	Upto Rs. 1000/- per month.	
		(xi) CAO	Upto Rs. 1000/- per month.	
		(xii) Dy. Controller (F&A)	Upto Rs. 300/- per month	
		(xiii) Distt Town Planner	Upto Rs. 300/- per month.	
		(xiv) Chief Town Planner	Upto Rs. 1000/- per month.	
		(xv) ADO/ AEO	Upto Rs. 300/- per month.	
		(xvi) Sr. Architect.	Upto Rs. 1000/- per month	
		(xvii) DD (PR)	Upto Rs. 1000/- per month	
		(xviii) DE	Upto Rs. 500/- per month	
		(xix) Addl. Secretary to Govt. Punjab Housing & Urban Development	Upto Rs. 3,000/- per month	
		(xx) SDO (M)	Upto Rs. 500/- per month	
		(xxi) Additional Chief Engineer	Upto Rs. 2,000/- per month	
		(xxii) DD (IT/C)	Upto Rs. 200/- per month	

		(xxiii) AGM (xxiv)Estate officer/ Establishment Officer (xxv) SLO (xxvi) Sr. AO/AO (xxvii) Architect	Upto Rs. 300/- per month Upto Rs. 1000/-per month Upto Rs. 500/- per month Upto Rs. 300/- per month Upto Rs. 300/- per month	
	TO SANCTION FOLLOWING REVENUE EXPENDITUE UNDER THE HEAD MISCELLANEOUS EXPENDITUE PROVIDED IN THE SANCTIONED BUDGET.			
17-A	(i) To incur expenditure on entertainment during the meeting held by the Officers posted at HQ.	(i) ACA (HQ) (ii) DD (PR) (iii) D.E.(Mech),	Upto Rs. 10,000/- P.M. Upto Rs. 1000/- P.M. Upto Rs. 2000/- P.M.	As amended vide letter No. 12972-96 dt 17.11.2011
	(ii) To incur expenditure on entertainment during the meeting held by the Officers posted at respective zonal offices.	(i) ACA (Mohali)	Upto Rs. 1500/- PM.	
18.	To sanction legal expenditure in connection with Civil Suits/ Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA (HQ)	(i) Full Powers. (ii) Full Powers	As amended vide letter No. 2151-72 dt 3.09.2007
19.	To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies.	(i) ACA (HQ)	(i) Full Powers.	Amended vide letter No. 28459-558 dt 30-8-04

20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair).	(i) CA (ii) ACA (HQ) (iii) ACA (Mohali)/SE for field offices (iv) CE (v) SE (Field)	(i) Full Powers. (ii) For HQ full Powers (iii)Full Powers within his jurisdiction & within sanctioned estimated approved by competent authority as per norms fixed. (iv) Full Powers (v) Full Powers within sanctioned estimates approved by Chief Engineer.	
	(ii)To sanction expenditure on running & maintenance of Vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA (HQ) (iii) Drawing and Disbursing Officer (iv) DE(Mech.)	(i) Full Powers (ii) Full powers (above the ceiling imposed). (iii) Full powers within the ceiling imposed as per instructions issued from time to time. (iv) Full powers within the ceiling imposed as per instructions issued from time to time.	As amended vide letter No. 12972-96 dt 17.11.2011
21	To sanction expenditure for insurance of vehicles or other capital assets.	i) Drawing & Disbursing Officer. ii) DE(Mech)	Full Powers. Full Powers	As amended vide letter No. 12972-96 dt17.11.2011
E.	**TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.**			
22.	To sanction pay, travelling 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 and ACA (HQ) for the employees serving under their respective control. In case of Tour Programme of Superintending Engineers approval of Chief Engineer will be required. (ii) Superintending Engineer/ Estate Officer within state for the employees working under their respective control.	As amended vide letter No. 28669-770 dt 27.5.02

			(iii) In case of tour programme for abroad and tour programme of ACA and Chief Engineer approval of the Chief Administrator will be required.	
23.	To sanction reimbursement of medical expenses incurred by the employees.	(i) CA (ii) ACA (HQ) (iii) ACA (Mohali) (iv) CE (v) ACA (F&A) for all employees at HO. (vi) Drawing and Disbursing Officer.	(i) Full Powers. (ii) Full Powers (iii) Full Powers, for employees working under Mohali zone. (iv) Full powers for employees at Head quarter under his control. (v) Upto Rs. 25,000/- in an individual case. (vi) Upto Rs. 3,600/- in an individual case.	As amended vide letter No. 19186-260 dt 6.11.98.
F.	**OTHER ITEMS**			
24.	To declare stores and stocks surplus or un-serviceable.	(i) Condemnation Committee consisting of the CA, CE and ACA (F&A).	(i) Full Powers.	As amended vide letter No. 12972-96 dt17.11.2011.
		(ii) Condemnation Committee for respective zone consisting of ACA, SE, Accounts Officer and EO.	(ii) Upto Rs. 50,000/- each item (Book value)	
		(iii) CA	(iii) Upto Rs. 20,000/- each item (book value)	
		(iv) ACA (Mohali)	(iv) Upto Rs. 5,000/- each item (book value)	
		(v) ACA (HQ)	(v) Upto Rs. 5,000/- each item (book value)	

		(vi) Head of Office (vii) DE(Mech.)	(vi) Upto Rs. 1,000/- each item (book value) (vii) Upto Rs. 1,000/- each item (book value)	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			As amended vide letter No. 19186-260 dt 6.11.98.
	(i) at book value or by private negotiation at less than book value.	Committee consisting of CA, ACA (F&A) and CE	Full Powers	
	(ii) by public auction.	(i) CA	(i) Full Powers	
		(ii) ACA (Mohali)	(ii)Full Powers within Mohali zone.	
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 CA, ACA (F&A) and Technical Advisor .	Full Powers.	As amended vide letter No. 581-620 dt 12.01.07
27.	To write off books.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC, CA, ACA (F&A) (ii) Committee consisting of ACA, SE, Accounts Officer and EO.	(i) Full Powers (ii) Upto Rs. 1,00,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA (ii) ACA (HQ)	(i) Full Powers. (ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.

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 (HQ) (iii) ACA (Mohali)	(i) Full Powers (ii) Full Powers (iii) Full Powers subject to assessment by the Competent Authority.	As amended vide letter No. 19186-260 dt 6.11.98.
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
31-A	To issue certificate of residential proof to the officers/ officials of PUDA.	1. ACA (HQ) 2. ACA (T/E) 3. ACA (Mohali)	1. Full powers for HQs ministerial staff. 2. Full powers for HQs ministerial staff. 3. Full powers for employees under the control.	Amended vide letter No. 20537-630 dated 2-7-04.
32	To reimburse an employee whose conduct has been the subject matter of enquiry for expenditure on account of defence witness.	CA	Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
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 (Mohali) (iii) ACA (HQ) (iv) CE (v) ACA (Projects)	(i) Full Powers (ii) Upto Rs. 25,000/- per item. (iii) Upto Rs. 25,000/- per item. (iv) Upto Rs. 25,000/- per item. (v) Upto Rs. 10,000/- per item subject to a ceiling of Rs. 50000/- in a year. (vi) Upto Rs. 5,000/- per item subject to ceiling of Rs. 25,000/- in a year. (vii) Upto Rs. 3,000/- per item subject to ceiling of Rs. 15,000/- in a year.	As amended vide letter No. 12972-96 dt 17.11.2011

		(vi) SE (vii) DE(Mech.)		
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations	i) CA ii) ACA(H.Q)	Full Powers Upto Rs. 25000/-	As amended vide letter No. 6149-72 dt 11.05.2010

(SECTION II WORKS)

Sr. No.	Nature of Powers	Authority or Officer to whom power is delegated	Extent of powers delegated	
1.	**2.**	**3.**	**4.**	
1.	To accord Administrative approval to proposals for works			
	(a) For original works at projects.	i) CA ii) ACA(H.Q) iii) ACA (Mohali)	i) Full Powers ii) Upto Rs. 100.00 lac iii) Upto Rs. 25.00 lacs	As amended vide letter No. 3036-59 dt 3.03.08
	(b) For extension of new works or executed works maintenance or repairs.	(i) ACA (Mohali)	Upto Rs.5.00 lacs.	As amended vide letter No. 3036-59 dt 3.03.08
2.	To accord technical sanction to the detailed estimates of works.	i) CE ii) SE	i) Full Powers ii) Upto Rs. 25.00 lacs	As amended vide letter No. 46498-590 dt 4.10.02.
3.	To accept tenders for execution of works.	(i) Committee consisting of CE, AO(H.Q), SE(C-1) SE (C-2), DE(H.Q), DE(Concerned) (ii) SE (iii) DE	(i) For all Works above Rs. 20.00 lacs subject to approval of CA in case of single tender or other than the lowest. (ii) Upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher authority. (iii) Upto Rs. 2.00 lac except for single tender.	Amended vide letter No. 1420 dt 30.04.08 Amended vide letter No. 1716-37 dt 29.08.07
3(a)	To incur expenditure on fixation/installation of barbed wire or construction of boundary wall around the land of GMADA after getting the un-authorized encroachments removed, after	Estate Officer (Plots)	Upto Rs. 50000/-	Inserted vide letter No. 3812-35 dt 31.03.2010

	compliance/following of Financial Rules.			

HIGHER PURCHASE COMMITTEE

4.	To purchase Stores for sanctioned works.	(i) (a) Committee chaired by CE and having SE, DE Concerned (Member Secretary) and AO(H.Q) as members.	Full Powers	As amended vide letter No. 3925-46 dated 18.09.2007

UPPER PURCHASE COMMITTEES

		(i) Field level consisting of: (a) ACA (Field) (b) SE (c) Accounts Officer (excluding centrally procured item.)	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.	

HEAD OFFICE LEVEL

		(i) Committee consisting of : (a) CE (b) ACA (F&A). (c) ACA (Policy) (d) DE (Proc.)	To incur expenditure on the purchase of building material upto Rs. 40.00 lacs at a time on one item subject to the ceiling of Rs. one crore on each item during the financial year.	

LOWER PURCHASE COMMITTEE

		(i) Committee consisting of: (a) SE (b) Estate Officer (c) DE (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.	

	NOTE: - ***In the case of Lower Purchase Committee presence of Superintending Engineer concerned, for the upper purchase committee field level, presence of Addl. Chief Administrator (Field) and for Head Office level presence of the Chief Engineer and in the case of 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 iv) 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. iv) Upto Rs. 2.50 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 (Mohali) iv) CE (v) SE	i) Full powers. ii) Upto Rs. 50.00 lacs iii) Rs. 10.00 lacs iv) Upto Rs. 25.00 lacs v) Upto Rs. 2.00 lacs.	
7.	Write off infructuous expenditure on construction.	Authority	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
8.	Passing of first & final running bill.	Divisional Engineer	Full Powers after pre audit of odd running and final bills.	As amended vide letter No. 25512-865 dt 18.11.97.
9.	To sanctioned expenditure under the worksmen compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.

10.	To accord sanction to expenditure on ceremonies connected with lying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like.	i) CA ii) ACA (Mohali)	i) Full Powers. ii) Upto Rs. 25000/- in their respective jurisdiction.	As amended vide letter No. 25512-865 dt 18.11.97.
11.	To fix the limit of reserve stocks.	Committee consisting of : (a) CA., CE, ACA (F&A) (b) ACA (Mohali)	a) Full Powers b) Upto Rs. 5.00 lacs	As amended vide letter No. 30189-390 dt 6.6.02.
12.	To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories.	Committee consisting of: i) CA, CE, ACA (F&A) ii) Committee consisting of CE, ACA (F&A). iii) ACA (Mohali)	i) Full Powers ii) Upto Rs. 1.00 lac. iii) Upto Rs. 50000/-.	As amended vide letter No. 25512-865 dt 18.11.97.
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.	As amended vide letter No. 30189-390 dt 6.6.02.
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 and Chief Accounts Officer (b) CE & ACA (F&A) (c) ACA (Mohali), SE and Accounts Officer	i) Full Powers ii) Upto Rs. 50000/- iii) Upto Rs. 25000/-	As amended vide letter No. 25512-865 dt 18.11.97.
	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 foreceable future and the material declared as unserviceable or obsolete is beyond repair or renovation.			

15.	Disposal of surplus (Tools & Plants)			
	(a) Articles, Surplus, Unserviceable or obsolete material or tools & plants articles.	i) CA	Full Powers	As amended vide letter No. 30189-390 dt 6.6.02.
	(b) To dispose of material (Tools & Plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: a) **VC**, CA, ACA (F&A). b) CE c) SE d) 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 the sanction dismantling of temporary buildings and structures when purpose for which the construction was under taken has been fulfilled.	(i) Committee consisting of : (a) **VC**, CA, ACA (F&A) & CE. (b) CE. (c) SE	i) Full Powers ii)Temporary Construction upto the cost of Rs. 20000/- iii)Temporary construction upto the cost of Rs. 10000/-	
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) ACA(H.Q) (iii) CE	i) Full Powers ii) Upto Rs.50000/- iii) Upto Rs.25000/-	As amended vide letter No. 1863-86 dt 5.02.2008
18.	Opening of tenders called for execution of works.	(i) Tender Committee (HO) under the Chairmanship of Superintending Engineer project 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.	As amended vide letter No. 25512-865 dt 18.11.97.

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.	As amended vide letter No. 25512-865 dt 18.11.97.
20.	Grant of extension of time for completion of work.	(i) ACA (Mohali) (ii) CE	i) Full powers. ii) For works upto Rs. 25.00 lacs.	As amended vide letter No. 4062-85 dt 28.03.2008.
21.	To write off articles (Tools & Plants), & office furnitures rended unserviceable through wear & tear if the original purchase value of the articles is not known.	(i) Committee consisting of **VC**, CA & CE. (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	Full Powers Upto Rs.5000/-	As amended vide letter No. 25512-865 dt 18.11.97.
23.	To sanction the purchase of Fero-Chemicals.	i) CA. ii) CE iii)SEs & Sr. Architect. iv) DE & Architect.	i) Full powers. ii) Upto Rs. 1.00 lacs. iii) Upto Rs. 10,000/- for each office. iv) Upto Rs. 5000/- for each office.	As amended vide letter No. 30189-390 dt 6.6.02.
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.	(i) Drawing & Disbursing Officer	Full Powers subject to the Budget Provision.	As amended vide letter No. 25512-865 dt 18.11.97.
25	To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.	CA	Full Powers 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 Panchyat.	As amended vide letter No. 25512-865 dt 18.11.97.

26.	To incur expenditure on testing of samples with a view to enforce quality.	i) CE ii) SE iii) Divisional Engineer	i) Full Powers ii) Upto Rs. 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.	As amended vide letter No. 25512-865 dt 18.11.97.
27.	To create posts of Work charged Staff	(i) Authority	Full powers.	As amended vide letter No. 30189-390 dt 6.6.02.
28.	To appoint Work charged Staff against sanctioned posts and to punished 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 mustroll basis for the execution of departmental works.	(i) Divisional Engineer	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
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 Authorised Officers)	(i) CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.	CA	Full Powers.	As amended vide letter No. 25512-865 dt 18.11.97.
32.	To amend these regulations in order to facilitate day-to-day working.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalised the Architectural Drawings and specifications for materials (Based on which DNIT).	Committee consisting of: - i) VC, CA, CE, Senior Architect, ACA (F&A) and ACA Mohali).	i)Works upto Rs. 1.00 crore and above. ii) Works below Rs. 1.00 crore.	As amended vide letter No. 30189-390 dt 6.6.02.

		ii) CA, CE, Sr Arch, ACA (F&A).		
34	Power to fix levy of the departmental charges of the projects to be carried out by PUDA as deposit work.	CA	Full Power.	As amended vide letter No. 9969-10060 dt 16-3-04.
35	(i) Sanction expenditure on loose papers, printing of Dos, visiting cards, purchase of books, binding misc. purchase like banquet for functions, photography etc.	DD (PR)	upto Rs. 1000/- NOTE: The expenditure should not exceed Rs. 10000 in a month.	
	(ii) To clear the files regarding release of advts eg. Court notice, public notice, tender notice, notification, service matters, corrigendum through the media of radio and press through the empanel agency and would carry out the selection of agencies for design works in such cases strictly by rotation among agencies. Where the rotation is to be disturbed, he may seed the sanction of ACA (HQ) excluding the advts pertaining to the disposal of property or major scheme.	DD (PR)	Full powers.	As amended vide letter No. 16573-670 dated 27-5-05.

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.

Dated, SAS Nagar

Som Parkash, IAS
Chief Administrator

Endst No: PUDA-Admn-EA4/2006/24856-955 Dated: 7-11-06

A copy of the above is forwarded to all the heads of offices/branches, PUDA for information and necessary action.

Superintenden (Admn)
For Chief Administrator