

**HARYANA URBAN DEVELOPMENT AUTHORITY
MANIMAJRA (UT), CHANDIGARH.
ORDER.**

In exercise powers conferred under section 51 of the Haryana Urban Development Authority Act,1977, in the interest of efficiency, speedy development and with a view of decentralise the powers/ functions, the delegations at Annexure 'A' (Pages 1-16) are hereby made in favour of various Officers of HUDA by the Haryana Urban Development Authority in its meting held on 03.01.1989.

Dated, Manimajra, the
13th Sep. 1989.

R.K. SINGH
CHIEF ADMINISTRATOR
HARYANA URBAN DEV.
AUTHORITY.

IMMEDIATE /OUT TODAY.

Endst. No. ADA®-89/26625
18.09.1989.

Dated

A copy along with Annexure 'A' is forwarded for information / necessary action to the:-

1. All Administrators, HUDA.
2. Chief Town Planner, HUDA, Panchkula.
3. Chief Engineer, HUDA, Panchkula.
4. Controller of Finance, HUDA.
5. All Superintending Engineer, HUDA.
6. All Estate Officers, HUDA.
7. All Executive Engineers, HUDA.
8. All offices at Head quarters and in field of HUDA.
9. All Branch In charges of Headquarters.

They are requested to implement the new delegation of powers with the existing staff till additional staff is sanctioned.

Secretary,
Haryana Urban Development Authority,
Manimajra (UT), Chandigarh.

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ANNEXURE 'A'

**DELEGATION OF FUNCTIONS/POWRS OF AUTHORITY AS
INCORPORATED IN HARYANA URBAN DEVELOPMENT AUTHORITY ACT,
1977.**

Sr. No.	Sr. No. of item in Annexure II of the proposal.	Section of the act.	Powers of Authority as incorporated in the Act.	Officers empowered/ authorized to exercise the powers / functions of the Authority.
1	2	3	4	5
1.	1(II)	3	To Sign contracts on behalf of the Authority.	1. Chief Administrator. 2. Administrator/Superintending Engineer 3. Executive Engineer 4. Estate Officers. Subject to the policy decision by the Authority and regulations, if any.
	1. (iii)	3	To sue and be sued in legal matters.	1. Chief Administrator. 2. Administrator. 3. Controlling Officer. 4. Estate Officer. 5. Executive Engineers.

Officers at Sr. No. 3,4,5 will keep the Administrator informed of the stage of the case.

1	2	3	4	5
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2	5	41	Sanction for prosecution for any offence punishable under the Act.	1. Chief Administrator. 2. Administrator.
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3.	7	45	Certification of the records of the Authority for purposes of admission as evidence.	1. Chief Administrator. 2. Secretary (HUDA). 3. Administrators. 4. Estate Officers.
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Contd..

Delegation of Administrative and Financial powers made under Section 51 of HUDA Act, 1977 on behalf of the Haryana Urban Development Authority:-

Sr. No.	Sr. No. of item in Annexure II of the proposal.	Nature of power.	Authority to whom delegated.	Extent of power delegated.
1	2	3	4	5
1.	1	Power to declare Headquarters of any employee of the Authority.	Chief Administrator, Administrator.	Full Powers Full Powers for class III and Class IV employees within his administrative jurisdiction.
2.	2	Power to define the limits of sphere of duty of employee of Authority.	Chief Administrator, Administrator.	Full Powers Full Powers for class III and Class IV employee within his administrative jurisdiction.
3.	4	Power to fix pay.	Chief Administrator Administrator Controlling officer, Head of office.	In accordance with the rules contained in Chapter IV of the C.S.R. Vol. I, Part-I.
4.	5	Power to appoint an employee of Authority to held temporarily or to officiate in more than one post.	Chief Administrator Administrator Controlling Officers.	Full Powers Full Powers for class III and Class IV employees.

Contd. ..

1	2	3	4	5
5	7	Power to Grant or permit an employee of Authority of receive Honorarium.	Chief Administrator Administrator / Controlling Officer	Full Powers. i) to permit to receive full powers. ii) to grant as per Govt. instructions Full Powers.
6	8	Power to sanction the taking of work for which a fee is required.	Chief Administrator.	Full Powers.
7	9	Power to sanction the acceptance of fees.	Chief Administrator.	Full Powers.
8	11	Power to grant extension of joining time.	Administrator. / Controlling Officer. Chief Administrator.	Full Powers of Class III & IV employees upto 30 days. Full powers.
9	12	Grant of traveling & daily allowance to the employee of the Authority including approval of tour programme.	Controlling Officer.	Full Powers in accordance with the rules & scales laid down in CSR Vol. III (T.A. Rules) in respect of officers under him and the staff working in his office.

Contd....

1	2	3	4	5
			Chief Administrator.	Full Powers in accordance with the rules & scales laid down in CSR Vol. III (TA Rules) including non-official members of the Authority working at Head office.
10	14	Inflicting of punishment on the employees of the Authority.	Administrator/ controlling officers.	Minor punishment to Class III employees. Full power in case of class IV employees.
11	15	Power to re-appropriate funds under various heads of receipts & expenditure within the approved budget.	Controlling officer Administrator Chief Administrator	Full powers upto Rs. 50,000/- in a year against the sanctioned estimate. Upto Rs. 1.00.000/- in a year against the sanctioned estimate. Full Powers.
12	16	Sanction of non-recurring expenditure not otherwise specified in this delegation order.	Head of office Administrator/ Controlling Officer.	Rs. 2,000/- on any one item. Rs. 5,000/- on any one item.
13	17	Sanction of expenditure of telephone connections for official use of officer of the Authority.	Chief Administrator. Administrator.	Full Powers Full Powers subject to entitlement of an officer as per Govt. instructions.
14	18	To sanction expenditure of recurring nature not otherwise specified in this order.	Head of office. Administrator / Controlling Officer.	Rs. 2,000/- per Annum. Rs. 10,000/- per Annum.

1	2	3	4	5
15	19	To sanction payment of demurrage charges.	Chief Administrator/ Controller of Finance. Controlling officer.	Full power in respect of Head quarters office. Full powers in respect of subordinate offices (All cases will be reported to the Chief Administrator).
16	21	To Sanction hiring / payment of rent of ordinary office accommodation / godown.	Controlling officer.	Up to Rs. 3,000 /- subject to the condition that certificate of non availability and reasonability of rent from the Engineering cell of the Authority is obtained.
17	23	To sanction payment of municipal or cantonment taxes and rents.	Chief Administrator Head of office. Controller of Finance	Full Powers. Full powers subject to the conditions that such taxes are assessed by the competent authority. -do-
18	24	To sanction expenditure in connection with Civil suits instituted with the sanction of competent Authority.	Administrator. Estate Officer. Chief Administrator.	Upto Rs. 2,000/- in each case. Upto Rs. 500/- in each case. Full powers.

Contd.....

1	2	3	4	5
19	25	Grant of compensation to employees of the Authority under workmens compensation Act.	Administrator Chief Administrator	Upto Rs. 1,000/- in each case. Full powers.
20	26	To sanction purchase of books and maps.	Head of office. Administrator / Controlling officer. Chief Administrator.	Upto Rs. 500/- per annum provided cost of one book does not exceed Rs. 75/-. Upto Rs. 2,500/- per annum provided the cost of one book does not exceed Rs. 300/-. Full Powers.
21	27	To sanction purchase of periodicals & newspapers required for official use.	Head of office. Administrator / Controlling officer.	Rs. 150/- P.M. Rs. 400/- P.M.
22	28	To sanction expenditure on account of printing of forms and leaflets etc.	Chief Administrator. Administrator / Controlling officer. Chief Administrator.	Full Powers. Upto Rs. 25,000/- per annum. Full Powers.
23	29	To sanction purchase of typewriters.	Head of office. Administrator / Controlling officer. Chief Administrator.	Full powers to extent of No. of type writers sanctioned for their office at the rate fixed by the Govt. Full powers to the extent of No. of typewriters as per scale sanctioned for their office at the rate fixed by Govt. Full Powers
1	2	3	4	5
24	33	To sanction entertainment.	1) Head of office. 2) Controlling officer.	Up to Rs. 200/- per month.

			3) Administrator.	Up to Rs. 500/- per month. Up to Rs. 1000/- per month.
25	34(a)	To sanction lease through public auction for temporary cultivation of agriculture land pending development of Urban Estate.	Controlling Officer.	Full powers for office under them (Proceedings) of auction will be sent to Chief Administrator, for confirmation.
	(b)	To give land upto 500 sq.yds on temporary lease to any Govt. or public sector undertaking for public use upto 2 years.	Administrator	Full Powers
	(c)	To sanction lease of land for tax/tempo union and water piau from year to year basis subject to the policy determined by the Authority.	Administrator	Full Powers
26	37	To declare articles of stores and stock surplus or un serviceable.	1. Head of office. 2. Controlling Officer. 3. Chief Administrator.	Upto Rs. 500/- Upto Rs. 5000/- Full Powers.
27	38	Sanction sale of articles of stores and stock through public auction declared surplus or unserviceable by the competent Authority.	1. Head of office. 2. Controlling Officer. 3. Chief Administrator.	Upto Rs. 500/- Upto Rs. 5000/- Full Powers.
28	39	Sanction sale of grass and other produce from trees in the Urban Estates through Public auction.	Head of office.	Full Powers (Proceeding auction will be sent to Administrator for confirmation).

1	2	3	4	5	
29	41	Sanction the writing off finally of the irrecoverable value of stores of Authority money lost by fraud or similar other causes.	1. Controlling officer. 2. Administrator. 3. Chief Administrator	Upto Rs. 1000/- A report. Upto Rs. 5000/- Should be. Upto Rs. 10000/- made to the next higher authority.	
30	42	Power to appoint class-III (Clerk, Steno-typist, Driver) and Class-IV against sanctioned strength of the Authority.).	Administrator.	a) Full power for class IV employees. b) in case of class III power to appoint only adhoc employees – till the posting of a regular employee.	Common Cadre of HUDA employees will remain intact.
31	43	Power to grant immediate ex-gratia relief to the employees of HUDA in case of death / grievous injury while on duty.	1) Administrator. 2) Chief administrator.	1) in case of death Rs. 1000/- 2) in case of grievous injury Rs. 500/- subject to adjustment from the amount finally sanctioned.	
				Full powers subject to adjustment from the amount finally sanctioned.	
32	44	To accord administrative approval and sanction of expenditure for each item.	1) Administrator. 2) Chief administrator.	Upto Rs. 10.00 lacs subject to the extent of budget provision & availability of the funds in the price fixation of the schemes. Upto Rs. 20.00 lacs, above Rs. 20.00 lacs but below Rs. 100.00 lacs with prior approval of Chairman.	

1	2	3	4	5
33	45	To sanction and to purchase contingency items for the office use.	i)Administrator (HQ) ii) Superintending Engineer (HQ). iii) Secretary, HUDA, iv) Controller of Finance.	Up to Rs. 500/- P.M.
34	46	To sanction payments on account of testing charges etc.	Superintending Engineer (H.Q.) Executive Engineer (H.Q.)	Upto Rs. 1000/- Per item. Upto Rs. 500/- Per Item.
35	47	To sanction excess over estimate for maintenance and repairs.	Superintending Engineer/ Administrator. Chief Engineer.	Upto an extent at 5% above the estimate. Full powers.
36	48	To sanction decrease / increase in permanent or temporary limits of reserve stock of Division once sanctioned by HUDA.	Superintending Engineer / Administrator. Chief Engineer.	Upto 25% Full powers.
37	49	To sanction repair and carriage of tools and plants.	Chief Engineer Superintending Engineer Executive Engineer	Full Powers Upto Rs. 10,000/- Upto Rs. 5,000/-
38	50	To sanction estimate for repairs and carriage of tools and plants including special tools and plants.	Superintending Engineer / Administrator.	Full Powers subject to budget provision.

1	2	3	4	5
39	51	To sanction estimate for the purchase of and manufacture of tools and plants including special tools and plants.	Superintending Engineer/ Administrator	Up to Rs. 50,000/- in each case. The power is subject to the provision that the construction estimate of the subsidiary of general project to which the work belong has not been closed and subject to the such restriction as the Chief Engineer may impose.
40	52	To convey administrative approval for works other than residential buildings.	Chief Administrator Superintending Engineer	Up to Rs. 5.00 lacs. Upto Rs. 2.00 lacs out of storage charges subject to budget provision.
41	53	To accord technical sanction to detailed estimates of original works, special repairs.	Chief Engineer Superintending Engineer/ Administrator Executive Engineer	Upto 5% in excess of amount administratively approved by the competent authority. Up to Rs. 10.00 lacs or 5% as above whichever is less. Upto Rs. 1.00 lacs or 5% as above whichever is less.
43	54	To issue work order on scheduled rates for the works & repairs after collecting spot quotations.	Sub Divisional Engineer	To issue work order on schedule rates for the works and repairs after collecting spot quotations upto Rs. 2500/-.

Contd.....

1	2	3	4	5
45	55	To executive the work on schedule rates without calling quotations.	Sub Divisional Engineer.	To execute the work on schedule rates without calling quotations upto Rs. 1,000/- (Rs. One thousand only).
46	56	To make petty purchases/ payments on account of work done / payment out of contingency of work upto Rs. 100/- each item.	-do-	To make petty purchases/ payment on account of work done/payment out of contingency of works upto Rs. 250/- subject to provision in the estimate and to a maximum of Rs. 2,500/- per month - Rs. 10,000/- in a year. Full Powers.
47	57	To accord technical sanction to estimate for maintenance and repairs.	Chief Engineer Superintending Engineer Executive Engineer	Upto Rs. 5,00,000/- in each case and within the limits assigned for his circle in the budget under each head of service. Up to Rs. 25,000/- in each case and within the limit assigned for his division in the budget under each head of service.
48	58	To sanction new works or addition chargeable to extensions and improvements..	Superintending Engineer Executive Engineer	Upto Rs. 2,00,000/- Up to Rs. 10,000/-
49	59	To sanction expenditure on survey and other preliminary works connected with the preparation of scheme.	Chief Engineer Superintending Engineer Executive Engineer	Up to Rs. 5.00 lacs subject to the condition that funds have been provided in the budget. Up to Rs. 20,000/- subject to the condition that funds have been provided in the budget. Up to Rs. 5,000/- subject to the condition that funds have been provided in the budget.

1	2	3	4	5
			Superintending Engineer/ Administrator.	<p>i) Approval of next higher authority is obtained if tender other than lowest is to be accepted and also if single tender is to be accepted. .</p> <p>ii) No higher rates are paid than those contained in the Haryana schedule of rates plus permissible ceiling premium or rates in the sanctioned estimates.</p> <p>i) Up to Rs. 5.00 lacs full powers.</p> <p>ii) Up to Rs. 15.00 lacs when tendered rates not more than 5% over Haryana schedule of rates plus permissible ceiling premium and non-scheduled items do not exceed 10% of the estimate.</p> <p>Full Powers.</p>
53	63	Powers to purchase stores for the works in emergent cases.	Chief Engineer Superintending Engineer/ Administrator.	<p>Up to Rs. 10,000/- per item at a time subject to a maximum of Rs. 25,000/- in a year. The purchase shall be made on competitive rates by inviting tenders / quotations.</p>
			Executive Engineer	<p>Up to Rs. 2000/- per item subject to a maximum of Rs. 10000/- in a year. The purchase shall be made on competitive rates by inviting tenders / quotations.</p>

Contd.....

Sr. No.	Sr. of item in Annexure-II of the proposal.	Nature of power	Extent of power delegated.
1	2	3	4
58	68	Powers to purchase items of stores by calling tenders against sanctioned estimates.	<p>1) Purchase upto Rs. 5.00 lacs in case shall be made by lower purchase Committee consisting of:-</p> <ol style="list-style-type: none"> 1) Administrator 2) Superintending Engineer. 3) Head of the Accounts wing with Administrator. 4) Executive Engineer. <p>2) Purchase exceeding Rs. 5.00 lacs upto Rs. 1.00 lacs in each case shall be made by Higher Purchase Committee consisting of:-</p> <ol style="list-style-type: none"> 1) Chief Engineer/ Engineer-in-Chief. 2) Controller of Finance. 3) Superintending Engineer. 4) Executive Engineer (Member Secretary). <p>3) Purchase exceeding Rs. 10.00 lacs and upto Rs. 20.00 lacs by Higher Committee with the approval of Chief Administrator (Power of Chief Administrator, HUDA already approved by the Authority).</p> <p>4) Purchase exceeding Rs. 20.00 lacs upto Rs. 100.00 lacs Higher Committee with the approval of Chairman, HUDA. (The powers of Chairman, HUDA already approved by the Authority).</p> <p>5) Purchases exceeding Rs. 100.00 lacs by the Sub – Committee consisting of:-</p> <ol style="list-style-type: none"> 1) Chief Secretary (Chairman) 2) Non-official Member, HUDA. 3) Commission & Secretary, Finance Department. 4) Commissioner & Secretary, Town & Country Planning Department. 5) Chief Administrator. 6) Engineer-in-Chief PWD (B&R). 7) Engineer-in-Chief (PH.) <p>(The constitution of Committee already approved by the Authority).</p>

1	2	3	4	5
59	69	Powers to fix reserve price of commercial / Residential/ Industrial sites for the purpose of auction.	Chief Administrator. Administrator.	Full powers as per policy laid down by the Authority. The initial reserve price of a particular site shall be fixed by the Chief Administrators on the recommendation of the Administrator and thereafter full powers in respect of subsequent auction as the policy laid down by the Authority.
60	70	Powers to accept the auction bids for commercial / residential / industrial sites.	Chief Administrator Administrator.	Full Powers. Full powers provided the highest bid in more than the reserve price and minimum of 3 bids have been received. If a site is not sold even after three attempts at a price higher than the reserve price the administrators may revise the price downwards upto maximum of 10% of the reserve price.
61	71	Powers to fix the reserve price of Malba and to accept the auction bids of the same.	Chief Administrator Administrator.	Full Powers. Full Powers as per the policy laid down by the Authority.
62	72	To accord sanction for advertisement and payment of bills of auction / public notices published in news papers through D.P.R. Haryana.	Chief Administrator. Administrator. Estate Officer.	Full Powers Up to Rs. 30,000/- per draw, Upto Rs. 2,500/- per day.
63	74	To sanction manufacturing estimate of Horticulture Nursery and other works except special tools, plants and motor vehicles.	Chief Engineer Superintending Engineer/ Administrator. Executive Engineer.	Up to Rs. 15.00 Lacs. Up to Rs. 5.00 Lacs. Up to Rs. 50,000 Lacs.

HARYANA URBAN DEVELOPMENT AUTHORITY MANIMAJRA (UT).

ORDER.

In exercise of the powers conferred under section 51 of the Haryana Urban Development Authority Act, 1977, for speedy disposal of purchase cases and speedy execution of works the delegation made as per Annexure 'A' issued vide Secretary HUDA, Endst. NO. ADA@-89/26625 dated 18.09.1989 have been modified as per enclosed Annexure, by the Authority in its meeting held on 24.01.1990.

The Authority also approved the modification of powers of the Chief Engineer, HUDA which were earlier delegated to him to sanction expenditure of purchase of material through rate contract sources vide secretary HUDA Endst NO. 1079/2007-2105 dated 01.03.1979 and it has been decided that these powers will vest with the committee as in the case of purchase being effected by ceiling tenders. It has also been decided to include the name of Administrator, HUDA (HQ) as member of Higher Purchase Committee.

Dated, Manimajra the
16th March , 1990

R.K. Singh
Chief Administrator,
Haryana Urban Development Authority.
Manimajra (UT).

Endst No. 7980

Dated 17.04.1990

A copy along with a copy of Annexure is forwarded for information & necessary action to the :-

1. All Administrators, HUDA.
2. Chief Town Planner, HUDA, Panchkula.
3. Chief Engineer, HUDA, Panchkula.
4. Controller of Finance HUDA, Manimajra.
5. Superintending Engineer, HUDA, in the State.
6. All Estate Officer, HUDA, in the State
7. All Executive Engineer, HUDA, in the State.

Already delegated Powers

Sr. No.	Nature of power	Authority to whom delegated.	Extent. of power delegated.	Proposed delegation of powers.
1	2	3	4	5
32	To accord administrative approval and sanction of expenditure for each item.	1) Administrator 2) Chief Administrator.	Up to Rs. 10.00 lacs subject to the extent of budget provision and availability of funds in the price fixation of the scheme. Up to Rs. 20.00 lacs, above Rs. 20.00 lacs but below Rs. 100.00 lacs with the prior approval of Chairman.	No Change. Up to Rs. 50.00 lacs, above Rs. 50.00 lacs but below Rs. 200.00 lacs with the prior approval of Chairman.
53	Powers to purchase items of stores by calling tenders against sanctioned estimates.	--	1) Purchase upto Rs. 5.00 lacs in each case shall be made by lower purchase. Committee consisting of:- 1) Administrator 2) Superintending Engineer 3) Head of the Accounts wing the Administrator. 4) Executive Engineer.	Powers to purchase items of stores by calling tenders or through rate contract sources against sanctioned estimates.

1	2	3	4	5	6
			<p>2) Purchase exceeding Rs. 5.00 lacs upto Rs. 10.00 lacs in each case shall be made by Higher Purchase Committee consisting of:-</p>	-----	<p>2) Purchase exceeding Rs. 5.00 lacs upto Rs. 10.00 lacs in each case shall be made by Higher Purchase Committee consisting of:-</p>
			<p>1) Engineer-in-Chief /Chief Engineer 2) Controller of Finance. 3) Superintending Engineer 4) Executive Engineer (Member Secretary)</p>		<p>1)Engineer-in-Chief /Chief Engineer. 2)Administrator (HQ) 3)Controller of Finance. 4) Superintending Engineer 5) Executive Engineer (Member Secretary)</p>
			<p>3) Purchase exceeding Rs. 10.00 lacs and upto Rs. 20.00 lacs by Higher Committee with the approval of Chief Administrator.</p>		<p>3) Purchase exceeding Rs. 10.00 lacs and upto Rs. 50.00 lacs by Higher Committee with the approval of Chief Administrator.</p>
			<p>4) Purchase exceeding Rs. 20.00 lacs upto Rs. 100.00 lacs by Higher Committee with the approval of Chairman, HUDA.</p>		<p>4) Purchase exceeding Rs. 50.00 lacs upto Rs. 200.00 lacs by Higher Committee with the approval of Chairman, HUDA.</p>

1	2	3	4	5	6
			<p>5) Purchase exceeding Rs. 100.00 lacs by the Sub Committee consisting of:-</p> <p>1) Chief Secretary (Chairman)</p> <p>2) Non-official member, HUDA.</p> <p>3) Commissioner & Secretary, Finance Department.</p> <p>4) Commissioner & Secretary Town Country Planning Department.</p> <p>5) Chief Administrator, HUDA.</p> <p>6) Engineer-in-Chief, PWD (B&R)</p> <p>7) Engineer-in - Chief, PWD (PH)</p>	-----	<p>5) Purchase exceeding Rs. 200.00 lacs by the Sub Committee consisting of:-</p> <p>1) Chief Secretary (Chairman)</p> <p>2) Non-Official Member, HUDA.</p> <p>3) Commissioner & Secretary Finance Department</p> <p>4) Commissioner & Secretary, Town & Country Planning Department.</p> <p>5) Chief Administrator, HUDA.</p> <p>6) Engineer-in – Chief, PWD (B&R).</p> <p>7) Engineer-in – Chief, PWD (PH).</p>