e-Office File No. 263806
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development & Ganga Rejuvenation
National Mission for Clean Ganga

1st Floor, Major Dhyan Chand National Stadium
New Delhi-110001
Dated: 2 November, 2026

Subject: Revised Delegation of Administrative and Financial Powers

The "Delegation of Administrative and Financial Powers" in the NMCG, as revised vide circular of even no. dated 28 September 2026, has been further updated. The updated "Delegation of Administrative and Financial Powers" is enclosed herewith.

2. The process of financial concurrence will continue as before. The delegated powers are subject to various Rules/ guidelines of the Government of India issued from time to time and specific directions of M/o Jal Shakti (MoJS). In case of any inconsistency, the GoI and MoJS Rules/ guidelines will prevail. Further, splitting of expenditure so as to bring it within the delegated powers of a lower approving authority is not permissible.

3. This issues with the approval of the Director General, NMCG.

Encl: As above

Yours faithfully

Dasgupta

(Bhaskar Dasgupta)
Executive Director (Finance)

To: DDG/ ED (Projects)/ ED(Technical)/ ED(Admin.)/ Director I (RHK)/ Director II (DJ)/ DS (Admin.)

Copy to:

(i) Deputy Secretary (Finance)
(ii) All Consultants & Staff of Finance Wing
(iii) PS to DG, NMCG

NATIONAL MISSION FOR CLEAN GANGA

REVISED DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

(Effective from 2 November 2026)

PART A: ADMINISTRATIVE POWERS

S.NO.	NATURE OF POWER	COMPETENT AUTHORITY FOR APPROVAL	EXTENT OF DELEGATION
1	Appointment of/ Acceptance of resignation of/ Disciplinary action against/ Termination of service of directly engaged consultants	Director General (DG)	Full Powers
2	Appointment of/ Acceptance of resignation of/ Disciplinary action against/ Termination of service of outsourced staff engaged as per approved terms and conditions of Contract		
3	Creation of posts of Short-term maintenance staff, Secretarial staff and communication staff like receptionist, telephone operator etc. on need basis		
4	Approval for taking up a project for consideration of Executive Committee (EC)		
5	Administrative Approval & Expenditure Sanction (AA&ES) of Projects /Interventions		
6	Designation of Officials to sign AA&ES and sanction orders in respect of projects/ interventions		
7	Approval of Contracts/ Agreements/ MoU to be signed by the NMCG		
8	Authorization of Officer(s) to sign contracts on behalf of NMCG	ED concerned	Full Powers
9	Acceptance of Monthly Project Reports/ Other Periodic Reports	DG	Full Powers
10	Empanelment of Third-Party Appraisal (TPA) Agency and assignment of project to empanelled agency		
11	Appointment of Lawyers /Advocates to represent NMCG before Hon`ble Court & Tribunals		
12	New Telephone / Internet Connection		
13	Distribution of work amongst Consultants/ Contractual staff		

S.NO.	NATURE OF POWER	COMPETENT AUTHORITY FOR APPROVAL	EXTENT OF DELEGATION
14	Domestic Tours for Official work	DG	DDG/EDs/Directors/DSs
		ED concerned	Staff under his/her control
15	Engagement of interns	ED concerned	Full Powers
16	**Leave for GoI Officials**		
(i)	Ex-India Leave	As per Government rules	
(ii)	Sanction of Casual Leave with permission to leave station	DG	Director/DS & above
		ED(Admin)	US(SMD) & SO(Admin)
		DS(Admin)	ASO(Admin)
(iii)	Sanction of Casual Leave without Station Leave	ED/Director/DS concerned	Officials under his/her control
(iv)	Sanction of Station Leave on Holidays		
(v)	Sanction of Earned Leave	DG - As Reporting Officer	DDG & EDs[1]
		ED concerned – As Reporting Officer	Director/DS under his/her control
		DG – As Reviewing Officer	
		DS(Admin)– As Reporting Officer	US(SMD)/SO(Admin)
		ED(Admin) – As Reviewing Officer	
		SO(Admin) – As Reporting Officer	ASO(Admin)
		DS(Admin) – As Reviewing Officer	
17	**Leave for Consultants/ Contractual/ Outsourced staff**		
(i)	Ex-India Leave	DG	Full Powers
(ii)	Sanction of Station Leave on Holidays	ED concerned	Officials under his/her control
(iii)	Sanction of leave	ED concerned	Consultants/ Contractual staff under his/ her control
18	Any matter not covered above	DG	Full Powers

[1] Will require approval of Secretary, DoWR,RD&GR as reviewing officer.

PART B: FINANCIAL POWERS

S.No.	NATURE OF POWER	COMPETENT AUTHORITY FOR APPROVAL	EXTENT OF DELEGATION
1	Opening of Bank Account of NMCG	DG	Full Powers
2	Authorization of Officer(s) to operate Bank Accounts of NMCG		
3	Expenditure on fabrication of interiors or repairs to interiors in office premises	DS concerned	Up to Rs. 25,000/- per month
		ED concerned	Up to Rs. 1,00,000 per month
		DG	Full Powers
4	Payment of vehicle hiring charges	ED concerned	Within monthly kilometre limits
		DG	Full Powers (When monthly kilometre limits are exceeded)
5	Purchase of furniture & fixtures	DS(Admin)	Upto Rs. 25,000/- per case
		ED(Admin)	Upto Rs. 1.00 lakh per case
		DG	Full Powers
6	Purchase of equipment, computers & peripherals	Director/DS concerned	Upto Rs. 25,000/- per case
		ED concerned	Upto Rs. 1.00 lakh per case
		DG	Full Powers
7	Purchase of books for library	DS(Admin)	Upto Rs. 5,000/- per case
		ED(Admin)	Upto Rs. 10,000/- per case
		DG	Full Powers
8	Purchase of Newspapers & Magazines	DS(Admin)	Upto Rs. 25,000/- per case
		ED(Admin)	Upto Rs. 50,000/- per case
		DG	Full Powers
9	Procurement of Stationary & Printing	Director/DS concerned	Upto Rs. 25,000/- per month
		ED concerned	Upto Rs. 1.00 lakh per month
		DG	Full Powers

S.No.	NATURE OF POWER	COMPETENT AUTHORITY FOR APPROVAL	EXTENT OF DELEGATION
10	Procurement of cartridges and other computer consumables	Director/DS concerned	Upto Rs. 25,000/- per month
		ED concerned	Upto Rs. 1.00 lakh per month
		DG	Full Powers
11	Repair of Office furniture	DS(Admin)	Upto Rs. 25,000/- per month
		ED(Admin)	Upto Rs. 1.00 lakh per month
		DG	Full Powers
12	Repair of office equipment, computers and peripherals	Director/DS concerned	Upto Rs. 25,000/- per month
		ED concerned	Upto Rs. 50,000/- per month
		DG	Full Powers
13	Annual maintenance contracts for each category of equipment	Director/DS concerned	Upto Rs. 25,000/-
		ED concerned	Upto Rs. 50,000/-
		DG	Full Powers
14	Expenditure on Office Refreshments (including meetings & conferences)	DS(Admin)	Upto Rs. 25,000/- per month
		ED(Admin)	Upto Rs. 1.00 lakh per month
		DG	Full Powers
15	Any other expenditure and miscellaneous expenditure	Director/DS concerned	Upto Rs.25,000/- per month
		ED concerned	Upto Rs.1.00 lakh per month
		DG	Full Powers
16	Payment of Lawyers/ Advocates before Tribunals/ HC/SC as per rates approved by Department of Legal Affairs, Ministry of Law & Justice	ED concerned	Upto 1,00,000 per case
17	Payment to PMCs and outsourcing manpower agencies etc. as per approved contracts	ED (Admin)	Upto 60 lakhs monthly per case
		DG	Full Powers
18	Payment to Project Engineers after approval of MPR	ED(P)	Full Powers
19	Payment to TPAs as per applicable guidelines	ED(P)	Full Powers

S.No.	NATURE OF POWER	COMPETENT AUTHORITY FOR APPROVAL	EXTENT OF DELEGATION
20	Travel Agent's bills for tickets purchased for official journeys	DS (Admin)	Full Powers
21	Payment of salaries/ professional fees to directly engaged consultants	DG	Full Powers
22	Payment of rent for premises occupied by NMCG as per rent agreement	ED (Admin)	Full Powers
23	Payment of bills of official telephone/ internet connections	DS (Admin)	Up to Rs. 25,000/- per telephone/ internet connection per month
		ED (Admin)	Full Powers
24	Payment of the electricity bills/ water bills of the office	DS (Admin)	Full Powers
25	All other contractual payments in accordance with the terms & conditions of the contract	DS (Admin)	Up to Rs. 50,000 per contract per month
		ED (Admin)	Up to Rs. 1,00,000 per contract per month
		DG	Full Powers
26	Travelling Allowances (TA) bills	DS(Admin)	Under Secretary & below and all Consultants/ Contractual staff
		ED (Admin)	Director/ DS & above
27	Reimbursement of i. Newspaper bills ii. Telephone/ Broadband connection iii. Office Bag/ Briefcase cost	DS(Admin)	Full powers - For all Government Officers as per their entitlements
28	Hospitality allowances as per their entitlement	DS (Admin)	Director/DS/US & SO level Govt. officers
29	Payment of bills for postal services/ parcel services	DS (Admin)	Up to Rs. 50,000 per contract per month
		ED (Admin)	Full Powers
30	Payment to interns as per notified scheme	ED concerned	Full Powers
31	Any matter not covered above	DG	Full Powers

Note: "ED concerned" includes DDG, NMCG.

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