

No. 59

Dated 15 - 05 - 2023

OFFICE ORDER

In pursuance of the decision taken by the Board in its 428th meeting held on 09.05.2023, vide Agenda Item No.428.1.3 and in superannuation of earlier order Nos. 179 dated 21.08.2015, 96 dated 02.11.2011, 124 dated 08.12.2009, 113 dated 29.10.2009 and endst No. 5996 dated 01.04.2005, the administrative and financial powers are hereby rationalized. The Board has now revised the delegated powers to the various officers of Chandigarh Housing Board with immediate effect as under:-

A- General Delegation

Sr. No.	Subject	Competent Authority	Approved Revised Delegation
1.	For incurring Recurring/ Non-Recurring contingent expenditure	Chairman	Up to Rs. 1.00 crore on each occasion.
		Chief Executive Officer	<ul style="list-style-type: none"> Up to Rs. 50.00 lakh on each occasion. To decide investment of Chandigarh Housing Board funds as per the decisions taken by the Board. 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
		Secretary	Rs.50,000/- on each occasion.
		Chief Engineer	Rs.50,000/- on each occasion
		Superintending Engineer	Rs.5,000/- on each occasion.
		Chief Accounts Officer	
		Senior Law Officer	Payment of legal fee at approved rates, expenditure with regard to court fee for certified copies, Misc. applications etc. to the extent of Rs.1,000/- at a time.
2.	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.	Subject	Competent Authority	Approved Revised Delegation
3.	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.
4.	Reimbursement of Medical Claims and Advances	Chairman	More than Rs.1,00,000/-
		Chief Executive Officer	Rs.50,001/- to Rs.1,00,000/-
		Secretary/ Chief Engineer	Up to Rs.50,000/- in respect of officers working under them.
5.	Sanction of Medical Advance	Chairman	Beyond Rs 1,00,000/-. Subject to observance of relevant rules/instructions.
		Chief Executive Officer	Up to Rs 1,00,000/- subject to observance of relevant rules/instructions.
6.	Normal Pay Fixation/ Grant of Annual Increment	Chairman	For Chief Executive Officer
		Chief Executive Officer	For Secretary/Chief Engineer
		Chief Accounts Officer	For All remaining officers and officials
7.	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.
8.	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.

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Sr. No.	Subject	Competent Authority	Approved Revised Delegation
9.	Advance for TA on tour and for LTC/ HTC	Chairman	For CEO
		CEO	For Chief Engineer & Secretary
		Chief Engineer/ Secretary	For officers under their control
10.	Journey Beyond Jurisdiction and deputing officials on training	Chairman	For CEO
		Chief Executive Officer	For other officers/ employees
11.	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. <p>However, the final policy/ financial orders shall be sanctioned as per earlier practice.</p> <ul style="list-style-type: none"> • 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 RPF. • 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.	Subject	Competent Authority	Approved Revised Delegation
	Functioning of Recovery Branch (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 installments 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 installments 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
12.	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)	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.
		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

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	working under their control.		respect of Superintending Engineers, Architect & Executive Engineers.
		Superintending Engineer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of 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 below the level of Sub-Divisional Engineers
13.	Appointment/ Disciplinary Proceedings	Chairman	For Class I & II (Group A & B)
		Chief Executive Officer	For Class III & IV (Group C & D)
14.	Whole Establishment Matters	Secretary, CHB	Administrative Officer will report to Secretary, CHB. While the Superintendent of both Admin and Engineering Wing will report to Administrative Officer.

B- Delegation for sanction of various kind of leaves

Sr. No.	For Officers/ Officials	Approved Revised Delegation for Earned Leave		Approved Revised Delegation for 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	CEO	Full powers
3.	Sr. Architect, Executive Engineer. (Sr. Architect including Architect also)	Chief Executive Officer	Up to 30 days	Chief Engineer	Full powers
		Chairman	Beyond 30 days		
4	Senior Law Officer, Chief Accounts Officer, Chief Liaison Officer	Chief Executive Officer	Up to 30 days	Secretary	Full powers
		Chairman	Beyond 30 days		

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5	Sub Divisional Engineer	Chief Engineer	Up to 30 days	Executive Engineer	Full powers
		Chief Executive Officer	31 days to 90 days		
		Chairman	Beyond 90 days		
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	Up to 30 days	Branch Head	Full powers
		Chief Executive Officer	31 days to 90 days		
		Chairman	Beyond 90 days		
7.	Officers/ employees in Division office other than at Sr. No. 3 above and Architectural Branch	Chief Engineer	Up to 30 days	Architect/ Executive Engineer	Full powers
		Chief Executive Officer	31 days to 90 days		
		Chairman	Beyond 90 days		
8.	Staff in Personal Branch	Officer with whom attached (Full powers)			

Sr. No.	Kind of Leave	Competent Authority	Approved Revised Delegation
9.	Ex-India leave	Chairman	<p>For Groups A & B Ex-India leave will be sanctioned only with the approval of Chairman, Chandigarh Housing Board.</p> <p>For Groups C & D Ex-India leave will be sanctioned only with the approval of CEO, Chandigarh Housing Board.</p>
10.	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.

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Sr. No.	Kind of Leave	Competent Authority	Approved Revised Delegation
11.	Commutated leave up to 15 days	Secretary/Chief Engineer	Shall be sanctioned at the level of Secretary/Chief Engineer in respect of staff working under them.

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(Yashpal Garg, IAS)
Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh.

Endst. No. HB(S)/EA-III/2023/942106

Dated: 15 - 05 - 2023

A copy is forwarded to the following for information and necessary action:

1. The Chief Engineer, Chandigarh Housing Board, Chandigarh;
2. The Superintending Engineer I/II, CHB;
3. The Chief Accounts Officer, CHB;
4. The Enforcement Officer/EE-I/II/III/IV/V/VI (PH. Divn.)/VII/ VIII/ Architect, CHB;
5. The AO-I/II/III/IV/V/Colony/ Reception/ PMAY, SO-I/II/ Pre-allotment, SLO, CHB;
6. The Incharge, Computer Section, CHB - for uploading on CHB website;
7. P.A. to Chairman/Secy/C.E.O, CHB for kind information of officers;
8. Office order file.


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Secretary,
Chandigarh Housing Board,
Chandigarh.

Endst. No. HB(S)/EA-III/2023/942106

Dated: 15 - 05 - 2023 .

A copy is forwarded to the Secretary Housing, Chandigarh Administration for information please.

 15/05/23

Secretary,
Chandigarh Housing Board,
Chandigarh.