

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T.
OFFICE OF THE SUPERINTENDING ENGINEER- III

No: SE-III/ C.III/D-60/2012

Dated: 23 /2/12

POINT WISE INFORMATION OF RTI ACT, 1 TO 17 MANUALS

PARTICULARS OF ORGANISATION - CIRCLE-III

- i) **FORMULATION OF ANNUAL PLAN:-** The main functions & duties of Circle Office is to compile the reports received from the Executive Engineers working under SE-III in respect of schemes to be implemented by DUSIB during the operative annual plan.
- ii) **MONITORING OF PLAN SCHEMES:-** Financial as well as physical achievements on the basis of information received from Executive Engineers working under Circle.
- iii) **PROPOSAL FOR RELEASE OF FUNDS:-** The action plan for proposed work under various schemes is prepared and submitted to the finance through Chief Engineer.
- iv) **PERIODIC REPORTS OF FISCAL AS WELL AS PHYSICAL NATURE TO DELHI GOVT:**
Physical as well as financial achievements on monthly basis are regularly transmitted to the P&M Division of DUSIB.
- v) Background notes/material for various subjects meetings/Plan review meetings. These are prepared as & when required related to this office.
- vi) **Preparation of Annual Administrative Reports/Budget speech highlighting the achievement of the DUSIB Department:-** Nil
- vii) Preparation of replies for Parliament/ Assembly Questions. Desired/Required replies to Parliament Cell through C.E are submitted/ related to this office.
- viii) Drafting of Action Taken Reports on the minutes of the meeting, replies of Audit Paras/RTI. Regularly monitored by this office.

STAFFING PATTERN OF CIRCLE-III

S.NO	DESIGNATION	SANCTIONED POST	EXISTING POST	
1	SUPTDG. ENGINEER	1	1	
2	EX. ENGINEER (P)	1	1	
3	ASSTT.ENGINEER	4	3	

4	ASST. DIRECTOR	1	1	
5	PS	1	1	
6	P.A.	1	1	
7	JUNIOUR ENGINEER	9	5	
8	D/MAN GR-I	1	-	
9	D/MAN GR-II	2	2	
10	U.D.C	2	2	
11	L.D.C	3	2	
12	PEON	1	1	
13	DISPATCH RIDER	1	1	

2) POWER AND DUTIES OF OFFICERS/EMPLOYEES : The financial powers of the engineering officers is as under:-

S.No	Nature of powers	Authority to which the power is deligated	Scope of delegation of powers (figures in lacs.of Rs.)	Remarks.
1.	To accord Technical Sanction	S.E E.E A.E	Full powers 10 lacs. 0.5 lacs	
2.	To sanction estimates of expenditure for works/ purchase/ of stores and acceptance of tenders.	S.E E.E A.E	25 lacs. 10 lacs. 0.5 (only estimate)	With the concurrence of finance.
3.	Sanction of excess over estimate.	S.E E.E	Upto 10% in all cases upto Rs.25 lacs. Between 10 to 20% by next higher authority. Beyond 20% revised estimate will be prepared and approved by next higher authority. Upto 10% in all cases upto Rs.10 lacs. Between 10 to 20% by next higher authority. Beyond 20% revised estimate will be prepared and approved by next higher authority.	With the concurrence of finance.

4.	Sanction of extension of time	S.E E.E	Full power upto 25 lacs. However where such period exceed 1/3 of completion period by the next higher authority. Full power upto 10 lacs. However where such period exceed 1/3 of completion period by the next higher authority.	With the concurrence of finance.
5.	Sanction of extra substitute item in estimate technically sanctioned.	SE EE	Upto 10% in all cases upto Rs.25 lacs. Between 10 to 20% by next higher authority. Beyond 20% revised estimates will be prepared and approved by next higher authority. Upto 10% in all cases upto Rs.10 lacs. Between 10 to 20% by next higher authority. Beyond 20% revised estimates will be prepared and approved by next higher authority.	With the concurrence of finance
6.	Payment against delivery.	SE EE	Upto 2 lacs. Upto 1 lac.	With the concurrence of finance
7.	Purchase of proprietary article.	SE EE	Up to 2 lacs. Upto 1lac.	With the concurrence of finance
8.	Payment to electric company/govt. department	SE EE	Upto 25 lacs. Upto 10 lacs. Subject to provision in sanctioned estimates.	
9.	Acceptance of single tender.	SE	Case upto 10 lacs.	With the concurrence of finance

10.	Award of work without call of tender/spot quotation.	SE E.E.	Cases upto 1 lacs (not exceeding 2 lacs P.M) Cases upto 0.5 lacs (not exceeding 1 lacs P.M)	
11.	Conducting negotiation with the lowest tenderer	SE EE	Cases upto 25 lacs. Cases upto 10 lacs.	In the presence of ACA. In the presence of Accountant.
12.	To sanction contingent expenditure (not covered under estimates)	SE EE	Upto Rs.0.1 lacs. Upto Rs.0.05 lacs.	With the concurrence of finance
13.	Exemption to execute contract agreement .	SE EE	Cases upto 1 lacs. Cases upto 0.50 lacs.	With the concurrence of finance

Functions of this office are performed as a team work and cannot be compartmentalized.

3) PROCEDURE FOR DECISION MAKING: As per financial powers, the decision making authorities are as respective EEs and SE-III and high ups.

4) NORMS FOR DISCHARGE OF FUNCTIONS: The instructions & manuals being followed in respect of implementations of the approved Plan Schemes which are being implemented on behalf of Delhi Govt. are contained in the Annual Plan Documents brought out by the Planning Department of GNCTD on yearly basis.

5) RULES, REGULATIONS FOR DISCHARGE OF FUNCTIONS:- In respect of works the CPWD Works Manual is followed, in respect of service rules the CCS Conduct Rules of Delhi Govt. as well as of Central Govt. are being followed.

6) STATEMENT OF CATAGORIES : – There are from Class IV to Class-I officials/ officers such as Beldars, Peons, L.D.C, UDC, AD, P.A/P.S, AEs, EEs and S.E.

7) DETAILS OF CONSULTATIVE COMMITTEES AND OTHER BODIES:- N.A.

8) LIST OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES:

N.A.

9) DIRECTORY OF OFFICERS/EMPLOYEES:-

S.NO	NAME OF THE OFFICERS/OFFICIALS	DESIGNATION	ADDRESS	PHONE NO.
1	SH. SHANTI SWAROOP	SUPTDG. ENGINEER-III	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014.	9717999216
2	SH. SUDESH KUMAR	EX. ENGINEER(Plg.)	G.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9717999315
3	SH. A.K.BHATNAGAR	ASSTT.ENGINEER(Plg.)	G.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9717999340
4	SH. SANJAY KUMAR SRIVASTAVA	ASSTT. ENGINEER(Plg.)	G.F, 1, Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9650298796
5	SH.MOHD. ASLAM	ASSTT. ENGINEER(plg.)	G.F, 1, Kilokri, Opp. Maharani Bagh, N.Delhi-110014	
6.	SMT. ASHA BHARDWAJ	PS TO SE-III	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9717999231
7	SH. SHEKHAR DUTT SHARMA	ASSTT. DIR.	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9650298805
8	SH. TRILOK CHAND	J.E.	G.F, 1, Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9717999141
9	SH. VEER PAL	J.E.	G.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9717999
10	SH. SURENDER KUMAR MADAN	J.E.	G.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	
11	SH.ASHWANI KUMAR SETIA	D/MAN GR-I	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110044	9811887907
12	SH. MOHD.SAJID	D/MAN GR.-I	G.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	9811191824
13.	SMT. ALKA BHAGAT	UDC	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	
14	SH.SUBE SINGH	UDC	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	
15	SH. GANGA PRASAD	UDC	F.F, 1,Kilokri, Opp. Maharani Bagh, N.Delhi-110014	

4.	Sh. R.R.Singhla	EX.ENGINEER D.D.VII, Ist. Floor, 1, Kilokari, Opposite Maharani Bagh,N.D.100014	9717999218
5	Sh.Sudesh Garg	EX.ENGINEER(P),G.F. 1, Kilokari, Opposite Maharani Bagh,N.D.100014	9717999315

17) OTHER INFORMATION PRESCRIBED (ORGANIZATIONAL CHART)

:

a) SUPERINTENDING ENGINEER-III

:

b) FIVE EXECUTIVE ENGINEERS i.e DD-III, DD-V, DD-VI, DD-VII & EE(Plg.)

:

c) Engg. Asstt. (E.A)

:

d) P.S/P.A

:

e) ASSTT. DIRECTOR

:

f) UDCs

:

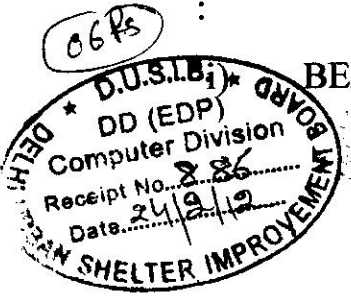
g) LDCs

:

h) PEONS

:

BELDARS



[Signature]
27/04/2012 S.E.III

DY.DIRECTOR(EDP)