



CMWSS BOARD

Hand Book of

DELEGATION OF POWERS

CORRECTED UPTO 31.12.2015

I N D E X

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I. ADMINISTRATION

ADMINISTRATION

1. SANCTION OF ADDITIONAL PERMANENT POSTS (EXISTING CATEGORY) AND TEMPORARY POSTS FOR 90 DAYS AND MORE.

<u>Description of Posts</u>	<u>Authority</u>
Grade I to IV	: Board with the approval of Government.
Grade V to XI	: Board
Grade XII to XIV	: Employment Committee.

(Resolution No.346/99, Dated: 25.9.99)

Explanation

In Grade IV, for creating or upgrading posts carrying a Scale of pay of Rs.10,000 – 325 – 15,200 and above only, prior approval of the Government shall be required.

(G.O.Ms.No.656, Fin.(BPE), dated 13.11.98)

2. SANCTION OF TEMPORARY POSTS (EXISTING CATEGORY) FOR LESS THAN 90 DAYS.

<u>Description of Posts</u>	<u>Authority</u>
Grade I to IV	: Board with the approval of Government.
Grade V to XI	: Board
Grade XII to XIV	: Managing Director

NOTE: All proposals should be routed thro" CCOF/GM/FD/EXE.DIR.

(Resolution No.346/99, Dated: 25.9.99)

Explanation

In Grade IV, for creating or upgrading posts carrying a Scale of pay of Rs.10,000 – 325 – 15,200 and above only, prior approval of the Government shall be required.

3. (a) APPOINTMENT

(Vide Board's Special Regulations approved in Resolution No.233/82, dated: 10.8.82).

3. (b) ADDITIONAL CHARGE:

Placing full additional charge or to discharge current duties of another post as a temporary measure (i.e.) 5 months in all (Restricted to Grade-VII and above).

M.D./Exe.Dir./F.D&/E.D./	: Government
Grade-II (Other than the post of F.D. & E.D. and Gr.III	: Managing Director
Grades - IV & V	: Executive Director
Grades – VI & VII	: F.D. or E.D. or G.M.

(Resolution No.191/95, Dated: 31.07.95)

3. (c) SANCTION OF ADDITIONAL CHARGE ALLOWANCE:

Grade – II & III	: Executive Director
Grades – IV & V	: General Manager
All other Grade	: Staff Manager

(Resolution No.191/95, Dated: 31.07.95) &
(Resolution No.253/99, Dated: 19..07.99)

3. (d) SANCTION OF CASH ALLOWANCE IN LIEU OF SURRENDER OF RESIDENTIAL OFFICE ASSISTANT:

Grade – II	: Executive Director
Grades – III & IV	: General Manager

(Resolution No.159/97, Dated: 30.06.97)

4. DECLARATION OF COMPLETION OF PROBATION:

Grade – I & II	: Government
Grades – III to VII	: Managing Director
Grade VIII to XIV	: General Manager.

(Resolution No.11/78, Dated: 14.08.78)
(Resolution No.222/80 Dated: 22.04.80) &
(Resolution No.163/89, Dated: 04.07.89)

5. EXEMPTION OF THE OPERATION OF AGE BAR RULES WHENEVER APPOINTMENTS ARE MADE FROM LOWER CATEGORIES:

Managing Director

(Resolution No.211/82, dated: 30.07.82)

6. ENQUIRY INTO THE APPLICATION OF THE BOARD'S EMPLOYEES REQUESTING FOR ALTERATION OF DATE OF BIRTH:

Staff Manager

NOTE: The Enquiry Officer's report should be placed before
----- before the Board for a final decision.

(Resolution No.253/99, dated: 19.07.99)

7. Deleted.

(Resolution No.85/2007, dated: 12.04.07)

8. POSTINGS AND TRANSFERS:

Grade II & Grade III	: Managing Director
Grade IV	: Exe. Director.
Grade V to VII	: General Manager
Grades VIII to XIV	: Grade IV Officers

NOTE: (1) Depot AEs/JEs, DAEs and Area Engineers postings and transfers will require Managing Director's approval.

(2) The Internal Postings and Transfers within the Department can be done by the Head of the Department concerned.

(Resolution No.191/95, dated: 31.07.95) and
(Resolution No.159/97, dated: 25.06.97)

9- (A) GRANT OF LEAVE INCLUDING SURRENDER LEAVE (HEAD OFFICES)

Grade I	: Board/Government
Grade II	: Managing Director
Grade III	: Executive Director
Grade IV to VII	: General Manager
Grade VIII to XIV	: S.A.O.(SR)

(Resolution No.191/95, Dated 31.07.95 &
(Resolution No.253/99, Dated 19.07.99)

9- (B) GRANT OF LEAVE INCLUDING SURRENDER LEAVE: (AREA AND REGIONAL OFFICE).

Grade – VI and below in the offices where S.A.O. is in position.	: Senior Accounts Officer.
Grade – VII and below in the offices where A.O. is in position.	: Accounts Officer.
Grade – VIII and below in the offices where only J.A.O./Jr. Admv. Officer is in position.	: Junior Accounts Officer/ Jr.Admv.Officer.

(Resolution No.11/78, Dated 14.08.78 &
Resolution No.222/80, Dated 22.04.80 &
Resolution No.309/90, Dated 11.09.90)

10 – A. SANCTION OF LEAVE TO LABOUR ESTABLISHMENT:

Sl. No.	Name of the Office in which the workers are employed	Kind of leave	Officers whom to be empowered to sanction
1.	Areas	a) Earned Leave b) Unearned leave on M.C. c) Surrender of Earned leave d) Maternity Leave	Area Engineers concerned.
2.	Regions		Regional Engineers concerned.
3.	Materials Department		I.C.M.
4.	Training Centre		Concerned S.E.s
	S.E.(C) Sew. W.Sy. and other S.E.'s Office.		E.E.s who have been authorised to draw wage bill of labour.
5.	R.R.S. / Legal Cell / Complaint cell.	S.A.O.(SR)	

(B) Sanction of (1) Special Disability Leave (2) Extraordinary leave (without pay and allowance) and other kind of leave which are not specified in the above statement etc. to Labour Employees - Head Office.

(Resolution No.99/87, dated: 9.4.87)
(Resolution No.346/99, dated 25.9.99).

11. INCREMENT:

(A) Normal increments unless withheld: (Head Office)

Grade II to IV : General Manager
Grade V & below : Staff Manager

(B) Normal increments unless withheld: (Area & Regional Offices)

Grade – VI and below : Senior Accounts Officer.
in the offices where S.A.O.
is in position.

Grade – VII and below : Accounts Officer.
in the offices where A.O.
is in position.

Grade – VIII and below : Junior Accounts Officer/
in the offices where only Jr.Admv.Officer.
J.A.O./Jr. Admv. Officer
is in position.

(C) Merit Increments:

All Grades : Board

(Resolution No.222/80, Dated 22.04.80)
(Resolution No.253/99, Dated 19.07.99)

12. (a) DEPUTATION FOR TRAINING IN BOARD'S TRAINING CENTRE:

Grade II & III : Executive Director

Grade IV to XIV : Head of Department

(Resolution No.191/95, Dated: 31.07.95)

12. (b) GRANT OF PERMISSION TO THE OFFICERS OF THE BOARD TO DELIVER LECTURES TO THE PARTICIPANTS OF COURSES CONDUCTED BY OTHER ORGANISATION:

Grade II : Managing Director

Grade III & below : Executive Director.

(Resolution No.191/95, Dated: 31.07.95)

13. DEPUTATION FOR TRAINING AND OTHER INSTITUTIONS (IN INDIA) SEMINARS ETC.

Grade II : Managing Director

Grade III & below : Executive Director.

NOTE: The Board authorizes the M.D./Exe.Dir. to accord sanction for such deputations within India upto period not exceeding three months which may be placed before the Board subsequently for information.

Whenever the post of Executive Director is vacant or not filled up for administrative reasons, it can be deemed as Managing Director.

(Resolution No.191/95, Dated: 31.07.95).

13A. DEPUTATION OF EMPLOYEES TO OTHER ORGANISATIONS ON FOREIGN SERVICE TERMS AND CONDITIONS

Grade III & above : Board

Grade IV & below : Managing Director.

(Resolution No.217/2009, Dated: 17.08.2009).

14. TO ISSUE NO OBJECTION CERTIFICATE TO EMPLOYEES WHO SEEK EMPLOYMENT IN OUTSIDE ORGANISATION.

Upto Grade III : Managing Director } Only Non
Grade IV & below : Executive Director } Technical
Cadres.

At the time of applying for No Objection Certificate, the employee should give a written undertaking as follows:

- i) that he/she shall tender his/her resignation in case of selection.
- ii) that he/she shall give one month notice for getting relief or to forego/remit one month salary.
- iii) that he/she shall settle all the Board's dues before relief.

(Resolution No.191/95, Dated: 31.07.95). &
(Resolution No.106/2002, Dated: 23.10.2002.)

14.A. The authorities issue No Objection Certificate to Employment except for Officers one level below the Managing Director to obtain Passport for Short Tour, for study, for job abroad, for official purposes and for stay with spouse when the spouse is employed in abroad.

Grade – III Personnel	- M.D.
Personnel in Grade – IV and below	- Exe. Dir.

Resolution No.85/2007, dated: 12.04.2007)

15. APPROVAL OF MODIFICATION OF THE TRAINING PROGRAMME:

- Governing Council

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Comprising of Managing Director,
Finance Director, Engineering
Director and Director Training &
Data Centre.

(Resolution No.112/2008, dated: 02.05.08)

16. TOUR:

(a) Within Tamil Nadu

All Grades

: Next higher authority not
less than Grade-III.

(b) Outside Tamil Nadu

within India

All Grades : Managing Director.

c) Outside India

All Grades : As per G.O. Ms. No. 97, Finance,
(BPE) Dept., 27.1.1990.

The proposal for deputation of officials for training upto 2nd level officers shall be approved by the Board of Directors, while for the 1st level officers, the proposals will require clearance from the Government.

NOTE: The traveling allowance claims should be rendered with the original authorization of tour.

(Resolution No. 98/2011, Dated 30.8.2011)

PROMOTIONS:

(Vide Board's Special Regulations approved in Resolution No.233/82, dated: 10.8.82).

17. TRAVELLING ALLOWANCE CLAIMS:

Grade II to VII : Immediate Superior
and
Deputy Controller of Finance.

(Resolution No.11/78, Dated: 14.08.78 &
Resolution No.222/80, Dated: 22.04.80).

18..A. SANCTION OF LEAVE TRAVEL CONCESSION:

Grade II to IV : General Manager

Grade V to XIV : Staff Manager

(Resolution No.253/99, Dated: 19.07.99)

19. PAY AND TRAVEL ADVANCE:

All Employees : Deputy Controller of Finance
(Resolution No.11/78, dated: 14.8.78 & Resolution No.222/80, dated: 22.4.80)

20. SHORT TERM STAFF ADVANCE (i.e.) FESTIVAL ADVANCE KHADI & HANDLOOM ADVANCE:

All Employees : Deputy Controller of Finance.
or
Senior Accounts Officer

(Resolution No.11/78, dated 14.8.78 & Resolution No.222/80, dated 22.4.80).

21. SANCTION OF FESTIVAL ADVANCE TO THE BOARDS PENSIONERS:

Pension Disbursing Officer
(Resolution No.345/82, dated: 31.12.82)

22. HOUSE BUILDING ADVANCE:

Grade II : General Manager

Grade III to IV : Deputy General Manager
Grade V to XIV

Note: Grant of these advances are with reference to specific rules made in their behalf to be complied with by the employees and is subject to budget provision.

(Resolution No.253/99, Dated: 19-07-99).

22-A. "Granting permission to acquire/dispose of movable/immovable properties by the Metro Water employees"

From Grade II to IV : Managing Director.
From Grade V to VI : Executive Director
From Grade VII & below : General Manager

(Resolution No.259/95, Dated: 25.10.1995)

23. CONVEYANCE ADVANCE:

Grade II : General Manager.
Grade III to IV : Deputy General Manager
Grade V to XIV

Note: Grant of these advances are with reference to specific rules made in their behalf to be complied with by the employees and is subject to budget provision.

(Resolution No.253/99, Dated: 19-07-99).

23.A. SANCTION OF COMPUTER ADVANCE:

Grade II : General Manager
Grade III to V : Deputy General Manager
(Resolution No.253/99, dated 19.07.99)

24. SANCTION OF EDUCATION ADVANCE:

All Grades - Deputy General Manager

Note: Grant of this advance is with reference to the rules.
(Resolution No.253/99, dated: 19.07.99)

25. SANCTION OF MARRIAGE ADVANCE:

All Grades: - Deputy General Manager

Note: Grant of this advance is subject to rules.
(Resolution No.253/99, dated 19.07.99)

26. SANCTION OF TEMPORARY ADVANCE/PART-FINAL WITHDRAWAL FROM GENERAL PROVIDENT FUND FOR ALL CATEGORIES OF EMPLOYEES.

A.O./S.A.O. Finance (GPF) Dept.	- Upto Rs.50,000/-
D.C.O.F. incharge of GPF Section	- Above Rs.50,000/- and upto Rs.1.00 Lakh
C.O.F.	- Above Rs.1.00 Lakh

(Resolution No.40/2000, Dated: 20-01-2000)

27. MEDICAL CLAIMS:

(a) (AREA & REGIONAL OFFICES)

All categories in the : Area Engineers/ Regional Engineers
Area/Regional Office
subject to the
prescribed ceilings for
payment.

(b) HEAD OFFICE:

All categories subject to : Deputy General Manager
prescribed ceilings
for payment.

(Resolution No.354/86, 309/90 and 253/99 dated 19.07.1999)

(B.R.No.250/2000, dated 13.07.2000 and B.P.No.25/2000
dated 14.07.2000)

28. REIMBURSEMENT OF HOSPITAL STOPPAGE:

All employees (including : Deputy Controller of Finance
the labour category
converted into
establishment category
who draw their
salary/wages in Head
Office).

Employees including those labour category converted into establishment category working in Areas/Regional Offices). : Area Engineer in Areas/Regional Engineers in Regional Offices.

(Resolution No.354/86, dated: 15/16.12.86).

28-A : Reimbursement of Hospital Stoppages treatment in Private Hospitals:

Grade II to XIV : Executive Director

(Resolution No.176/96, Dated: 30.07.96).

28-B : Assistance from Special Medical Fund:

All categories including Labour Establishment : Managing Director.
(Resolution No.370/97, Dated: 19.12.1997)

28.C. Medical Assistance/Reimbursement of Expenses incurred by Employees who meet with Accidents on duty.

All categories of Employees who meet with accident while on duty : Managing Director

(Resolution .No.21/2007, Dated 18.01.07)

29. PAYMENT OF HONORARIUM:

Upto Rs.5,000/- each time : Managing Director

Above Rs.5,000/- each time : Board

NOTE: There should be a quarterly report to the Board of ----- items authorized.

(Resolution .No.191/95 Dated: 31.07.95).

30. IMPLEMENTATION OF GOVERNMENT ORDERS REGARDING AMENDMENT OF FORMS IN PERSONAL FILES OF BOARD STAFF.

: Managing Director.

(Resolution .No31/84, Dated: 28.01.84)

31. Deleted.

32. INSTITUTING AND DEFENDING LEGAL PROCEEDINGS ON BEHALF OF THE BOARD:

AMOUNT INVOLVED IN CASE:

Upto Rs.5 Lakh : General Manager
Rs.5 Lakh to 10 Lakh : Executive Director
Above Rs.10 Lakh : Managing Director

All vakalats etc., relating the Suits, Writs/WMP/WP including cases coming up before labour Court, Motor Accidents Claims Tribunal, District Consumer Disputes Redressal Forum etc., and such other judicial fora will be signed by the GENERAL MANAGER.

(Resolution No.191/95, Dated: 31-07-95)

33. TO ENGAGE LAWYERS SPECIALISED IN CERTAIN FIELD AS PER REQUIREMENT OF THE BOARD.

: Managing Director

(Resolution No.330/84, dated 19.11.84).

34. APPEAL PETITIONS PREFERRED BY EMPLOYEES IN RESPECT OF PUNISHMENT:

vide: Regulation 7 of CMWSS Board Employees (Discipline & Appeal) Regulation 1978.

(Resolution No.191/95, Dated: 31-07-95).

35. PENSION & DEATH-CUM-RETIREMENT GRATUITY:

Employees in Grade II : General Manager

Employees in Grade III & IV : Deputy General Manager
Grade V to XIV

NOTE: Before the Pension & Death-cum-Retirement
----- Gratuity is sanctioned by the authorities as
above, the correctness of the connected
proposals emanating from the P&A Department
will be verified by Finance (Pay Rolls).

(Resolution No.253/99, Dated: 19.-07-99).

36. SANCTION OF FAMILY BENEFIT FUND AMOUNT TO THE FAMILIES OF DECEASED EMPLOYEES:

Grade II : General Manager

Grade III & IV : Deputy General Manager
Grade V to XIV

(Resolution No.253/99, dated: 19.07.99)

37. SANCTION OF SPECIAL PROVIDENT FUND AMOUNT TO EMPLOYEES WHO WILL BE RETIRING ON SUPERANNUATION, DEATH VOLUNTARY RETIREMENT OR MEDICAL INVALIDATION.

Post	Authority to sanction Special Provident Fund Gratuity
1. Full time Directors and All other officers of Grade-II	C.O.F.
2. Employees in Grade-III & IV	Dy. C.O.F.
3. Employees in Grade- V to XIV	A.O./S.A.O. incharge of GPF section

(Resolution No.40/2000, Dated: 20-01-2000)

38. PAYMENT OF COMPENSATION UNDER WORKMEN COMPENSATION ACT:

Workmen of all Grades : Managing Director

(Resolution No.222/80, dated: 22.4.80)

39. TO ENTER INTO AGREEMENT WITH TAMIL NADU ELECTRICITY BOARD ON BEHALF OF THE BOARD TO OBTAIN HIGH TENSION OR LOW TENSION NEW OR ADDITIONAL SERVICE CONNECTIONS.

Powers to enter into agreements either for new service connections or for additional loads to the existing service connections (both high tension and low tension supply) : Grade-III Officers
: and
: Grade-IV Engineers
: incharge of Area/
: Regions.

(Resolution No.244/80, dated: 13.12.80)

40. SIGNING AGREEMENT ON BEHALF OF THE BOARD FOR CONVEYANCE ADVANCE SANCTIONED:

Grade II : General Manager
Grade III & IV : Deputy General Manager
Grade V to XIV

(Resolution No.253/99, dated: 19.07.99)

41. MISC. ADMINISTRATIVE WORK IN AREA AND REGIONAL OFFICES:

Sl. No.	Nature of work	Officer to whom the powers are delegated
1.	Attesting the entries in the service records of the labour establishment.	Grade-VI Officer (AOs in Areas/ Regl. Offices)

Sl. No.	Nature of work	Officer to whom the powers are delegated
2.	Initiating disciplinary action on Revenue Collectors, Pursue action on them and forwarding such cases to disciplinary authority for passing final orders.	Grade-VII Officers (JAOs in Area Offices).
3.	Approval of expenses approval slips in respect of sanctioned item of expenditure where there are no deviations.	Grade-V Officers (SAOs in Area Offices).
4.	To approve the proposal for tax adjustments.	Grade-V Officers (SAOs in Area Offices).
5.	Approval of proposals for change in the classification of the consumers.	Grade – V Officers (SAOs in Area Offices).
6.	Sanction of temporary advance upto Rs.100/- in each case for urgent expenses.	Grade – V Officers (SAOs in Area Offices).
7.	Sanction of conveyance and transport charges not exceeding Rs.25/- in each case.	Grade-V Officers (SAOs in Area Offices).
8.	Sanction of CL upto the level of JAOs.	Grade-V Officers (SAOs in Area Offices).
9.	Allocation of suitable subjects to the JAOs and Assistants.	Grade-V Officers (SAOs in Area Offices).

(Resolution No.311/90, Dated: 11.9.90)

42. PERMITTING EMPLOYEES OF THE BOARD TO RETIRE ON ATTAINING THE AGE OF SUPERANNUATION/VOLUNTARY RETIREMENT/MEDICAL INVALIDATION.

Employees in Grade II : Government
Employees in Grade III : Board
Employees in Grade IV : Managing Director
Employees in Grade V & VI : Executive Director
Employees in Grade VII and below : General Manager

(Resolution No.191/95, Dated 31.07.95)
(Resolution No.191/96, Dated: 26.08.96)

43. Whenever the post of Executive Director is vacant or not filled up for any reasons, all powers delegated to the Executive Director shall be exercised by the Managing Director.

(Resolution No.191/95 Dated: 31.07.95)

44. SANCTION OF SELECTION GRADE/SPECIAL GRADE

Grade V to VIII A - Executive Director
Grade VIII B to XIV - General Manager

(Resolution No.77/97, Dated 21.03.97)

44.1 SANCTION OF LEAVE ENCASHMENT ON SUPERANNUATION/DEATH/VOLUNTARY RETIREMENT OR MEDICAL INVALIDATION.

Grade II : General Manager
Grade III & IV : Deputy General Manager
Grade V to XIV
in respect of Labour Establishment : Area Engineers/
Controlling (Grade-IV) Officers

(Resolution No.253/99, dated 19.7.99)

44-A. APPROVAL OF PAY FIXATION CONSEQUENT ON PROMOTION/ APPOINTMENT BY METHOD OF TRANSFER FROM ANY OTHER SERVICE AND APPROVAL OF PAY ANOMALY CASES.

All Grades except Grade II Officers : General Manager

In respect of Grade II Officers
(E.D., C.E.s and CCOF) : Executive Director

(Resolution No.271/2003, Dated: 10.11.2003)

Sl.No.	Name of the Posts	Exiting Scale of pay	Revised scale of Pay	Grade Pay	Grade
		Rs.	Rs.	Rs.	
<u>Group – A</u>					
1.	Managing Director	I.A.S. scale			I
2.	Executive Director	By Deputation			II
3.	Finance Director	I.A. & A.S. scale			II
4.	Engineering Director/Chief Engineer	16400 - 450 - 20000	37400-67000	8900	II
5.	Chief Controller of Finance	15000 - 400 - 18600	37400 - 67000	8800	II-A
6.	Secretary-cum-General Manager/Internal Auditor	By Deputation			III
	Controller of Finance/Superintending Engineer	14300 - 400 - 18300	37400 - 67000	8700	
7.	IT Manager	14300 - 400 - 18300	37400 - 67000	8700	III
8.	Staff Manager / Industrial Relations Manager / Public Relations Manager / Deputy Controller of Finance / Data Processing Manager / Executive Engineer / Hydrogeologist	10000 - 325 - 15200	15600 - 39100	6600	IV-A
GROUP – B					
9.	Senior System Analyst / Chief Analyst	9100 - 275 - 14050	15600 - 39100	5700	IV-B

SI.No.	Name of the Posts	Exiting Scale of pay	Revised scale of Pay	Grade Pay	Grade
		Rs.	Rs.	Rs.	
10	Assistant Executive Engineer/Chief Chemist/Water Analyst/ Deputy Hydrogeologist/ Senior Admv. Officer/ Senior Accounts Officer/ System Analyst/ Information & Facilitation Officer/Deputy Public Relations Manager	8000 - 275 - 13500	15600 - 39100	5400	V
	Medical Officer	By Deputation			
11	Admv. Officer/Accounts Officer	5900 - 200 – 9900 Upgraded to the scale of pay of Rs.7500-250-12000 (w.e.f. 12.12.2007)	9300 - 34800	4900	VI-B
12	Junior Admv. Officer / Junior Accounts Officer	5500 - 175 – 9000 Upgraded to the scale of pay of Rs.7000 - 225 - 11500 (w.e.f. 12.12.2007)	9300 - 34800	4800	VII
13	Assistant Engineer / Assistant Hydrogeologist/Technical Officer	6500-200-11100	9300 - 34800	4700	VI-A
14	Assistant Water Analyst / Chemist./ Librarian Grade-I	5900 - 200 – 9900	9300 - 34800	4500	VI-B
15	Junior Engineer/Programmer/ Depot Manager Grade-I /Farm Manager/	5500 - 175 – 9000	9300 - 34800	4400	VI-C
GROUP – C					
16	Steno - Typist Grade I / System Operator	5300 – 150 – 8300	9300 - 34800	4300	VII

Sl.No.	Name of the Posts	Exiting Scale of pay	Revised scale of Pay	Grade Pay	Grade
		Rs.	Rs.	Rs.	
17	Photographer / Technical Assistant / Steno – Typist Grade II	5000 – 150 - 8000	9300 - 34800	4200	VIII-A
18	Draughtsman – cum-Surveyor/ Mechanical Operator / Electrical Operator H.T. / Operator L.T. / Lab. Technician Grade – I	4500 – 125 - 7000	5200 - 20200	2800	VIII-B
19	Technician	4300 – 100 - 6000	5200 - 20200	2600	IX
20	Assistant / Steno – Typist Grade III / Depot Manager Grade II / Librarian / Data Entry Operator / Typist Grade I / Lab. Technician Grade –II / Electrician / Filter Operator / Chloronome Operator/ Diesel Generator Driver/Work Inspector Grade-I.	4000-100-6000	5200 - 20200	2400	IX
21	Assistant Operator (M&I)	3625 – 85 - 4900	5200 - 20200	2200	X
22	Junior Assistant / Typist / Depot Manager / Driver/ Telephone Operator / Motor Cycle Messenger / Sewer Superintendent	3200 – 85 - 4900	5200 - 20200	2000	X-A
23	Plumber/Mechanic Grade-II/ Pump House Motor Driver/ Machine Operator Grade-II/ Asst. Fitter Grade-II/Pipe Line Fitter/Pumping Operator/Electrical Pumps man	3050–75–3950-80-4590	5200 - 20200	1900	X-B
24	Field Man / Field Assistant	2750-70-3800-75-4400	5200 - 20200	1800	XI

Sl.No.	Name of the Posts	Exiting Scale of pay	Revised scale of Pay	Grade Pay	Grade
		Rs.	Rs.	Rs.	
25	Asst. Store Keeper/Helper Grade-II/Cleaner	2650-65-3300-70-4000	4800 - 10000	1650	XII
GROUP – D					
26	Blue Print Operator / Record Assistant/Sanitary Maistry	2610-60-3150-65-3540	4800 - 10000	1400	XIII
27	Office Assistant / Sweeper/ Sanitary Worker/ Watchman / Gurkha Watchman / Field Worker / Sewer Worker / Diver/Cleaner Grade-II	2550-55-2660-60-3200	4800 - 10000	1300	XIV

II. WORKS AND SUPPLY

II. WORKS AND SUPPLY

45. APPROVAL OF PROJECT PROPOSALS – INCLUDING DEPOSIT WORKS (ADMINISTRATIVE SANCTION)

<u>Extent of Powers</u>	<u>Authority</u>
Value of Project Upto Rs.2,00,000	: Superintending Engineer concerned with CCOF.
Value of Project above Rs.2.00 lakh upto Rs.10.00 Lakh	: Chief Engineer jointly with CCOF.
Value of Project above Rs.10.00 Lakh Upto Rs.25.00 Lakh	: Engineering Director with Finance Director.
Value of Projects above Rs.25.00 Lakh Upto Rs.100.00 Lakh	: Managing Director in consultation with Engineering Director, Finance Director & Executive Director.
Value of Project above Rs.100.00 Lakh	: Board.

(Resolution No.85/07, dated: 12.04.07)

NOTE:

1. Administrative sanctions shall be sought for project proposals only based on the detailed estimate cost. Outline proposal cost based on approximations shall be dispensed with. However in the case of deposit works, outline proposal cost shall be prepared so as to ensure receipt of funds before proceeding further. To enable availability of funds for investigations, Detailed Engineering etc. to be done, a revolving fund will be created.

2. i) In the case of Government aided projects, World Bank and other externally aided projects, maintenance works, irrespective of its cost and in respect of schemes funded by agencies such as Housing and Urban Development Corporations, where the funds are not routed through Government, if the overall Administrative sanction is accorded by the Government for project proposal, Administrative sanction for individual components need not be sought for from Government.

ii) Deleted.

(Resolution No.85/2007, Dated: 12.04.2007)

3. Finance Department should be consulted before sanction if lumpsum provision in the Budget is likely to be exceeded the above limit and administrative sanction shall issue with the concurrence of Finance Director.

4. The Officers in Grade II and III exercising the above powers shall place before the Managing Director a QUARTERLY REPORT of estimates sanctioned by them under these delegations. The Managing Director shall place a monthly report before the Board of all estimates sanctioned under these delegations of value exceeding Rs.10.00 Lakh.

5. All Deposit works upto Rs.3.00 Crore may be administratively sanctioned by Managing Director.

46. SANCTION OF INVESTIGATION ESTIMATES:

Superintending Engineers in consultation with Chief Controller of Finance	:	Upto Rs.1,00,000/- *
Chief Engineers in consultation with Chief Controller of Finance.	:	Above Rs.1,00,000/- and Upto Rs.2,00,000/- . *
Managing Director	:	Above Rs.2,00,000/-

(*Subject to Budget provision)

(Resolution No.85/07, dated: 12.04.07)

**47. APPROVAL OF PROJECT ESTIMATES (TECHNICAL SANCTION)
INCLUDING DEPOSIT WORKS**

Value of project upto Rs.2.00 lakh	:	Executive Engineer
Value of project above Rs.2 lakh upto 5.00 lakh	:	Superintending Engineer (Construction)
Value of project above Rs.5.00 lakh and upto Rs.25.00 lakh	:	Superintending Engineer (Planning & Design)

value of project over Rs.25.00 lakh & upto Rs.75.00 lakh. : Chief Engineer - concerned

Above Rs.75.00 lakh : Engineering Director.

- NOTE:**
1. If the estimate value is in excess of 10% of the proposed value the estimate shall not be sanctioned until a revised project proposal is prepared and sanctioned as per above.
 2. The value of road restoration charges forming part of the estimate will not be taken into account while calculating the value for the powers of technical sanction.
 3. Where a revised estimate has to be prepared during the course of execution the S.E., incharge of the work will prepare the revised estimate.
 4. The delegation will also apply to works estimates for lumpsum provision and contingencies.

(Resolution No.191/95, Dated: 31-07-95)

48. ACCEPTANCE OF PROJECT TENDERS (including deposit works)

Variation with reference to the appropriate project estimate excess.	S.E. concerned	Con-cerned S.E. with C.C.O.F. jointly	S.E. (C&M) with F.D. jointly	M.D. thro' C.E. or E.D. F.D. & Exe.Dir.	Internal Tender Committee	Tender Committee	Board
1.	2.	3.	4.	5.	6.	7.	8.
(RUPEES IN LAKH)							
1. Any minus percentage or excess Upto 5%	5.00	-	25.00	100.00	500.00	1000.00*	FULL
2. 5 to 10%	3.00	5.00	10.00	75.00	250.00	1000.00*	FULL
3. 10 to 15%	-	-	-	25.00	100.00	500.00*	FULL
4. Over 15%	-	-	-	15.00	50.00	250.00*	FULL

(Resolution No.176/2009, Dated 27.06.2009)

***This delegation is applicable for works taken up as part of contingency plan for taking drought relief works.**

Sl.No.	Description of Item	Competent Authority Proposed	Value put to Tender proposed
1	For according approval for the price offered by the successful bidder/tenderer and to award the work	Tender Committee	Upto Rs.10.00 crore irrespective of tender percentage offered by the bidders/tenderer

(Resolution No. 60/2013, Dated 23.04.2013)

48.1 FOR ACCORDING APPROVAL FOR THE TECHNICAL BIDS RECEIVED FOR THEIR SUBSTANTIAL RESPONSIVENESS TO THE ELIGIBILITY CRITERIA AND TO OPEN THEIR PRICE BIDS AS FOLLOWS:

S.No.	Competent authority to accord approval	Value of tender
1.	Managing Director	Upto Rs.1.00 crore
2.	Internal Tender Committee	Above Rs.1.00 crore and upto Rs.5.00 crore.*
3.	Tender Committee	Above Rs.5.00 crore and upto Rs.10.00 crore.
4.	Board (through Tender Committee)	Above Rs.10.00 crore.

(Res.No. 176/2009,Dated 27.06.2009)

*This delegation is applicable **for works taken up as part of contingency plan for taking drought relief works.**

Sl.No.	Description of Item	Competent Authority Proposed	Value put to Tender proposed
1	For according approval for the Technical responsiveness of the bids received under two cover system and to open their price bids	Internal Tender Committee	Upto Rs.10.00 crore

(Resolution No. 60/2013, Dated 23.04.2013)

49. ENTRUSTMENT OF WORKS ON NOMINATION:

- 1) Grade IV Officers : Upto Rs.5,000/-
- 2) Grade III Officers : Works costing Upto Rs.25,000/-
- 3) Engineering Director/ Chief Engineer : Works costing above Rs.25,000/- and below Rs.2.00 Lakh.

NOTE:

- (a) This delegation should be resorted to only in respect of emergent cases or where competitive tenders are not forthcoming.

- (b) The value of the nomination should not exceed 10% over the estimated value of the work. (Estimate rate).
- (c) All cases of nomination works approved by Engineering Director/Chief Engineer (O&M) should be reported to the Executive Director through Finance Director, every month. All the cases of nomination works approved by Grade III and IV Officers should be reported to next higher authority in the level Grade II and Grade III Officer as applicable.
- (d) For nomination consequent on termination of a contract the above limits will not apply and the provision in para 56 (ii) will be applicable.
- (e) Nomination shall normally be at or below the estimate rate, but shall in no case exceed the estimate by more than 10% (cases where estimate rate is exceeded (but within 10% excess) shall be approved by the next higher authority.

(Resolution No.282/96, Dated 30.10.96)

49.1 ANNUAL RATE CONTRACT :

Value	Competent authority to approve
Upto Rs.1.00 crore	Managing Director

(Resolution No.91/2008, Dated 02.05.2008)

50. SIGNING OF CONTRACT AGREEMENTS:

- 1. All works contracts for which tenders are floated by Superintending Engineer (C&M) irrespective of amount involved. : Contracts Engineer
- 2. All works for which tenders are called for by the construction – Superintending Engineer : Concerned Superintending Engineers/or one of the project Engineers nominated by the S.E.
- 3. All works for which tenders are called for by the Area Engineers/ Regional Engineers. : Area Engineers/ Regional Engineers

(Resolution No.233/83, Dated: 22.10.83)

51. APPROVAL OF PROJECT DEVIATIONS:

- 1. Contracts Works:

- 51.1.1. Contracts Price Escalation

If provided for in the contract : Upto 10% increase (in all) over original contract value by the authority which accepted the original tender.

Above 10% increase over original contract value by the next higher authority to the one mentioned above and the Board in case of tenders accepted by it.

NB: No escalation will be allowed if it is not provided in the contract.

(Resolution No.75/86, Dated: 18.03.86)

51.1.2: DELETION OF ITEMS AND/OR ADDITIONAL ITEMS:

1. Upto Rs.5000/- for each item and upto 5% (in all) of original contract value. : Project Engineer
2. Upto Rs.20,000/- for each item and (in all) upto 10% of the original contract value. : S.E.(Construction)
3. Above Rs.20,000/- at a time and (in all) upto 10% of original value. : C.E./E.D.

NOTE: In other cases sanction of the authority competent to accept the revised total contract value should be obtained.

(Resolution No.191/95, Dated: 31.07.95)

51.1.3. ALTERATION IN QUANTITIES:

- Upto Rs.5000/- for each alteration and upto 5% (in all) of original contract value. : Project Engineer
- Upto Rs.40,000/- for each alteration and upto 10% (in all) of the original contract value. : S.E.(Construction)
- Upto Rs.1,00,000/- for each alteration and upto 10% (in all) of the original contract value. : S.E. (Construction) & S.E.(C&M) jointly.
- Above Rs.1,00,000/- for each alteration and upto 10% (in all) of the original contract value. : C.E. or E.D.

In other cases sanction of the authority competent to award the revised total contract has to be obtained.

NOTE: Under Serial number 51.1.1., 51.1.2 and 51.1.3. the Project Estimate should be revised appropriately and approval of the competent authority obtained for the revised estimate in cases where the estimate is exceeded by more than 10%.

(Resolution No.191/95, Dated: 31.07.95).

51.1.4. CONDONING DELAY IN EXECUTION:

(FOR CONTRACT EXECUTION ONLY)

FOR CONTRACTS WITH CONTRACT PERIOD UPTO 6 MONTHS

Project Engineer : Upto 50% over & above
the contract period.

S.E.(Construction) : Above 50%

FOR CONTRACTS WITH CONTRACT PERIOD ABOVE 6 MONTHS AND UPTO ONE YEAR

S.E.(Construction) : Upto 50% over & above
the contract period.

C.E. or E.D. : Above 50% over and above the
contract period.

For Contracts with contract period above one year:

C.E. or E.D. : Upto 50% over & above the
contract period

M.D. WITH F.D. & E.D. : Above 50% over and above the
the contract period.

NOTE: The powers could be exercised only when there is no loss to the Board in granting the extension.

All extensions granted under the above delegation should be reported monthly to the next higher authority.

(Resolution No.191/95, Dated: 31.07.95).

51.1.5. GENERAL TERMS AND CONDITIONS OF CONTRACT:

- Deleted -

(Resolution No.85/2007, Dated 12.04.07.)

51.2 DEPARTMENTAL WORKS (AMENDMENTS OF ESTIMATES:)

- i) Excess is below 10% of last revised total. : No revision is necessary.
- ii) Excess is more than 10% of last revised total estimate value. : Authority competent to sanction the revised total estimate.

51.2.1. DELETION OF ITEMS AND /OR ADDITIONAL ITEMS:

- i) Upto Rs.20,000/- for each item and in all upto 10% of the original estimated value : S.E.(Construction).
- ii) Above Rs.20,000/- for each item and in all upto 10% of the original estimate value : C.E. or E.D.

In other cases sanction of the authority competent to sanction the revised estimate should be obtained.

(Resolution No.191/95, Dated: 31.07.95).

51.2.2. ALTERATION IN QUANTITIES:

- i) Upto Rs.5000/- for each item and upto 5% (in all) of original contract value. : Project Engineer.
- ii) Upto Rs.40000/- for each time and upto 10% (in all) of original estimate value. : S.E. (Construction)
- iii) Upto Rs.1,00,000/- for each time and upto : S.E. (Construction) with S.E.(C&M).

10% (in all) or original estimate value.

- iv) Above Rs.1,00,000/- : C.E. or E.D.
for each time and upto
10% (in all) of original
estimate value.

In other cases sanction of the authority competent to award the revised total contract has to be obtained.

In case of 51.2.1. & 51.2.2. the Project Estimate should be revised appropriately and approval of the competent authority obtained.

(Resolution No.191/95, Dated: 31.07.95)

52. POWERS FOR MEASUREMENT AND CHECK MEASUREMENT:

52.1. Measurement:

All works will be measured by the concerned AE/JE and recorded in the measurement book, Grade V Officers are also empowered to take and record measurements if the need arises.

52.2. Check-measurement:

Contract Value

Minimum % of Check

Measurement

	SITE ENGINEER	PROJECT ENGINEER
a) Upto Rs.1.00 lakh	25	-
b) Rs.1.00 lakh to Rs.5.00 lakh	25	5
c) Above Rs.5.00 lakh	50	10

(Resolution No.75/86, Dated: 18.03.86)

53.1 INVESTIGATION WORKS NOT “SUSCEPTIBLE TO MEASUREMENT”

Superintending Engineer (P&D) : Issue of certificates for investigation works not susceptible of measurement carried out by Executive Engineers.

(Resolution No.85/2007, Dated 12.04.07.)

53.2 APPROVAL OF MEASUREMENT CERTIFICATE COUNTER SIGNATURE OF BILLS FOR PAYMENT.

Value of the work certified.

Site Engineer	Project Engineer	Superintending Engineer (Constn.)
Upto Rs.15,000/-	Above Rs.15,000/- to Rs.2.00 Lakh	Above Rs.2.00 Lakh

(Resolution No.191/95, Dated: 31.07.95)

54 IMPOSITION OF PENALTY AND WAIVER OF PENALTY

- i) The Authority competent to impose penalty shall be Grade III Officers in-charge of the work. The penalty shall be provided in the contract.
- ii) The authority for stopping imposition of penalty will be Engineering Director.
- iii) The authority for refund of penalty already imposed and collected shall be as follows:
 - (a) Upto Rs.10,000/- : Managing Director
 - (b) Above Rs.10,000/- : Board

(Resolution No.189/89).

55. 1. REFUND OF DEPOSITS – PROJECT WORKS

Contracts Engineer : Refund of tender deposit

Superintending Engineer : Refund of Security deposit
(Construction).

55.2 REFUND OF DEPOSITS – (C&M) WORKS:

Grade IV Engineer : Refund of Tender deposit
concerned

Grade III Engineer : Refund of security deposit
concerned.

(Resolution No.75/86, Dated: 18.03.86)

56. TERMINATION OF CONTRACT

- i) The authority for termination of contracts shall be the authority empowered to accept such a contract. However in respect of contracts accepted by Tender Committee or the Board, the authority for termination of contracts shall be the Managing Director.
- ii) AWARD OF WORK ON NOMINATION IN PLACE OF TERMINATED CONTRACT.

Where a contract is terminated, the authority empowered to terminate the contract shall also be empowered to award the unfinished work on nomination at a rate not exceeding the excess percentage of the terminated contract or estimate rate whichever is higher.

(Resolution No.191/95, Dated: 31.07.95).

57. FORFEITURE OF TENDER DEPOSIT, SECURITY DEPOSIT OR RETENTION MONIES:

Authority competent to terminate the contract shall be empowered to forfeit tender deposit, security deposit, retention monies with appeals to the next higher authorities not lower than Managing Director. In case of tenders accepted by the Board, the Board is the final authority.

(Resolution No.75/86, Dated: 18.03.86)

58. APPROVAL OF DEPOSIT WORKS (NEW WORKS OTHER THAN REPLACEMENTS)

(Merged with item 45)

59. FIXATION OF RATES OF CENTAGES FOR DEPOSIT WORKS:

Charges for deposit works : Board

(Resolution No.75/86, Dated: 18.03.86)

60.1 and 60.2 : Deleted

60.3 : Substituted.

ANNEX - I

REVISED DELEGATION OF POWERS

ITEM: 60.3 - WORKS - OPERATION AND MAINTENANCE - ADMINISTRATIVE AND TECHNICAL SANCTION.

S.NO.	DESCRIPTION OF WORKS	AUTHORITY	EXTENT OF POWERS
	<u>I. ADMINISTRATIVE SANCTION:</u>		
1.	Estimates for works relating to repairs and maintenance only and not for new works	Depot. A.E./J.E.	Upto Rs.5,000/-
1.A.	Estimates for works relating to repairs and maintenance only and not for new works.(Reported to next higher authority within 30 days)	All (O&M) DAEs & AEEs.	Above Rs.5,000/- and Upto Rs.10,000/-
2.	Estimates for works relating to repairs and maintenance of Electrical/Mechanical equipments and accessories and not for new works.	A.E./J.E.(Elec.)/ (Head Works and Pumping Stations)	Upto Rs.5,000/-
2A.	Estimates for works relating to repairs and maintenance of Ele./Mechanical equipments and accessories and not for new works.	All (O&M) DAEs & AEEs.	Above Rs.5,000/- and Upto Rs.10,000/-.
3.	Estimates for works both for repairs replacement and maintenance of all works including new works within their jurisdiction (including deposit works).	Area Engineer All (O&M) Exe.Engineer.	Above Rs.10,000/- Upto Rs.2,50,000/-
3A.*	Estimates for works both for repairs, replacement and maintenance of all works including new works (including deposit works) in Head Quarters Wing.	Deleted	
4.	Estimates for works both for repairs, replacement and maintenance of all works including new works within their territorial jurisdiction (including deposit works).	S.E.(N)/S.E.(S)/ S.E. (C) All (O&M) SEs.	Above Rs.2,50,000/- Upto Rs.5,00,000/-
5.	Estimates for works under the control of S.E.(Central).	Deleted	
5A.*	Estimates for the works carried out in Head Quarters Wing.	Deleted	
6.	Estimates for works both for repairs, replacement and maintenance of all works including new works and of works in Head Quarters wing (including deposit works).	C.E. (O&M)	Above Rs.5,00,000/- Upto Rs.15,00,000/-

7.	Estimates for works both for repairs , replacement and maintenance of all works, (including new works and of works in (HQ) (including deposit works). Administrative sanction only.	M.D.	Above Rs.15,00,000/- Upto Rs.100,00,000/- (One hundred lakh only)
8.	Estimates for works both for repairs, replacement and maintenance of all works including new works and of works under the Head Quarters Wing (including deposit works) and Privatization of O&M installations. Administrative sanction only.	As in the Project work.	
(Note: For all new works, the concurrence from Finance Department has to be obtained).			
9.	Deleted. <u>THESE POWERS ARE SUBJECT TO BUDGET PROVISION</u> <u>II. TECHNICAL SANCTION:</u>		
10.	Estimates for works relating to repairs and maintenance only and not for new works.	Depot A.E./J.E.	Upto Rs.5,000/-
11.	Estimates for works relating to repairs and maintenance of Electrical/Mechanical equipments and accessories and not for new works.	A.E./J.E. (Electrical) (Head Works and Pumping Station),	Upto Rs.5,000/-
12.	Estimates for works both for repairs, replacement and maintenance of all works including new works within their jurisdiction (including deposit works).	Deputy Area Engineers (Planning, Contract and Monitoring).	Above Rs.5,000/- Upto Rs.2,00,000/-
13.	Estimates for works relating to repairs and maintenance of Electrical/Mechanical equipments and accessories and not for new works.	S.O.M.E. (D.A.E./Electrical).	Above Rs.5,000/- Upto Rs.2,00,000/-
14.	Estimates for works both for repairs, replacement and maintenance of all works including new works within their jurisdiction (including deposit works).	Area Engineer	Above Rs.2,00,000/- Upto Rs.5,00,000/-
14A.*	Estimates for works both for repairs, replacement and maintenance of all works including new works in Head Quarters Wing (including deposit works).	Deleted.	
15.	Estimates for works both for repairs, replacement and maintenance of all works including new works within their territorial jurisdiction (including deposit works).	S.E.(N)/S.E.(S) S.E.(C) All O&M SEs.	Above Rs.10,00,000/- Upto Rs.15,00,000/-

16.	Estimates for the works under the control of S.E.(Cenral).	Deleted.	
16A.*	Estimates for the works carried out by Head Quarters Wing.	Deleted.	
17.	Estimates for works both for repairs, replacement and maintenance of all works including new works and of works in HQ wing (including deposit works).	C.E.(O&M)	Above Rs.15,00,000/- .

- Counter signature of bills for the works carried out by Executive Engineer (Head Quarters).
Grade V Officer - Upto Rs.7,500/-
Grade IV Officer - Above Rs.7,500/- Upto Rs.75,000/-
Grade III Officer - Above Rs.75,000/-
- vide Resolution No.248/2004, dated 22.12.2004.

1. The value of road restoration charges forming part of the estimate will not be taken into account while calculating the value for the powers of technical sanction.
2. Where a revised estimate has to be prepared during the course of execution, the Superintending Engineer, incharge of the work will prepare the revised estimate.

i) The Board accorded approval to empower the HODs of R.O.I, R.O.II., S.T.P. , Q.A. and I.C.M.to exercise the delegation of powers on par with the Area Engineers as per item No.60.3 and 61.1. of delegation of powers, in order to maintain an uniform policy. In the case of Hydrogeology wing, the Superintending Engineer (Central) who is administratively in charge of the Section will exercise the powers applicable for Superintending Engineers in matters of the H.G. wing .

(Resolution No.6/2006, dated 3-01-2006 &
Resolution No.85/2007, Dated: 12.04.2007)

ii)The Board accorded approval to empower the Head of Department and Officials in CWSAP wing to exercise the delegation of powers on par with O&M Wing.

(Resolution No.71/2007, Dated: 21.02.2007)

1. OPERATION & MAINTENANCE - ACCEPTANCE OF TENDERS INCLUDING DEPOSIT WORKS

Variation over Departmental Estimate (excess or less)	Grade-IV Officers	Grade-III officers with DCOF other than with Bill passing powers	C.E.(O&M) with F.D.	M.D. through C.E.(O&M) & F.D.	Tender Committee
(1)	(2)	(3)	(4)	(5)	(6)
Any Minus percentage or excess upto 5%	Rs.60,000/-	Rs.1.50 lakh	Rs.3.00 lakh	Rs.5.00 lakh	Rs.75.00 lakh
Excess over 5% upto10%	Rs.40,000/-	Rs.1.00 lakh	Rs.2.00 lakh	Rs.4.00 lakh	Rs.75.00 lakh
Excess over 10% upto15%	Rs.20,000/-	Rs.40,000/-	Rs.1.00 lakh	Rs.2.00 lakh	Rs.20.00 lakh
Excess over 15%	---	Rs.10,000/-	Rs.20,000/-	Rs.5.00 lakh	Rs.10.00 lakh

(Resolution No.191/1995, Dated 31.07.1995)

&

(Resolution No.105/2000, Dated 06.03.2000)

OPERATION & MAINTENANCE - ACCEPTANCE OF TENDERS INCLUDING DEPOSIT WORKS (DELEGATION OF POWERS) REVISED AS PER THE BOARD'S RESOLUTION NO.68/98 AND APPLICABLE ONLY FOR O&M FIELD LEVEL OFFICERS AS INDICATED BELOW:

Variation over Departmental Estimate (excess or less)	Depot A.E./ J.E. or A.E./ J.E.(Electrical) HWS & PS	D.A.E. (Planning Contract & Materials or S.O.M.E. (DAE (Elect.))	Area Engineer	S.E.(N) or S.E.(S) or S.E. (HQ)	S.E.(North) or S.E.(S) or S.E.(HQ) with Dy.COF other than with Bill passing powers	C.E.(O&M) with F.D.	M.D. through C.E.(O&M) & F.D.	Tender Committee.
(1)	(2) Rs.	(3) Rs.	(4) Rs.	(5) Rs.	(6) Rs.	(7) Rs.	(8) Rs.	(9) Rs.
Any Minus percentage	5,000/-	2.00 Lakh	5.00 Lakh	10.00 Lakh	-	15.00 Lakh	25.00 Lakh	75.00 Lakh
Any Excess upto 5%	-	5,000/-	2.00 Lakh	5.00 Lakh	-	10.00 Lakh	15.00 Lakh	75.00 Lakh
Excess over 5% upto 10%	-	-	5000/-	2.00 Lakh	-	5.00 Lakh	10.00 Lakh	75.00 Lakh
Excess over 10% upto 15%	-	-	20,000/-	-	40,000/-	1.00 Lakh	2.00 Lakh	20.00 Lakh
Excess over 15%	-	-	-	-	10,000/-	20,000/-	5.00 Lakh	10.00 Lakh

These Delegation of Powers are applicable only for works for which they are empowered for according administrative sanction and technical sanction.

NOTE: Deleted.

(Resolution No.85/2007, Dated: 12.04.2007)

61.2 TENDERS FOR OPERATION AND MAINTENANCE OUTSOURCING.

Variation with reference to the contract value	E.E. Concerned	Concerned S.E. jointly with F.D.	S.E. (C&M) with F.D. jointly	M.D. thro' C.E. or E.D. F.D. & Exe. Dir.	Tender Committee	Board.
1.	2.	3.	4.	5.	6.	7.
(RUPEES IN LAKH)						
1. Any minus percentage or Excess upto 5%	5.00	-	25.00	100.00	200.00	FULL
2) 5 to 10%	-	5.00	10.00	75.00	200.00	FULL
3) 10 to 15%	-	-	-	25.00	100.00	FULL
4) Over 15%	-	-	-	15.00	75.00	FULL

(Res.No.85/2007, Dated 12.04.07.)

EXCEEDING DEPARTMENTAL ESTIMATE:

Upto Rs.50.00 Lakh : Tender Committee

Above Rs.50.00 Lakh : Board Full Power.

NOTE: 1 & 2 - Deleted.

(Res.No.85/2007, Dated 12.04.07.)

62. APPROVAL OF DEVIATION IN CONTRACTS

(OPERATION & MAINTENANCE)

62.1 CONTRACT PRICE ESCALATION:

If provided for in the contract

: Upto 10% increase (in all) over original contract value by the Authority which accepted the original tender.

Above 10% increase over original contract value by the next higher authority to the one above and the Board in case of tenders accepted by it.

No escalation will be allowed if it is not provided in the contract.

(Resolution No.75/86, Dated 18.03.06)

62.2. ALTERATION IN QUANTITIES:

1. All Area Engineers, Exe. Engineers (O&M) : Upto a value of Rs.10,000/- or 5% of the contract value whichever is less.
2. All Superintending Engineers (O&M) : Upto a value of Rs.1,00,000/- or 10% of the contract value whichever is less.
3. Chief Engineer (O&M) : In excess of Rs.1,00,000 but upto 10% of contract value.

(Resolution No.85/07, Dated: 12.04.07)

62.3 DELETION OF ITEMS AND / OR ADDITIONAL ITEMS:

1. Area Engineer/Well Field Engineer/Poondi Redhills Engineer/ Inventory Control Manager/All O&M Executive Engineers. : Upto Rs.5,000/- for each item and in all upto 5% of the original contract value.
2. Superintending Engineer (South/(North)/ (Central)/ All O&M Superintending Engineers. : Upto Rs.25,000/- for each item and in all upto 10% of the original contract value.
3. Chief Engineer (O&M) : Above Rs.25,000/- for each item in all upto 10% of original contract value.

NOTE:

1. The powers in 62.2 and 62.3 above all hold good for departmental execution of works where the percentage should be calculated on the estimate value of the work.
2. In all cases in 62.2 and 62.3 above the estimate of the work should be revised appropriately and got approved by competent authority.
3. In case of departmental execution excess upto 10% of the last revised estimate should be explained in the completion report of the work. For excess over 10% of the last revised estimate, the excess should be got approved by the authority who can sanction estimate upto the revised cost.

(Resolution No.191/95, Dated 31.07.95) and
(Resolution No.85/2007, Dated 12.04.07)

62.4. DELAY IN EXECUTION

AUTHORITY	:	VALUE
-----		-----

1. FOR CONTRACTS WITH PERIOD OF CONTRACT UPTO SIX MONTHS:

Area Engineer	:	20% Over and above the contract.
Superintending Engineer	:	20% - 50%
Chief Engineer	:	Above 50%

(Res.No.85/2007, Dated 12.04.07.)

2. FOR CONTRACTS WITH CONTRACT PERIOD ABOVE 6 MONTHS AND

UPTO ONE YEAR:

Superintending Engineer (South/North/Central)	:	Upto 50% over and above the contract period.
Chief Engineer (O&M)	:	Above 50% over and above the contract period.

3. FOR CONTRACTS WITH PERIOD ABOVE ONE YEAR:

Chief Engineer (O&M)	:	Upto 50% over and above the contract period.
Chief Engineer (O&M) and Managing Director jointly.	:	Above 50% over and above the contract period.

The powers could be exercised only when there is no loss to the Board in granting the extension.

(Resolution .No.75/86, Dated:18.03.06)

63. MEASUREMENT AND CHECK MEASUREMENT:

63.1. MEASUREMENT:

-
- i) All works will be measured by the JE/AE incharge of the work and recorded in the measurement book.

 - ii) Officers in the Grade-V are also empowered to take and record measurement if the need arises.

63.2. CHECK MEASUREMENT:

Value of work	: percentage of check ----- measurement by -----	
(1)	Grade V Officers.	(Area Engineer, Well Field Engineer, Poondi Redhills Engineer, Inventory Control Manager) Grade-IV Officers.
	(2)	(3)
Upto Rs.20,000/-	25%	-
Rs.20,000/- to Rs.50,000/-	25%	5%
Above Rs.50,000/-	50%	25%

NOTE: Check measurement by Grade-V Officers to the extent indicated above should be carried out in respect of each part bill prepared for payment.

(Res.No.75/86, Dated:18.03.06)

64. APPROVAL OF MEASUREMENT CERTIFICATE:

(Counter signature of bills for payment)

AUTHORITY -----	VALUE OF WORKS CERTIFIED -----
Grade V Officer	: Upto Rs.10,000/-
Grade IV Officer	: Above Rs.10,000/- Upto Rs.75,000/-
Grade III Officer	: Above Rs.75,000/-

(Res.No.85/2007, Dated 12.04.07.)

65. AUTHORISING WATER SUPPLY SERVICE CONNECTION

SI.No.	Name of Building	Sanction authority	Inspection Authority and responsible for the correctness of the applications before effecting connections
1.	Building upto 840 sq.ft. Floor Area	Respective Area Engineers	Respective Depot Engineers
2.	Special buildings including above 840 sq.ft. Floor Area and upto Ground +3 floors	Respective Area Engineers	Respective Deputy Area Engineers
3.	Multistoried building above Ground +3 floors	Respective Area Engineers	Respective Area Engineers

(Resolution No.63/2005, Dated: 12.03.2005)

66. AUTHORISING SEWER SERVICE CONNECTION:

Area Engineer : Upto a total of eight closets connected to a single connection.

Superintending Engineer (South/North/Central) : More than eight closets connected to a single connection.

(Resolution No.105/99, Dated: 25.03.99)

67. INSPECTION OF WATER SUPPLY AND SEWERAGE INSTALLATION
GIVING NOTICES OF DEFECTS, CUTTING OFF SUPPLY ETC.

SECTION	SUBJECT	AUTHORITY
48 (3)	Notice for leakage and wastage of water	Depot J.E./A.E.
48 (4)	Repairs to be carried out and cost must recovered (Resolution No.85/2007, Dated: 12.04.2007)	Area Engineers
49 (1)	(a) Cutting off water supply for vacancy (b) Cutting off water supply for illegal use. (c) Cutting off water supply for refusal of entry. (d) Cutting off water supply for willful damage. (e) Cutting off water supply for leak (f) Cutting off water supply for road portion leak (g) Cutting off water supply for no tap fitted. (h) Cutting off water supply for sewers not property maintained. (i) Cutting off water supply for non payment. * (j) Cutting off water supply for any default.	Depot AE/JE Area Engineer Area Engineer Area Engineer. Dy.Area Engineer. Dy.Area Engineer. Dy.Area Engineer. Area Engineer. Area Engineer. Area Engineer.
* (Res.No.85/2007, Dated 12.04.07.)		

SECTION	SUBJECT	AUTHORITY
49(4)	Restoration of water supply	Area Engineer
52	Cleaning of wells etc.	Dy.Area Engineer
53	Construction over water main	Board
53 (2)	For issuing of No Objection Certificate to have approach over the water transmission main to the private properties. (B.R.No.237/2006, Dated 27.10.2006)	M.D.
56 (2)	Direct the owner to take sewer connection	Area Engineer
57	Sewers in combination	Superintending Engineer (South/North/Central)
58	Closure of Private Sewer	Superintending Engineer (South/North/Central)
59 (2)	Closure of sewer connection for non payment (Resolution .No.85/2007, Dated 12.04.07.)	Area Engineer

60.	Closure of works	Area Engineer
63.	Carrying water mains, sewers etc. to private lands.	Managing Director
66 (1) (1)	Carrying out work and recovering cost.	Managing Director
66(1) (ii)	Removal of encroachments	Depot J.E./A.E.
66(1) (iii)	Clearing materials	Depot J.E./A.E.
66(1) (iv)	Removal of encroachments	Depot J.E./A.E.
67	Power to enter upon land	Asst. Executive Engineer concerned.

(Resolution No.75/86, Dated: 18.03.86)
(Resolution No.105/2000, Dated: 06.03.2000)

68. POWER TO ORDER CUTTING OFF WATER SUPPLY DUE TO DIRECT SUCKING OF WATER BY ELECTRIC MOTORS:

For disconnection of water supply	: Superintending Engineer (or) (South/North/Central) Chief Engineer (O&M).
* Reconnection of water supply.	: Superintending Engineer (or) (South/North/Central) Chief Engineer (O&M).

- Subject to improvement of water supply position and with prior orders of Managing Director.

(Resolution No.155/85, Dated: 30.05.85).
(Resolution No.105/99, Dated: 25.03.99).

69. DELEGATION OF POWERS FOR DROUGHT RELIEF WORKS DURING THE DURATION OF DROUGHT PERIOD ONLY.

69.1 SANCTION OF ESTIMATES FOR NEW WORKS AND ADDITIONS:

Deleted.

69.2 SANCTION OF ESTIMATES FOR REPAIR WORKS ACCEPTANCE OF TENDERS, DEVIATION IN CONTRACTS ETC.

Deleted.

69.3. TECHNICAL SANCTION OF ESTIMATES FOR DROUGHT RELIEF WORKS.

Deleted.

70. FIXATION OF HIRE CHARGES FOR BOARD'S PLANT, MACHINERY EQUIPMENT AND VEHICLES.

AUTHORITY	:	EXTENT OF POWERS
-----		-----
Engineering Director / Chief Engineer (O&M) and Finance Director jointly.	:	For all plant, machinery equipments and vehicles.

(Resolution No.222/80, Dated: 22.04.80)

71. HIRE OF BOARD'S PLANT, MACHINERY ETC.

Grade III Officers in-charge of the plant, machinery etc., can authorise the hire for use of Board's work executed departmentally or through contractors whose contract provide for hiring of departmental machinery.

(Res.No.85/2007, Dated 12.04.07.)

Hire of Board's plant, machinery etc., for use not connected with the Board's works can be authorized by the Chief Engineer/Engineering Director, if the same are not immediately required for the Board's works.

(Res.No.222/80, Dated: 22.04.80).

72. LEASE OF LAND AND BUILDING TO OUTSIDERS - Board.

(Res.No.85/2007, Dated 12.04.07.)

72-A. TO ISSUE NO OBJECTION CERTIFICATE FOR USING CMWSS BOARD LANDS AS ACCESS TO REACH THE OTHER SIDE OF PRIVATE PROPERTIES SUBJECT TO CONDITIONS THAT MAY DEEM FIT. : Management Committee

(Res.No.41/2008, Dated: 13.02.2008)

73. ADVANCE TO OTHER DEPT.HIGHWAYS AND RURAL WORKS DEPARTMENT, CHENNAI MUNICIPAL CORPORATION OTHER MUNICIPALITIES, RAILWAYS, ELECTRICITY BOARD, P&T DEPT., TELEPHONES DEPARTMENT ETC. TOWARDS COST OF WORKS TO BE EXECUTED BY THEM AT THE INSTANCE OF THE BOARD (ROAD RESTORATION, SHIFTING OF CABLES LINES ETC. WORKS).

The advance can be sanctioned by the Grade III Officer incharge of the works Superintending Engineer , Superintending Engineer (South/North/Central) provided the amount of advance does not exceed the lumpsum provisions made in the technically sanctioned estimate. In cases the payment exceed the lumpsum provision in the technically sanctioned estimate the approval of the Chief Engineer concerned as the case may be, should be obtained.

(Res.No.85/2007, Dated 12.04.07.)

If the total amount to be paid results in an excess of more than 10% over the technically sanctioned estimate, a fresh technical sanctioned estimate should be got sanctioned by the competent authority.

(Resolution No.222/80, Dated: 22.04.1980)

73-A – PAYMENT OF WAY LEAVE CHARGES

The Superintending Engineer (concerned)/Grade-III officers can approve the payment of way leave charges/lease rent to other departments/agencies provided the amount of payment does not exceed the lump sum provision made in the technically sanctioned estimate /annual budget. If it exceeds, approval of the Chief Engineer concerned as the case may be, should be obtained.

If the total amount to be paid exceeds 10% of the technically sanctioned estimate, a fresh technical sanction should be obtained from the competent authority.

(Resolution No.156/2009, Dated: 27.06.2009)

74.1. APPROVAL OF PURCHASE REQUEST:

1. STOCK ITEMS:

MONETARY LIMIT	APPROVING AUTHORITY
i) Upto Rs.2,00,000/-	: I.C.M.
ii) Above Rs.2,00,000/- below Rs.5,00,000/-	: I.C.M. WITH F.D.
iii) Above Rs.5,00,000/- to Rs.10,00,000/-	: EXECUTIVE DIRECTOR
IV) Above Rs.10,00,000/-	: MANAGING DIRECTOR.

(B) Capital Project: None : The bill of materials of the project approved by the Competent authority will be the basis. No separate approval is needed.

(Res.No.191/95, Dated: 31.07.95) &
(Res.No.105/99, Dated: 25.03.99)

2) NON STOCK ITEMS:

APPROVED AUTHORITY	MONETARY LIMIT
Officer in Grade IV	: Below Rs.10,000/-
Officer in Grade III	: Rs.10,000/- to Rs.25,000/-
Chief Engineer with Chief Controller of Finance	: Above Rs.25,000/- : to Rs.50,000/-
Engineering Director	: Above Rs.50,000/- Upto Rs.1,00,000/-
Executive Director	: Above Rs.1,00,000/- Upto Rs.2,00,000/-
Managing Director	: Above Rs.2,00,000/-

(Res.No.85/2007, Dated 12.04.07.)

74.2. APPROVING PURCHASE ORDERS:

1. FOR FRESH PURCHASE OF MATERIALS WHICH HAD EARLIER BEEN BOUGHT DURING THE PAST 12 MONTHS PERIOD (PREVIOUS PURCHASE AVAILABLE WITHIN A YEAR)

SL.NO.	AUTHORITY DELEGATED	VALUE OF POWERS
1.	BOARD	: FULL POWERS
2.	TENDER COMMITTEE	: UPTO Rs.500.00 LAKH
3.	INTERNAL TENDER COMMITTEE	: UPTO Rs.200.00 LAKH
4.	MANAGING DIRECTOR	: UPTO Rs.50.00 LAKH
5.	EXECUTIVE DIRECTOR	: UPTO Rs.10.00 LAKH
6.	FINANCE DIRECTOR	: UPTO Rs.5.00 LAKH
7.	PURCHASE MANAGER(MATERIALS)	: UPTO Rs.1.00 LAKH

(Resolution No.176/2009, Dated 27.06.2009)

74.3: FOR MATERIALS NOT BOUGHT EARLIER (DURING THE PAST 12 MONTHS PERIOD)

<u>SL.NO.</u>	<u>AUTHORITY DELEGATED</u>	<u>VALUE OF POWERS</u>
1.	Board	: Full powers
2.	Tender Committee	: Upto Rs.300.00 Lakh
3.	Internal Tender Committee	: Upto Rs.100.00 Lakh
4.	Managing Director	: Upto Rs.10.00 Lakh
5.	Executive Director	: Upto Rs.1.00 Lakh
6.	Finance Director	: Upto Rs.50,000/-
7.	Purchase Manager (Materials)	: Upto Rs.25,000

(Resolution No.176/2009, Dated 27.06.2009)

74.4: WHEN THERE IS NO TECHNICAL ESTIMATE OR WHEN THE PURCHASE IS FROM A SINGLE SOURCE.

<u>SL.NO.</u>	<u>AUTHORITY DELEGATED</u>	<u>VALUE OF POWERS</u>
1.	Board	: Full powers
2.	Tender Committee	: Upto Rs.50.00 Lakh
3.	Internal Tender Committee	: Upto Rs.25.00 Lakh
4.	Managing Director	: Upto Rs.10.00 Lakh
5.	Executive Director	: Upto Rs.2.00 Lakh
6.	Finance Director	: Upto Rs.1.00 Lakh
7.	Purchase Manager (Materials)	: Upto Rs.25,000/-

(Resolution No.176/2009, Dated 27.06.2009)

74.5: AMENDMENTS TO PURCHASE ORDERS:

Price Variation:

1. Upto 10% increase over the value of the purchase order by the authority which originally approved the purchase order. If provided for in the Purchase Order.
2. Beyond 10% by the next higher authority to the one above.
3. Board is competent to approve price variation beyond 10% for purchase approved by Board by a special sitting.

(Res.No.191/95, Dated: 31.07.95)

74.6: EXTENSION OF DELIVERY PERIOD

AUTHORITY

POWERS

Managing Director : Full powers.

(Res.No.191/95, Dated: 31.07.95).

74.7: CHANGES TO ORDER QUANTITIES RESTRICTED TO 25% OF
PROCUREMENT VALUE.

Purchase Manager	: Upto 10% Over original order quantity.
P.M. & F.D. jointly	: Upto 15% Over original order quantity.
Executive Director	: Upto 20% Over original order quantity.
Managing Director	: Upto 25% over original order quantity.

(Resolution No.85/2007, Dated 12.04.07.)

74.8: REFUND AND FORFEITURE OF TENDER DEPOSITS OF SUPPLIERS:

1. Purchase Manager : Full powers for refund.
2. Purchase Manager : Full powers for forfeiture.

(Resolution .No.19/78, Dated 15.12.78) &
(Resolution .No.105/99, Dated 25.03.99)

74.9. REFUND AND FORFEITURE OF SECURITY DEPOSIT OR RETENTION MONEY OF SUPPLIERS

Purchase Manager : Full Powers

(Res.No.105/99, Dated: 25.03.99).

74.10 EMERGENCY PURCHASE:

1. Area Engineers &
Regional Engineers/
EE (STP) and Grade IV Officers : Upto Rs.5,000/-
2. S.Es : Over Rs.5,000/- upto
Rs.10,000/-
3. Grade II Officers : Over Rs.10,000/- upto
Rs.15,000/-
4. Executive Director : Over Rs.15,000/- upto
Rs.25,000/-.
5. Managing Director : Above Rs.25,000/-.

Note: Area Engineers and Regional Engineers, Grade IV Officers, SEs and Grade-II Officers may take the administrative approval of the next immediate senior officers before exercising the emergency purchases. Further this can be operated by all SEs on very emergent purchase provided P.M. certify that the particular item is not readily available and would take inordinate delay in procuring the same by normal procedure.

(Res.No.85/2007, Dated 12.04.07.)

75. PAYMENT OF SECURITY DEPOSIT TO TAMIL NADU ELECTRICITY BOARD FOR BOARD FOR H.T. POWER CONNECTION TO THE BOARD PUMPING STATION ETC. BOTH FOR NEW/ADDITIONALS SERVICE CONNECTION AND FOR ADDITIONAL SECURITY DEPOSIT FOR THE EXISTING ONE:

Full Powers

-- Grade III Officers concerned.

75.2: ENTERING INTO AGREEMENT WITH T.N.E.B. TO DETAIN LT OR HT OR NEW OR ADDITIONAL SERVICE CONNECTION FROM T.N.E.B.

Grade III Officers & Area Engineers/Regional Officers.

(Resolution No.344/80, Dated: 13.12.80)

76. FIXATION OF UPSET PRICE

Grade-III Officers with General Manager and Controller of Finance jointly.

Grade – III Officer means the Officer under whose control the premises lies.

(Resolution No.191/95, Dated: 31.07.95).

76.2 AUCTIONING THE SALE OF USUFRUCTS:

Grade – IV Officer

: Upset value upto
Rs.10,000/-.

If the sale value is below the upset value, approval of the S.E.(S)/ (N)/(C) / and G.M. COF is necessary.

(Resolution No.191/95, Dated: 31.07.95)

76.3 CONFIRMATION OF UPSET VALUE AUCTION/TENDER

(Resolution No.85/2007, Dated: 12.04.2007).

(a) Value of sale is not below upset value.

Upto Rs.1 Lakh : Grade - IV Officer
concerned.

Above Rs.1 Lakh : Grade-III Officer
concerned.

(b) Value of sale is below upset value:

Upto Rs.1,000/- : Grade-IV Officer
concerned.

Above Rs.1,000/- to : Grade-III Officer with
Rs.10,000/- C.C.O.F. or G.M.

Above Rs.10,000/- : Grade-III Officers with
CCOF or G.M. with the
approval of F.D.

(Resolution No.191/95, Dated: 31-07-95 &
Resolution No.105/2000, Dated: 06-03-2000)

**76.4: Alteration in Quantities for disposal of scrap in
the existing contract**

(Resolution No.85/2007, Dated: 12.04.2007)

P.M. : Upto 10% over original order quantity
P.M. & F.D. jointly : 20% over original order quantity
Executive Director : 30% over original order quantity
Managing Director : 50% over original order quantity
Board : Above 50% over original order quantity

77. GENERAL POWERS:

1. The powers of delegation for works have been generally grouped under Project Works, Deposit Works and Operation & Maintenance. In respect of items not grouped under Operation & Maintenance works, the Operation & Maintenance Officers will exercise identical powers to those vested with the authority for project works.
2. In case of investigation works which are susceptible of measurement, the Officers of the "Planning & Design Wing" will exercise the same powers as given to the officers of the same Grade under Project Works.

78. PRICE FIXATION FOR SALE OF FORMS AND DOCUMENTS:

- | | | |
|-----------------|-----|---|
| 1. Tender Forms | - - | Contracts Engineer/
Purchase Manager. |
| 2. Other Forms | - - | Grade III Officer of
concerned department. |

(Resolution No.169/82, dated: 15.6.82)

79. DISPOSAL OF MOVABLE PROPERTY:

1.1. Superintending Engineer (C&M) with COF (R) upto scrap worth Rs.10,000/- (scrap of pumps and motor with capacity less than 5 HP Pipes less than 150 mm dia valves, specials less than 100 mm dia etc. or such lesser value items.

1.2 I.C.M.,C.C.O.F. jointly with the approval of the F.D. for scrap of value above Rs.10,000 and upto Rs.1,00,000/- (scrap of pump and motor with capacity more than 5 HP, transformers, DG sets compressors, pipes more than 150 mm dia, valves and specials of 100 mm and above etc. of such higher value items.)

(Resolution No.85/2007, Dated: 12.04.2007)

- | | | |
|----------------------------|---|---------------------------------|
| 1.3 Rs.1 Lakh to Rs.5 Lakh | : | Executive Director
with F.D. |
| 1.4 Above Rs.5 Lakh | : | Managing Director. |

(Resolution No.191/95, Dated: 31-07-95 &
Resolution No.105/2000, Dated: 06-03-2000)

80. DELEGATION OF POWERS TO RESOURCE PLANNING OFFICERS:

1. All powers now exercised by S.E.(Planning & Design) * will be exercised by Consultancy & Research wing in respect of World Bank Works.
2. All powers now exercised by S.E. (Planning & Design)* Construction will be exercised by C.E.(Constn.1) in respect of World Bank Works.

(Resolution No.283/87, Dated: 12-10-87)

** Consultancy & Research Wing again changed as Planning & Design Wing vide O/O.No.P&A/RA3/41/05, dated 02-06-05).

81. PURCHASE BY MATERIALS DEPARTMENT:

The authority competent to order the purchase shall obtain the prior approval of the next higher authority in all the following cases:

- a. Wherever orders are placed on a single supplier in the private sector on the basis of a single valid tender.
- b. Wherever purchase orders is placed on a company which has no DGSD rate contract, when there is a valid DGSD rate contract with other suppliers for that particular item.
- c. Wherever there is a valid DGSD rate contract for any item, but the price accepted is higher than the DGSD rate for that particular item.
- d. Wherever material is purchased without ISI mark for a product for which, there is ISI specification. Wherever Board is the competent authority, the Board's decision will be final.

82. FRESH DELEGATION OF POWERS FOR ITEMS NOT COVERED EARLIER

Approved vide Resolution No.169/82, Dated: 15.06.82.

1. REGISTRATION OF APPROVED SUPPLIERS:

Deleted.

(Res.No.85/2007, Dated: 12.04.2007)

2. (a) ADVANCE PAYMENT:

For Government Units and
proprietary manufacturing concern : Purchase Manager.

For other items Upto Rs.5 lakh : Finance Director.

For other items more than Rs.5 lakh : Managing Director.

(Res.No.105/99, dated 25.03.99).

(b) EXEMPTION FROM PAYMENT OF SECURITY DEPOSIT
EXECUTION OF AGREEMENT:

The authority competent to sanction the purchase is the authority to waive the remittance of Security Deposit and execution of agreement by the suppliers when supply is completed.

3. SERVICE AND WORKS CONTRACTS RELATING TO MATERIALS MANAGEMENT:

- i) The Service contracts covered by a recognised, schedule of rates, delegation of powers relating to works will apply.
- ii) Service contracts not covered by a recognised schedule of rates, will be treated as Purchase for purpose of delegation of powers.

(Resolution No.169/82, dated: 15-06-82).

83. PASSING OF BILLS OF NATIONALISED OIL COMPANY FOR SUPPLY OF DIESEL AND MAKING ADVANCE PAYMENT TO NATIONALISED OIL COMPANY.

Deleted.

(Resolution No.85/2007, Dated: 12.04.2007)

84. PROCUREMENT OF PETROLEUM PRODUCTS SUCH AS, SERVO ENGINE OIL SUPER 40 AND LUBRICANT OIL DIRECTLY FROM NATIONALISED OIL COMPANY.

Purchase Manager : Full powers to procure
monthly requirement
against advance payment.

(Resolution No.191/95, Dated: 31-07-95)

85. PLACING OF QUARTERLY INDENT FOR LEVY CEMENT FROM M/S. TAMIL NADU CEMENTS CORPORATION:

Full Powers : Managing Director

(Resolution No.327/84, Dated:19-11-84)

86. EXEMPTION FROM PAYMENT OF EMD.

For exemption from payment of Security Deposit and execution of agreement and also to consider quotations and tenders without payment of EMD only in case of Government Sector units and Co-operative Societies etc., according to the provisions made in the Government Orders.

- FINANCE DIRECTOR.

(Resolution No.191/95, Dated: 31-07-95)

86.A TO ISSUE NO OBJECTION CERTIFICATE FOR CLEARANCES REQUIRED BY OTHER AGENCIES

NOC for Swimming Pools within City when referred by CMDA.	-	Chief Engineer(O&M)
Concurrence for in-situ Sewage Treatment Plants and Swimming Pools outside Chennai City when referred by CMDA.	-	Engineering Director

(Res.No.18/2008, Dated: 05.01.2008)

**III. OFFICE EXPENSES AND OTHER
INCIDENTAL EXPENSES**

III. OFFICE EXPENSES AND OTHER INCIDENTAL EXPENSES

87. Repair and Maintenance

(a) Passenger Vehicles

Authority

Extend of Powers

General Manager and all
Grade-III Officers.

- All repairs upto the limit of ceiling fixed for repairs from time to time by the Board.

(b) Field Vehicles

i) Light Vehicles

General Manager and all
Grade-III Officers.

- All repairs upto the limit of ceiling fixed for repairs from time to time by the Board.

ii) Lorries

Grade-III Officers

- All repairs upto the limit of ceiling fixed for repairs from time to time by the Board.

NOTE: Grade-III Officers are designated as Officers in charge of the vehicles allotted to them or to their subordinate Officers.

(Resolution No.314/84, Dated: 19.10.84)

(c) Relaxation of ceiling on consumption of diesel for vehicles.

-- Deleted.

(d) Fixation of ceiling higher than one fixed on consumption of petrol for vehicles

Full powers

- Managing Director to fix any reasonable ceiling for vehicles higher than the one fixed by Government.

(Resolution No.185/94, Dated: 7.7.84)

(e) Repair expenditure for the Board's vehicles in excess of ceiling limit fixed by the Government for each year.

1) Executive Director

- Powers to incurring expenditure in excess of ceiling fixed for repairs per year and also excess over ceiling of fuel fixed per month (within the overall life time/K.M. performance).

2) Managing Director

- Powers to condemn or continue the vehicle beyond the life period/ K.M. performance

(Resolution No.85/2007, Dated: 12.04.2007)

3) Board

- Powers for replacement in the place of condemned vehicle.

(Resolution No.229/96. Dated: 26.08.96)

88. FURNITURE AND FIXTURES:

i) Deputy General Manager

: Upto Rs.5,000/- on each occasion with a ceiling of Rs.10,000/- per month.

ii) General Manager

: Above Rs.5,000/- on each occasion and Upto Rs.20,000/- per month.

iii) Grade-III Officers

: Rs.5,000/- on each occasion and a ceiling of Rs.10,000/- in a year.

iv) Finance Director

: Above Rs.10,000/- to Rs.50,000/- on each occasion.

- v) Executive Director : Above Rs.50,000/- to Rs.1,00,000/-.
- vi) Managing Director : Above Rs.1.00 lakh upto Rs.5.00 lakh (Subject to budget provision).
- viii) Board : Above Rs.5.00 Lakh

(Resolution No.85/2007, Dated: 12.04.2007)

89. MAINTENANCE OF BUILDINGS NOT OWNED BY THE BOARD:

- Grade IV Officers : Rs.1,000/-
- Managing Director : Upto Rs.10,000/-
- Board : Above Rs.10,000/-

(Resolution No.85/2007, Dated: 12.04.2007)

90. COMPUTER PURCHASE:

Existing provision deleted.
The delegations under Sec.74.2 & 74.3 may be followed.

(Resolution No.85/2007, Dated: 12.04.2007)

91. RENTS, RATES AND TAXES:

(a) RENT:

- i) Finance Director with Executive Director : Upto a monthly rent of Rs.5,000/-.
- ii) Managing Director & Finance Director. : Monthly rent of above Rs.5,000/- and upto Rs.25,000/- per month.
- iii) Board : Above Rs.25,000/- per month.

(Resolution No.85/2007, Dated: 12.04.2007)

92. (1) TELEPHONE CHARGE:

- | | |
|-------------------|---|
| General Manager | - New residential connections for authorised officials as indicated by the Board. |
| Managing Director | - New connection for Office. |

(Resolution No.43/78, Dated 10.01.79)

(a) TO APPROVE EXCESS CALL:

- | | |
|-------------------|--|
| Managing Director | - Any excess call charges which are made by the officers in any category due to official contingencies and in exceptional cases due to functional necessity. |
|-------------------|--|

(b) PROVISION OF CELL PHONE:

Managing Director New Cell Connection

(Resolution No.187/2004, dated 04-11-2004)

93. INSURANCE CHARGES:

- | | |
|-------------------------------|------------------------------------|
| For vehicles | : Vehicle using Officer concerned. |
| Fidelity Insurance charges | : Finance Director |
| <u>Other Insurances:</u> | |
| Premium upto Rs.500 per Annum | : General Manager |
| Above Rs.500 to Rs.1000/- | : Executive Director |
| Above Rs.1000/- | : Managing Director |

(Resolution No.191/95, Dated: 31-07-95)

94. ADVERTISEMENT CHARGES:

a) Publicity compaign and Exhibition

- | | |
|-------------------|---------------|
| Managing Director | - Full powers |
|-------------------|---------------|

(Resolution No.150/91, Dated: 13.05.91)

b) Newspaper Advertisement excluding Tenders:

Public Relations Manager	: Upto Rs.4,000/-
General Manager	: Rs.4001 to Rs.10,000/-
Finance Director	: Rs.10001 to Rs.40,000/-
Managing Director	: Above Rs.40,000/-

(Resolution No.191/95, Dated: 31.07.95)

c) Newspaper Advertisement: Tenders.

General Manager	: Upto Rs.5,00,000/-*
Finance Director	: Above Rs.5,00,000/- *

* Issued through DIPR.

(Resolution No.191/95, Dated 31.07.95)

95. BOOKS, NEWSPAPER AND PERIODICALS:

(a) Purchase of Books:

General Manager	: Upto Rs.1000/- at a time with a ceiling of Rs.5,000/- per annum.
Finance Director	: Upto Rs.2,000/- at a time with a ceiling of Rs.10,000/- per annum.
Executive Director	: Above Rs.10,000/- at a time.

(b) News papers and periodicals:

General Manager	: Upto Rs.1000/- per month.
Finance Director	: Above Rs.1,000/- & Upto Rs.2,000/-
Managing Director	: Above Rs.2,000/- .

(Resolution No.150/91, Dated: 13.05.91)

96. REFRESHMENT EXPENSES

i) Refreshment Expenses

Grade I to III Officers : Rs.400/- per month on certification.

Area Engineers/Grade IV Officers : Rs.300/- per month on certification

(Resolution No.85/2007, Dated: 12.04.2007)

ii) Meetings

General Manager : Upto Rs.3,000/- each time.

Executive Director : Above Rs.3,000/- each time.

(Resolution No.85/2007, Dated: 12.04.2007)

iii) Entertainment Expenses on Guests and Visitors:

Grade II Officer : Upto Rs.2,000/- per annum

General Manager : Upto Rs.5,000/- at a time

Executive Director : Above Rs.5,000/- at a time.

(Resolution No.191/95, Dated: 31.07.95)

97. LEGAL CHARGES:

General Manager : Fees and charges upto Rs.2500/- for each suit or item.

Finance Director : Above Rs.2500/- and upto Rs.5000/-

Managing Director : Above Rs.5000/- and Upto Rs.1.00 lakh.

Board : Above Rs1.00 Lakh.

APPOINTMENT OF LEGAL EXPERTS/PRACTITIONERS/FIRMS AS AND WHEN REQUIRED ON NEED BASIS -- MANAGING DIRECTOR.

(Resolution No.250/2006, Dated: 27.10.2006)

97.1. PAYMENT OF LEGAL FEES TO ADVOCATE GENERAL BETWEEN POST ADVOCATE GENERAL, ASST. ADVOCATE GENERAL, GOVT. PLEADER, ASST. GOVT. PLEADER, PUBLIC PROSECUTOR.

Managing Director : Upto Rs.50,000/-

Board : Full Powers

(Resolution No.85/2007, Dated: 12.04.2007)

98. AUDIT FEES AND EXPENSES

Board - Full Powers

(Resolution No.43/78, Dated: 10.01.79)

99. DONATIONS AND CHARITIES:

Board - Full powers

(Resolution No.43/78, Dated: 10.01.79)

100. CONSULTANCY FEES

(a) ENTRUSTMENT OF CONSULTANCIES:

Managing Director : Upto Rs.50,000/-

(Resolution No.85/2007, Dated: 12.04.2007)

(b) APPROVAL OF CONSULTANCY BILLS

Chief Engineers concerned
with F.D : Full powers.

(Resolution No.85/2007, Dated: 12.04.2007)

101. MISCELLANEOUS EXPENSES UPTO RS.100/- NOT INCLUDED IN ITEMS 87 TO 100 ABOVE:

Officers in the Grade of
Area Engineers and above. : Upto Rs.5000/-

Deputy Area Engineers : Upto Rs.2000/-

Depot AE/JE : Upto Rs.1000/-

(Proc.No.CMWSSB/FIN/EXP/E-1/03785/97, Dated: 09.12.2002)

102. EXPENDITURE ON PHOTOGRAPHY

(a) General Manager - Upto Rs.1000/- on each
occasion.

(b) Managing Director - Above Rs.1000/- on each
occasion.

(Resolution No.150/91, Dated: 13.05.91).

103. PAYMENT OF ELECTRICITY CHARGE HIGH TENSION & LOW TENSION BILLS

Area Accounts Officer/Regional
Accounts Officers as the case may be - Bills relating to Area
Offices /Regional Offices
Depot Offices, Pumping
Station under Areas/
Regions.

A.E.E. (Buildings) - Head Office

Inventory Control Manager - Central Stores

NOTE:

1. All bills will be processed by the concerned Areas/Regional Offices and paid from the Special imprest opened for the purpose.

2. Suitable registers should be maintained in the Offices concerned to record the charges paid each month in respect of each service connection wherein the average charges for the last 12 months should also be worked out. If the average is more than 5% of the previous month's average it should be brought to the notice of the Area Engineer/Regional Engineer/General Manager/Purchase Manager (Materials) for investigation that it is not due to any defects in the machinery/meter etc.

3. 'Belated payment charges' if any included in the bills should also be brought to the notice of the Officers as above, explaining the circumstances in which it has become due so that responsibility could be fixed and the amounts recovered from the employees concerned.

(Resolution No.222/80, dated 22.04.80)

104. POSTAL AND TELEGRAPH CHARGES INCLUDING COMMISSION OF MONEY ORDERS

Officers in Grade IV - Full Powers

(Resolution No.222/80, Dated: 22.04.80)

105. EXPENDITURE ON INAUGURAL FUNCTIONS AND FOUNDATION STONE LAYING CEREMONIES:

Head of Department	: Rs.2000/- for schemes : costing upto Rs.10 Lakh.
	: Rs.5,000/- for schemes : Costing Rs.10 Lakh to : Rs.20 Lakh.
	: Rs.10,000/- for schemes : above Rs.20 Lakh.
Board	: In excess of the limits mentioned above.

(Resolution No.191/95, Dated: 31-07-95)

IV. FINANCIAL MATTERS

IV. FINANCIAL MATTERS

106. AUTHORITY COMPETENT TO AUTHORISE OPENING OF BANK ACCOUNT AND MAKE DEPOSITS:

An order authorising opening of a Bank Account and making a deposit therein shall be in writing and all such orders shall be passed by the MANAGING DIRECTOR of the Board.

(Resolution No.7/78, dated: 14-08-78)

107. AUTHORITIES COMPETENT TO SIGN CHEQUES AND OTHER INSTRUMENTS, LETTERS ETC.

i) Cheque, instruments, letters etc., in respect of the Board's Bank accounts at the Head Office shall each be signed by any two of the following officials of the Board.

1. Managing Director
2. Executive Director
3. Engineering Director
4. Finance Director
5. Chief Engineer
6. General Manager
7. Chief Controller of Finance

One of them being,

- a. Finance Director or
- b. Chief Controller of Finance

ii) Cheques, Instruments, Letters, etc., in respect of Board's Bank Accounts at the Area offices shall be signed by

i) One of the concerned Area Engineers or Executive Engineers

ii) the concerned Senior Accounts Officer or Accounts Officer

(Resolution No.191/95, Dated: 31-07-95)

(Resolution No.105/2000, Dated: 06-03-2000)

108. DRAWAL OF CHEQUES:

HEAD OFFICE

I) Upto Rs.5,00,000/- at a time

- i) SAO or AO in charge of Cash Section jointly with the Dy. C.O.F. in charge of Cash Section in Finance Department.
- ii) In the absence of the SAO or AO in charge of Cash Section or the Dy.C.O.F. in charge of Cash Section either the SAO/AO or the Dy. C.O.F. jointly with another Dy. C.O.F. in Finance Department.
- iii) In the absence of both in Cash Section any two of the Deputy C.O.Fs. in Finance Department.

II) Rs.5,00,001 and above at a time

- i) The SAO/AO or the Dy.C.O.F. in charge of Cash Section jointly with the Controller of Finance.
- ii) In the absence of either the SAO / AO or the Dy. C.O.F. in charge of Cash Section either of the SAO / AO or Dy. C.O.F. as the case may be jointly with the C.C.O.F. or in the absence of both the S.A.O./A.O. or the Dy.C.O.F. in charge of Cash Section any one of the Dy.C.O.F. in Finance Department jointly with the Chief Controller of Finance.
- iii) In the absence of SAO / AO or the Dy.C.O.F. in charge of Cash Section and the Controller of Finance any one of the Deputy Controller of Finance, Finance Department jointly with the Finance Director.

NOTE: F.D., Exe.Dir., & C.M.D. will have powers to sign cheques without any limits and normally, in cases of urgency and in the absence of C.C.O.F. Cheques are signed by the F.D., Exe.Director and M.D.

(Resolution No.191/95, Dated: 31.07.95)
(Resolution No.105/2000, Dated: 06.03.2000)

AREA AND OTHER UNIT OFFICES:

The Senior Accounts Officer or Accounts Officer in charge of the Area, Region or other unit offices along with the Engineer Counter part i.e. the Area Engineer, Regional Engineer etc., as the case may be without any financial limit.

In respect of Quality Assurance Wing*, Sewage Treatment Plant* and Regional Office-III* the J.A.O. will exercise the drawing powers along with the Technical Officers in cases where there are no A.O./S.A.O. in these units.

(Resolution No.191/95, Dated: 31-07-95)

*A.O. is incharge of Q.A. Wing. S.A.O. is incharge of STP as per Re-organisation. Region III is defunct.

109. PRE-AUDIT OF CONTRACTORS BILLS : All bills above
SUPPLIERS BILLS : Rs.20,000/-
AND EXPENSES BILLS :

(Resolution No.191/95, Dated: 31-07-95)

110. INVESTMENT OF BOARD'S FUNDS:

Investment of short-term : Managing Director in
funds (1 year) : consultation with
Executive Director and
Finance Director.

(Resolution No.191/95, Dated: 31-07-95)

111. PASSING OF BILLS FOR CONTRACTORS, SUPPLIERS, REFUNDS, ADJUSTMENTS AND DEBITS NOTES:

- a) Head Office - All type of bills including capital bills.
- i) Upto Rs.40,000/- the SAO or AO incharge of bill passing sections in Finance Department.
- ii) Rs.40,000/- and above the Deputy C.O.F. in charge of the respective bill passing sections.

(b) Unit Offices - All type of bills other than Capital bills.

- i) Upto Rs.40,000/- the SAO or AO of the respective Unit Office.
- ii) Rs.40,000/- and above the SAO or AO in charge of the respective Unit Offices along with the Deputy Controller of Finance dealing with the subject in Finance Department at Head Office.
- iii) The J.A.O. will exercise the powers of SAO/AO of Area Offices and passing of bills etc. in *Quality Assurance Wing, *Sewage Treatment Plant, *Regional Office-III in case where there are no AO/SAO in these units, subject to a maximum of Rs.20,000/-.

(Resolution No.191/95, Dated: 31-07-95)

*A.O. is incharge of Q.A. Wing. S.A.O. is incharge of STP as per Re- organisation. Region III is defunct.

(c) ALL TYPE OF CAPITAL BILLS:

To be sent to Head Office as per existing procedure.

(Resolution No.191/95, Dated: 31-07-95)

(d) PRE-AUDIT:

AMENDED ARRANGEMENTS:

i) All type of bills including general expenses bills, bills of Pension, Gratuity, Commutation but excluding pay bills and T.A. bills passed at Head Office as well as at Unit Offices.

- a) Upto Rs.40,000/-. No need for pre-audit but are subject to 100% audit after payment.
- b) Above Rs.40,000/- subject to audit before payment.

(Resolution No.251/2008, Dated: 22.11.08)

- ii) Pay bills and T.A.bills passed at Head Office as well as at Unit Offices.

No need for pre-audit but are subject to 100% audit after payment.

(Resolution No.191/95, Dated: 31.07.95)

iii) The Suppliers and Contractors bill shall be pre-audited in Internal Audit Wing. The bills above Rs.50.00 lakh should be passed by SAO/IA Wing and C.O.F. (Internal Audit).

(Resolution No.16/2006, Dated:03-01-06)

112. AUTHORISING IMPRESTS AND INCREASE IN IMPREST AMOUNTS:

Full Powers - Finance Director

(Resolution No.43/78, Dated: 10-01-79)

113. AUTHORISING TRANSFER OF FUNDS FROM ONE BANK ACCOUNT TO ANOTHER:

Full Powers - Finance Director

(Resolution No.43/78, Dated: 10-01-79)

114. PASSING OF BILLS FOR OFFICE EXPENSES:

Upto Rs.5,000/- - Officers at the rank of
Sr. Accounts Officer.

Above Rs.5,000/- - Dy.C.O.F. incharge of
Expenses Section.

(Resolution No.328/96, Dated: 04-01-96)

115. PURCHASE OF FIXED ASSETS ALREADY PROVIDED FOR AND APPROVED SPECIFICALLY IN THE BUDGET.

1. Assets of value at Rs.50,000/- and below:

- Superintending Engineer
Concerned Purchase Manager
(Materials) in consultation with
Controller of Finance.

2. Rs.50,000/- to Rs.1,00,000/-

- Engineering Director or
Chief Engineer in
consultation with
Finance Director.

3. Rs.1,00,000/- to Rs.2,00,000/-

- Managing Director

4. Above Rs.Two Lakh - Board

(Resolution No.191/95, Dated: 31.07.95)

116. PURCHASE OF FIXED ASSETS NOT PROVIDED FOR IN THE BOARD'S BUDGET

Upto Rs.10,000/- : Managing Director

Above Rs.10,000/- : Board

(Resolution No.191/95, Dated: 31.07.95)

117. SALE OF FIXED ASSETS:

a) Sale of fixed assets : Book value exceeding
not declared as : Rs.25,000/-
unserviceable : - Board

Book value exceeding not
Rs.25,000/-

- M.D.

Sale by tender of - Managing
fixed assets Director.
declared as
unserviceable.

Sale by auction of - I.C.M.
fixed assets
declared as
unserviceable.

(Resolution No.191/95, Dated: 31.07.95) &
(Resolution No.105/95, Dated: 25.03.95)

118. AUTHORITY FOR DECLARING FIXED ASSETS AND STORES MATERIALS AS UNSERVICEABLE SCRAP/SURPLUS BEFORE DISPOSAL BY TENDER OR AUCTION.

Special Committee consisting of EXECUTIVE DIRECTOR, Finance Director and Engineering Director will examine and decide the cases for disposal of unserviceable materials/surplus.

(Resolution No.191/95, Dated: 31.07.95)

119. SALE OF SCRAP MATERIALS:

Sale by auction or by Tender - I.C.M.

(Resolution No.43/78, Dated: 10.01.79) &
Res.No.105/99, Dated: 25.03.99).

120. PAYMENT OF EX-GRATIA COMPENSATION TO WORKERS:

Deleted.

(Res. No.85/2007, Dated: 12.04.2007)

121. (a) WRITE OFF OF IRRECOVERABLE ITEMS OF REVENUE OR LOANS LOSSES AND STORES.

- i) Upto Rs.1,000/- and below each time. : Chief Controller of Finance.
- ii) Above Rs.1,000/- but below Rs.5,000/-. : Finance Director.
- iii) Above Rs.5,000/- but below Rs.10,000/- : Executive Director.
- iv) Above Rs.10,000/- but below Rs.20,000/- : Managing Director.
- v) Above Rs.20,000/- and upto Rs.25,000/- : Board.
- vi) Above Rs.25,000/- : Government

NOTE: A quarterly statement giving the write offs approved under delegated powers should be furnished to the Board.

(Resolution No.39/2000, Dated: 21.01.2000) &
(Resolution No.105/2000, Dated: 06.03.2000)

b) WRITE OFF OF IRRECOVERABLE AMOUNT OF FESTIVAL ADVANCES FROM PENSIONERS:

The Finance Director shall be the authority to write off any irrecoverable amount of festival advance from pension. The total amount written off should not exceed Rs.5,000/-. (Rupees Five Thousand only) in a year.

(Resolution No.191/95, Dated: 31.07.95)

122. RATES OF DEPRECIATION:

The FINANCE DIRECTOR is authorized to decide the percentage of depreciation on merits of each case.

(Resolution No.236/80, Dated: 11.06.80)

123. ENGAGING THE STAFF DURING LATE HOURS AND HOLIDAYS AND SANCTION OF OUT OF POCKET ALLOWANCE TO THE STAFF FOR THE WORK DONE:

Permission for engaging staff for late hours duty on working days shall be obtained as below:

Sl.No.	Details of Staff	From whom permission to be obtained
01.	Personal staff attached to full-time Directors and Senior Officers.	Respective Director or Officer.
02.	Staff of Board Section	Secretary-cum-General Manager.
03.	Others	Finance Director.

The rates of out-of-pocket Allowance payable with effect from 16.09.2010 are:

i) For working on holidays

Sl. No.	Designation	Rate per	
		Holiday Rs.	Half-a-day Rs.
01.	Assts/Jr.Assts./Typist/Steno-typists upto Rs.5200-20200 with Grade Pay of Rs.2400 in the revised Pay Scale	60.00	30.00
02.	Record Assts.	40.00	20.00
03.	Office Assistants	40.00	20.00
04.	Drivers	80.00	-

ii) For working late hours on working days

The Out of Pocket Expenses for having worked more than 10 hours on working days is Rs.50/-. For the purpose of calculation of half-a-day allowance, a minimum of 3 hours working beyond Office hours is required.

(Resolution No.174/2010, Dated: 14.09.2010)
(Board Proceedings No.22/2010, Dated: 16.09.2010)

123.(a) OUT OF POCKET EXPENSES TO THE STAFF WORKING IN LEGAL CELL

Authority
to sanction
the allowance.

Assts./Jr.Assts. in Legal Cell those
who are attending court duties what ever
be the actual number not exceeding
four and subject to condition that
they are not eligible for claiming
Auto fare.

Rs.350/- p.m.

G.M.

(Res. No.85/2007, Dated: 12.04.2007)

124. Power to withdraw incorrect/excess demand for Tax/Charges raised for
Consumers, Industries and Bulk Consumer.

- (a) Controller of Finance : Upto Rs.10,000/-
(b) Finance Director : Above Rs.10,000/- upto Rs.50,000/-
(c) Executive Director : Above Rs.50,000/- upto Rs.1.00 Lakh
(d) Managing Director : Above Rs.1.00 Lakh

(Res.No.359/96, Dated: 23.12.96)

125. Passing Final Orders on Vacancy Remission

1. Area Engineer along with Senior Accounts Officer : Upto Rs.1.00 lakh
2. Superintending Engineer in charge of (O&M) along with Controller of Finance : Above Rs.1.00 lakh

(Board Res.No.69/2008, Dated: 31.03.2008)