

2/10

(1)

# DELEGATION OF POWERS.

| SR.NO | POWERS                               | EXTENT OF POWERS<br>VESTED IN THE<br>DIRECTOR GENERAL                                                           | EXTENT OF POWERS<br>DELEGATED TO THE<br>SECRETARY/DIRECTOR F.O<br>IN RESPECT OF THE<br>CASES RELATING TO THEM     | EXTENT OF POWERS<br>DELEGATED TO THE<br>DEPUTY DIRECTOR F.O<br>IN RESPECT OF THE<br>CASES RELATING TO THEM             | REMARKS |
|-------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------|
| 1     | 2                                    | 3                                                                                                               | 4                                                                                                                 | 5                                                                                                                      | 6       |
| A 1.  | Creation and<br>abolition of posts   | Full powers for<br>B.P.S. 17 and below<br>with the approval of<br>Chairman.                                     |                                                                                                                   |                                                                                                                        |         |
| 2.    | Appointment and<br>promotion         | Full powers<br>for B.P.S. 16 and below<br>with the approval of<br>Chairman                                      | Full powers<br>up to B.P.S. 5. with the<br>approval of D.G                                                        |                                                                                                                        |         |
| 3.    | Appointment of<br>C.P.S. (Full time) | Full powers                                                                                                     | Full powers<br>Subject to the condition<br>that not more than 2 C.P.S.<br>should be appointed in<br>a Sub-office. | Full powers<br>Subject to the condition<br>that not more<br>than one C.P.S.<br>should be appointed<br>in a Sub-office. |         |
| 4.    | Appointment of<br>C.P.S. (Part time) | Full powers                                                                                                     | Full powers<br>Subject to the condition<br>that not more than 2 C.P.S.<br>should be appointed in<br>a Sub-office. | Full powers<br>Subject to the<br>condition that<br>not more than 2 C.P.S.<br>appointed in a Sub<br>office.             |         |
| 5.    | Relaxation of<br>upper age limit     | Up to 15 years beyond<br>the prescribed upper<br>age limit.<br>Full powers with the<br>approval of<br>Chairman. |                                                                                                                   |                                                                                                                        |         |

| (1) | (2)                                               | (3)                                                                            | (4)                                                                                 | (5)                                                                                | (6) |
|-----|---------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----|
| 6.  | Grant of Annual Increment                         | Full powers                                                                    | Full powers                                                                         | Full powers                                                                        |     |
| 7.  | Grant of Advance increment on initial appointment | Full powers up to 4 advance increments with approval of the Chairman.          | -                                                                                   | -                                                                                  |     |
| 8.  | Transfer posting                                  | Full powers up to B.P.S. 16. With prior approval of the Chairman up to BPS-18. | Full powers up to B.P.S. 15 With prior approval of D.G. up to BPS-16                | Full powers up to B.P.S. 5 with prior approval of D.G. up to BPS-11                |     |
| 9.  | Grant of Earned Leave                             | Full powers                                                                    | Full powers in respect of staff working in B.P.S. 1 to 15.                          | Full powers in respect of staff working in B.P.S. 1 to 10.                         |     |
| 10. | Grant of Rest and Recreation Leave                | Full powers up to B.P.S. 13.                                                   | Full powers up to B.P.S. 16.                                                        | Full powers up to B.P.S. 15.                                                       |     |
| 11. | Grant of L.W.P.                                   | Full powers up to 365 days in R/O staff working in BPS-1 to 17.                | Full powers up to 90 days in R/O Staff working in BPS-1 to 15.                      | Full powers up to 30 days in R/O staff working in BPS-1 to 10                      |     |
| 12. | Grant of Casual Leave                             | Full powers                                                                    | Full powers in respect of staff working in B.P.S. 1 to 17, up to 10 days at a time. | Full powers in respect of staff working in B.P.S. 1 to 16 up to 10 days at a time. |     |

|      | 2                                                                 | 3                                                                                                    | 4                                                          | 5                                                          | 6                                               |
|------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|
| 13.  | Maternity Leave                                                   | Full Powers                                                                                          | Full powers in respect of staff working in B.P.S. 1 to 15. | Full powers in respect of staff working in B.P.S. 1 to 10. | Not more than 3 times during the whole service. |
| 14.  | Grant of Honoraria                                                | Full powers up to B.P.S. 18 subject to maximum limit of one month basic pay during a financial year. | Full powers up to B.P.S. 15.                               | Full powers up to B.P.S. 10.                               |                                                 |
| B 1. | Ceremonial expenditures on entertainment.                         | Rs.2,000 <sup>4</sup> With approval of the Chairman Rs.5,000/-                                       | Rs.500 at a time With approval of the D.G. Rs.1,500        | Rs.200 at a time With approval of the D.G. Rs.500          | -                                               |
| 2.   | Writing off shortage of stores other than by negligence or fraud. | Rs.10,000 With approval of the Chairman Rs.50,000                                                    | Rs.1,000 With approval of the D.G. Rs.2,000                | -                                                          | -                                               |
| 3.   | Purchase of Machinery and T&P Articles.                           | Rs.0.5 million With approval of the Chairman Rs.1.0 million.                                         | -                                                          | -                                                          | -                                               |
| 4.   | Grant of interest bearing loans and advances to SKAA Employees.   | Full powers                                                                                          | -                                                          | -                                                          | -                                               |
| 5.   | Hiring of Buildings.                                              | Full powers.                                                                                         | -                                                          | -                                                          | -                                               |
| 6.   | Purchase of stores & stationery articles.                         | Full powers.                                                                                         | Rs.5,000                                                   | Rs.2,500                                                   | -                                               |
| 7.   | Disposal of unserviceable surplus stores by auction or tender.    | Full powers.                                                                                         | -                                                          | -                                                          | -                                               |

(4)

| 1   | 2                                                                                                  | 3                                                                    | 4                  | 5                  | 6                                                                                                                              |
|-----|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 8   | Repairs of Vehicles                                                                                | Rs. 5,000 at a time and upto Rs.15,000 with the approval of Chairman | Rs.2,500 at a time | Rs.1,000 at a time | The provision of the staff car rules and other instruction issued shall be kept in view while exercising the delegated powers. |
| 9   | Purchase of petrol and lubricants of Vehicle.                                                      | Full powers                                                          | Full powers        | Full powers        | Instructions regarding running of the Vehicle should be kept in view.                                                          |
| 10. | Powers to sanction the investigation of claims of employees to arrears of Pay, and allowances etc. | Full powers                                                          | Full powers        | -                  | -                                                                                                                              |
| 11. | Repairs to instruments, fixtures and furnitures.                                                   | Full powers                                                          | Full powers        | Full powers        | -                                                                                                                              |
| 12. | Purchase of liveries                                                                               | Full powers                                                          | Full powers        | Full powers        | -                                                                                                                              |
| 13. | Purchase of Typewriter                                                                             | Full powers                                                          | Full powers        | -                  | -                                                                                                                              |
| 14. | Purchase of Duplicators/                                                                           | Full powers                                                          | -                  | -                  | -                                                                                                                              |
| 15. | Purchase of Periodicals, news papers, Books & Maps                                                 | Full powers                                                          | Full powers        | Full powers        | -                                                                                                                              |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
|---|---|---|---|---|---|

Expenditures on:

|                                                                     |              |             |              |                                                                                                      |
|---------------------------------------------------------------------|--------------|-------------|--------------|------------------------------------------------------------------------------------------------------|
| (i) Carriage of Govt property/record.                               | Full powers  | Full powers | Full powers  | Subject to the condition that no demerage/fine shall be sanctioned by the Director & Deputy Director |
| (ii) Electricity & Water charges & Taxes.                           | Full powers  | Full powers | Full powers  |                                                                                                      |
| (iii) Postal & Telegraph                                            | Full powers  | Full powers | Full powers  |                                                                                                      |
| (iv) Printing charges.                                              | Full powers  | Full powers | Full powers  |                                                                                                      |
| (V) Telephone                                                       | Full powers  | Full powers | Full powers  |                                                                                                      |
| (Vi) Service postage.                                               | Full powers  | Full Powers | Full powers. |                                                                                                      |
| (vii) Hot & Cold Charges                                            | Full powers  | Full powers | Full powers  |                                                                                                      |
| (viii) Binding work executed                                        | Full powers  | Full powers | Full powers  |                                                                                                      |
| (ix) Miscellaneous expenditures including that on purchase of store | Full powers  | Full powers | Full powers  |                                                                                                      |
| 17. Purchase of furniture.                                          | Full powers  | Rs. 2,500   | Rs. 1,000    |                                                                                                      |
| 18. Relaxation of the time limit for submission of T.A. Bill.       | Full powers. | Full powers | Full powers. |                                                                                                      |

17-3-1996

Amended-II

Extract of amended delegation of Administrative and Financial Powers approved by the Advisor/Chairman SKAA vide MO. No. SKAA-2/10/88(Adm) dated: 4.10.1988.

| <u>S.No.</u> | <u>Item</u> | <u>Powers</u>                | <u>Powers earlier delegated to D.G</u>                                     | <u>Amendments approved by the Advisor/Chairman SKAA</u>                         |
|--------------|-------------|------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1.           | A(2)        | Appointment & Promotion      | Full powers of B-16 and below with the approval of Chairman.               | Full powers for B-15 and below and with the approval of Chairman for B-16 post. |
| 2.           | B(8)        | Repairs of Vehicles          | Rs. 5,000/- at a time and upto Rs. 15,000/- with the approval of Chairman. | Rs. 10,000/- at a time upto Rs. 15,000/- with the approval of Chairman.         |
| 3.           | B(20)       | Sanction for medical charges | Full powers upto BPS-18.                                                   | Full powers upto BPS-19.                                                        |

Ann. III

(G.B)

Abstract of minutes meeting at 26/27.11.88.

( 10 )

DELEGATION OF FINANCIAL POWERS TO CHAIRMAN & DIRECTOR GENERAL,  
TOWN KAPITI ABANDON AUTHORITY.

The Secretary, Housing, Town Planning, Kaitiaki & Environment  
Dept. proposed that the following financial powers may be delegated to  
the Chairman SKAA, Director General SKAA and Director Finance & Admin.  
in their capacity as head of the purchase committees.

| OFFICER                      | AMOUNT            |
|------------------------------|-------------------|
| 1. Chairman, SKAA            | Up to 2 million   |
| 2. Director General, SKAA    | Up to 1 million   |
| 3. Director Finance & Admin. | Up to 0.1 million |

The Governing Body approved the proposal.

| 1   | 2                                                                    | 3                                                            | 4                         | 5                         | 6 |
|-----|----------------------------------------------------------------------|--------------------------------------------------------------|---------------------------|---------------------------|---|
| 19. | Contingent expenditure recurring & Non recurring                     | Full powers                                                  | Rs.2,500                  | Rs.1,000                  | - |
| 20. | Sanction of medical charges.                                         | Full powers up to B.P.S.18.                                  | Full powers up to BPS.15  | Full powers up to BPS.10. | - |
| 21. | Grant of TA advance to implayees in BPS.1 to 18.                     | Full powers.                                                 | Full powers up to BPS 17. | Full powers up to BPS 16. | - |
| 22. | Controlling officer for the purposes of TA/DA.                       | Full powers.                                                 | Full powers up to BPS 17. | Full powers up to EPS.16  | - |
| 23. | Approval of new schemes.                                             | Rs.1.0 million with approval of the Chairman Rs.5.0 million. | -                         | -                         | - |
| 24. | Administrative approval.                                             | Full powers after clearance. by the competent Authority.     | -                         | -                         | - |
| 25. | Technical sanction.                                                  | Full powers.                                                 | -                         | -                         | - |
| 26. | Excess over technically sanctioned estimates.                        | 10% with approval of the Chairman 20%.                       | -                         | -                         | - |
| 27. | Award of contracts.                                                  | Full powers, with the approval of Chairman                   | -                         | -                         | - |
| 28. | Execution of works and matters relating to contracts etc.            | -do-                                                         | -                         | -                         | - |
| 29. | Appropriation and Re-appropriation of the Main Budget Head Accounts. | -do-                                                         | -                         | -                         | - |