National Mission for Clean Ganga
(NMCG)

Mini Shopping Complex, NBCC Place,
B P Marg, New Delhi-110003

No:F.18/2012-13/0163/Misc. **Dated: 17th December 2012**

Circular

Sub: Delegation of powers: Mission Director NMCG

The Governing Council of National Mission for Clean Ganga (NMCG), in exercise of powers vested in itself, vide Cl 21 sub cl (v) of its bye laws, has approved delegation of both administrative and financial powers to the Mission Director as listed in the enclosed Schedule.

2. This delegation has been approved by the Governing Council in its second meeting held on 20th of November 2012 and comes into effect from the same date i.e. 20th November 2012.

(P. Upadhyay)
AMD (Admin) and Director Finance

Enclosure- Schedule of Delegation of Powers

Copy to:

1. PS to Secretary, Environment and Forests and Chairman Governing Council, NMCG
2. PS to AS and PD, NRCD
3. PS to AS&FA, Mo E & F
4. PS to Joint Secretary and Mission Director (NMCG)
5. All members of Governing Council
6. NRCD- Dir(SJ)/ JD(LKB)/DD(VKS)/DD(ADR)
7. Finance Section NMCG
8. All OSDs, NMCG OSDC Procurement)

Schedule of Delegation of Powers

(Ref NMCG Circular No: F.18/2012-13/0163/Misc. dated 17th Dec 2012)

Items of Administrative and Financial powers delegated to Mission Director NMCG by its Governing Council

The powers in respect of items listed herein shall be exercised by the Mission Director exclusively under the authority of Governing Council and shall be without prejudice to all other items listed in the Bye Laws of the society.

1. Financial Powers:

a. Powers to incur expenditure on establishment of office and contingent expenses on its day to day running as listed in annexure "1" to this schedule.

Extent of delegation: Full Powers in consultation with Director (Finance) wherever required, and as per bye laws of NMCG

b. Power of approval with regard to procurement of works, goods and equipment, and consultancy services

Extent of delegation: up to limits prescribed below in consultation with Director (Finance) wherever required, and as per bye laws of NMCG

(i)	Procurement of works, goods, Equipment and services	:	up to Rs 25 Crores
(ii)	Procurement of Consultancy Services	:	up to Rs 1.5 Crores
		:	up to Rs 5.0 Crores, with approval of Chairman Governing Council

All procurements shall be based on the recommendations of duly constituted "Evaluation Committee" with composition decided by the Approving Authority and should follow NGRBA Framework/ Procurement Manual.

Mission Director, wherever considered necessary, may refer a case to a specially constituted committee comprising of technical and financial experts and state representatives before approving.

All cases beyond these prescribed limits would need approval of the Governing Council.

2. Administrative Powers:

a. Appoint committees, sub committees, expert panels, task force, working or study groups and boards, etc. for such purpose and on such terms as it may deem fit, and to remove any of them.

b. To raise funds for NMCG by gifts, grants, loans, donations or otherwise.

c. To grant fellowship, scholarship or other monetary assistance, on such terms and conditions as it may prescribe, to such person as it may select for carrying on of any research, or investigation, or study in a subject, in which NMCG is interested.

d. Prescribing the duties of all employees of the NMCG;

e. Exercising supervision and disciplinary control over the work and conduct of all employees of the NMCG. Disciplinary action may be initiated but punishments shall be in accordance with Service Rules approved by GC.

f. Hire employees, advisors and consultants for NMCG. Employees shall be appointed on posts created with approval of Governing Council and Govt. of India as the case may be. However, process of post creation would not be applicable for consultants and advisors.

g. Negotiate and enter into contract with any other like-minded organizations or persons for promoting or fulfilling objectives of NMCG

h. Powers to delegate further these powers to regular staff of NMCG but to be brought to the notice of GC in its next meeting.

Annexure-1 to Schedule of Delegation of Powers
(Ref. NMCG Circular No: F.18/2012-13/0163/Misc. dated 17th Dec 2012)

1. Hiring of conveyance and vehicles
2. Procurement of stationery and printing
3. Expenditure on meetings, workshops, and conferences etc. subject to reasonable financial prudence.
4. Procurement of professional services for the office including outsourced services
5. Contingent office expenses
6. Taking Membership and payment of membership fee to professional institutions
7. Sanction for publications
8. Sanction for charges for advertisement and publicity
9. Purchase of Books, Periodicals and Audio-Visual material
10. Hiring of Computers and peripherals
11. Procurement of professional services for activities other than office/R&D activity
12. Purchase of office equipment and machinery
13. Purchase of Computers and peripherals
14. Travel by air by non-entitled officers
15. Reimbursement of fee paid by staff for acquisition and retention of membership of professional bodies and professional certifications directly relevant to their areas of work
16. Reimbursement of expenses incurred by staff on mobile handset purchase and recurrent bills
17. Procuring services of retired govt officials on contract for a period not exceeding one year at a time, for meeting urgent requirements of office
18. Sanctioning imprest for efficient functioning of the office
19. Any other item of essential nature for functioning of the office
20. Authorizing suitable official(s) of NMCG to exercise powers to incur expenditure on office contingency items up to a pre-defined limit