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, New Delhi 110 002

19 November 2020

CIRCULAR

Subject: Revision to the Delegation of Administrative and Financial Powers

The extant Scheme of Delegation of Administrative & Financial Powers was introduced vide Circular of even number dated 22/02/2017 and was revised vide another circular of even number dated 18/02/2020. With the objective of quicker disposal of proposals of administrative expenses, it has been considered necessary to enhance the financial powers delegated to the Deputy Secretary (Administration) vide above-referred circular dated 18/02/2020. Accordingly, it has been decided to revise the Scheme of Delegation of Administrative & Financial Powers introduced vide the circulars referred to above.

2. The revised Scheme of Delegation of Administrative & Financial Powers is enclosed as Annexure. The process of financial concurrence will continue as before without any change.

3. It is reiterated that 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 the Director General.

(Roxy Agarwal)
Executive Director (Finance)

To:

1. Deputy Secretary (Administration)
2. All other officers & staff of the National Mission for Clean Ganga

CC:

1. Executive Director (Projects)
2. Executive Director (Technical)
3. PS to DG - for favour of information of DG

ANNEXURE to the Circular on Revised Delegation of Administrative & Financial Powers Dated 19/11/2020				
National Mission for Clean Ganga				
Revised Delegation of Administrative and Financial Powers with effect from 19/11/ 2020				
Schedule of Administrative and Financial Powers				
Part A - Administrative Powers				
S. No.		**Nature of Power**	**Competent Authority**	**Extent of Delegation**
A		**B**	**C**	**D**
1		Appointment of all categories of staff (Employees & Consultants)	DG	Full Powers
2		Acceptance of resignations of Employees & Consultants)	DG	Full Powers
3		Disciplinary Action against Employees & Consultants	DG	Full Powers
4		Creation of posts of short-term maintenance staff, secretarial staff and communication staff like receptionist, telephone operator *etc.* based on need	DG	Full Powers
5		Termination of service of Employees & Consultants	DG	Full Powers
6		Sanctioning Station Leave & Casual Leave to Directors and below	DDG / ED for staff under his control	Full Powers
7		Sanctioning Station Leave & Casual Leave to DDG / Executive Directors	DG	Full Powers
8	(a)	Sanctioning earned leave	DDG / ED for staff under his control below the rank of Director	Leave up to 15 days
	(b)		DG	Full Powers
9		Sanctioning Leave Encashment to all staff	DG	Full Powers
10		Sanctioning LTC to staff on deputation	DG	Full Powers
11		Ex-India leave to all categories of staff	DG	Full Powers
12		Approving annual increments in pay	DG	Full Powers
13	(a)	Approving domestic tours on official work (All official air travel only by Air India. Air tickets to be purchased directly from Air India or through government travel agencies)	DDG / ED for staff under his control	For staff below the rank of Directors and as per travel rules approved by DG
	(b)		DG	Full Powers
14		Official air travel by private airlines	As per government rules	
15		Authorizing officers to sign contracts on behalf of NMCG	DG	Full Powers
16	(a)	Distribution of work among staff	DDG / ED for staff under his control	For staff below the rank of Directors.
	(b)		DG	Full Powers

Part B - Financial Powers			
S. No.	**Nature of Power**	**Competent Authority**	**Extent of Delegation**
A	**B**	**C**	**D**
1	Opening of Bank Accounts of NMCG	DG	Full Powers
2	Authorizing Officers to Operate Bank Accounts of NMCG	DG	Full Powers
3	In-Principle approval for taking up a project for consideration	DG	For projects involving investments up to Rs.1,000 crore
4	Acceptance of Feasibility Report	DG	For projects involving investments up to Rs.1,000 crore

S. No.		Nature of Power	Competent Authority	Extent of Delegation
A		B	C	D
5		Approving AA & ES of all projects approved by the Competent Authority	DG	Full Powers
6		Appointment of Third Party Appraiser Agency	DG	Full Powers
7		Signing of AA&ES of all projects approved by the Competent Authority	Under Secretary / Deputy Secretary	Full Powers
8		Release of funds for approved projects	DG	Full Powers
9	(a)	Approving TA Bills	Deputy Secretary (Administration)	For staff below the rank of Deputy Secretary
	(b)		ED (Administration)	For all staff
10		Approving travel agent's bills for tickets purchased for official journeys	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 at rates approved by the Competent Authority	Deputy Secretary (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
	©		DG	Full Powers
14		Approving engaging of vehicles on hire for office use	DG	Full Powers
15	(a)	Approving contracts for other Services	DS (Administration)	Each Contract of amount not exceeding Rs.10,000/-
	(b)		ED (Administration)	Each Contract of amount not exceeding Rs.25,000/-
	©		DG	Full Powers
16		Approving hiring charges of vehicles in accordance with their terms of hire as approved by the Competent Authority	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.25,000/- per telephone / Internet connection per month
	(b)		ED (Administration)	Full Powers
19		Approving reimbursements to staff on deputation from the government / government organizations as per rules of the government	DG	Full Powers
20		Approving payment of the electricity bills of the office	DS (Administration)	Full Powers
21	(a)	Approving all other contractual payments in accordance with the terms & conditions approved by the Competent Authority	DS (Administration)	Up to Rs.25,000 per contract per quarter
	(b)		ED (Administration)	Up to Rs.1,00,000 per contract per quarter
	©		DG	Full Powers
22	(a)	Approving of purchasing of furniture & fixtures after following due procedure	DS (Administration)	Up to Rs.25,000 per case
	(b)		ED (Administration)	Up to Rs.50,000 per case
	©		DG	Full Powers

S. No.		Nature of Power	Competent Authority	Extent of Delegation
A		B	C	D
23	(a)	Approving purchase of equipment, computers & peripherals after following due procedure	DS (Administration)	Up to Rs.25,000 per case
	(b)		ED (Administration)	Up to Rs.50,000 per case
	©		DG	Full Powers
24	(a)	Purchase of Books for Library	DS (Administration)	Up to Rs.5,000 per month
	(b)		ED (Administration)	Up to Rs.10,000 per month
	©		DG	Full Powers
25	(a)	Purchase of Newspapers & Magazines for office	DS (Administration)	Rs.25,000 per month
	(b)		ED (Administration)	Rs.50,000 per month
	©		DG	Full Powers
26	(a)	Approving expenditure on stationery & printing after following due procedure	DS (Administration)	Rs.25,000 per month
	(b)		ED (Administration)	Rs.1,00,000 per month
	©		DG	Full Powers
27	(a)	Approving expenditure on cartridges and other computer consumables after following due procedure	DS (Administration)	Rs.25,000 per month
	(b)		ED (Administration)	Rs.2,50,000 per month
	©		DG	Full Powers
28	(a)	Approving repairs to office furniture & fixtures after following due procedure	DS (Administration)	Rs.25,000 per month
	(b)		ED (Administration)	Rs.50,000 per month
	©		DG	Full Powers
29	(a)	Approving repairs to office equipment, computers & peripherals after following due procedure	DS (Administration)	Rs.25,000 per month
	(b)		ED (Administration)	Rs.50,000 per month
	©		DG	Full Powers
30	(a)	Approving Annual Maintenance Contracts after following due procedure	DS (Administration)	Up to Rs.25,000 per each category of equipment
	(b)		ED (Administration)	Up to Rs.50,000 per each category of equipment
	©		DG	Full Powers
31		Approving appointment of lawyers / advocates to represent NMCG before courts & tribunals and fixing their fees	DG	Full Powers
32	(a)	Approving expenses on meetings & conferences after following due procedure	DS (Administration)	Up to Rs.25,000 per meeting
	(b)		ED (Administration)	Up to Rs.50,000 per meeting
	©		DG	Full Powers
33	(a)	Incurring expenditure on office refreshments after following due procedure	DS (Administration)	Up to Rs.25,000 per month
	(b)		ED (Administration)	Up to Rs.1,00,000 per month
	©		DG	Full Powers
34	(a)	Approving any other expenditure and miscellaneous expenditure after following due procedure	DS (Administration)	Up to Rs.25,000 per month
	(b)		ED (Administration)	Up to Rs.1,00,000 per month
	©		DG	Full Powers