

## **The Powers and duties of its officers and employees**

### **Chairman**

The Chairman is the Chief Executive of the Board. He is assisted by five Chief Engineers, a Chief Administrative Officer cum Secretary, one Financial Advisor and Chief Accounts Officer (Revenue/Expenditure/Projects), a Public Relations Officer and other officers in the work of day-to-day administration.

### **Chief Administrative Officer and Secretary**

His/her responsibilities include supervision of administrative matters, organizing board meetings and implementation of the decisions of the board. The officers who function under the CAO-Secretary include Personnel Manager, Legal Officer, Medical Officer, Public Relations Officer and Assistant Personnel Manager.

### **Project Director**

As a coordination officer, the Project Director will have the authority to correspond with KUIDFC, newly added urban local bodies and 110 villages Civic Administration Directorate, all stake holders of the city, consultants and other organizations of Bruhat Bangalore with regard to water supply and sewerage schemes.

### **Additional Chief Engineer [CMC]**

His responsibilities is to planning and implementation of water supply and sanitary infrastructure in the newly added urban local bodies and 110 villages

### **Financial Advisors and Chief Accounts Officer**

Financial Advisors and Chief Accounts Officer supervise the work of Assistant Controller (Accounts)/Accounts Officer (K&P)/Accounts Officer (Internal Audit), Accounts Officer (Revenue) and account and finances of the board. They also have the responsibility of advising the board on matters related to finance.

## **Engineer in Chief (Maintenance Wing)**

The Engineer in Chief (Maintenance Wing ) is assisted by two Additional Chief Engineers, one Deputy Chief Engineer (Executive Engineer), two Technical Assistants (Assistant Executive Engineers). The Maintenance Division will have six Executive Engineers and 31 Assistant Executive Engineers. The key functions of the Chief Engineer (Maintenance) are as follows.

- Equitable distribution of water to the citizens of Bangalore,
- maintenance of water pipelines and underground drainage having a diameter upto 400 mm .
- Sanctioning of water supply and sewerage connections for domestic and non-domestic consumption.
- Collection of revenue from consumers for providing water supply and sewerage facilities, maintenance of water and sewerage lines, responding to daily complaints and requests and taking appropriate actions on them.
- Maintenance of sewerage works from deposits contributed by BBMP, BDA and private organizations.

## **Chief Engineer (Kaveri)**

The Chief Engineer (Kaveri) is assisted by 2 Additional Chief Engineer, 5 divisions headed by Executive Engineers and 16 sub divisions headed by Assistant Executive Engineers. His/her key functions are delegated below.

- Preparation of tender document with the help of consultants
- for the implementation of the 2nd Phase - 4th Stage of Kaveri Water Supply Scheme.
- Implementation of the 2nd Phase - 4th Stage of Kaveri Water Supply Scheme and related works like acquisition of land, looking after main pipelines and treatment of waste water.
- Rejuvenation of Arkavathi works.
- Processing of Kaveri-Arkavathi water and transporting of required processed water to the city and implementation of major works from the point of receiving water.

## **Chief Engineer (Project)**

The officers who function under Chief Engineer (Project) include Two Additional Chief Engineer, Five executive engineers, Seven assistant executive engineers and two technical assistant.

The responsibilities that fall under the purview of the Chief Engineer (project) include providing water supply and creation of sewerage system in the layouts formed by BBMP, BDA and other government organizations under deposit contribution.

- Maintenance of sewerage pipelines having a diameter of 400 mm and above.
- Remodeling and rejuvenation of sewerage sub mains/trunk mains.
- Implementation of Environmental Action plan projects.

## **Chief Engineer (Corporate Planning and Waste Water Management)**

He/she is assisted by an Additional Chief Engineer, One Executive Engineers and four Assistant Executive Engineers. The following are the key functions of this official.

- Preparation of reports related to alternative sources identified for enhancing water supply and sewerage facilities in Bangalore city.
  - Making financial arrangements through obtaining assistance from foreign funds and direct loans from Indian financial agencies for the implementation of various projects.
  - Implementation of new technologies and projects in BWSSB.
  - Dealing with other departments of the Government on behalf of the Board.
  - Processing of wastewater up to specific stages before disposing it to water sources and natural valleys and maintenance of processing units.

## **Chief Engineer (Quality Assurance)**

He/she is assisted by an Two Additional Chief Engineer, one Technical Assistant (Assistant Executive Engineer) and three Executive Engineers.

The main functions include supplying of all materials (exclusive of turnkey projects) required for all the maintenance and project works through a central warehouse.

## **Public Relations Officer**

Has the responsibility of providing publicity and enhancing the image of BWSSB.

## **Executive Engineer**

- Prepare engineering analysis of projects to include: preliminary design, calculation, life cycle cost
- Conduct surveys to gather field data.
- Prepare and interpret blueprints, schematic drawings, layouts and other visual aids.
- Prepare technical construction specifications.
- Perform Civil engineering duties surrounding the following; public works, buildings, sub-divisions, drainage, water supply, sewage, and environmental systems.
- Manage project issues, budgets, and schedules.
- Review and critique proposed changes to engineering standards, policies, or details.
- Review development plans for compliance with adopted engineering standards and good engineering practices.
- Meet with the general public and/or Civil Contractors, and interest groups concerning zoning, subdivision projects, building projects, and engineering regulations, standards, or policies.
- Coordinate the activities of the design and construction teams.
- Other duties as assigned.
- Function as chief inspector on engineering projects.
- Provide on-the-job training to new staff.

- Monitoring water supply system in the jurisdiction including GLR water levels and distribution of water.
- Revenue realization, arrears collection, issuing bills.
- Review of meter replacement and installation.
- Review of DCB and unaccounted flow of water quantity.
- Conducting Adalaths at sub division level about billing disputes and other issues.
- Execution of emergency works such as attending leaks, establishing linkings, introducing valves etc.,
- Execution of sanitary works viz., replacement of choked sewers, repairing manholes etc.,
- Hearing public complaints and redressal to public complaints.
- Conducting meetings.

### **Assistant Executive Engineer**

- Supervising the works of AE/Water Inspector /Meter Reader/Sanitary Staff/ Valve Man, Maintenance of water supply distribution and sanitary system and attending to customer's complaints.
- Overseeing of billing, collection of revenue, levy and collection of prorate charges, inspection of manholes, valve cisterns, trench excavation works, taking care of safety measures to prevent loss of life, property, taking care of public safety, maintenance of chlorinators, proposing development works, attending inspection by higher officers and elected representatives.
- Review of DCB monitoring of water quality, consumption of water at service station and sub division, monitoring of water meters status, attending meetings, maintenance of ledgers,

- computers, attending audits, detection of illegal water supply and sanitary connections, regularization of unauthorized
- connections, pursuing court cases regarding unauthorized connections like disputes, prorata charges etc.
- Bank related issues, water quality tests, levy and collection of charges like NOC, ETP and other connections charges, cases pertaining to conversion, bill cases, water adalat matters. Monitoring of water supply pressures. Attending meetings, supervision of remittances of revenue, collection and remittances of cash from cash counters.
- Attending leaks, sanitary overflows, blockages, chockages, arranging for materials, repairs, rectification of water supply and sanitary installations, payment of electricity bills, telephone bills work bills, store bills and any other bills.
- Any other work entrusted from time to time.
- Being available to public/customers at specified time of the day in office.
- Managing staff and disciplining them to ensure courteous behavior with customers, especially staff manning cash-counters, ledger clerks, meter readers, inspectors, valve man etc.
- Proper display of services provided in sub-divisions to public, timing of services, name, phone numbers etc. of field officers.
- Display status of applications of water supply and sanitary connections.

### **Assistant Engineer/Junior Engineer**

- Maintenance of water supply and sanitary infrastructure in the entire service station jurisdiction.
- Recommending sanction of water supply and sanitary connections.
- Over-seeing of billing, collection of revenue, attending consumer's complaints, attending leaks. Attending sanitary overflow, chokages, inspection of man holes, valves cisterns and rectifications, execution of new works, looking after the water supply and sanitary installation from the point of public and vehicular traffic safety, taking preventive measures to avoid accidents, loss property and loss of life.

- Arranging materials for works, payments of electricity bills and work bills, maintenance of chlorinators, supervision of work, area inspection with elected representatives and superior officers.
- Supervision of works of Meter Readers, Water Inspectors, Valve man, Helpers, Watchman and Sanitary staff.
- Maintenance of registers, accounts, maintenance, of Assets of the Board, proposing development works, attending Audit Paras, preventing illegal connections, detecting and regularizing of illegal connections, checking of plumbing license applications, supervising the work of plumbers, inspection of
- show rooms of the plumbers, checking readings of Meters, where readings are taken by Meter Readers and Water Inspectors, attending dispute cases, Water Adalat cases, Appeal Committee cases, levy and collection of prorata charges, monitoring of tanker supplies/supervision of filling points/tanker supplies.
- Any other work entrusted from time to time.
- Monitoring public taps that are not required/being misused and need closure.
- Monitoring misuse of public facilities like energized bore wells, mini water supply scheme etc.
- Maintaining and developing good rapport with customers customer groups and local Associations/NGOs
- Putting efforts to take slums/ urban poor into BWSSB customer fold.

### **Water Inspector**

- All the duties and responsibilities listed under Meter Reader will apply to Water Inspector. Additionally, he will take the readings of ND connections.
- If Meter reader goes on leave, he has to be take readings assigned to the Meter Reader in addition to his own duties.
- Inspections, repairs and rectifications of valve chambers, manholes leakage, pits and depressions in back filling.

- Inspection and recommendations for sanctioning domestic, non-domestic, partial non domestic water supply and sanitary connections.
  - Reporting to AE about buildings which attract prorata charges.
  - Supervision of the works of Meter Readers, issue of bills, supervising drilling of bores and giving house connections, fixing of meters for new connections and reconnections.
  - Maintenance of leak register, complaints register, water sample register, meters account, service station DCB account.
  - Attend consumer complaints, helping the AE in taking measurements, coordinating with plumbers and consumers for servicing of new connections and making arrangements to send sewer cleaning machines for attending sanitary complaints.
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- Watching the consumption of major consumers and service station consumption account.
  - Changing of defective meters.
  - Co-coordinating with ledger section for timely generation of bills and deliver the same to the meter readers and to self.
  - Getting electricity bills in time from BESCO.
  - Maintaining of pump house log books.
  - Maintaining of scour valves, furnishing and disinfection of distribution lines.
  - Attending inspection by elected representatives, verifying and reporting buildings which attract prorata charges.
  - Distribution of water, monitoring of valve operation, attending water supply complaints, co-coordinating with sanitary staff in attending sanitary complaints, supervision of filling points and tanker supplies.
  - Inspecting and recommending conversion cases.
  - Maintenance of chlorinators.
  - Reporting and preventing illegal water supply and sanitary connections.
  - Supervision of disconnections for nonpayment of water supply arrears.
  - Reconnection where payments are received, proper maintenance of all types of valves and any other fixtures.
  - Any other work entrusted from time to time.

## **Meter Readers (Domestic and Partial Non-domestic Consumers)**

- Visiting consumer meter and noting the readings of meter.
- Visiting, taking readings of the meter for the Water Audit and UFW studies, whenever necessary.
- Reporting of MS/MD/DNV/ Gate Lock/Things collected/ Abnormal/sub-normal cases.
- Issuing bills to consumers.
- Reporting of illegal water supply connections, illegal drawing of water.
- Reporting of unauthorized sanitary connection.
  
- Reporting and taking action for conversion from domestic to partial non domestic and ND & vice versa.
- Reporting of buildings which attract prorata charges.
- Reporting of water supply leaks, pipe bursts, sanitary overflow, sanitary chokage etc.
- Reporting any breakages or theft of Board properties, damaged manholes, damaged valve chambers, pits, to superior officers.
- Disconnection of water supply and sanitary for nonpayment of arrears/replacement of defective meters by new meters/repared meters, furnishing meter reading to ledger section for generation of bills, assisting in drives for collection of arrears, long water stopped arrears, issue of notices regarding collection of arrears as “arrears of land revenue”, related cases and issue of connected notices.
- Persuading the consumers to pay water supply and sanitary charges regularly.
- Receiving consumer complaints and reporting to his superiors.
- Proper up-keeping of meter reading cards, ledgers, electronic gadgets connected with meter reading, billing/revenue.
- Helping the water inspector and Assistant Engineer in taking measurements, reporting cases where meters are tampered and any other works entrusted from time to time.
- Reporting about any open /protruding/broken manholes, valves, fire hydrants or any other BWSSB fixtures obstructing or posing danger to public safety/movement of traffic.

- Maintaining and developing cordial relations with customers, customer groups and general public \_ Reporting about any open/protruding/broken manholes, valves, fire hydrants or any other BWSSB fixtures obstructing or posing danger to public safety/movement of traffic \_ Maintaining and developing cordial relations with customers, customer groups and general public

### **Valvemmen/helpers:**

They are assigned the following works:

- Valve duty
- Arrears Collection
- Disconnection and Reconnection of Water connection and meter to the residential purpose and commercial purpose
- Attending and reporting back to the immediate authority after attending Public Grievances such as Water Complaints

### **Sanitary Workers:**

- The Sanitary workers working in BWSSB are assigned with the duties of maintaining sewerage network in their service station jurisdiction limits. They have been attending sewer overflow complaints, sewer blockages with the help of sewer checking equipment available in the Board.
- The missing manhole cover will be replaced by them which are departmentally supplied. They also work into the day to day complaints raised from the public, which are entered in the complaint register book maintaining in the service station.

**SCHEDULE-III**  
**(See Regulation 72)**

**Delegation of powers to the Chairman of B.W.S.S.B. under Section 10 of BWSSB Act.**

Sl No	Item	Chairman	Remarks
1.	1. Sanctioning investigation by the Assistant Controller (Accounts) of Arrears/ claims of BWSSB staff including deputed officials	3	4
2.	2. Sanctioning promotions etc. of BWSSB employees with retrospective effect below the level of Executive Engineers.	5 years	
3.	3. Sanctioning payment of arrear/ claims of contingent charges etc. condonation of delay	Full powers	
4.	4. Sanctioning refunds of revenue including fees, fines etc	Full powers	
5.	5. Declaring stores as obsolete, surplus or unserviceable and disposing them off.	Full powers	
6.	6. Sanctioning House Building/House Purchase or House Repair Advances to BWSSB staff.	Full powers	
7.	7. Sanctioning Bicycle purchase advance to BWSSB staff including deputed officials	Full powers	
8.	8. Sanctioning of Motor Car/Motor Cycle/ Scooter/ Moped Purchase Advance to BWSSB Staff only.	Full powers	

1.	2.	3	4
9 Sanctioning write-off of stores or BWSSB money lost items of BWSSB revenue and amounts of loan and advances found irrecoverable.	Rs. 5.00 Lakhs per annum		
10 Sanctioning reappropriation of Budget Grants.			
11 Prescribing security for custody of BWSSB cash or stores, vehicles by subordinate staff.	Rs. 10.00 Lakhs within the same major head		
12 Sanctioning permanent advances to offices for contingents vehicles by subordinate staff.	Full powers.		
13 Sanctioning advances of examination fee to BWSSB staff appearing for the service examinations.	Full powers		
14 Sanctioning purchase of Books, publications and periodicals required for the BWSSB including Newspaper and Magazines etc., tapes and propaganda materials such as films, cameras, tape recorders, projectors, medals etc.	Full powers.		
15 Sanctioning purchase of furniture and other articles of office equipment like clocks, Time pieces, diaries, Calendars etc., including stationary (subject to provisions in Budget).	Full powers		

1.	2.	3.	4.
16.	Sanctioning of transportation charges of records, equipment etc	Full powers.	
17.	Sanctioning charges for section writing i.e., copying manuscript by case worker or by piece work.	Full powers.	
18.	Sanctioning repairs of office equipment, furniture and other articles such as cloth, time pieces etc.	Full powers.	
19.	Sanctioning hot and cold weather charges for office including installation of necessary equipments.	Full powers.	
20.	Payment of Insurance charges for plant, machinery equipment and materials in transit of BWSSB.	Full powers.	
21.	Sanctioning purchase of topo-sheets and maps for office.	Full powers.	
22.	Permitting in special circumstances remittance by money order of pay, travelling allowances and contingencies to BWSSB employees including deputed officials.	Full powers.	
23.	Sanctioning the hiring of private building and lands for Board's use.	upto Rs. 5,000/- per month for each building.	
24.	Sanctioning charges for shifting telephones	Full powers.	
25.	Sanctioning repairs of BWSSB Buildings, bicycles apparatus and equipment's and other office machines and such as Typewriters, duplicators etc.	Full powers.	

	1.	2.	3	4
26.	Sanctioning expenditure on exhibitions, shows field days, work-shops, seminars etc.		Full powers.	
27.	Sanctioning charges for publications and purchase of hand books and leaflets, periodical reports, magazines, Government and other publications, books of academic interests, advertisements in newspapers and taking of photographs.		Full powers.	
28.	Sanctioning refund of wrong or excess credits.			
29.	Authorising journeys of BWSSB staff beyond the limits of their charge but within India (including deputed officials).		Full powers.	
30.	Sanctioning acceptance of remuneration by subordinate staff for work as examiners for various examinations.		Full powers.	
31.	Sanctioning incharge arrangements in vacant posts or in place of absentees and to sanction charge allowance thereof (including deputed officials (as per service regulations))		Full powers.	
	All the service matters are as per service regulations.			
32.	Sanctioning extension of joining time to BWSSB staff including deputed officials.		15 days.	
33.	Sanctioning retirement of BWSSB staff on their attaining the age of 58 years.		Full powers.	

1.	2.	3.	4.
34.	Sanctioning allowance to BWSSB staff reinstated after dismissal or removal from service for the period of such dismissal or removal	Full powers.	
35.	Sanctioning maternity leave to married women employees (including deputed employees). Sanctioning leave other than special disability leave, leave preparatory to retirement and refused leave to subordinate staff, including deputed employees.	Full powers.	
36.	Granting to BWSSB staff refused leave or leave newly earned, or both during extension of service.	Full powers.	
37.	Sanctioning disbursement of arrears of leave salary to BWSSB staff including deputed employees arising as a result of sanction of commutation leave more than a year from the date of relief.	Full powers.	
38.	Condoning delay in submitting pension application by retired BWSSB staff and sanction pension thereof.	Full powers.	
39.	Declaring the shortest route between two places in the case of journeys of subordinate staff.	Full powers.	
40.	Permitting road journey (tour and on transfer ) between places connected by Railway in the case of employees including deputed employees.	Full powers.	
41.	Sanctioning in exceptional cases road mileage both ways for road journey made by all employees between places connected by Railway including deputed employees.	Full powers.	

1.		2.	3	4
42.	Sanctioning Daily allowances for halt on tour exceeding 10 days upto 90 days at a place to all employees including deputed employees.	Full powers.		
43.	Allowing in the case of all employees including deputed employees on transfer, actual post of transport of their conveyance and personal effects by rail or other means of transport between places connected by rail as per BWSSB Service Regulations	Full powers.		
44.	Sanctioning temporary advances or withdrawals from the general provident fund for special reasons and other than special reasons.	Full powers.		
45.	Ordering the purchase of stores (subject to provision in the budget)	Full powers.		
46.	Reappropriation of funds of incurring expenditure on new scheme which are urgent costing less than Rs. One lakh.	Full powers.		
47.	Purchase of Motor Cycles, Cycles, etc., and accessories for all vehicles directly from the manufactures of authorised dealers.	Full powers.		
48.	To sanction expenditure on purchase of spare parts, tyres and tubes, etc., for vehicles and other machinery, for repairs to these vehicles, equipment and machinery including major and minor overhauls and in cases where required mileage is not covered.	Full powers.		
49.	To sanction expenditure on the purchase of petrol and oil.	Full powers.		

1.	2.	3	4
50.	To accord sanction to expenditure being incurred on purchase of Tyres and Tubes, batteries, etc., which have not covered requirements	Full powers.	
51.	To appoint Drawing officers and Controlling officers under all Heads of Accounts of the Budget operated by the BWSSB.	Full powers.	
52.	To sanction expenditure on maintenance works.	Up to 10 Lakhs per annum	
53.	To sanction expenditure on demurrage and wharfage charge charges	Full powers.	
54.	To sanction expenditure on study Tours within India	Full powers.	
55.	To sanction expenditure on transportation charges by engaging private vehicles	Up to Rs. 2 lakhs per annum	
56.	To sanction expenditure on purchase of seeds, plants, manure, fertilizers, chemicals, insecticides, sprays, medicines, surgical instruments, refrigerators, microscopes, laboratory equipment, scientific equipment, aquarium equipment, etc. (subject to provision in Budget).	Full powers.	
57.	To sanction approved Tenders which came above the sanctioned rate.	Without limit to the tender percentage for the works costing not more than Rs. 1.00 crore	

1.	2.	3	4
58.	To accord sanction of clothing for purchase and supply of clothing to Class IV BWSSB Employees and Drivers including deputed officials and inclusive of stitching charges, washing allowances, etc., from time to time as decided by the Chairman	Full powers	
59.	To accord sanction for incurring miscellaneous/unforeseen office expenses.	Upto 1.00 Lacs per annum.	
60.	To sanction Medical Reimbursement of BWSSB employees and their families claims to be counter-signed by the Board Doctors including officials on deputation.	Full powers	
61.	To sanction Festival advance (As per S.R.'s) to the BWSSB employees including deputed officials.	Full powers.	
62.	To sanction leave travel concession to BWSSB employees, including deputed officials.	Full powers	
63.	Sanction of Revised estimates for works.	Upto 20% over the estimated rate in respect of works costing not exceeding Rs. per work as per the original estimate.	
64.	Sanction of disposal of vehicles, equipments, machinery etc., the maintenance of which is uneconomical.	Full powers as per the guideline given by Government from time to time.	

1.	2.	3.	4.
65	Powers of sanction in all other cases not specifically provided.	The financial powers delegated to Major Heads of the Departments by Government from time to time or those existing under the relevant code rules and manuals or as delegated.	
66	To sanction expenditure on refreshments lunch and dinners connected with meetings, seminars, workshops, study tours, field days visitors and officers discussions with the Chairman( subject to Budget provisions).	Full powers	
67	To sanction expenditure on celebration of National Festivals, Board Day, Cauvery Day, Works Day, Rajyothsava Day etc.	Full powers	
68	To sanction the deputation of Board staff to State owned Industrial concerns/ depts. and other Boards in Karnataka upto the level of Executive Engineers	Full powers	
69	To permit the staff to travel by Air or by higher accommodation by Rail in Relaxation of rules in exceptional cases.	Full powers.	
70	To accept the postings of Deputations to the Board and their repatriation to parent department.	Full powers.	

1.	2.	3.	4.
71.	Declaring the satisfactory completion of the probationary period in respect of Board employees	Full powers.	
72.	Transfer of officials and officers of the Board including premature transfers.	Full powers, subject to instructions issued by Government from time to time.	
73.	Allotment of officials telephones to the eligible Board Officers to meet the telephone charges, if they own their telephone while in service. (Allotment of official telephones while in service as per the policy of the Board)	Full powers.	
74.	Payment of Legal fees as per the rates approved by the Board.	Full powers.	
75.	Payment of Annual Subscription Fee for sustaining membership of ISI and other institutions.	Full powers.	
76.	To sanction advance of pay on transfer, leave salary advance, leave travel concession on transfer, including traveling allowance on tour.	Full powers.	

Note: 1. Sanction issued be within the Budget Provision.

2. Purchase procedure laid down by the Board should be adopted.

3. Items not specified should go to Board

**SCHEDULE-III**  
(See Regulation 72)

**DELEGATION OF POWERS TO THE CHIEF ADMINISTRATIVE OFFICER, BANGALORE WATER SUPPLY AND SEWERAGE BOARD**

Sl No	Item	Amount Rs
1.	1. Sanction of Bicycle Purchase Advance to the BWSSB staff	3.
2.	2. Sanctioning of advance of Examination Fees to the staff appearing for Services	Full powers
3.	3. Sanctioning acceptance of remuneration by subordinate staff for work as Examiners for various examination.	--do--
4.	4. Sanctioning incharge arrangements in vacant posts or in place of absentees and to sanction charge allowance in respect of 'C' and 'D' employees of chairman's establishment and upto Group-'B' Officers.	--do--
5.	5. Sanctioning of Casual leave, Commuted leave, Maternity leave in respect 'C' and 'D' employees of Chairman's establishment, E.L. upto six months upto the level of Executive Engineers	--do--
6.	6. Sanctioning of Medical Reimbursement.	Upto Rs. 20,000/-
7.	7. Sanctioning of Festival Advance in respect of Group-'A' and 'B' Officers and 'C' and 'D' employees of Chairman's establishment	Full Powers
8.	8. Sanctioning of H.T.C of 'C' and 'D' employees of chairman's establishment.	--do--

1	2	3
9.	Sanction to purchase of books, Publications and Periodicals	Upto Rs. 10,000/- per annum
10.	Sanctioning of purchase of furniture.	Rs. 1,500/- each case and upto
11.	Sanctioning of transportation charges of records, equipments etc.	Rs. 25,000/- P.A
12.	Sanctioning charges for shifting telephones	Rs. 5,000/- P.A
13.	Sanctioning repairs of furnitures and office equipments, office machines	Full Powers
14.	Sanctioning charges for advertisements in News papers, Periodicals.	Rs. 30,000/- P.A
15.	Sanction to purchase and supply of clothing for Class-IV employees and Drivers	Rs. 5,000/- P.A
16.	Sanction for incurring miscellaneous and unforeseen expenditure.	Full Powers.
17.	To sanction expenditure for celebration of National Festivals.	Rs. 5,000/- P.A
18.	Payment of Legal Fees as per the rates approved by the Board.	Rs. 500/- each time.
19.	Sanction of Motor Car/ Motor Cycle/ Scooter/Moped Purchase Advance to officers and staff	Rs. 3000/- P.A.
20.	Sanction of H.B.A./ House Purchase/ House repair Advance- in respect of officers and staff	Full powers.
21.	Printing.	Full powers.
22.	Sanction of increment admissible under Small Family Norms.	Full powers subject to provisions in the Budget.
23.	Sanction of purchase of office equipments.	Full powers upto EE's level
24.	Stationery	Rs. 2,500/- each case.
		Rs. 25,000/- per annum
		Rs. 2,000/- each case.
		Rs. 20,000/- per annum.

	1.	2.	3.
25.	Sanction of Computer Advance to all the Officers and Officials		
26.	Sanction of Stagnation Increments to Group A and B Officers and C and D employees		Full powers.
27.	Payment of all Advertisements charges pertaining to Tender Notifications to short listed agencies		Full Powers.
28.	Declaration of Officiating Period		Full powers.
29.	Sanction of Time Bound Advancement to Group B, C and D employees		upto the level of AEE's
30.	Fixation of pay on promotion.		Full Powers
31.	Signing of Vakafats in all Court Cases on behalf of the Chairman		upto the level of AEE's
32.	Payment of Telephone bills.		All cases
33.	Payment of News paper bills.		Full powers
34.	Transfer of Group C and D employees.		Full powers
35.	Payment of charges allowance (as per Regulations)		Full powers
36.	Permission to retire on attaining the age of Superannuation in respect of group C and D employees		upto the level of AEE's
37.	Sanction of Conveyance Allowance		Group-C and D employees.
38.	Payment of Hospitalisation charges received from the High-tech Hospitals directly to the concerned Hospitals		Full powers
39.	Fixation and Regulation of pay in respect of cases where the increments are held up due to unauthorised absence, suspension, enquiry etc. in respect of Group A, B, C & D Officers		Full powers

Note: (1) Sanction issues should be within the Budget provision.

(2) Purchase procedures laid down by the Board should be adopted.

## DELEGATION OF POWERS

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Add. Chief Engineer.	Executive Engineer.
1	2	3	4	5
1.	To accord administrative sanction to works: (See Note 1) a) Original works (other than residential buildings) which are covered by specific appropriations or approved of Government. i) Plan work a) Works cleared in pre-budget scrutiny. b) Other cases ii) Non plan works: b) Other original works (Plan or non-plan other than residential buildings) covered by approval of higher authorities to be met from lump sum appropriation. c) Repairs work-ordinary and special.	<b>POWERS IN REGARDS TO WORKS</b>		
		Rs. 10 lakhs each work	Rs. 3 lakhs each work	Rs. 1 lakh each work
		Rs. 5 lakhs each work	Rs. 1 lakh each work	Rs. 50,000 each work
		Rs. 2 lakhs each work	Rs. 50,000 each work	Rs. 25,000 each work
		Nil	Rs. 1 lakh each work	Nil
A)	The statement of such works have to be maintained by P. W. D. Secretariat and copy thereof should be sent to F. D. once in a quarter 10 <sup>th</sup> July, 10 <sup>th</sup> October, 10 <sup>th</sup> January and 10 <sup>th</sup> April for information of that Department.	Upto limits prescribed for according technical sanction to the detailed estimate for each work.		
2.	To accord Technical sanction to detailed estimates of works (which are covered by administrative sanction) or parts of works sanctioned (See Notes 1 and 2)			
(A)	<u>Original Estimates of Original Works:</u> i) Works Irrigation and Roads, Buildings, Water Supply and Sewerage	Full powers +(B)+	Rs. 5 lakhs each work	Rs. 1 lakh each work

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
	+(B)+ In respect of estimates of irrigation works costing more than Rs. 1 Crore, technical sanction can be accorded only if such estimates have been approved by the Technical Committee.			
	(ii) Works of Electric Installation of Government Buildings against lump sum provision in the sanctioned estimates.	Rs. 50,000 each work	Rs. 20,000 each work	Rs. 5000/- each work
	(iii) Component parts of a project against lump sum provision in the sanctioned estimates.	Full Power	Rs. 3 lakhs each work	Rs. 1 lakhs each work
(B)	<u>ESTIMATES OF REPAIRS WORKS:</u>			
	i) Ordinary and special repairs to Buildings - residential as well as non-residential (the percentages exclude Municipal Taxes)			
	a) Buildings constructed prior to 1940	Full power upto 6% of Capital cost	Full power upto 5% of Capital cost	Full power upto 4% of Capital cost
	b) Buildings constructed between 1940 & 1975	Full power upto 5% of Capital cost	Full power upto 4% of Capital cost	Full power upto 3% of Capital cost
	c) Buildings constructed after 1975	Full power upto 3% of Capital cost	Full power upto 2% of Capital cost	Full power upto 1% of Capital cost

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2 ii) Repairs to Plant and Machinery (Excluding Motor vehicles):	3	4	5
	a) Annual maintenance, petty repairs and renewals to plant and machinery including earth moving equipment.	Rs. 50,000 each case	Rs. 25,000 each case	Rs. 5,000 each case
	b) Special repairs to Machinery, overhauling and replacement of Major Assemblies and parts.	Rs. 1,00,000 each case	Rs. 50,000 each case	Rs. 10,000 each case
	iii) Repairs to tools.	Rs. 4,000 each case	Rs. 2,000 each case	Rs. 1,000 each case
	iv) Repairs to Road, Irrigation and other works excluding those referred to at (i) to (iii)	Rs. 30,000 Per annum	Rs. 20,000 Per annum	Rs. 10,000 Per annum
	a) Annual repairs or maintenance.			Full powers
	b) Maintenance special repairs.	Full power	Rs. 3,00,000 each work	Rs. 1,00,000 each work
	c) Revised and supplemental estimates of original estimates referred to at (a) and (b) above (excluding estimates to Annual repairs of Mileage grant basis) not involving any material alterations in the original designs or specifications.	Upto 15% over the original estimates	Upto 12% over the amount of original estimates sanctioned by the higher authorities and 10% in other cases.	Upto 8% above the amounts of original estimates. He can sanction revised estimates upto s. 1,000/- in respect of original estimates irrespective of percentage involved

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- Note: 1. In regard to works initiated by or connected with the requirements of <sup>Part</sup> administrative departments, administrative approval also has to be accorded by the Administrative department concerned.
2. Revised administrative sanction/ approval should be obtained if the amounts of detailed estimates exceed the amount of administrative sanction/ approval by more than 15 percent.
  3. Irrigation works include water supply and drainage works also.
  4. Repairs to motor vehicles is governed by the provisions of Item No. 10 of Rule 55 of M.C.E.
  5. "works" including all items as defined in para 4(66) of K.P.W.A. code volume I.

3. To let out sanctioned works either wholly or in part for execution (see Note 7 and 8).

SL No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
(A)	a) To contractors after calling for tenders and by accepting the lowest of the eligible tenders, or the single tender if only one tender is received.	Full powers as long as the work or part of it at the rates of the acceptable tender does not exceed the corresponding amount of sanctioned estimate recast on the basis of CSR by more than 15%	Rs. 15 lakhs each work as long as the excess if any over the corresponding amount of the sanctioned estimate recast on the basis of CSR is not more than 12%	Rs. 2 lakhs each work as long as the excess if any over the corresponding amount of the sanctioned estimate recast; on the basis of CSR is not more than 10%
<p>Note: Draft tender documents as well as tenders for Rs. 1 Crore and above in the case of Irrigation works should be scrutinized by the technical committee before approval by Chief Engineer/ Government. The limit of 1 Crore applies to the estimated cost of each work portion put to tender.</p>				
b)	To contractor's after conducting negotiations under the provision of para 182 of KPWD code volume. I	Full powers as long as the cost as per negotiated rates does not exceed the corresponding amount of sanctioned estimate recast as per CSR by more than 15 percent.	Rs. 5 lakhs each work as long as the cost as per negotiated rates does not exceed the corresponding amount of sanctioned estimate recast as per CSR, by more than 12 percent.	Nil
c)	Entrustment at rates not exceeding 10% above CSR after two infructuous tender calls, either wholly or after splitting of the work.	Rs. 20 lakhs each work	Nil	Nil

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
d)	Entrustment to piece works at rate not more than CSK with or without invitation of public tenders to the best advantage of Government.	Nil	Rs. 1 lakh each work.	Rs. 50,000 each work

The Limit applies to the cost of the work put to tender and not to the cost as per sanctioned Estimates.

The Contract made by divisional officer under his power should not be cancelled without prior approval of the Superintending Engineer.

The Executive Engineer in respect of tenders accepted by authorities higher than himself should ensure that a copy of the agreement bond

correct in all respects is forwarded by him to Accountant General for the purpose of audit, as soon as the tender is accepted by the competent

authority. While forwarding the copy he should certify that the rate and all the terms and conditions in the copy of the competent authority.

No Authority under Government can pass any excess over a revised estimate.

Following are a few typical instances which may be considered as material alteration in designs of works.

### I. BUILDINGS

1. Change from terraced roof to tiled roof.
2. Change from brick masonry to stone masonry.
3. Raising the height of the low basement.
4. Alteration of the ground plan and elevation such as adding a verandah or rooms.
5. Change of site of a building.
6. Substitution of reinforced concrete work in place of ordinary masonry.
7. Change of wood work of room into Iron girders and joints.

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
	<b>II. ROADS</b>			
	<ol style="list-style-type: none"> <li>1. Change from graveling to metalling a newly opened road.</li> <li>2. Change from a road dam to a culvert bridge.</li> <li>3. Provision of Bridge when not provided in the sanctioned estimates.</li> <li>4. Alteration in the route of proposed road.</li> <li>5. Change from masonry arch bridge to a girder bridge.</li> </ol>			
	(a) Approval to extra or deviated item (s) EIRL. According approval to extra or deviated items increase of works carried out on contract basis.	Up to 15% or Rs. 1 lakh whichever is more of the amount put to tender for each work	Up to 12% or Rs. 50,000/- whichever is more of the amount put to tender, for each work	Up to 8% or Rs. 5,000/- whichever is more of the amount put to tender for each work.
4.	To pass excess over original estimate of original works and repairs excluding annual maintenance work sanctioned by them not involving any materials alteration in the design irrespective of the amounts of excess over sub-heads arising from deviation in quantities and rates. (Work-Slip)	20% of the amount of the original estimate.	15% of the amount of the original estimates sanctioned by him.	10% of the amount of the original estimates sanctioned by him.
	<p>NOTE: These officers may pass excess over estimates up to the percentage mentioned above subject to financial limits mentioned in Item No. 2(a). If the excess does not result in going beyond the amount up to which he is empowered to accord sanction to the estimate, no further sanction is required on this. If the case is otherwise, a report should be sent every month to the next higher authority who will satisfy himself about the propriety of the excess sanctioned and take suitable action.</p>			
5.	To authorize the utilization of anticipated or actual savings on a sanctioned estimate of a project to carryout additional works not contemplated in the original project or fairly contingent on its actual execution, without material alteration in design.	Full powers in respect of estimates sanctioned by him or by lower authority.	Rs. 25,000/- each case in respect of estimates sanctioned by him or by a lower authority.	Rs. 2000/- each case in respect of estimates sanctioned by him or by a lower authority.

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
	a) Tools, plant and machinery and survey instruments, cement, steel, asphalt, spares for machinery.	Rs.50,000/- each case for survey instruments Rs.2 lakhs each case for Machinery Tools & Plant	Rs.20,000/- each case for survey instruments Rs.1 lakh each case for Machinery Tools & Plant	Rs.10,000/- each case for survey instruments Rs.10,000/- each case for Machinery Tools & Plant
		Rs.2 lakhs each case for Cement and steel and asphalt Rs.50,000/- at a time - spares for machinery	Rs.1 lakh each case for Cement and steel and asphalt Rs.25000/- at a time - spares for machinery	Rs.20,000 each case for Cement and steel and asphalt. Rs.5000/- at a time - spares for machinery
<p>Note: 1) Purchase of plant and machinery will be made after the same is approved by the Purchase Committee.</p> <p>2) Spares for machinery will be purchased after ascertaining from Chief Engineer, Chief Mechanical Organisation that such spares are not available as surplus with any other Division.</p> <p>3) All purchase will be made as per S.P.D. rules and subject to adequate budget provision.</p>				
10.	To order direct purchase of stores without reference to DGSD or SPD in urgent cases	Rs.1 lakh in each case	Rs.25,000/- in each case	R.15,000/- in each case
11.	To fix the stock limits of the divisions	Full powers	Nil	Nil

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
12.	To sanction the waiver of centage charges on the cost of unserviceable articles of Tools and Plant sold and on the cost of rent tools and plant articles recovered of the articles being lost.	Full powers	Nil	Nil
13.	a) Surplus stores at site of work at not less than their book value. b) Material dismantled from works at not less than their book value. c) Unserviceable stores other than tools and plant at less than their book value when original purchase value does not exceed the limit of power laid down. d) Unserviceable articles of tools and plant and machinery provided they have served the period of life fixed by Government, from time to time.	Full powers	Nil	Nil
		Full powers	Rs. 20,000/- in each case	Rs. 5,000/- in each case.
	Note: (1) In case they have not served the period of life so prescribed, such cases be referred to Government. Note: (2) The amounts noted above are the book value of the articles. Note: (3) The tools and plant proposed to be disposed off as unserviceable should be inspected by S.E., C.M.O. and certified (as unserviceable ).			
14.	Unserviceable light articles of tools and plants such as Pickaxes and baskets etc.	Rs. 10,000/- in each case	Rs. 5,000/- in each case	Rs. 100/- in each case

Sl No	Nature of power	LIMITS OF POWER		
		Chief Engineer.	Addl. Chief Engineer.	Executive Engineer.
1	2	3	4	5
15	To sanction the sale of stores other than tools and plant and controlled articles at issue rates plus storage and supervision charge or at market rates whichever is higher to the public when it can be done without detriment to Government work.	Rs 5,000/- in each case	Nil	Nil
16	To sanction the sale of T&P excluding machinery to the public a book value plus centage charges or at market rates whichever is higher provided that this can be done without detriment to Government work.	Rs. 1000/- in each case subject to max. of Rs. 3000/- per annum	Rs. 750/- in each case subject to max. of Rs. 2500/- per annum	Rs. 350/- in each case subject to max. of Rs. 1000/- per annum
17	Fixing hire charges for machinery hired out by the department from quasi Government organizations or private parties, fixations being in accordance with the rules in PWD code	Full power	Nil	Nil
18	To sanction demolish state civil or irrigation works, buildings or structures (based on the capital cost in books).	-	-	-
	a) Due to their being in dangerous condition or past Repairs	Rs. 2,00,000/- in each case	Rs. 50,000/- in each case	Rs. 10,000/- in each case.
	b) For other reasons	Rs. 10,000/- in each case.	Rs. 2000/- in each case.	Nil
19.	To sanction expenditure on advertisement tender Notifications in Newspapers.	Full powers	Rs. 2,000/- in each case	Nil
20.	To sanction charges for taking photographs of works, (Big works & other works)	Rs. 10,000/- in each case Rs. 5000/-	Rs. 2,000/- in each case Rs. 1000/-	Rs. 500/- in each case Rs. 500/-

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer, 3	Addl. Chief Engineer, 4	Executive Engineer, 5
1				
21.	To sanction the purchase of Prussiate paper including ferroprussiate paper and all other kinds of papers required for tracing and drawing.	Rs.30,000/- at a time.	Rs.15,000/- at a time.	Rs. Rs. 5000/- at a time.
22.	To sanction purchase of stationery for works costing not less than Rs.2 lakhs.	Rs.10,000/- each work subject to max. of Rs.50000/- per month	Rs.5,000/- each work subject to a max. of Rs.25000/- per annum	Rs.1,000/- each work subject to a max. of Rs.10000/- per annum
23.	To sanction the taking over of lands, buildings on lease.	Rs.5000/- per month each case	Rs.1500/- per month each case	Rs.750/- per month each case
24.	To accept certificates of payments in lieu of missing vouchers.	Full powers	Full powers	Nil
25.	To sanction of refunds of rent admissible	Full powers	Rs.1000/- per month in each case	Rs.500/- per month in each case
26.	To sanction compensation after spot inspections to land owners for damages sustained by them due to destruction of standing crops or cutting of valuable fruits yielding trees in consultation with officers of Revenue or forest department, as the case may be in case of construction of works or transmission lines.	Full powers	Rs.10,000/- in each case after spot inspection.	Rs.5,000/- in each case after spot inspection.
27.	To sanction write off irrecoverable value of tools and plant and stock articles lost.	Rs.5000/- each case subject to a max. of Rs.5000/- per division (depreciated value)	Rs.1000/- each case subject to a max. of Rs.1000/- per division (depreciated value)	Nil

Sl. No	Nature of power	LIMITS OF POWER		
		Chief Engineer. 3	Add. Chief Engineer. 4	Executive Engineer. 5
35.	To sanction Bicycle allowances in lieu of conveyance allowance to executive sub-ordinates of work charged establishment of Rs.15/- per month etc.	Full powers	Full powers	Nil
36.	Sanctioning the hiring of private buildings and land for departmental use.	Rs.600 each month for 5 years or Rs.1600/- PM for 2 years.	Rs.300 each month for 3 years or Rs.500/- P.M for 1 year.	Rs.200 each month for 2 years for cities and Rs.100/- per month for 2 years for other places.
37.	Powers to waive the ruling which requires that the work charged establishment should be employed on specific work.	Full powers subject to the condition that the CE should determine the proportion in which the cost of the establishment should be allocated between the works concerned in consultation with Audit Officer.	Nil	Nil
38.	To divert the provision of contingencies to any new work or repairs which is not provided in the sanctioned estimate.	Full power with regard to the works sanctioned by him.	Full power with regard to the works sanctioned by him.	Full power with regard to the works sanctioned by him.
39.	To sanction preparation of models for major Engineering structure (costing less than Rs.50 lakhs) meeting the cost there of from the provisions from the contingencies of sanctioned estimates.	Upto Rs. 1,000 in each case limited to 25% of the provision under contingencies of the sanctioned estimate.	Nil	Nil

CHIEF ADMINISTRATIVE OFFICER - SECRETARY

B.W.S.S.B

29/02/2002

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