

(5)

**OFFICE OF DIRECTOR(ADMINISTRATION)
Delhi Urban Shelter Improvement Board,GNCTD,
Punarwas Bhawan, I.P.Estate, New Delhi-110002.**

No:PA/DIR(Admn)/2012/D-138

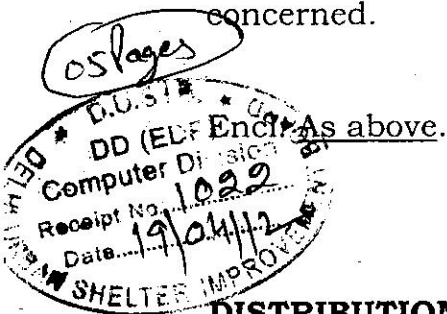
Dated: 13/04/2012

OFFICE ORDER

In Continuation to the office order bearing no-PA/DIR(Admn)/2012/D-99 dated 14/3/2012, the Delegation of Powers on several other issues have been approved by the Competent Authority. The Table-A, B & C annexed herewith depict the Delegation of Powers so approved.

Further, in case any item is not mentioned herein, the Power shall vest with CEO(DUSIB) before its subsequent delegation. In Medical cases which require special consideration, power shall vest with CEO(DUSIB). The Financial powers will be exercised with the concurrence of Finance.

This is notified for information & necessary action by all concerned.



DIRECTOR(ADMN)
13/4/12

DISTRIBUTION :-

1. P.S. to C.E.O.(DUSIB) for kind information of latter.
2. P.S. to Member(Admn) for kind information of latter.
3. P.S. to Member(Finance) for kind information of latter.
4. P.S to Chief Engineer(DUSIB) for kind information of latter.
5. All Directors(DUSIB)
6. All SEs(DUSIB)
7. B&FO(DUSIB)
8. All Dy.Directors/All A.O.s
9. Office Copy/Guard file.

**DELEGATION OF POWERS IN R/O ADMINISTRATIVE
MATTERS**

S.NO.	NATURE OF POWER	CATEGORY OF EMPLOYEES IN R/O WHOM THE POWER IS DELEGATED	AUTHORITY TO WHICH THE POWER IS DELEGATED
1	Allotment/Change of Staff Quarter	All Categories	Allotment Committee duly constituted with the approval of Mem.(Admn.)/ H.O.D.
2	Permission to allow N.O.C. for Electricity/Water Connection in r/o Staff Quarters	All Categories	Dy.Dir.(Admn.)
3	Permission for retention of Staff Quarter for 4 Months after superannuation	All Categories	Director(Admn./ Head of Office
4	Permission for retention of Staff Quarter for 2 Years to legal heirs in case of Death of an employee.	All Categories	Member(Admn./ H.O.D.
5	Request for surrender of Staff Quarter	All Categories	Dy.Dir.(Admn.)
6	Damages in r/o Staff Quarters	All Categories	Dir.(Admn.)/ Head of Office after the same is checked by Finance Wing
7	Powers in connection with cases relating to misuse/subletting/u/a construction of staff quarter and issuance of eviction/sealing orders etc.	All Categories	Member(Admn./ H.O.D.
8	Any remaining power in r/o staff quarters	All Categories	Director(Admn./ Head of Office with the approval of Mem.(Admn.)/ H.O.D.
9	Approval of fresh Appointments/Consideration of Officers on Deputation	All Categories	C.E.O.
10	Approval of recommendations of D.P.C./ Screening Committee	Group C & D	Member(Admn.)
11	Approval of recommendations of D.P.C./ Screening Committee	Group A & B	C.E.O.
12	Permission for visiting Out of India	Group A	C.E.O.
13	Permission for visiting Out of India	Group B, C & D	Member(Admn.) / H.O.D.
14 (a)	Purchase of Books for Library	Upto Rs.50,000/-	Director(Admn.) / Head of Office
14 (b)	Purchase of Books for Library	Above Rs.50,000/-	Member (Admn.)/ Head of Deptt.

NOTE :- Any Govt. of India Orders implemented in Govt. of NCT of Delhi will also be applicable on DUSIB.



 13/4/12

Delegation of Powers in respect of service matters dealt in Establishment branch / Engineering wing

S.No	Nature of powers	Officer to whom power delegated for staff whose Personnel files are maintained in Esstt branch	Officer to whom power delegated for staff whose Personnel files are maintained C.E office, Circle office, Division office
1.	Leave Sanction.		
(A)	All kinds of leaves in r/o Group A	Director (Admn) / Head of office	Head of office like C.E, S.E, E.Es
(B)	All kinds of leaves in r/o Group B,C,D	Dy Director (Admn)	
(C)	Period of un-authorised absence to be treated as dies-non for all purposes	Director (Admn) / Head of office for all categories	
2.	Pensionary Dues / Terminal dues in Death cases.		
(A)	Sanction of leave encashment payment and its difference related payment.	Director (Admn) / Head of office for all categories	Head of office like C.E, S.E, E.Es
(B)	Signing and forwarding of Retirement / death related forms / matter	Director (Admn) / Head of office for all categories	Head of office like C.E, S.E, E.Es
(C)	Sanction of all Gratuities, Commutation of Pension, Pension, Family Pension, GPF final Payment,	Head of Deptt for Group A	NIL
		Dir(Admn) / Head of office for Group B,C,D	NIL
(D)	Advance / withdrawal from GPF in r/o all categories	Director (Admn) / Head of office	NIL

13/4/12

(F)	Benevolent Fund	Dir(Admn) / Head of office for all categories	-
(F)	Deciding of Disputes related with legal hiers related with death matters	Head of Deptt for Group A & Dir(Admn) / Head of office for Group B,C,D	-
3.	Children Education allowance (CEA)		
	Sanction of Children education allowance / and any payment of its difference	Director (Admn) / Head of office for all category 's	Head of Office
4.	Leave Travel Concessions (LTC)		
	Sanction of LTC Advance & claims and payment of encashment of Earned leave on a/c of LTC	Director (Admn) / Head of office for all category 's	Head of Office
5.	Pay fixation Matter		
	Pay -fixation in r/o all categories	Director (Admn) / Head of office for all categories	Head of Office
6.	Sanction of Advances such as Scooter / Motor Cycle , Motor car, computer Advance , festival Advance	Director (Admn) / Head of office for all category 's	Sanction of Festival Advance - Head of Office
7.	Release of Annual Increment and service verification	Director (Admn) / Head of office for Group A Dy Director (Admn) for Group B,C,D	Head of Office
8.	Payment of honorarium in case of arduous nature of work for which extra strenuous efforts are to given	Head of Department for group B & C amount of honorarium will depend on the nature / quantum of work.	NIL


 13/4/12

8.	Sanction of Medical expenditure for indoor treatment	Director (Admn) / Head of office upto the limit of Rs 1.0 Lac Member Administration / Head of Deptt beyond Rs 1.0 Lac	
----	--	--	--


13/4/12
Dy. Director (Admn)

①


TABLE - 'C'

SANCTION OF CONTINGENT EXPENDITURE

Director(Admn/CT)/Head of Office

Dy. Director(Admn/CT)

(a) Local purchase of Stationery item, fire protection Appliances, rubber stamps and office seal	Full powers upto limit of Rs 15000/- each case with consultation of local finance.	(a) Full powers upto limit of Rs 5,000/- each case with consultation of local finance.
(b) Printing and binding Charges	Full powers upto limit of Rs. 15,000/- in each case subject to consultation with the local finance.	(b) -do-
(c) Payment of petrol bills	Full powers with prescribed limit.	NIL
(d) Fixture & Furniture repair	Full powers upto limit of Rs. 15,000/- in each case Subject to consultation with the local finance.	NIL
(e) Post and Telegraphs charges	Full powers upto limit of Rs. 15,000/- in each case subject to Consultation with the local finance.	NIL
(f) Publication Charges	Full powers upto limit of Rs. 50,000/- in each case subject to Consultation with the local finance.	NIL
(g) Audit Charges	Full powers upto limit of Rs. 50,000/- in each case subject to consultation with the local finance.	NIL
(h) Call Charges (Office & Residence)	Full powers upto limit of Rs. 15,000/- in each case subject to consultation with the local finance.	NIL


13/4/12

- (i) Washing Charges/ Expenditure
- (j) Over Time Allowance upto 50 Hrs.
- (k) Over Time Allowance upto 100 Hrs.

Full powers upto limit of Rs. 15,000/- in each case
subject to consultation with the local finance.


Director (Admn.)/ Head of Office

Member (Admn.)/ Head of Deptt.

NIL

NIL

NIL


13/4/12