File No. F-18 / 2012 - 13 / 0163 / Misc.

National Mission for Clean Ganga
Department of Water Resources, River Development & Ganga Rejuvenation
Ministry of Jal Shakti, Government of India

1st Floor, Major Dhyan Chand National Stadium
India Gate, Delhi-110002

18 February 2020

CIRCULAR

Subject: Revision to the Delegation of Administrative & Financial Powers

The Scheme of Delegation of Administrative and Financial Powers was introduced vide Circular No. F.18/2012-13/0163/Misc. dated 22/02/2017. With a view to quicker disposal of proposals of administrative expenses, it has been considered necessary to delegate certain financial powers of DG and Executive Directors to lower level officers. Accordingly, it has been decided to revise the delegation of financial powers introduced vide circular dated 22/02/2017. The revised delegation of powers is annexed.

2. As provided for therein, Deputy Secretary (Administration) has been delegated with certain financial powers in amendment of line item nos. 13, 18, 22, 24, 26, 28, 30, 32, 34, 35 & 36 of Part B: Financial Powers of the original delegation of powers circulated vide our above-referred circular dated 22/02/2017. The amendments made have been duly highlighted in the Annexure. The process of financial concurrence will continue as before without any change.

3. The exercise of financial powers delegated as above shall be strictly in accordance with the applicable rules. It is further reiterated that no expenditure shall be split so as to bring within the delegated powers of a lower authority an expenditure that falls within the delegated powers of a higher authority.

4. This issues with the approval of Director General.

(Rozy Agarwal)
Executive Director (Finance)

To:

1. Deputy Secretary (Administration)
2. All other officers & staff of NMCG

CC:

1. Deputy Director General
2. Executive Director (Projects)
3. Executive Director (Technical)
4. PS to DG - For favor of information of DG

Revised Delegation with effect from 10 February 2020

National Mission for Clean Ganga

Schedule of Administrative & Financial Powers

Part A. Administrative Powers			
Sl. No.	Nature of Power	Competent Authority	Extent of Delegation
1	2	3	4
1	Appointment of all categories of staff (Direct Employees & Consultants)	DG	Full powers
2	Acceptance of resignation of Direct Employees & Consultants	DG	Full powers
3	Disciplinary action against Direct Employees & Consultants in consultation with cadre controllers as necessary.	DG	Full powers
4	Creation of posts of short-term maintenance, secretarial staff and communication staff like receptionist telephone operator *etc.* based on need	DG	Full powers
5	Termination of service of of Direct Employees & Consultants	DG	Full powers
6	Sanctioning of Station Leave & Casual Leave to Directors & below	DDG / ED for staff under his control	Full powers
7	Sanctioning of Station Leave & Casual Leave to Executive Directors	DG	Full powers
8	Sanctioning Earned Leave to staff below the rank of Directors	DDG / ED for staff under his control	Full powers for leave not exceeding 15 days at a time
9	Sanctioning Earned Leave to staff below Directors for periods beyond 15 days	DG	Full powers
10	Sanctioning Earned Leave to officers in the rank of Directors & above	DG	Full powers
11	Sanctioning leave encashment to all categories of staff and officers	DG	Full powers
12	Sanctioning LTC to staff & officers on deputation	DG	Full powers
13	Ex-India leave to all categories of staff and officers	DG	Full powers
14	Approving annual enhancements in pay	DG	Full powers
15	Approving domestic tours on official work of employees below the rank of Directors	DDG / ED for staff under his control	Full powers subject to the travel rules approved by DG.
16	Approving domestic tours on official work of officers in the rank of Directors and above	DG	Full powers
17	Approving travel by private airlines (As per Government Rules)	DG	Full powers
18	Authorizing officers to sign contracts on behalf of NMCG	DG	Full powers
19	Distribution of work among Executive Directors and Directors	DG	Full powers
20	Distribution of work among officers other than Executive Directors and Directors	DDG / ED for staff under his control	Full powers

Part B. Financial Powers				
Sl. No.		Nature of Power	Competent Financial Authority (CFA)	Extent of Delegation
1		2	3	4
1		Opening bank accounts of NMCG	DG	Full powers
2		Authorizing Officers of NMCG's Bank Accounts	DG	Full powers
3		In - principle approval for taking up a project for consideration	DG	For projects up to Rs. 1,000 crore
4		Acceptance of Feasibility Report	DG	For projects up to Rs. 1,000 crore
5		Sanctioning of AA&ES of all projects subject to ratification by EC	DG	For projects up to Rs. 1,000 crore
6		Appointment of Third Party Appraising Agency	DG	Full powers
7		Signing of AA & ES for all projects approved by Competent Authority	Under Secretary / Deputy Secretary	Full powers
8		Release of funds for approved projects at periodic intervals	DG	Full powers
9		Approving TA Bills	ED (Administration)	Full powers
10		Approving payments of travel agents' bills for tickets purchased for approved official travels	ED (Administration)	Full powers
11		Approving payment of salaries / professional fees to employees / consultants.	ED (Administration)	Full powers
12		Approving payment of rent to premises occupied by NMCG in accordance with the terms & conditions approved by the Competent Authority	ED (Administration)	Full powers
13	a	Approving expenditure on fabrication of interiors or repairs to interiors in office premises	DS (Administration)	Up to Rs. 25,000 per month
	b		ED (Administration)	Up to Rs. 1,00,000 per month
	c		DG	Full powers
14		Approving contracts for engaging vehicles on hire for office use	DG	Full powers
15		Approving contracts for other services	DG	Full powers
16		Approving hiring charges of vehicles in accordance with the terms of their hire	ED (Administration)	Full powers
17		Approving new telephone / Internet connections	DG	Full powers
18	a	Approving payment of bills of official telephone / Internet connections	DS (Administration)	Up to Rs. 5,000/ per telephone connection per month
	b		ED (Administration)	Full powers
19		Approving reimbursements to staff and officers on deputation	ED (Administration)	Full powers
20		Approving payment of electricity bills of the office	ED (Administration)	Full powers
21		Approving all other contractual payments in accordance with the terms & conditions of the contracts	DG	Full powers
22	a	Approving purchase of furniture & fixtures after following due procedure	DS (Administration)	Up to Rs. 10,000/- per month
	b		ED (Administration)	Up to Rs. 25,000/- per month
	c		DG	Full powers
23	a	Approving purchase of office equipment, computers & peripherals after following due procedure	DS (Administration)	Up to Rs. 10,000/- per month
	b		ED (Administration)	Up to Rs. 25,000/- per month
	c		DG	Full powers

1		2	3	4
24	a	Approving expenditure on stationery & printing after following due procedure	DS (Administration)	Up to Rs. 25,000/- per month
	b		ED (Administration)	Up to Rs. 1,00,000 per month
25		Approving expenditure on stationery & printing after following due procedure	DG	Full powers
26	a	Approving expenditure on cartridges and other computer consumables after following due procedure	DS (Administration)	Up to Rs. 25,000/- per month
	b		ED (Administration)	Up to Rs. 2,50,000 per month
27		Approving expenditure on cartridges and other computer consumables after following due procedure	DG	Full powers
28	a	Approving repairs to office furniture & fixtures after following due procedure	DS (Administration)	Up to Rs. 25,000/- per month
	b		ED (Administration)	Up to Rs. 50,000 per month
29		Approving repairs to office furniture & fixtures after following due procedure	DG	Full powers
30	a	Approving repairs to office equipment, computers & peripherals after following due procedure	DS (Administration)	Up to Rs. 25,000/- per month
	b		ED (Administration)	Up to Rs. 50,000 per month
31		Approving repairs to office equipment, computers & peripherals after following due procedure	DG	Full powers
32	a	Approving Annual Maintenance Contracts after following due procedure	DS (Administration)	Of value Rs. 10,000/- per case
	b		ED (Administration)	Of value Rs. 25,000/- per case
	c		DG	Full powers
33		Approving appointment of Lawyers / Advocates to represent NMCG before courts & tribunals and fixing their fees	DG	Full powers
34	a	Approving expenses on meetings & conferences	ED (Administration)	Rs. 25,000/- per meeting
	b		DG	Full powers
35	a	Incurring expenses on office refreshments	DS (Administration)	Rs. 25,000/- per meeting
	b		ED (Administration)	Rs. 1,00,000 per month
36	a	Approving contingencies and other miscellaneous expenses	DS (Administration)	Rs. 25,000/- per meeting
	b		ED (Administration)	Rs. 1,00,000 per month
37		Approving contingencies and other miscellaneous expenses	DG	Full powers

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