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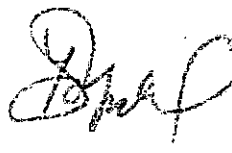
Dated 17 July 2019

Circular
Subject: Delegation of powers in Chandigarh Housing Board

This is a compilation of the various existing orders about delegation of powers in the Chandigarh Housing Board to facilitate better decision making and to avoid confusion because of referring to various circulars. Though due care has been given during the process of compilation yet in case of any confusion/mistake/error, the provisions as stated in the relevant Order/Board decision will prevail.

A- General Delegation

Sr No.	Order No	Subject	Existing Delegation	Remarks
1.	Endst No. 15781 dated 02.11.2011	For incurring Recurring/Non Recurring	Chairman Chief Executive Officer	Upto Rs. 30.00 lakh (i) Upto Rs. 25.00 lakh (ii) To decide investment of Chandigarh Housing Board funds as per the decisions taken by the Board. (iii) For adoption of the circular/orders issued by the Chandigarh Administration from time to time on the financial and administrative matters in the Chandigarh Housing Board
2.	124 dated 08.12.2009	For incurring Recurring/Non Recurring	Secretary Chief Engineer Chief Accounts Officer Senior Law Officer	Rs.20,000/- on each occasion. Rs.20,000/- on each occasion Rs.1,000/- on each occasion. Payment of legal fee at approved rates, expenditure with regard to court fee for certified copies, Misc. applications etc. to the extent of Rs.500/- at a time.
3.	124 dated 08.12.2009	POL Expenses	Secretary	As per limits decided by the Chandigarh Administration and adopted by the Chandigarh Housing Board from time to time in respect of vehicles attached to the officers of the Board, shall be sanctioned by the Secretary, Chandigarh Housing Board.

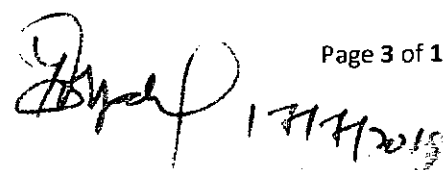
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Sr No.	Order No	Subject	Existing Delegation	Remarks
4.	124 dated 08.12.2009	Advertising and Publicity Expenses	Secretary	Power to sanction Advertisement and Publicity expenses shall vest in the Secretary where the rates are at par with the rates fixed by the Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information and Broadcasting, Govt. of India and the advertisement/publicity has been given through the empanelled Agency.
5.	124 dated 08.12.2009	Sanction reimbursement of Medical Claims and Advances.	Chairman	More than Rs.50,000/-
			Chief Executive Officer	Rs.10,001/- to Rs.50,000/-
			Secretary /Chief Engineer	Upto Rs.10, 000/- in respect of officers working under them.
6.	124 dated 08.12.2009	The power to sanction Medical Advance	Chairman	Beyond Rs 25,000/- Subject to observance of relevant rules/instructions.
			Chief Executive Officer	Upto Rs 25,000/- Subject to observance of relevant rules/instructions.
7.	124 dated 08.12.2009	Normal Pay Fixation/Grant of Annual Increment	Chairman	For Chief Executive Officer
			Chief Executive Officer	For Secretary/Chief Engineer
			Chief Engineer	For Superintending Engineer/ Executive Engineer/Sr. Architect
			Secretary	For Chief Accounts Officer
			Chief Accounts Officer	For All officers and employees working in the Administrative Section
			Respective Executive Engineers/Sr. Architect, who is maintaining the Service Record of the concerned Officer/official	For All officers and employees working in Engineering Division/ Branch

[Signature] 17/11/2015

Sr No.	Order No	Subject	Existing Delegation	Remarks
8.	124 dated 08.12.2009 124 dated 08.12.2009	Issuance of NOC for obtaining Indian Passport/Prescribed Performa approved by the Govt. of India.	Chief Executive Officer	Shall be the competent authority in respect of all officers/officials working in the Chandigarh Housing Board except Deputationists for whom the proposal be referred to concerned Cadre Controlling Authority of Chandigarh Administration. Secretary/Chief Engineer will convey/sign prescribed Performa approved by the Govt. of India in respect of officers/officials working under their control.
9.	124 dated 08.12.2009 124 dated 08.12.2009	Grant of Loans and Advances to the staff.	Chief Executive Officer, CHB.	House Building Advance and all advances as provided for in the General Financial Rules 2005 incorporating Compendium of Rules on Advances (such as Conveyance Advance, Motor Cycle Advance, Festival Advance etc.) and also other advances as have been approved by the Board for its officers and employees, shall be sanctioned by the CEO.
			Secretary, CHB	Shall accept and sign all the documents executed between the employees of CHB and CHB, required for granting various advances for and on behalf of Chandigarh Housing Board as already decided by the Board in its meeting held on 27.11.1987 vide Agenda Item No.125.3.
			Controlling Officer	Advances for TA on Tour and for LTC/HTC shall be sanctioned by the Controlling Officer under Rule 2.107 of Punjab Civil Services Rules, Volume-III (TA Rules) read with relevant provisions of GFR-2005.
10.	124 dated 08.12.2009	Journey Beyond Jurisdiction and deputing officials on training	Chairman	For CEO, Secretary, Chief Engineer/ XENs/AOs
			Chief Executive Officer	For other officers/ employees




Sr No.	Order No	Subject	Existing Delegation	Remarks
11.	124 dated 08.12.2009 and 134 dated 12.07.2018 & 144 dated 03.08.2018	Functioning of Recovery Branch	Chief Executive Officer	<ul style="list-style-type: none"> • Cancellation of allotment of dwelling unit and commercial property. • Acceptance of Special Power of Attorney executed by the allottees in favour of spouse or blood relation for taking possession of the dwelling unit.
			Secretary	<ul style="list-style-type: none"> • Following routine matters where no technical or legal issues are involved. <ul style="list-style-type: none"> ○ Issuance of duplicate documents. ○ Approval for allowing Mutations in death cases. ○ Refund of EMD under the Housing Schemes. ○ Entrustment of court cases to the empanelled Advocates. • However, the final policy/financial orders shall be sanctioned as per earlier practice. • Approval of all type of transfer of allotment of dwelling unit except sale deed transfer.
			Chief Accounts Officer	<ul style="list-style-type: none"> • Acceptance of Indemnity Bond and Agreements in transfer/mutation cases. • Payment of fee to the members of the Board, Property Allotment Committee, PQ Sub Committee, Tender Committee, Technical Committee, as approved by the Board. • Forwarding of Applications for withdrawal of EPF in respect of Chandigarh Housing Board employees to RPFC. • Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents.

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Sr No.	Order No	Subject	Existing Delegation	Remarks
11. (contd/-)			Accounts Officers	<ul style="list-style-type: none"> • Issuance of Acceptance-cum-Demand Letter (ACDL) to the allottees as per draw of lots. • Issuance of notices/reminders to the allottees for payment of the dues as per ACDL. • Issuance of Allotment Letter in the form as approved by the Board to the allottees as per draw of lots. • Execution/signing of Hire Purchase Tenancy Agreement (HPTA)/Agreement to Sell. • Issuance of notices/ reminders to the allottees in respect of arrears of instalments and other dues including Ground Rent. • Approval and issuance of 'No Dues Certificate' (NDC) in respect of dwelling units. • Approval and intimation of balance dues in respect of dwelling units. • Issuance of possession slips to allottees after allotment. • Approval and issuance of Statement showing instalments paid/unpaid till date/during the financial year and the component of interest included therein. • Approval and issuance of 'No Objection Certificate' in the prescribed form to the allottee for mortgaging the right/title/interest in the dwelling unit for rising loan from the prescribed sources. • Transfer of property on the basis of sale deed/transfer deed/gift deed

[Signature] 17/11/2019

Sr.No	Order No.	Subject	Existing Delegation	Remarks
12.	113 dated 29.10.2009	Sanctioning advances and countersigning the TA bills submitted after completion of return journey in respect of journey(s) performed by the Officers/Officials (except Chairman and Chief Executive Officer) working under their control.	Chief Executive Officer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in accordance with tour programme approved by the Competent Authority in respect of Secretary & Chief Engineer, Full powers Subject to fulfilment of all other conditions laid down in Punjab Civil Service Rules Vol-III (TA Rules).
			Secretary	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of all Officials/Officers working in the, Administrative wing, Recovery Section, Legal Branch, Accounts Branch, Admn. Branch & Enforcement Wing including Chief Accounts Officer, Accounts Officers, SLO, and CLO
			Chief Engineer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of Superintending Engineer, Sr. Architect/ Architect Executive Engineers & Sub-Divisional Engineers
			Executive Engineers	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of officers/employees working in their respective Division up to the level of Sub-Divisional Engineers

 17/7/2015

Sr No.	Order No	Subject	Existing Delegation	Remarks
13.	Endorsement No. 5996 dated 01.04.2005	Appointment/ Disciplinary Proceedings	Chairman Chief Executive Officer	For Class I & II (Group A & B) For Class III & IV (Group C & D)
14.	U. No. 34/23/94-1H(7)-2008/6206 dated 22.03.2018 of Special Secretary (Personnel) UT Chandigarh	DPC for the post of Chief Engineer, CHB		i. Advisor to the Administrator, UT-Chairman ii. Chairman, CHB - Member iii. Finance Secretary-cum-Secretary Engineering- Member iv. Secretary Housing-Member v. Secretary Personnel- Member vi. Chief Architect, Deptt of Urban Planning- Member vii. An officer of appropriate rank belonging to SC/ST- Member viii. Chief Executive Officer, CHB Member Secretary
15.	Memo no. 11/7/203-UTFI(2)-2013/2614 dated 26.03.2014 of Estate Branch, Finance Department, Chandigarh Admin	DPC for promotion for Group-A posts (Ministerial cadre) in CHB		i. Chairman, Chandigarh Housing Board - Chairman ii. Addl. Secy/ Jt Secy. Personnel, Chandigarh Administration- Member iii. Chief Architect, UT, Chandigarh- Member iv. Chief Executive Officer, CHB - Member v. Chief Engineer/Superintending Engineer, CHB- Member vi. An officer of appropriate level belongs to SC/ST- Member
		DPC for promotion for Group-B posts (Ministerial cadre) in CHB		i. Chief Executive Officer, CHB-Chairman ii. Addl. Secretary/Joint Secretary Personnel, Chandigarh Administration - Member iii. Joint Secretary (Estate)/Jt. Secretary Finance, Chandigarh Administration- Member iv. Secretary, CHB- Member v. Chief Engineer/Superintending Engineer, CHB- Member vi. An officer of appropriate level belongs to SC/ST- Member
16.	98 dated 15.11.2011	Selection Committee for Group- C & D Posts		i. Chief Executive Officer, CHB - Chairman ii. Representative of Secretary Personnel - Member Chandigarh Administration iii. Representative of Finance Secretary - Member Chandigarh Administration iv. Secretary/Chief Engineer, CHB Member (for Non-Technical/ Technical) v. An officer of appropriate level belongs to SC/ST- Member vi. Subject expert With the approval of the CEO, CHB

 17/11/2015

Sr No.	Order No .	Subject	Existing Delegation	Remarks
17.	179 dated 21.08.2015	Whole Establishment Matters	Secretary, CHB	Account Officer (Admin) will report to Secretary, CHB. While the Superintendent of both Admin and Engineering wing will report to Accounts Officer (Admin).

References:

1. The order no. 124 dated 08.12.2009 was issued in pursuance of the decision taken by the Board in its 350th meeting held on 05.11.2009 vide Agenda Item No. 350.1.4
2. The order no. 113 dated 29.10.2009 was issued in pursuance of the decision taken by the Board in its 349th meeting held on 30.09.2009
3. The Endorsement No. 15781 dated 02.11.2011 was issued in pursuance of the decision taken by the Board in its 366th meeting held on 12.09.2011 vide Agenda Item No. 366.1.6
4. The order no. 98 dated 15.11.2011 was issued in pursuance of the decision taken by the Board in its 366th meeting held on 12.09.2011 vide Agenda Item No. 366.1.3
5. The Endorsement No. 5996 dated 01.04.2005 was issued in pursuance of the decision taken by the Board in its 312th meeting held on 16.03.2005 vide Agenda Item No. 312.1.4
6. The Order no. 134 & 144 dated 12.07.2018 were issued in pursuance of the decision taken by the Board in its 411th meeting held on 19.05.2018 vide Agenda Item no. 411.1.4

B- Delegation for sanction of various kind of leaves

(i) Earned Leave/Casual Leave/Restricted Holiday/Station Leave vide Order no. 72 dated 30.07.2009

Sl. No.	For Officers/Officials	Earned Leave		Casual leave/Restricted Holiday/Station Leave	
		Competent Authority	Powers delegated	Competent Authority	Powers delegated
1.	Chief Executive Officer and Secretary	Chandigarh Administration	Full powers	Chairman	Full powers
2.	Chief Engineer, Superintending Engineer, Legal Adviser	Chairman	Full powers	Chairman	Full powers
3.	Sr. Architect, Executive Engineer.	Chief Executive Officer	Upto 30 days	Chief Engineer	Upto 3 days
		Chairman	Beyond 30 days	Chief Executive Officer	Beyond 3 days
4	Senior Law Officer, Chief Accounts Officer, Chief Liaison Officer	Chief Executive Officer	Upto 30 days	Secretary	Upto 3 days
		Chairman	Beyond 30 days	Chief Executive Officer	Beyond 3 days
5	Sub Divisional Engineer	Chief Engineer	Upto 30 days	Executive Engineer	Upto 3 days
		Chief Executive Officer	31 days to 90 days	Chief Engineer	Beyond 3 days
		Chairman	Beyond 90 days		

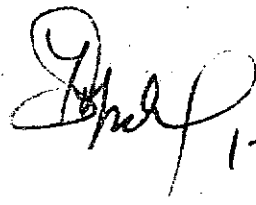
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Sl. No.	For Officers/Officials	Earned Leave		Casual leave/Restricted Holiday/Station Leave	
6	Officers/Employees working in Recovery, Legal Accounts, Admn. Branch & Enforcement Branch Other than Secretary, Chief Accounts Officer, Senior Law Officer, Chief Liaison Officer, Chandigarh Housing Board	Secretary	Upto 30 days	Accounts Officer/Senior Law Officer/Chief Accounts Officer/Chief Liaison Officer	Upto 3 days
		Chief Executive Officer	31 days to 90 days	Secretary	Beyond 3 days
		Chairman	Beyond 90 days		
7.	Officers /employees in Division office other than at Sr. No. 3 above and Architectural Branch	Chief Engineer	Upto 30 days	Sr. Arch/Executive Engineer	Up to 3 days
		Chief Executive Officer	31 days to 90 days	Chief Engineer	beyond 3 days
		Chairman	Beyond 90 days		
8.	Staff in Personal Branch	Officer with whom attached (Full powers)			

(ii) **Other kind of leaves vide Order no. 72 dated 30.07.2009**

Sr No.	Kind of Leave	Existing Delegation	Remarks
1.	Ex-India leave	Chairman	Ex-India leave will be sanctioned only with the approval of Chairman, Chandigarh Housing Board.
2.	Special Casual leave, Half Pay leave, Leave Not Due, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Abortion Leave, Special Disability Leave, Quarantine Leave	Chief Executive Officer	CEO, CHB shall be the competent authority for sanction of leave Other types of leave i.e. Special Casual leave, Half Pay leave, Leave Not Due, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Abortion Leave, Special Disability Leave, Quarantine Leave etc.
3.	Commuted leave upto 15 days	Secretary/Chief Engineer	Shall be sanctioned at the level of Secretary/Chief Engineer in respect of staff working under them.

Reference: The Order no. 72 dated 30.07.2009 was issued in pursuance of the decision taken by the Board in its 348th meeting held on 15.07.2009 vide Agenda Item No. 348.1.3


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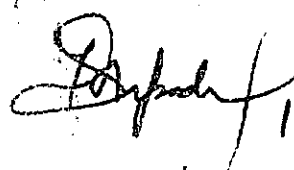
C- Delegation for Engineering Works

- (i) Accord of AA and procedures associated with Enlistment of contractor in CHB, Issue Receipt and Opening of Tenders etc.- vide endorsement No 6934 dated 31.03.2009

Sr. No.	Subject	Existing Delegation	Remarks
1.	Accord of AA/ES for major projects	Board	Above Rs 5 Crore
		Chairman	Upto Rs 5 Crore
2.	Enlistment of Contractors		Board has discontinued the practice of enlistment of contractors in CHB. It was resolved that while calling tenders, offer should be invited from agencies of appropriate class enlisted in UT Engineering Department/CPWD/MES/Punjab PWD/Haryana PWD & Himachal PWD.
3.	Approval of Bid Document.	Committee headed by CE	Committee headed by CE, CHB with other members as SE, CHB, EE-HQ, EE concerned (Member Convener), AO-E and Law Officer (as per requirement). However, in case of any deviation from the standard procedures, terms and conditions, if required to be incorporated in the document, or for any other policy issue, the same shall be referred to the Board for decision on the recommendation of this committee.
4.	Issue of Tenders	Secretary	From the office of Secretary, CHB, EE concerned and from Reception Counter of CHB.
5.	Receipt of Tenders		Reception Counter of CHB.
6.	Opening of Tenders		EE, SDE, Superintendent and AO Concerned.
7.	Scrutiny of Tender Documents	Committee at the level of Division	Committee at the level of Division comprising of EE, SDE, Superintendent, AO and HDM Concerned
8.	Pre/Post Qualification of Agencies	Committee	Pre/Post Qualification Sub Committee of CHB.

- (ii) Delegation of Financial Powers- vide endorsement No 6934 dated 31.03.2009

Sr. No.	Subject	Existing Delegation	Remarks
1.	Acceptance of Lowest Tender with or without negotiations	Board	Unlimited on the recommendations of Tender Committee.
		Chairman	Rs. 5.00 crore on Recommendation of Tender Committee
		Tender Committee under Chairmanship of the CEO, CHB	Rs. 2.50 Crore
		CE	Rs. 100 lac
		SE	Rs. 25 lac
		EE	Rs. 5 Lac
		SDE	Nil

 17/7/2019

Sr. No.	Subject	Existing Delegation	Remarks
2.	Acceptance of Single Tender With or without negotiations	Board (CHB)	Unlimited on the recommendations of Tender Committee, CHB.
		Chairman	Rs. 2 Crore on the recommendations of Tender Committee, CHB
		Tender Committee under Chairmanship of the CEO, CHB.	Rs. 1 Crore
		CE (under his own Powers)	Rs. 25 lac
		SE	Rs. 5 lac
		EE	Rs. 1.5 lac
		AA/AEE	Nil
3.	Accord of AA & EEs for Minor Works for Residential & non-residential buildings	DGW/ Chairman, CHB	Not defined
		ADG/CEO, CHB	Rs. 5 lac
		CE	Rs. 1 lac
		SE	Nil
		EE	Nil
4.	To undertake Deposit Work at full rates of Departmental charges	Chairman, CHB	Full powers
5.	To undertake Deposit Work at rates lower than full rates of departmental charges.	Board	Full powers
6.	Utilization of Contingencies (as per the provision in estimate)	Executive Engineer	
		(i) Existing work charged/Daily Wage salary expenditure. (No new work charged/Daily wage person (s) to be employed, only re-adjustment of existing staff to be made).	Full Powers
		(ii) Material testing as per contract provision	Full Powers
		(iii) Expenditure of misc. nature	Rs 2500/- at a time, subject to ceiling of Rs 50000/- per work or 1% of estimated cost whichever is less.

Reference:

- The Order vide endorsement No 6934 dated 31.03.2009 was issued in pursuance of the decision taken by the Board in its 345th meeting held on 03.02.2009 vide Agenda Item No. 345.2.4.

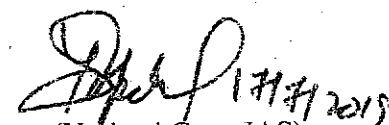
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- The Order no. 48 dated 25.03.2013 was issued in pursuance of the decision taken by the Board in its 377th meeting held on 26.12.2013 vide Agenda Item No. 377.2.1.

(iii) Tender Committee vide order no. 48 dated 25.03.2013

Sr No.	Subject	Composition
1.	Reframing of 'Tender Committee' (Financial Delegation Rs. 2.5 crores)	1. Chief Executive Officer, CHB- Chairman. 2. Chief Engineer, CHB – Member 3. Secretary, CHB – Member 4. Superintending Engineer CHB – Member 5. Nominee of Finance Secretary/ Secretary, Engineering Deptt. UT, Chandigarh – Member 6. Chief Accounts Officer, CHB – Member 7. EE (W&E) O/o Chief Engineer, UT, Chandigarh – Member 8. Chief Finance & Accounts Officer, CHB – Member 9. EE (Planning) Chandigarh Circle, CPWD – Member 10. EE (Concerned) – Member Convener.

Reference: The Order no. 48 dated 25.03.2013 was issued in pursuance of the decision taken by the Board in its 377th meeting held on 26.12.2013 vide Agenda Item No. 377.2.1.


 (Yashpal Garg, IAS)
 Chief Executive Officer

Copy to:

1. Secretary, CHB
2. Chief Engineer, CHB
3. Chief Account, CHB
4. Senior Law Officer, CHB
5. Account Officer, Administration, CHB
6. All Executive Engineers, CHB
7. All Account Officers, CHB
8. Other Concerned Officers/Officials
9. Notice Board of CHB
10. Website of CHB

Copy for information to:

1. PS to Chairman, Chandigarh Housing Board
2. PA to Chief Executive Officer, Chandigarh Housing Board

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