

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY SAS NAGAR

(NOTIFICATION)

No. PUDA-Admn-EA-4-97/20300

Dated: 5-9-97

In exercise of the powers – conferred by sub-section (1) of section 182 of the Punjab Regional & Town Planning & Development Act, 1995, (Punjab Act No. 11 of 1995), the Punjab Urban Planning & Development Authority hereby makes the following regulations namely: -

SHORT TITLE AND COMMENCEMENT:-

1. These regulations may be called the **Punjab Urban Planning & Development Authority** (Delegation of Powers) Regulations, 1997.
2. They shall come into force at once.
3. **Definitions:** - In these regulations, unless the context otherwise requires: -
 - (a) **'Act'** means the Punjab Regional & Town Planning & Development Act, 1995.
 - (b) **'Additional Chief Administrator'** means the officer appointed as such by the Authority;
 - (c) **'Chairman'** means the Chairman of the Authority;
 - (d) **'Chief Accounts Officer'** means the officer appointed as such by the Authority;
 - (e) **'Chief Administrator'** means the Chief Administrator of the Authority appointed under sub-section (iii) of section -17 of the Act.
 - (f) **'Chief Engineer'** means the officer appointed as such by the Authority.
 - (g) **'Competent Authority'** means the Chief Administrator;
 - (h) **'Drawing & Disbursing Officer'** means the officer of the Authority appointed as the Drawing & Disbursing Officer and includes an officer already declared as such by the Chief Administrator;
 - (i) **'Head of Office'** means the officer of the Authority appointed as such by the Chief Administrator and includes the Additional Chief Administrators, Chief Engineer, Administrators, Superintending Engineers (Field), Estate Officer.
 - (j) **'Vice Chairman'** means the Vice Chairman of the Authority;
4. Powers of Drawing & Disbursing Officer; subject to the sanction of the competent Authority to the incurring of expenditure and subject to the provisions of rules and regulations made under the Act, a Drawing & Disbursing Officer may draw the money from the fund of the Authority for contingent expenses, within the amount limit allotted to him in the budget

estimates or otherwise, unless there is something novel, doubtful or irregular in the character of the expenditure.

5. Procedure for purchase-In no case purchase orders should be split up so as to avoid the necessity of obtaining the sanction of the higher Authority required with reference to the total amount of the order and at the same time care should be taken not to purchase items which are likely to prove unproductive to the Authority and when stores are purchased from the open market, the system of inviting open competitive tenders should as far as possible, be adopted and purchases should be made from the lowest tenders unless there are special reasons to the contrary which should be recorded in writing.
6. Powers to be delegated – powers to incur expenditures as mentioned in column 2 of the table appended below are delegated to the various authorities and officers mentioned in column 3 of the extent specified in column 4: -

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 any employee	(i) CA (ii) ACA (Field) (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 (Field) (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	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99

	not be given in case of clerical and subordinate posts not borne on regular scales of pay.			
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) CA, PUDA	i) Full Powers for Group-A, B, C & D	As amended vide endst. No. 15683-717 dt. 16-7-12
15 (iii)	Power to fix pay of Junior employees equivalent to senior employees in accordance Instructions issued by Govt. from time to time.	ACA (F&A)	Full powers	As amended vide endst. No. 2151-99 dt. 27-01-2009.
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 (Field) (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 (Field)	i) Full Powers. ii) Upto Rs. 50,000/- in their respective 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, PUDA	(i) Full Powers (Including Ex-India Leave)	As amended vide letter No. 5342-80 dt. 11-03-13 & No. 6088-6120 dt. 19-3-13.
		(ii) ACA (HQ/Field)	(ii) Full Powers for Group-A, B, C & D (excluding Ex-India Leave) for employees working under their respective controls.	
		(iii) CE	(iii) Full Powers for Group-A, B, C & D (except Superintending Engineers) for employees working under their respective controls (excluding Ex-India Leave)	
		(iv) SE	(iv) Full Powers for Group-A, B, C & D (except Divisional Engineers) for employees working under their respective controls (excluding Ex-India Leave)	
		(v) Divisional Engineer	(v) Full Powers for Group-A, B, C & D (except Sub Divisional Engineers) for employees working under their respective controls (excluding Ex-India Leave)	
		vi) AGM(HR)	(vi) Full Powers for Group-C & D (Excluding Ex-India Leave) employees working under his/her control.	
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.	ACA (HQ) ACA (field) 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.	(i) ACA (F&A)	Full Powers	As amended vide letter No. 20234-65 dated 27-10-09
26	Power to decide the date of reversion of an employee returning after leave from foreign service.	(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
27.	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC ii) CA iii)ACA(Field)	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Full Powers for group C & D within their respective jurisdiction.	As amended vide endst. no. 24856-955 dt. 07-11-2006
28	Power to determine the amount of pay and	i) VC	(i) Full powers for group A & B.	As amended vide endst. no. 24856-

	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.	ii) CA	(ii) Full powers for group C & D.	955 dt. 07-11-2006
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.	As amended vide endst. no. 24856-955 dt. 07-11-2006
	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Volume-I, Part-I.	ACA (HQ) ACA (Field) ACA(T/E)	(i) Full Powers for Ministerial staff at the HO (including Group-D employees) (ii) Full Powers for staff within their jurisdiction. (iii) Full Powers for technical staff at the Head Quarter.	As amended vide endst. no. 24856-955 dt. 07-11-2006
30	To sanction advance out of the Contributory Provident Fund.	CAO, PUDA	i) Full powers as per CPF rules	As amended vide endst. No. 7979-8018 dt. 09-04-13.
30 (b)	To counter sign the forms submitted by employees for allotment of CPF number.	ADO (Admn.)	Full powers	As amended vide endst. No. 581-620 dt. 12-01-07.
31	Issuing of No Objection Certificate. No dues certificates for obtaining Passport	i) CA ii) CE, PUDA iii) AGM(HR), PUDA	(i) Full Powers for ACAs, CE, GM (i) Full powers for regular work charged employees. (ii) Full Powers for All Ministerial & Technical Staff including Group-D employees except ACA, CE, GM.	As amended vide endst. No. 4720-34 dt. 29-2-12 As amended vide endst. No. 16547-50 dt. 24-7-12
31-B	Issue of No due Certificate to the PUDA employees.	(i) ACA (HQ) (ii) AGM (HR)	1. Full powers for Group-A, B & C employees. 2. Full powers for Group-D employees.	As amended vide endst. No. 744-72 dt. 11-1-12
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).	As amended vide endst. no. 24856-955 dt. 07-11-2006
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	i) ACA (HQ/Field) ii) AGM (HR)	(i) Full Powers for Group-A & B . (ii) Full Powers for Group-C & D	As amended vide endst. No. 744-72 dt. 11-1-12

	correspondence or privately or any other examination.			
34	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	D.D.O.	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
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) AGM(HR) iv) SE	(i) Full Powers for Group – A employee. (ii) Full Powers for Group B & C employees (iii) Full Powers for Group-D. If in any case the record of the concerned employee is not satisfactory the same may be forwarded to the Chief Administrator. (iv) Full Powers for work-charged staff under their control.	As amended vide endst. No. 744-772 dt. 11-4-12 and endst. No. 16559-74 dt. 24-7-12 As amended vide endst. No. 25061-66 dt. 16-11-12
36	Power to engage lawyers as per fees fixed by the Authority for cases in lower courts.	(i) ACA (field) (ii) ACA (HQ)	(i) Full Powers within their respective jurisdiction. (ii) Full Powers in all other cases.	As amended vide letter No. 3003-3080 dated 4.2.99
37	Postings & transfers of employees.	i)VC ii)CA iii)ACA(HQ) iv)AGM(HR)	i) Full powers for Group-A &B employees. ii) Full powers for Group-C employees (iii) Full powers for group D employees (only for posting) (iv) Full powers for group D (only for transfer).	As amended vide endst. No. 744-72 dt. 11-01-2012
38	To sanction house building advance and conveyance advance to the employees.	ACA(HQ)	i) Full powers including work charged staff.	As amended vide Endst. No. 3149-90 dt. 16-02-10
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 (Field)	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, PUDA (ii) ACA (HQ) (iii) AGM(HR) (iv) CE, PUDA	i) Full Powers For Group-A Officers ii) Full Powers for Group –B & C iii) Full Powers for all Group-D iv) Full Powers for Work-charged staff.	As amended vide endst. No. 744-72 dt. 11-1-12 As amended vide endst. No. 5321-5420 dt. 22-07-09
42	Clearance of probation period	(i) VC (ii) CA (iii) ACA (HQ) (iv) DE concerned	(i) Full powers for group A (ii) Full powers for group B & C (iii) Full powers for group D. (iv) Full powers for work charge staff working under his/her control.	As amended vide endst. No. 16559-74 dt. 24-7-12 As amended vide endst. No. 24856-955 dt. 7-11-06
43	Power to sanction leave travel concession.	i) ACA (HQ) ii) AGM(HR)	(i) Full Powers for Group A, B & C (ii) Full Powers for Group D employees.	As amended vide endst. No. 744-72 dt. 11-1-12
44	Finalization of Enquiry cases	i) CA ii) ACA (HQ)	Full powers for Group A, B & C Full powers for Group-D.	As amended vide endst. No. 744-72 dt. 11-1-12

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) ACA (Field)	(i) Full Powers (ii) Full Powers (iii) Rs.25,000/- in an year.	As amended vide letter No. 31245-345 dt 13.6.02.
	(ii) Office equipment such as fax machine, duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA (HQ) (iii) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) Rs. 50,000/- per item per year. (iv) Rs. 50,000/- per item per year.	
	(iii) Computers and related equipments	i) CA ii) ACA (Field) iii) ACA (F&A) & (H.Q)	(i) Full powers (ii) Full powers (iii) Full powers	
3.	To sanction expenditure on purchase of air conditioners, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA (H.Q.) (iii) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) Rs.30,000/- for A.C. & Rs. 5,000/- for the rest. (iv) Rs.30,000/- for A.C. & Rs. 5,000/- for the rest.	As amended vide letter No. 19186-260 dt 6.11.98.
4.	To sanction expenditure on purchase of books and maps	(i) CA (ii) ACA (HQ) (iii) ACA (Field) (iv) ACA (Project) (v) 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. (v) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure.	As amended vide letter No. 19983-20080 dt 23.8.01.
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 residence of officers/officials of PUDA as per requirement and with proper justification and keeping in view the nature of duties of the officers/officials.	CA	Full powers	As amended vide endst. No. 581-620 dt. 12-01-2007. This issue with the approval of Authority vide agenda item no. 34.13

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 (Field)	(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 (Field)	(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) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) (a) Full powers for printing of brochurs only on or less than the rates approved by the PR Cell, HQ and within the limit of budget allocation of each zone. (b) Rs. 10,000/- for other printing jobs in an individual case. (iv) Rs. 1,000/- in an individual case.	As amended vide letter No. 7116-7210 dt 24.2.03.
	(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.
		(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) ACA (Field)	(v) Upto Rs.10,000/- on one single occasion	

			and Rs.50,000/- in an year.	
		(vi) Head of office	(vi) Upto Rs. 5000/- on one single occasion and Rs. 20000/- 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 (Field)	(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.	ACA(HQ/Field), Accounts Officer, Estate Officer & Divisional Engineers	Full powers	As amended vide endst. No. 744-72 dt. 11-1-12
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.	AGM (HR)	Full powers	As amended vide endst. No. 744-72 dt. 11-1-12
15	To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (HQ) (iii) CE (iv) ACA (Field) (v) ACA (Project)	(i) Full Powers (ii) Full Powers. (iii) Full Powers. (iv) Upto Rs. 5,000/- per year. (v) Upto Rs. 5,000/- per year.	As amended vide letter No. 19983-20080 dt 23.8.01.
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) ACA (Field) (v) Head of Office	(i) Full Powers. (ii) Full Powers (iii) Full Powers (iv) Full Powers (v) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case.	As amended vide letter No. 19186-260 dt 6.11.98.
17	To incur expenditure on entertainment in the interest of the Authority's business activities.	1. VC	Upto Rs. 5,000/- per month.	As amended vide endst. No. 25501-50 dt. 12-11-2008
		2. CA 3. ACA (F&A/Proj./T/E/ Field) PUDA	Full Powers upto Rs. 4000/- per month	

		4.C.E	upto Rs. 3000/- per month	As amended vide endst. No. 19167-99 dt. 11-8-10
		5.ACA (HQ) PUDA	upto Rs. 10000/- at a time	
		6.General Manager	upto Rs. 1000/- per month	
		7.SE (at any post)	upto Rs. 1000/- per month	
		8.CAO	upto Rs. 1000/- per month	
		9. STP	upto Rs. 1000/- per month	
		10. Estate Officer/Estt. Officer	Up to Rs. 1000/- per month.	
		11. Sr. Architect	Upto Rs. 1000/- per month	
		12. Jt. Dir. (PR)	Upto Rs. 1000/- per month	
		13. DE (at any post)	Upto Rs. 500/- per month.	
		14. Sr. Law Officer	Upto Rs. 500/- per month.	
		15. SDE(Mech.)	Upto Rs. 500/- per month	
		16. Architect	Upto Rs. 300/- per month.	
		17. DC(F&A)	Upto Rs. 300/- per month.	
		18. Sr. Accounts Officer/A.O	Upto Rs. 300/- per month	
		19. DTP	Upto Rs. 300/- per month.	
		20. ADO/AEO	Upto Rs. 300/- per month.	
		21. AGM	Upto Rs. 300/- per month.	
		22. Legal Advisor	Upto Rs. 1000/- per month.	

As amended vide endst. No. 19167-99 dt. 11-8-10

As amended vide endst. No. 6096-6130 dt. 8-3-11

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 posted at HQ.	(i) ACA (HQ) (ii) DD(PR)	Upto Rs. 10,000/- PM. Upto Rs. 1000/- PM.	Amended vide endst. No. 20748-57 dated 1-7-05. Amended vide endst. No. 20748-57 dated 1-7-05.
	(ii) To incur expenditure on entertainment during the meeting held by the Officers posted at respective zonal offices.	(i) ACA (field)	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) (iii) ACA (Field)	(i) Full Powers. (ii) Full Powers (iii) District Level cases as per prescribed rates.	As amended vide letter No. 19186-260 dt 6.11.98.
19.	To sanction expenditure	(i) ACA (HQ)	(i) Full Powers.	Amended vide

	on publicity and on advertisements through the media of the radio and press through the empanelled agencies.	(ii)JD (PR)	(ii) 50,000/-	letter No. 20953-99 dt. 11-08-2011
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair).	(i) CA (ii) ACA (HQ) (iii) ACA (Field)/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 & Disbursing Offices	(i) Full Powers (ii) Full powers (above the ceiling imposed). (iii) Full powers within the ceiling imposed as per instruction issued from time to time.	As amended vide letter No. 36686-780 dt 18-10-04.
21	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & Disbursing Officer	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
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. (iii) In case of tour programme for abroad and tour programme of ACA and Chief Engineer approval of the Chief Administrator will be required.	As amended vide letter No. 28669-770 dt 27.5.02
23.	To sanction reimbursement of medical expenses incurred by the employees.	CA / ACA (HQ)	Full power for Group A, B, C & D.	As amended vide endst. NO. 744-72 dt. 11-1-12

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. 19186-260 dt 6.11.98.
		(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 (Field)	(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	(vi) 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 (Field)	(ii) Full Powers within respective zone.	
26.	To sanction the writing off finally of the unrecoverable 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)	(i) Full Powers	
		(ii) Committee consisting of ACA, SE, Accounts Officer and EO.	(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 (Field)	(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.	AGM (HR)	Full powers for Group-A, B, C & D.	As amended vide endst. No. 744-72 dt. 11-1-12
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 (Field) (iii) ACA (HQ) (iv) CE (v) ACA (Projects) (vi) SE	(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.	As amended vide letter No. 19983-20080 dt 23.8.01.
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations	CA	Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.

(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.	CA ACA (Field)	Full Powers Upto Rs. 25.00 lacs	As amended vide letter No. 1846-95 dt. 28-01-08
	(b) For extension of new works or executed works maintenance or repairs.	(i) ACA (Field)	Upto Rs.5.00 lacs.	As amended vide letter No. 35048-140 dt 29.9.03.
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, ACA (F&A) and ACA (Policy) (ii) Committee consisting of CE, ACA (F&A), ACA (Proj), SE (HQ) and CAO. (iii) SE (iv) DE	(i) 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. (ii) Works above Rs. 50.00 lacs subject to approval of Chief Administrator in case of single tenderer 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 lac except for single tender.	Amended vide letter No. 31690-789 dt 22-9-04. As amended vide endst. No. 1652-92 dt. 27-02-09

HIGHER PURCHASE COMMITTEE

4.	To purchase Stores for sanctioned works.	(i) (a) Committee consisting of CA. (b) ACA (F&A), and (c) CE (d) ACA (Policy) (e) SE (HQ) (f) CAO	Full Powers	As amended vide letter No. 27835-75 dt. 31-12-07
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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.	
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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.	
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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.	1) CE 2) SE	Full powers. Upto Rs. 2.50 lacs subject to maximum of 10% of contract value, whichever is less.	As amended vide endst. No. 20532-72 dt. 10-09-08.
6.	Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (Field) (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 workmen 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 (Field)	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)	a) Full Powers	As amended vide letter No. 30189-390 dt 6.6.02.

		(b) ACA (Field)	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, CE, ACA (F&A) ii) Committee consisting of CE, ACA (F&A). iii) ACA (Field)	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 (Field), 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 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.	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, un-serviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: a) VC , CA, ACA (F&A). (a) CE (b) SE (c) 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	Full Powers Temporary Construction upto the cost of Rs. 20000/- Temporary construction upto the cost of Rs. 10000/-	
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) CE.	i) Full Powers ii) Upto Rs.10000/-	As amended vide letter No. 25512-865 dt 18.11.97.
18.	Opening of tenders called for execution of works.	(i) Tender Committee (HO) under the Chairmanship of Superintending	i) Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.

		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	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.	As amended vide letter No. 25512-865 dt 18.11.97.
20.	Grant of extension of time for completion of work.	i) CE ii) SE (Field)	i) Full powers. ii) upto Rs. 25.00 lacs.	As amended vide endst. No. PUDA-CE-EA-3/2008/10985-11024 dt. 01-12-08
21.	To write off articles (Tools & Plants), & office furnitures rendered 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 (Field). ii) CA, CE, Sr Arch, ACA (F&A).	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.
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) To sanction expenditure on newspapers, printing of D.Os. visiting cards, purchase of books, binding misc. purchase like banquet for functions, photography etc.	ACA(HQ) Jt.Dir. (PR)	Full powers upto Rs. 5000/-	As amended vide letter No. 20953-99 dt. 11-08-2011

	(ii) To clear the files regarding release of advts eg. Court notice, public notice, tender notice, notification, service matters, corrigendum, repeat insertion, through the media of radio and press through the empanel agencies.	Jr.Dir. (PR)	Full powers.	
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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

Manvesh Singh Sidhu, IAS
Chief Administrator

Endst No: PUDA-Admn-EA-1/2013/

Dated:

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

Superintendent (Admn)
For Chief Administrator

CC:

Secretary/VC, PUDA for the kind information of worthy Vice Chairman, PUDA.

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY, MOHALI
(Admn Branch)

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:-