

2nd Manual: Powers & duties of officers & employees

Powers and duties of officers (administrative, financial & judicial):

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1)	CHAIRMAN	<ul style="list-style-type: none"> • To attend meetings of the Authority. • To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority. • Chairman may visit & check various field officers time-to-time and operating units of the Authority within the state. Points for action arising from such visits shall be endorsed to the Chairman. • To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority. • Chairman is responsible for furnishing reports to Government & correspondence with Government on behalf of Authority. However, in important matters of policy, it shall be open to the Chairman to send a demi-official communication to the State Government. • Chairman should confine his powers of general guidelines to matters of Authority management and policy and leave day-to-day administration of the affairs of the Authority to the charge of the Chief Administrator. • To listen the public grievances & launch the new policies for the development of the State. 	As per guidelines regarding function & powers of Chairman issued by the State Govt. vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
2)	CO-CHAIRMAN	-	-

3)	VICE CHAIRMAN	<ul style="list-style-type: none"> Vice Chairman shall be the Chairman of the Authority in absence of Chairman as provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995. First & Second “Appellate Authority” as the case may be as provided in PUDA Employees (Punishment & Appeal) Regulations 1997. <p>POWERS OF VICE CHAIRMAN AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p>	<p>DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATION MADE THEREUNDER.</p> <p>1. To attend all the meetings of the Authority.</p> <ul style="list-style-type: none"> To finalize the appeals under the relevant provisions of the concerned Regulations, Acts, against the orders of the Competent Authority, as the case may be.
4)	CHIEF ADMINISTRATOR	<p>POWERS OF CHIEF ADMINISTRATOR</p> <p>All powers assigned by the Authority and by the State Government under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 & rules/regulations made thereunder and powers notified by the State Government under the relevant provision of the Punjab Apartment & Property Regulation Act, 1995, the</p>	<p>DUTIES OF THE CHIEF ADMINISTRATOR</p> <ul style="list-style-type: none"> The Chief Administrative shall be the Chief Executive of the Authority and shall arrange for the transaction of business of the Authority, authenticate orders and decisions of the Authority and discharge such other functions of the Authority as may be assigned to him by the Authority under its

		<p>Punjab Apartment & Property Regulation Rules, 1995 and the Punjab Apartment Ownership Act, 1995 for day to day functioning of the Authority.</p> <p>POWERS OF CHIEF ADMINISTRATOR AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 and thereafter amendments from time to time is enclosed as</p> <p>Annexure-I</p>	<p>regulations.</p>
5)	ADDITIONAL CHIEF ADMINISTRATOR (HQ/Policy)	<p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (HQ/Policy)</p> <ul style="list-style-type: none"> • To appoint Group-IV employees as provided in PUDA Employees Service Regulations 1999, Regulation No. 7. • To punish and impose penalty to Group-IV employees as provided in PUDA Employees (Punishment & Appeal) Regulations 1997. <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (HQ) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO.</p>	<ul style="list-style-type: none"> • To prepare draft policy and to examine other matters relating to disposal of land for obtaining orders of the appropriate Authority. • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/ regulations made there under.

		<p>PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p> <p>To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.</p>	
9)	ADDITIONAL CHIEF AMDINISTRATOR(F&A)	<p>POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (F&A)</p> <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (F&A) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p>	<p>DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (F&A)</p> <ul style="list-style-type: none"> • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder. • Preparation of budget proposals for

			<p>consideration and approval of the Authority.</p> <ul style="list-style-type: none"> To maintain & reconcile the accounts of PUDA every year and finalize the balance sheets of PUDA. To make proposal for allocation of funds required by the concerned divisions of PUDA for execution of works and expenditure to be incurred on item under contingency and disbursement of salary to the staff.
10)	ADDITIONAL CHIEF AMDINISTRATOR(PROJECT)	<p>POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (PROJECT)</p> <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (PROJECT) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN- EA-4/25812-885 DATED 18-</p>	<p>DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (PROJECT)</p> <ul style="list-style-type: none"> To initiate proposals for introduction of new major projects for proper disposal of land. <p>All other duties assigned by the Chief</p>

		11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I	Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
11)	ESTATE OFFICER	<p>POWERS OF THE ESTATE OFFICER</p> <ul style="list-style-type: none"> Estate Officer is competent to exercise the all powers of the Estate Officer as provided in as provided in section 45, 46, 47, 48 of the Punjab Regional & Town Planning & Development Act, 1995 	<p>DUTIES OF THE ESTATE OFFICER</p> <ul style="list-style-type: none"> To allocate commercial/domestic plots/houses/sites/shops to the general public within their respective jurisdiction as

		<p>and notifications issued by the State Government under the relevant provision of this act from time to time.</p> <ul style="list-style-type: none"> All powers assigned by the Authority and Chief Administrator for day-to-day working under the relevant Acts and Regulations/Policies made thereunder. 	<p>per norms/rates fixed by the Authority / Competent Authority as the case may be.</p> <ul style="list-style-type: none"> To make recovery from allottees and to deposit the same in the PUDA head account. All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder. To settle the disputed cases of allotment. To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-
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			EA-6/97/18588-917 dt 11-8-97.
13)	CHIEF ENGINEER	<p>POWERS OF THE CHIEF ENGINEER</p> <p>POWERS OF CHIEF ENGINEER AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DT 18-11-97 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p>	<p>DUTIES OF THE CHIEF ENGINEER</p> <ul style="list-style-type: none"> • To allocate the development / construction works to the concerned technical staff and get it completed within the stipulated period. • To accord the administrative approval as per his competency and get it approved from the competent Authority. • Overall check on the staff posted at Chief Engineer Office being a head of the CE office. • To prepare and approve the estimates of concerned works within the administrative approval.

			<ul style="list-style-type: none">• To inspect the construction works and get it rectified if any deficiency / quality of material and other concerned jobs and to make sure to complete the structure as per drawings in all respects.• To arrange the funds for construction from the accounts section of PUDA.• To call the tenders for allocation of new works.• All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and
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			rules/regulations made thereunder.
14)	SUPERINTENDING ENGINEER	<p>POWERS OF THE SUPERINTENDING ENGINEER / HEAD OF OFFICE</p> <p>POWERS OF SUPERINTENDING ENGINEER / HEAD OF OFFICE AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p>	<p>DUTIES OF THE SUPERINTENDING ENGINEER</p> <p>All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.</p>
15)	DIVISIONAL ENGINEER	<p>POWERS OF THE DIVISIONAL ENGINEER / DDO</p> <p>POWERS OF DIVISIONAL ENGINEER / DDO AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA</p>	<p>DUTIES OF THE DIVISIONAL ENGINEER</p> <p>All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of</p>

		ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I	Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
16)	SENIOR ARCHITECT	<p>POWERS OF THE SENIOR ARCHITECT</p> <ul style="list-style-type: none"> All powers assigned by the Chief Administrator for day-to-day working for the finalization of structure/drawings of works. To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. 	<p>DUTIES OF THE SENIOR ARCHITECT</p> <ul style="list-style-type: none"> Overall check on the staff posted at Architect Wing a head of the Architect Wing. All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
17)	SENIOR TOWN PLANNER	<p>POWERS OF THE SENIOR TOWN PLANNER</p> <ul style="list-style-type: none"> All powers assigned by Chief Administrator for day-to-day working for the planning of new towns / urban estates / 	<p>DUTIES OF THE SENIOR TOWN PLANNER</p> <ul style="list-style-type: none"> Overall check on the staff posted at STP Wing a head of the

		<p>projects etc.</p> <ul style="list-style-type: none"> To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. 	<p>STP Wing.</p> <ul style="list-style-type: none"> All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
18)	DEPUTY DIRECTOR PR	<p>POWERS OF THE DEPUTY DIRECTOR (PR)</p> <p>POWERS OF DEPUTY DIRECTOR (PR) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME. The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is enclosed as Annexure-I</p>	<p>DUTIES OF THE DEPUTY DIRECTOR (PR)</p> <ul style="list-style-type: none"> All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
9)	CHIEF ACCOUNTS OFFICER	<p>As per The latest delegation of powers issued vide no Puda - Admin – EA1-2013-16340-375 dated 2/8/2013 is</p>	

		enclosed as Annexure-I	
10)	OTHER OFFICERES	<p>DUTIES OF THE OTHER STAFF OF THE AUTHORITY</p> <ul style="list-style-type: none"> To assist the in-charge of section in disposal of work assigned to them. 	

Powers and duties of other employees:

S.no	Designation	Powers	Duties
1)	SENIOR ASSISTANT	Nil	As per Punjab Govt. Pattern.
2)	SENIOR ASSISTANT (ACCOUNTS)	Nil	As per Punjab Govt. Pattern.
3)	JUNIOR ASSISTANT	Nil	As per Punjab Govt. Pattern.
3)	CLERK	Nil	As per Punjab Govt. Pattern.

Rules/orders under which powers and duties are derived:

- i) Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- ii) Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- iii) PUDA Employees (Conduct) Regulations, 1997.
- iv) PUDA Employees (Punishment & Appeal) Regulations, 1997;
- v) PUDA (Committees and Conduct of Business), Regulations, 1996.

ANNEXURE-I

**PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY
SAS NAGAR**

(NOTIFICATION)

No. PUDA-Admn-EA-4-97/20300

Dated: 5-9-97

In exercise of the powers – conferred by sub-section (1) of section 182 of the Punjab Regional & Town Planning & Development Act, 1995, (Punjab Act No. 11 of 1995), the Punjab Urban Planning & Development Authority hereby makes the following regulations namely: -

SHORT TITLE AND COMMENCEMENT:-

1. These regulations may be called the **Punjab Urban Planning & Development Authority** (Delegation of Powers) Regulations, 1997.
2. They shall come into force at once.
3. **Definitions:** - In these regulations, unless the context otherwise requires: -
 - (a) **'Act'** means the Punjab Regional & Town Planning & Development Act, 1995.
 - (b) **'Additional Chief Administrator'** means the officer appointed as such by the Authority;
 - (c) **'Chairman'** means the Chairman of the Authority;
 - (d) **'Chief Accounts Officer'** means the officer appointed as such by the Authority;
 - (e) **'Chief Administrator'** means the Chief Administrator of the Authority appointed under sub-section (iii) of section -17 of the Act.

- (f) **'Chief Engineer'** means the officer appointed as such by the Authority.
- (g) **'Competent Authority'** means the Chief Administrator;
- (h) **'Drawing & Disbursing Officer'** means the officer of the Authority appointed as the Drawing & Disbursing Officer and includes an officer already declared as such by the Chief Administrator;
- (i) **'Head of Office'** means the officer of the Authority appointed as such by the Chief Administrator and includes the Additional Chief Administrators, Chief Engineer, Administrators, Superintending Engineers (Field), Estate Officer.
- (j) **'Vice Chairman'** means the Vice Chairman of the Authority;

4. Powers of Drawing & Disbursing Officer; subject to the sanction of the competent Authority to the incurring of expenditure and subject to the provisions of rules and regulations made under the Act, a Drawing & Disbursing Officer may draw the money from the fund of the Authority for contingent expenses, within the amount limit allotted to him in the budget estimates or otherwise, unless there is something novel, doubtful or irregular in the character of the expenditure.

5. Procedure for purchase-In no case purchase orders should be split up so as to avoid the necessity of obtaining the sanction of the higher Authority required with reference to the total amount of the order and at the same time care should be taken not to purchase items which are likely to prove unproductive to the Authority and when stores are purchased from the open market, the system of inviting open competitive tenders should as far as possible, be adopted and purchases should be made from the lowest tenders unless there are special reasons to the contrary which should be recorded in writing.

6. Powers to be delegated – powers to incur expenditures as mentioned in column 2 of the table appended below are delegated to the various authorities and officers mentioned in column 3 of the extent specified in column 4: -

SECTION 1-A (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1.	2.	3.	4.	
1.	Power to declare headquarter of any employee	(i) CA (ii) ACA (Field) (iii) ACA (HQ) (iv) CE	i) Full Powers ii) Full Powers within their respective jurisdiction for employees in the scale of pay which is less than scale of pay of Rs. 2200-4000. iii) For employees of the head quarter drawing pay in the scale which is less than the scale of Rs. 2200-4000 in respect of employees working under him/her control. (iv) For employees of the headquarter drawing pay in the scale which is less than the scale of pay of Rs. 2200-4000 in respect of employees working under him/her control.	As amended vide letter No. 3003-3080 dated 4.2.99
2.	Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA (Field) (ii) ACA (HQ) (iii) CE	i) Full Powers for employees working under their respective control. ii) Full Powers for Headquarter employees. iii) Full Powers for employees under his control.	As amended vide letter No. 3003-3080 dated 4.2.99
3.	Power to sanction absence of the employees beyond their sphere of duty for training in India.	(i) CA (ii) ACA (HQ)	i) Full Powers. ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99

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4.	Power to dispense with the production of medical certificate of fitness.	(i) CA (ii) ACA (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
5.	Power to suspend lien of an employees.	(i) CA (ii) ACA (H.Q.)	i) Full Powers for one year only. ii) Full Powers in respect of Group-D employees for one year only.	As amended vide letter No. 3003-3080 dated 4.2.99
6.	Power to transfer lien of an employee.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
7.	Power to relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume -I, Part-I.	(i) CA (ii) ACA (HQ).	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
8.	Power to declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Volume-I, Part-I will not be applicable to any particular case.	(i) CA (ii) ACA (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
9.	Power to grant pay and allowances to an employee treated on duty under rule 2.16 (b) of the Punjab Civil Services Rules, Vol-I, Part-I.	(i) CA (ii) ACA (HQ)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
10.	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
11.	Power to grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Volume I, Part-I	i) VC ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	

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12.	Power to grant advance increments to the officers who go abroad to improve their qualifications.	(i) VC (ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
13.	Power to decide whether the officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
14.	Power to reduce the pay of an officiating employee.	(i) VC (ii) CA (iii) ACA (HQ).	(i) Full powers for group A & B. (ii) Full powers for group C. (iii) Full powers for group D.	
15. (i)	Power to fix pay of PUDA/GMADA	ACA (F&A)	Full Powers	As amended vide endst. No. 28341 dt. 14-05-2019
(ii)	Power to fix pay of all Authority Staff	ACA of the Concerned Authority	Full Powers	
15 (ii)	Power to fix pay of Junior employees equivalent to senior employees in accordance Instructions issued by Govt. from time to time.	ACA (F&A)	Full powers	As amended vide endst. No. 2151-99 dt. 27-01-2009.
16.	Power to appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties.	(i) VC (ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
17.	Power to waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes not being house tax or property tax to be recovered from any employee.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99

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18.	Power to grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (HQ) (iv) ACA (Field) (v) CE	i) Full powers for group A & B. ii) Full powers for group C & D. iii) Upto Rs. 500/- during an year. iv) Upto Rs. 500/- during an year in their respective zone. v) Upto Rs. 500/- during an year.	
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19	Power to sanction the taking of work for which a fee is offered and the acceptance of fee thereof.	(i) CA (ii) ACA (Field)	i) Full Powers. ii) Upto Rs. 50,000/- in their respective jurisdiction.	As amended vide letter No. 3003-3080 dated 4.2.99
20	Power to treat the period of suspension of an employee as a period spent on duty for any specified purpose.	(i) CA (ii) ACA (HQ)	i) Full powers for group A, B & C. ii) Full powers for group D.	As amended vide letter No. 45642-740 dated 27.9.02.
21	Power to grant leave	(i) CA, PUDA (ii) ACA (HQ/Field) (iii) CE (iv) SE (v) Divisional Engineer (vi) AGM(HR)/ Estb Officer (Admin)	(i) Full Powers (Including Ex-India Leave) (ii) Full Powers for Group-A, B, C & D (excluding Ex-India Leave) for employees working under their respective controls. (iii) Full Powers for Group-A, B, C & D (except Superintending Engineers) for employees working under their respective controls (excluding Ex-India Leave) (iv) Full Powers for Group-A, B, C & D (except Divisional Engineers) for employees working under their respective controls (excluding Ex-India Leave) (v) Full Powers for Group-A, B, C & D (except Sub Divisional Engineers) for employees working under their respective controls (excluding Ex-India Leave) (vi) Full Powers for Group-C & D (Excluding Ex-India Leave) employees working under his/her control.	As amended vide letter No. 13103-147 dated 11-06-2021

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22	Power to grant extension in joining time.	(i) CA ii) ACA(HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
23	Power to grant permission to an employee on leave to accept employment or to take up service.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
24	Power to permit the calculation of joining time by a route other than, which travelers habitually use.	ACA (HQ) ACA (field) CE	(i) Full Powers. (ii) Full Powers (iii) Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
25	Power to fix pay in foreign service.	(i) ACA (F&A)	Full Powers	As amended vide letter No. 20234-65 dated 27-10-09
26	Power to decide the date of reversion of an employee returning after leave from foreign service.	(i) CA (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
27	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC ii) CA iii)ACA(Field)	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Full Powers for group C & D within their respective jurisdiction.	As amended vide endst. no. 24856-955 dt. 07-11-2006
28	Power to determine the amount of pay and allowances which may be paid to an employee under rule 7.3(4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Volume -I, Part-I.	i) VC ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	As amended vide endst. no. 24856-955 dt. 07-11-2006
29	(i) Extra-ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Volume-I, Part-I.	i) VC ii) CA iii)ACA (HQ) (iv) ACA (T/E)	i) Full powers for group A & B. ii) Full powers for group C. iii) Full powers for group D. iv) Full Powers for technical staff except group A & B.	As amended vide endst. no. 24856-955 dt. 07-11-2006

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	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Volume-I, Part-I.	ACA (HQ) ACA (Field) ACA(T/E)	(i) Full Powers for Ministerial staff at the HO (including Group-D employees) (ii) Full Powers for staff within their jurisdiction. (iii) Full Powers for technical staff at the Head Quarter.	As amended vide endst. no. 24856-955 dt. 07-11-2006
30	To sanction advance out of the Contributory Provident Fund.	Additional Chief Administrator (F&A)/Chief Accounts Officer	Full Powers	As amended vide endst. No. 20052-79 dt. 14-06-17.
30 (b)	To counter sign the forms submitted by employees for allotment of CPF number.	ADO (Admn.)	Full powers	As amended vide endst. No. 581-620 dt. 12-01-07.
31	Issuing of No Objection Certificate. No dues certificates for obtaining Passport	i) CA ii) CE, PUDA iii) AGM(HR), PUDA/ Estb Officer (Admin)	(i) Full Powers for ACAs, CE, GM (i) Full powers for regular work charged employees. (ii) Full Powers for All Ministerial & Technical Staff including Group-D employees except ACA, CE, GM.	As amended vide endst. No. 13103-147 dated 11-06-2021
31-B	Issue of No due Certificate to the PUDA employees.	(i) ACA (HQ) (ii) AGM (HR) / Estb Officer (Admin)	1. Full powers for Group-A, B & C employees. 2. Full powers for Group-D employees.	As amended vide endst. No. 13103-147 dated 11-06-2021
32	Extension in deputation period of an employee.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D (Tech. & Non Technical).	As amended vide endst. no. 24856-955 dt. 07-11-2006
33	Forwarding of applications to the organisation to whom they are addressed as per government instructions and permission to pursue further studies by	i) ACA (HQ/ Field) ii) AGM (HR) / Estb Officer (Admin) iii) Chief	(i) Full Powers for Group-A & B . (ii) Full Powers for Group-C & D (iii) Full Powers for Workcharge Employees	As amended vide endst. No. 13103-147 dated 11-06-2021

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	the employee in every class through correspondence or privately or any other examination.	Engineer		
34	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	D.D.O.	Full Powers.	As amended vide letter No.3003-3080 dated 4.2.99
35	Grant of proficiency/selection grade and senior scale/placement in the higher scale and grant of class –II status to JE under Assured Career Progression Scheme.	(i) CA ,PUDA (ii) ACA (HQ) (iii) AGM(HR)/ Estb Officer (Admin) iv) SE	(i) Full Powers for Group –A employee. (ii) Full Powers for Group B & C employees (iii) Full Powers for Group-D. If in any case the record of the concerned employee is not satisfactory the same may be forwarded to the Chief Administrator. (iv) Full Powers for work-charged staff under their control. If in any case the record of the concerned employee is not satisfactory the same may be forwarded to the Chief Engineer	As amended vide endst. No. 13103-147 dated 11-06-2021
36	Power to engage lawyers as per fees fixed by the Authority for cases in lower courts.	(i) Advocate General Punjab (ii) CA	i) Full Powers to engage Advocates for PUDA/All Development Authorities , from panel of Advocates ii) In case, timely response is not received from the Advocate General, Punjab Office, CA's will have full power to engage advocates from respective Authority's panel of Advocates	As amended vide letter No.13092-13237 dated 26-04-2019

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37	Postings & transfers of employees.	i)VC ii)CA iii)ACA(HQ)	i) Full powers for Group-A employees. ii) Full powers for Group-B employees iii) Full powers for group C & D employees	As amended vide endst. No. 9482-9509 dt. 18-04-17
38	To sanction house building advance and conveyance advance to the employees.	ACA(HQ)	i) Full powers including work charged staff.	As amended vide Endst. No. 3149-90 dt. 16-02-10
39	To sanction Group D posts.	Authority	Full Powers	As amended vide letter No. 30189-390 dated 6.6.02.
40	To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA (Field)	i) Full Powers for two years at a time. ii) Full Powers to appoint revenue staff only for two years at a time at the rates approved by the Head Office.	As amended vide letter No. 8554-8635 dated 29.4.99.
41	To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of C.P.F. & GIS etc. to employees of PUDA.	(i) ACA (HQ) (ii) AGM(HR)/ Estb Officer (Admin) (iii) CE, PUDA	i) Full Powers For Group-A & B ii) Full Powers for Group C & D iii) Full Powers for Work-charged staff.	As amended vide endst. No. 13103-147 dated 11-06-2021
42	Clearance of probation period	(i) CA (ii) ACA (HQ) (iii) DE concerned	(i) Full powers for group A & B (ii) Full powers for group C & D iii) Full powers for work charge staff working under his/her control.	As amended vide endst. No. 9482-9509 dt. 18-04-17
43	Power to sanction leave travel concession.	i) ACA (HQ) ii) AGM(HR)	(i) Full Powers for Group A, B & C (ii) Full Powers for Group D employees.	As amended vide endst. No. 744-72 dt. 11-1-12
44	Finalization of Enquiry cases	i) CA ii) ACA (HQ)	Full powers for Group A, B & C Full powers for Group-D.	As amended vide endst. No. 744-72 dt. 11-1-12

SECTION 1-B (GENERAL)

Sr No	Nature of Powers	Officer to whom Power is delegated	Extent of Powers delegated	Remarks
1.	2.	3.	4.	5
A	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS PROVIDED IN THE SANCTIONED BUDGET.			
1.	To sanction expenditure on purchase of vehicles such as Cars, Jeeps, Pick-up Vans, Trucks, Buses etc.	(i) CA (ii) ACA (F&A) PUDA/ GMADA	(i) Full Powers. (ii) Full powers for purchase of vehicles only for replacement of old vehicles.	As amended vide letter No. 31258-94 dt 28-09-2021
2.	To sanction expenditure on purchase of: - (i) Furniture & fixtures (ii) Office equipment such as fax machine, duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA (F&A) PUDA/ GMADA (iii) ACA (Field) (i) CA (ii) ACA (HQ) (iii) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) Rs.25,000/- in an year. (i) Full Powers (ii) Full Powers (iii) Rs. 50,000/- per item per year. (iv) Rs. 50,000/- per item per year.	As amended vide letter No. 31258-94 dt 28-09-2021
	(iii) Computers and related equipments	i) CA ii) ACA (Field) iii) ACA (F&A) & (H.Q)	(i) Full powers (ii) Full powers (iii) Full powers	
3.	To sanction expenditure on purchase of air conditioners, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA (H.Q.) (iii) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) Rs.30,000/- for A.C. & Rs. 5,000/- for the rest. (iv) Rs.30,000/- for A.C. & Rs. 5,000/- for the rest.	As amended vide letter No. 19186-260 dt 6.11.98.
4.	To sanction expenditure on purchase of books and maps	(i) CA (ii) ACA (HQ) (iii) ACA (Field) (iv) ACA (Project)	(i) Full Powers (ii) Full Powers. (iii) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure. (iv) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure.	As amended vide letter No. 19983-20080 dt 23.8.01.

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		(v) CE	(v) Upto Rs. 1,000/- in an individual case of nonrecurring expenditure.	
5	To sanction expenditure on installation of telephones & internal telephone system.	(i) CA. (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
5 (b)	For allowing the facility of telephones at the residence of officers/officials of PUDA as per requirement and with proper justification and keeping in view the nature of duties of the officers/officials.	CA	Full powers	As amended vide endst. No. 581-620 dt. 12-01-2007. This issue with the approval of Authority vide agenda item no. 34.13
B	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE SANCTIONED BUDGET.			
6.	To sanction expenditure on purchase of construction equipment such as road rollers, mixers and vibrators etc.	(i) CA (ii) CE (iii) ACA (Field)	(i) Full Powers. (ii) Full Powers (iii) Rs. 50,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
7.	To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA (ii) CE (iii) ACA (Field)	(i) Full Powers (ii) Full Powers (iii) Rs. 25,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
C	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE SANCTIONED BUDGET.			

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8	(i) To sanction expenditure on printing.	(i) CA (ii) ACA (HQ) (iii) ACA (Field) (iv) CE	(i) Full Powers (ii) Full Powers (iii) (a) Full powers for printing of brochurs only on or less than the rates approved by the PR Cell, HQ and within the limit of budget allocation of each zone. (b) Rs. 10,000/- for other printing jobs in an individual case. (iv) Rs. 1,000/- in an individual case.	As amended vide letter No. 7116-7210 dt 24.2.03.
	(ii) To sanction expenditure on preparation and typing of project reports.	CE	Full Powers	
9	To sanction expenditure on purchase of stationary without obtaining tenders	FOR HEAD OFFICE (i) Committee consisting of ACA (HQ), ACA (F&A) & Chief Engineer.	(i) Full Powers	
		FOR ZONAL OFFICE (ii) Committee consisting of ACA, SE, AO & Estate Officer.	(ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
		(iii) CA	(iii) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	
		(iv) ACA (F&A) PUDA/ GMADA	(iv) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	As amended vide letter No. 31258-94 dt 28-09-2021
		(v) ACA (Field)	(v) Upto Rs.10,000/- on one single occasion and Rs.50,000/- in an year.	
		(vi) Head of office	(vi) Upto Rs. 5000/- on one single occasion and Rs. 20000/- in an year.	
10	To sanction expenditure on	(i) CA	(i) Full Powers	As amended vide letter No.

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	account of rent for office accommodation.			19186-260 dt 6.11.98.
		(ii) ACA (Field)	(ii) Full Powers within their respective zone.	
		(iii) CE	(iii) Upto Rs. 3,000/- per month subject to the condition that no lease is entered into for a period of more than one year.	
11	To sanction expenditure on account of telephone charges, rental charges of telephones and other miscellaneous charges.	Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Authority on local calls.	As amended vide letter No. 19186-260 dt 6.11.98.
12	To sanction expenditure on purchase of postage stamps.	ACA(HQ/Field), Accounts Officer, Estate Officer & Divisional Engineers	Full powers	As amended vide endst. No. 744-72 dt. 11-1-12
13	To sanction expenditure on electricity and water charges bills.	Drawing and Disbursing Officer	Full powers subject to verification of bills by the concerned officer.	As amended vide letter No. 19186-260 dt 6.11.98.
14	To sanction supply of liveries to drivers and Class-IV employees.	ACA (Field)/ AGM (HR)/ Estb Officer (Admin)	Full powers	As amended vide endst. No. 13103-147 dt. 11-06-2021
15	To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (HQ) (iii) CE (iv) ACA (Field) (v) ACA (Project)	(i) Full Powers (ii) Full Powers. (iii) Full Powers. (iv) Upto Rs. 5,000/- per year. (v) Upto Rs. 5,000/- per year.	As amended vide letter No. 19983-20080 dt 23.8.01.
16	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	(i) CA (ii) ACA (F&A) PUDA/ GMADA (iii) CE (iv) ACA (Field) (v) Head of Office	(i) Full Powers. (ii) Full Powers (iii) Full Powers (iv) Full Powers (v) Hiring charges upto 6 months and repair charges upto Rs. 5000/- in an individual case.	As amended vide letter No. 31258-94 dt 28-09-2021

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17	To incur expenditure on entertainment in the interest of the Authority's business activities.	1. VC	Upto Rs. 5,000/- per month.	As amended vide endst. No. 25501-50 dt. 12-11-2008
		2. CA	Full Powers	
		3. ACA (F&A/Proj./T/E/ Field) PUDA	upto Rs. 4000/- per month	
		4.C.E	upto Rs. 3000/- per month	
		5.ACA (HQ) PUDA	upto Rs. 10000/- at a time	
		6.General Manager	upto Rs. 1000/- per month	
		7.SE (at any post)	upto Rs. 1000/- per month	
		8.CAO	upto Rs. 1000/- per month	
		9. STP	upto Rs. 1000/- per month	
		10. Estate Officer/Estt. Officer	Up to Rs. 1000/- per month.	As amended vide endst. No. 19167-99 dt. 11-8-10
		11. Sr. Architect	Upto Rs. 1000/- per month	
		12. Jt. Dir. (PR)	Upto Rs. 1000/- per month	
		13. DE (at any post)	Upto Rs. 500/- per month.	
		14. Sr. Law Officer	Upto Rs. 500/- per month.	
		15. SDE(Mech.)	Upto Rs. 500/- per month	
		16. Architect	Upto Rs. 300/- per month.	
		17. DC(F&A)	Upto Rs. 300/- per month.	As amended vide endst. No. 6096-6130 dt. 8-3-11
		18. Sr. Accounts Officer/A.O	Upto Rs. 300/- per month	
		19. DTP	Upto Rs. 300/- per month.	
		20. ADO/AEO	Upto Rs. 300/- per month.	
21. AGM	Upto Rs. 300/- per month.			

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		22. Legal Advisor	Upto Rs. 1000/- per month.	
		23. CTP	Upto Rs. 2000/- per month.	As amended vide letter No. 31422-58 dt 29-09-2021
TO SANCTION FOLLOWING REVENUE EXPENDITUE UNDER THE HEAD MISCELLANEOUS EXPENDITUE PROVIDED IN THE SANCTIONED BUDGET.				
17-A	(i) To incur expenditure on entertainment during the meeting held by the Officers posted at HQ.	(i) ACA (F&A) PUDA/ GMADA (ii) DD(PR)	Upto Rs. 10,000/- PM. Upto Rs. 1000/- PM.	As amended vide letter No. 31258-94 dt 28-09-2021
	(ii) To incur expenditure on entertainment during the meeting held by the Officers posted at respective zonal offices.	(i) ACA (field)	Upto Rs. 1500/- PM.	
18.	To sanction legal expenditure in connection with Civil Suits/ Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA (HQ) (iii) ACA (Field)	(i) Full Powers. (ii) Full Powers (iii) District Level cases as per prescribed rates.	As amended vide letter No. 19186-260 dt 6.11.98.
19.	To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies.	(i) ACA (HQ) (ii) JD (PR)	(i) Full Powers. (ii) 50,000/-	Amended vide letter No. 20953-99 dt. 11-08-2011
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair).	(i) CA (ii) ACA (F&A) PUDA/ GMADA (iii) ACA (Field)/SE for field offices (iv) CE (v) SE(Field)	(i) Full Powers. (ii) For HQ full Powers (iii) Full Powers within his jurisdiction & within sanctioned estimated approved by competent authority as per norms fixed. (iv) Full Powers (v) Full Powers within sanctioned estimates approved by Chief Engineer.	As amended vide letter No. 31258-94 dt 28-09-2021

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	(ii)To sanction expenditure on running & maintenance of Vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA (F&A) PUDA/ GMADA (iii)Drawing & Disbursing Offices	(i) Full Powers (ii) Full powers (above the ceiling imposed). (iii) Full powers within the ceiling imposed as per instruction issued from time to time.	As amended vide letter No. 31258-94 dt 28-09-2021
21	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & Disbursing Officer	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
E.	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.			
22.	To sanction pay, travelling allowance and other claims of the employees.	Drawing & Disbursing Officer	Full Powers except tour abroad. (i) T.A. should be reimbursed after getting the tour Programme approved from the ACA/Chief Engineer and ACA (HQ) for the employees serving under their respective control. In case of Tour Programme of Superintending Engineers approval of Chief Engineer will be required. (ii) Superintending Engineer/ Estate Officer within state for the employees working under their respective control. (iii) In case of tour programme for abroad and tour programme of ACA and Chief Engineer approval of the Chief Administrator will be required.	As amended vide letter No. 28669-770 dt 27.5.02
23.	To sanction reimbursement of medical expenses incurred by the employees.	CA / ACA (HQ)/ACA (Field)	Full power for Group A, B, C & D.	As amended vide endst. No. 23943-87 Dt. 28-12-2020
F.	OTHER ITEMS			

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24.	To declare stores and stocks surplus or un-serviceable.	(i) Condemnation Committee consisting of the CA, CE and ACA (F&A).	(i) Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
		(ii) Condemnation Committee for respective zone consisting of ACA, SE, Accounts Officer and EO.	(ii) Upto Rs. 50,000/- each item (Book value)	
		(iii) CA	(iii) Upto Rs. 20,000/- each item (book value)	
		(iv) ACA (Field)	(iv) Upto Rs. 5,000/- each item (book value)	
		(v) ACA (F&A) PUDA/ GMADA	(v) Upto Rs. 5,000/- each item (book value)	As amended vide letter No. 31258-94 dt 28-09-2021
		(vi) Head of Office	(vi) Upto Rs. 1,000/- each item (book value)	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			As amended vide letter No. 19186-260 dt 6.11.98.
		(i) at book value or by private negotiation at less than book value.	Committee consisting of CA, ACA (F&A) and CE	Full Powers
		(ii) by public auction.	(i) CA	(i) Full Powers
		(ii) ACA (Field)	(ii) Full Powers within respective zone.	
26.	To sanction the writing off finally of the un-recoverable value of stores of the Authority's money lost by fraud or negligence of individuals or due to any other cause.	Committee consisting of CA, ACA (F&A) and Technical Advisor.	Full Powers.	As amended vide letter No. 581-620 dt. 12-01-07

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27.	To write off books.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC , CA, ACA (F&A)	(i) Full Powers	
		(ii) Committee consisting of ACA, SE, Accounts Officer and A.G.M (H.R).	(ii) Upto Rs. 1,00,000/-	As amended vide letter No. 6533-67 dt 28.03.14.
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA (ii) ACA (HQ)	(i) Full Powers. (ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
30.	To sanction the payment of rates or taxes levied by a statute or by local rules or orders (as for instance terminal tax or octroi levied on the Authority.)	(i) CA (ii) ACA (HQ) (iii) ACA (Field)	(i) Full Powers (ii) Full Powers (iii) Full Powers subject to assessment by the Competent Authority.	As amended vide letter No. 19186-260 dt 6.11.98.
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
31-A	To issue certificate of residential proof to the officers/officials of PUDA.	AGM (HR)/ Estb Officer (Admin)	Full powers for Group-A, B, C & D.	As amended vide endst. No. 13103-147 dt 11-06-2021
32	To reimburse an employee whose conduct has been the subject matter of enquiry for expenditure on account of defence witness.	CA	Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.

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33.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	(i) CA (ii) ACA (Field) (iii) ACA (F&A) PUDA/ GMADA (iv) CE (v) ACA (Projects) (vi) SE	(i) Full Powers (ii) Upto Rs. 25,000/- per item. (iii) Upto Rs. 25,000/- per item. (iv) Upto Rs. 25,000/- per item. (v) Upto Rs. 10,000/- per item subject to a ceiling of Rs. 50000/- in a year. (vi) Upto Rs. 5,000/- per item subject to ceiling of Rs. 25,000/- in a year.	As amended vide letter No. 31258-94 dt 28-09-2021.
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations	CA	Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.

SECTION 1-C (GENERAL)

Sr. No	Nature of Powers	Authority or Officer to whom Power is delegated	Extent of Powers delegated	Remarks
1.	Repayment of Principal & Interest amount of loan taken from various banks.	Additional Chief Administrator (F&A), PUDA	Full Powers	Incorporated vide office order -no. 17107-166 dated 18-06-2019
2.	Transfer of funds from one bank to another bank.	Additional Chief Administrator (F&A), PUDA	Full Powers	Incorporated vide office order -no. 17107-166 dated 18-06-2019

(SECTION II WORKS)

Sr. No.	Nature of Powers	Authority or Officer to whom power is delegated	Extent of powers delegated	
1.	2.	3.	4.	

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1.	To accord Administrative approval to proposals for works			
	(a) For original works at projects.	CA ACA (Field)	Full Powers Upto Rs. 25.00 lacs	As amended vide letter No. 1846-95 dt. 28-01-08
	(b) For extension of new works or executed works maintenance or repairs.	(i) ACA (Field)	Upto Rs.5.00 lacs.	As amended vide letter No. 35048-140 dt 29.9.03.
2.	To accord technical sanction to the detailed estimates of works.	i) CE ii) SE	i) Full Powers ii) Upto Rs. 25.00 lacs	As amended vide letter No. 46498-590 dt 4.10.02.
3.	To accept tenders for execution of works.	(i) Committee consisting of CE, SE(HQ), SE(Concerned Authority), CAO and EO(Policy). (ii) Committee consisting of CE, SE(HQ), SE(Concerned Authority), CAO,EO(Proj), DE(HQ), AGM(HR) (iii) SE (iv) DE	(i) Works between Rs. 20.00 lacs to Rs. 50.00 lacs subject to approval of CA in case of single tender or tender other than the lowest. (ii) Works above Rs. 50.00 lacs subject to approval of Chief Administrator in case of single tender other than the lowest. (iii) Upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher authority.	Amended vide letter No. 2964-76 dt 11.5.2015. As amended vide endst. No. 2162-73 dt. 1.4.2015.
			(iv) Upto Rs. 2.00 lacs except for single tender.	

HIGHER PURCHASE COMMITTEE

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4.	To purchase Stores for sanctioned works.	(i) (a) Committee consisting of CA. (b) ACA (F&A), and (c) CE (d) ACA (Policy) (e) SE (HQ) (f) CAO	Full Powers	As amended vide letter No. 27835-75 dt. 31-12-07
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UPPER PURCHASE COMMITTEES

		(i) Field level consisting of: (a) ACA (Field) (b) SE (c) Accounts Officer (excluding centrally procured item.)	To incur expenditure on the purchase of building material upto Rs. 20.00 lacs at a time on one item subject to the ceiling of Rs. 50.00 lacs on each item during the financial year.	
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HEAD OFFICE LEVEL

		(i) Committee consisting of : (a) CE (b) ACA (F&A). (c) ACA (Policy) (d) DE (Proc.)	To incur expenditure on the purchase of building material upto Rs. 40.00 lacs at a time on one item subject to the ceiling of Rs. one crore on each item during the financial year.	
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LOWER PURCHASE COMMITTEE

		(i) Committee consisting of: (a) SE (b) Estate Officer (c) DE (d) SO (W)	To incur expenditure on the purchase of building material up to Rs. 25000/- at a time subject to ceiling of Rs. 50000/- on each item during the financial year.	
	NOTE: - <i>In the case of Lower Purchase Committee presence of Superintending Engineer concerned, for the upper purchase committee field level, presence of Addl. Chief Administrator (Field) and for Head Office level presence of the Chief Engineer and in the case of Higher Purchase Committee presence of the Chief Administrator shall be essential to form quorum.</i>			

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5.	To accord sanction to non-scheduled or extra items.	1) CE 2) SE	Full powers. Upto Rs. 2.50 lacs subject to maximum of 10% of contract value, whichever is less.	As amended vide endst. No. 20532-72 dt. 10-09-08.
6.	Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (Field) iv) CE (v) SE	i) Full powers. ii) Upto Rs. 50.00 lacs iii) Rs. 10.00 lacs iv) Upto Rs. 25.00 lacs v) Upto Rs. 2.00 lacs.	
7.	Write off infructuous expenditure on construction.	Authority	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
8.	Passing of first & final running bill.	Divisional Engineer	Full Powers after pre audit of odd running and final bills.	As amended vide letter No. 25512-865 dt 18.11.97.
9.	To sanctioned expenditure under the workmen compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
10.	To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like.	i) CA ii) ACA (Field)	i) Full Powers. ii) Upto Rs. 25000/- in their respective jurisdiction.	As amended vide letter No. 25512-865 dt 18.11.97.
11.	To fix the limit of reserve stocks.	Committee consisting of : (a) CA., CE, ACA (F&A) (b) ACA (Field)	a) Full Powers b) Upto Rs. 5.00 lacs	As amended vide letter No. 30189-390 dt 6.6.02.
12.	To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories.	Committee consisting of: i) CA, CE, ACA (F&A) ii) Committee	i) Full Powers	As amended vide
		consisting of CE, ACA (F&A). iii) ACA (Field)	ii) Upto Rs. 1.00 lac. iii) Upto Rs. 50000/-.	letter No. 25512-865 dt 18.11.97.

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13.	To sanction carriage and handling of stock material chargeable to stock.	i) CA. ii) Divisional Engineer	i) Full powers. ii) Full powers at the rates within the scheduled rates plus premium sanctioned from time to time.	As amended vide letter No. 30189-390 dt 6.6.02.
14.	To declare stores (Tools & Plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.	(i) Committee consisting of: (a) CA, CE and Chief Accounts Officer (b) CE & ACA (F&A) (c) ACA (Field), SE and Accounts Officer	i) Full Powers ii) Upto Rs. 50000 iii) Upto Rs. 25000/-	As amended vide letter No. 25512-865 dt 18.11.97.
Provided the provision of para 4.4 of the Punjab Public Works Department code are complied with and it is certified that the material declared surplus will not be required for the execution of any Authority's works in the foreseeable future and the material declared as un-serviceable or obsolete is beyond repair or renovation.				
15.	Disposal of surplus (Tools & Plants)			
	(a) Articles, Surplus, Unserviceable or obsolete material or tools & plants articles.	i) CA	Full Powers	As amended vide letter No. 30189-390 dt 6.6.02.
	(b) To dispose of material (Tools & Plants) articles, declared surplus, un-serviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: a) VC, CA, ACA (F&A). (a) CE (b) SE (c) DE	i) Full Powers ii) Upto Rs. 15000/- iii) Upto Rs. 10000/- iv) Upto Rs. 2000/-	
The Authority sanctioning the write off shall satisfy itself that the loss has not resulted from excess or injudicious purchase of stores or on account of negligence of any functionary and shall forward a certificate thereof to the Accounts Section of the Authority.				
16.	To the sanction dismantling of temporary buildings and structures when purpose for which the construction was under taken has been fulfilled.	(i) Committee consisting of : (a) VC, CA, ACA (F&A) & CE. (b) CE.	Full Powers Temporary Construction upto the cost of Rs. 20000/-	
		(c) SE	Temporary construction upto the cost of Rs. 10000/-	

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17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) CE.	i) Full Powers ii) Upto Rs.10000/-	As amended vide letter No. 25512-865 dt 18.11.97.
18.	Opening of tenders called for execution of works.	(i) Tender Committee (HO) under the Chairmanship of Superintending Engineer(Concerned) with Accounts Officer and DE concerned as its members	i) Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
		(ii) Divisional level Tender Committee consisting of DE, SO (W) and the office Superintendent	ii) Full Powers in respect of tender called or received in the Divisional Office.	
19.	Passing of bills of work charged establishment.	Divisional Engineer	Full powers subject to the condition that the appointment is made by the Appointing Authority.	As amended vide letter No. 25512-865 dt 18.11.97.
20.	Grant of extension of time for completion of work.	i) CE ii) SE (Field)	i) Full powers. ii) upto Rs. 25.00 lacs.	As amended vide endst. No. PUDA-CE-EA-3/2008/10985-11024 dt. 01-12-08
21.	To write off articles (Tools & Plants), & office furnitures rendered unserviceable through wear & tear if the original purchase value of the articles is not known.	(i) Committee consisting of VC, CA & CE. (ii) CE (iii) SE	i) Full Powers ii) Upto Rs. 20000/- iii) Upto Rs. 10000/-	
22.	To write off actual loss of stocks and tools and plants articles.	(i) Authority (ii) CE	Full Powers Upto Rs.5000/-	As amended vide letter No. 25512-865 dt 18.11.97.
23.	To sanction the purchase of Ferro-Chemicals.	i) CA. ii) CE iii)SEs & Sr. Architect.	i) Full powers. ii) Upto Rs. 1.00 lacs. iii) Upto Rs. 10,000/- for each office.	As amended vide letter No. 30189-390 dt 6.6.02.
		iv) DE & Architect.	iv) Upto Rs. 5000/- for each office.	

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24.	To sanction the payment of the rates and taxes levied by a statute or by local rules or orders as per instance- octroi on Authority's stores, house tax, property tax etc.	(i) Drawing & Disbursing Officer	Full Powers subject to the Budget Provision.	As amended vide letter No. 25512-865 dt 18.11.97.
25	To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.	CA	Full Powers upto the amount as admissible to a workman under Schedule-IV of the Workmen's Compensation Act, 1923 in similar circumstances or cases when monthly wages will be got assessed through the State Revenue Authority or the Gram Panchyat.	As amended vide letter No. 25512-865 dt 18.11.97.
26.	To incur expenditure on testing of samples with a view to enforce quality.	i) CE ii) SE iii) Divisional Engineer	i) Full Powers ii) Upto Rs. 7500/- iii) Upto Rs. 2000/- Chargeable to the works subject to call of proper quotations and that higher rates are not paid than those contained in common schedule of rates plus sanctioned premium. iv)	As amended vide letter No. 25512-865 dt 18.11.97.
27.	To create posts of Work charged Staff	(i) Authority	Full powers.	As amended vide letter No. 30189-390 dt 6.6.02.
28.	To appoint Work charged Staff against sanctioned posts and to punished Work charged Staff.	i) VC ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	

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29.	To appoint staff on daily wages on mustroll basis for the execution of departmental works.	(i) Divisional Engineer	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
30.	To delegate powers of the Authority under section – 2, sub-section v of the Punjab Urban Planning & Dev. Authority (Building) Rules, 1996 (i.e. Declaring Authorised Officers)	(i) CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.	CA	Full Powers.	As amended vide letter No. 25512-865 dt 18.11.97.
32.	To amend these regulations in order to facilitate day-to-day working.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalised the Architectural Drawings and specifications for materials (Based on which DNIT).	Committee consisting of: - i) VC, CA, CE, Senior Architect, ACA (F&A) and ACA (Field). ii) CA, CE, Sr Arch, ACA (F&A).	i) Works upto Rs. 1.00 crore and above. ii) Works below Rs. 1.00 crore.	As amended vide letter No. 30189-390 dt 6.6.02.
34	Power to fix levy of the departmental charges of the projects to be carried out by PUDA as deposit work.	CA	Full Power.	As amended vide letter No. 9969-10060 dt 16-3-04.
35	(i) To sanction expenditure on newspapers, printing of D.Os. visiting cards, purchase of books, binding misc. purchase like banquet for functions, photography etc.	ACA(HQ) Jt.Dir. (PR)	Full powers upto Rs. 5000/-	As amended vide letter No. 20953-99 dt. 11-08-2011
	(ii) To clear the files regarding release of advts eg. Court notice,	Jr.Dir. (PR)	Full powers.	

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	public notice, tender notice, notification, service matters, corrigendum, repeat insertion, through the media of radio and press through the empanel agencies.			
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