

म्हाडा व त्यांच्या
अधिपत्याखालील असलेले
गृहनिर्माण मंडळे

गृहनिर्माण भवन,
बांद्रे (पूर्व)
मुंबई - ४०००५१

माहितीचा अधिकार २००५

कलम ४ अंतर्गत

१७ बाबींवरील माहिती

संकेत स्थळ :

- १) www.mhada.bom.nic.in
- २) www.mhada.maharashtra.gov.in

१) प्रशासन

कलम ४(१)(b)(i)

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाच्या कार्यालयातील कार्ये व कर्तव्ये यांचा तपशिल.

कार्यालयाचे नाव :- महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण.

पत्ता :- गृहनिर्माण भवन, वांद्रे (पूर्व), मुंबई ४०० ०५१.

कार्यालय प्रमुख :- उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्रा.

कोणत्या मंत्रालयातील खात्याच्या अधिनस्त :- गृहनिर्माण विभाग.

कार्यक्षेत्र :- भौगोलिक : सर्व जिल्हे कार्यानुरूप :-

विशिष्ट कार्ये :- घरबांधणी, गलिच्छ वस्ती निर्मुलन, मुंबई शहरातील मोडकळीस आलेल्या जुन्या उपकर प्राप्त इमारतींची संरचनात्मक दुरुस्ती व पुनर्रचनेची कामे हाती घेण्यात येतात.

विभागाचे ध्येय :- महाराष्ट्र गृहनिर्माण कार्यक्रम अंतर्गत उद्दिष्टे.

धोरण :- जनतेसाठी गृहनिर्माण योजना राबविणे

सर्व संबंधित कर्मचारी :- प्रशासन, अभियांत्रिकी, व्यवस्थापन, वित्त विधी, इ.

कार्य :- गृहनिर्माण योजना राबविणे.

कामाचे विस्तृत स्वरूप :- गृहनिर्माण झोपडपट्टी सुधार, घरदुरुस्ती व पुनर्रचना प्रशासकीय.

मालमत्तेचा तपशिल :- महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण, गृहनिर्माण भवन, वांद्रे (पूर्व), मुंबई ४०० ०५१ इमारती व जागेचा तपशिल.

उपलब्ध सेवा :- गृहनिर्माण झोपडपट्टी सुधार, घरदुरुस्ती व पुनर्रचना प्रशासकीय संस्थेच्या संरचनात्मक तक्त्यामध्ये कार्यक्षेत्राचे प्रत्येक स्तरावरचे तपशील :- सोबतच्या तक्त्याप्रमाणे.

कार्यालयीन दूरध्वनी क्रमांक व वेळा :- २६५९ १२ ६८ - १० ते १७.४५

साप्ताहिक सुट्टी व विशिष्ट सेवेसाठी ठरविलेल्या वेळा :- नाही.

प्रशासन विभाग, प्राधिकरण
उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधिकरण
सचिव / प्राधिकरण

प्रशासकीय अधिकारी/ प्राधि.

अधिक्षक / प्राधि.

लघुलेखिका (१)

लघुटंकलेखिका (२)

वरिष्ठ सहाय्यक

कनिष्ठ सहाय्यक

वरिष्ठ लिपिक

कनिष्ठ लिपिक

विभागीय चौकशी विभाग

सचिव / प्राधिकरण

उपअभियंता / प्राधिकरण

केंद्र शासन माहितीचा अधिकार अधिनियम २००५

१) प्रशासन विभाग/ प्राधिकरण

कलम ४(१)(b)(ii) नमुना (अ)

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाच्या कार्यालयातील मा.उपाध्यक्ष व मुख्य कार्यकारी अधिकारी यांच्या अधिकारांचा तपशील.

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अनु. क्र.	पदनाम	अधिकार-आर्थिक	कोणत्या कायद्या/ नियम/ शासन निर्णय/ परिपत्रका नुसार	अभिप्राय
१	उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधि.	पूर्ण अधिकार	अधिकार प्रदानातील तरतुदी नुसार व म्हाडा कायदा १९७६	नाही

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अनु. क्र.	पदनाम	अधिकार-आर्थिक	कोणत्या कायद्या/ नियम/ शासन निर्णय/ परिपत्रका नुसार	अभिप्राय
१	उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधि.	पूर्ण अधिकार	अधिकार प्रदानातील तरतुदी नुसार व म्हाडा कायदा १९७६	नाही

क

अनु. क्र.	पदनाम	अधिकार-आर्थिक	कोणत्या कायद्या/ नियम/ शासन निर्णय/ परिपत्रका नुसार	अभिप्राय
१	उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधि.	पूर्ण अधिकार	मॅन्युअल ऑफ डिपार्टमेंटल इन्क्वायरी तरतुदीनुसार	नाही

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अनु. क्र.	पदनाम	अधिकार-आर्थिक	कोणत्या कायद्या/ नियम/ शासन निर्णय/ परिपत्रका नुसार	अभिप्राय
१	उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधि.	पूर्ण अधिकार	म्हाडा कायदा १९७६	

कलम ४ (१) ब (२) नमुना ब

कर्तव्याचा तपशील

मा.उपाध्यक्ष तथा मुख्य कार्यकारी अधिकारी/ प्राधिकरण

- १) प्राधिकरणाची कार्यालये प्रादेशिक मंडळे यांचेवर देखरेख, नियंत्रण आणि समन्वय.
- २) म्हाडा कायदा १९७६ अंतर्गत तरतुदीनुसार प्रदान करण्यात आलेल्या अधिकारानुसार उपाध्यक्ष/ प्राधिकरण म्हणून कर्तव्ये

कलम ४ (१) (ब) (२) नमुना (ब)

कतव्यांचा तपशील.

	आर्थिक	प्रशासकीय
१)	<p>सचिव/प्रा. श्री.कैलास जाधव</p> <p>(१) वेतन आयोग लागू करण्यासंबंधीचा प्रस्ताव मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेने शासनाला सादर करणे</p> <p>(२) शासनमान्य ५ गंभीर आजारासंबंधी वैद्यकीय खर्चाच्या प्रतिपूर्तीचे प्रस्ताव मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे.</p> <p>(३) कर्मचाऱ्यांच्या महागाई भत्यात वाढ झाल्यास तत्संबंधीचा प्रस्ताव मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे.</p> <p>(४) आगाऊ वेतनवाढीचे प्रस्तावांची छाननी करून मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे.</p> <p>(५) नवीन / जुने वाहन खरेदी, स्कूटर खरेदी संबंधीचे प्रस्ताव छाननी करून मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे.</p> <p>(६) कार्यालयाकरिता जुने वाहन निलोखित करून नवीन वाहने खरेदीचे प्रस्ताव योग्य त्या बाबीची छाननी करून मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेने शासनाला सादर करणे.</p> <p>(७) कार्यालयातील अधिकारी / कर्मचाऱ्यांना घरबांधणी अग्रिमाचे प्रस्ताव मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे.</p> <p>(८) शासनाकडून प्राप्त होणारी खर्चात काटकसर संबंधी परिपत्रके / निर्देश मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेने प्राधिकरणाला लागू करणे.</p>	<p>(१) प्राधिकरणाशी संबंधित सचिवालयीन कर्तव्ये</p> <p>(२) विभागात समन्वय नियंत्रण आणि देखरेख</p> <p>(३) प्राधिकरणाच्या तसेच विभागीय मंडळांच्या आस्थापना विषयक बाबी.</p> <p>(४) म्हाड कायदा १९७६ कलम ४१ अंतर्गत जमिनीबाबतच्या दाव्यात शासनाचा Ex. Official उपसचिव अधिकारात चौकशी करणे.</p> <p>(५) प्राधिकरणातील इतर विभाग व शासकीय / निमशासकीय कार्यालये यांचेमधील समन्वय.</p> <p>(६) मा.उपाध्यक्ष/ प्रा. सोपवतील ते अन्य विषय.</p>

२)	<p><u>उप अभियंता - रिक्त.</u></p>	<p>(१) तांत्रिक व वर्ग-१ तसेच उच्च वर्ग-१ मधील अधिकारी शिस्तभंग कारवाई. (२) मा.सचिव/ प्रा.सुपूर्द करतील ती अन्य कामे.</p>
३)	<p><u>प्रशासकीय अधिकारी- श्री.एम.एन.नजन</u> वरीलप्रमाणे. मा.सचिव/ प्रा. यांचे मान्यतेने मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता प्रस्ताव सादर करणे.</p>	<p>(१) प्रशासन शाखेत समन्वय, निरिक्षण आणि नियंत्रण. (२) मा.सचिव/ प्रा. यांना दैनंदिन कामकाजात सहाय्य करणे. (३) सर्व संवर्गाच्या पदोन्नतीकरिता समन्वय साधणे. (४) अतांत्रिक संवर्गाची विभागीय चौकशी प्रकरणे. (५) मा.सचिव/ प्रा.यांनी दिलेली इतर कामे. (६) न्यायालयीन, लोकआयुक्त, मानव अधिकार प्रकरणे, वार्षिक प्रशासन अहवाल, लेखा आक्षेप, इत्यादी.</p>
४)	<p><u>अधिक्षक - रिक्त</u> वरीलप्रमाणे. मा.सचिव/ प्रा., प्रशासकीय अधिकारी/ प्रा., यांचे मान्यतेने मा.उपाध्यक्ष/ प्रा.यांचे मान्यतेकरिता प्रस्ताव सादर करणे.</p>	<p>सध्या हे पद रिक्त असल्याने वरीलप्रमाणे कामे प्रशासकीय अधिकारी/ प्रा. यांचेमार्फत करण्यात येतात.</p>
५)	<p><u>वरिष्ठ सहाय्यक</u> (१) श्री.महाडिक</p>	<p>(१) सर्व संवर्गाची पदोन्नती (२) पदोन्नतीचा मानीव दिनांक (३) सुधारित वेतनश्रेणी (४) मा.सचिव/ प्रा. सोपवतील ती अन्य कामे.</p>

	(२) श्री.डिमेलो	<p>(१) अनुकंपा तत्वावरील भरती.</p> <p>(२) न्यायालयीन प्रकरणे, लोकआयुक्त प्रकरणे, इत्यादी३</p> <p>(३) कंत्राटी पध्दतीवरील नेमणूका.</p> <p>(४) कार्यव्ययी आस्थापना.</p> <p>(५) महाराष्ट्र माहितीचा अधिकार.</p> <p>(६) म्हाडा कर्मचाऱ्यांच्या बदल्यांबाबतचे नियम आणि कार्यालयातील कामकाजाबाबतचा विलंब टाळणे.</p> <p>(७) सुशिक्षित बेरोजगार पदवीधर पदविकाधारक अभियंत्यांना कंत्राटी कामे देण्याबाबत</p> <p>(८) मा.सचिव/ प्रा. देतील ती अन्य कामे.</p>
	(३) श्री.डी.एस. वाघमारे, कनिष्ठ लिपिक	<p>(१) मागासवर्गीयांचा भरतीमधील अनुशेष.</p> <p>(२) सर्व संवर्गाचे रोस्टर रजिस्टर ठेवणे.</p> <p>(३) सर्व संवर्गाची ज्येष्ठतासूची.</p> <p>(४) लेखापाल परिक्षा.</p> <p>(५) मा.सचिव/ प्रा. देतील ती अन्य कामे.</p>
	(४) श्रीमती एस.एस.पाटील	<p>(१) प्राधिकरणातील वर्ग-१ व वर्ग-२ मधील अधिकारी आस्थापना सर्व बाबी.</p> <p>(२) प्रादेशिक मंडळातील वर्ग-१ मधील अधिकारी ना-हरकत प्रमाणपत्र, रजा, इ.</p> <p>(३) अधिकारी वर्गाची प्रवासभत्ता देयक.</p> <p>(४) मा.सचिव/ प्रा. सुपूर्द करतील ती अन्य कामे.</p>

६)	<p>कनिष्ठ सहाय्यक (१) श्री.आर.एल.महाडीक</p>	<p>(१) सर्व संवर्गातील अधिकारी / कर्मचाऱ्यांच्या बदल्या. (२) पदनिर्मिती / पदांची अदलाबदल / राखीव पदे. (३) विभाग सुरु करणे / बंद करणे. (४) जा.बे.प्रकल्प व रा.गां.नि.प्रकल्प यातील अधिकारी / कर्मचाऱ्यांची न्यायालयीन प्रकरणे (५) जा.बे.प्रकल्प व रा.गां.नि.प्रकल्पातील कंत्राटी पध्दतीवरील नेमणूका. (६) मा.सचिव/ प्रा. सुपूर्द करतील ती अन्य कामे.</p>
(२)		<p>(१) विभागीय चौकशी करणे. (२) अतांत्रिक संवर्गातील अधिकारी / कर्मचाऱ्यांची शिस्तभंग प्रकरणे. (३) मा.सचिव/ प्रा. सुपूर्द करतील ती अन्य कामे.</p>
(३)	श्री.डी.एस.पवार	<p>(१) सेमिनार, प्रशिक्षण कार्यक्रम (२) म्हाडा कर्मचाऱ्यांच्या निवृत्ती वेतनासंबंधी न्यायालयीन प्रकरणे. (३) प्रशिक्षणार्थी. (४) वैद्यकीय खर्चाच्या प्रतिपूर्तीची प्रकरणे - प्राधिकरण आणि सर्व मंडळे (५ गंभीर आजार) (५) प्रतिनियुक्तीवरील अधिकाऱ्यांची वैद्यकीय खर्चाची प्रकरणे. (६) वार्षिक प्रशासन अहवाल. (७) भ.नि.नि.नियम, उपदान नियम. (८) सचिव/ प्रा. देतील ती अन्य कामे.</p>

	<p>(४) श्रीमती कल्पना पवार खर्चात काटकसरासंबंधी शासनाकडून प्राप्त होणारे शासन निर्णय, परिपत्रके मा.सचिव/ प्रा. यांचेकडे मा.उपाध्यक्ष/ प्रा. यांचे मान्यतेकरिता सादर करणे व ते माहितीकरिता प्रसारित करणे.</p>	<p>(१) वाहन, दूरध्वनी, भ्रमण दूरध्वनी, फॅक्स, फर्निचर खरेदी, स्टेशनरी, प्रिन्टींग, कॅन्टीन, पुस्तक खरेदी, इ. (२) रजा, कर्मचारी कल्याण, कर्मचारी संघटना. (३) शासनाकडील प्रलंबित संदर्भ. (४) कार्यालय व मंडळांचे निरिक्षण आयोजित करणे. (५) कामकाजासंबंधी कामकाज तक्ता ठेवणे. (६) म्हाडा व मंडळातील अधिकारी यांना कायम अग्रिम मंजूर प्रकरणे. (७) वैयक्तिक माहिती पध्दत. (८) निवासी शिपाई भत्ता, धुलाई भत्ता, शिलाई भत्ता. (९) मा.सचिव/ प्रा. सुपूर्द करतील ती अन्य कामे.</p>
<p>७)</p>	<p>वरिष्ठ लिपिक (१) श्री.एस.ए.बेकर</p>	<p>(१) तांत्रिक / अतांत्रिक संवर्गातील पदभरती. (२) भरती नियम तयार करून शासन मान्यतेकरिता सादर करणे. (३) प्रकल्पबाधित भरती. (४) विस्थापित भरती. (५) कामाचा तक्ता. (६) मा.सचिव/ प्रा.सुपूर्द करतील ती अन्य कामे.</p>
	<p>(२) श्री.डी.एस.पवार</p>	<p>(१) प्राधिकरणाच्या बैठकीची व्यवस्था (२) प्रादेशिक मंडळाच्या सभापतीसंबंधी पत्रव्यवहार. (३) प्राधिकरण आणि मंडळाची स्थापना व कार्यपध्दती.</p>

		<p>(४) गाड्यांकरिता पेट्रोल अग्निसम. (५) अधिकार प्रदान. (६) प्राधिकरणाच्या बैठकीचा कार्यवृत्ताचा कॉम्पेडियम तयार करणे. (७) प्राधिकरणाच्या बैठकीचा कार्यवृत्तांत. (८) मा.सचिव/ प्रा. सुपूर्द करतील ती अन्य कामे.</p>
	(३) श्री.व्ही.बी.वैद्य	<p>(१) प्राधिकरणातील सर्व संवर्गांचे गोपनीय अहवाल मंडळातील वर्ग-१ व वर्ग-२ मधील अधिकाऱ्यांचे गोपनीय अहवाल, प्रतिनियुक्तीवरील अधिकाऱ्यांचे गोपनीय अहवाल. (२) प्राधिकरणातील सर्व संवर्गातील सरळसेवेने नियुक्त झालेल्या अधिकारी/कर्मचाऱ्यांच्या तसेच प्रादेशिक मंडळातील वर्ग-१ व वर्ग-२ मधील अधिकाऱ्यांच्या सेवा नियमित करणे.</p>
	(४) श्रीमती सी.पी.पाटील महागाई भत्ता वाढीसंबंधी शासन निर्णय मा.सचिव/ प्रा. यांचेमार्फत मा.उपाध्यक्ष/ प्रा. यांना सादर करणे.	<p>(१) वर्ग-३ मधील कर्मचाऱ्यांची आस्थापना (पूर्ण) उदा. रजा, वेतननिश्चिती, भ.नि.नि.अग्निसम, सेवानिवृत्ती, नोटीस, प्रवास भत्ता देयके, स्वग्राम प्रवास भत्ता, उपदान, ना-हरकत प्रमाणपत्र इ. (२) वर्ग-३ मधील स्वेच्छानिवृत्ती. (३) मा.सचिव/ प्रा. देतील ती अन्य कामे.</p>
८)	कनिष्ठ लिपिक (१) श्री.पी.बी.गायकवाड	<p>(१) वर्ग-४ मधील कर्मचारी आस्थापना, भ.नि.नि. अग्निसम, रजा, वेतन निश्चिती, सेवानिवृत्ती, नोटीस, प्रवासभत्ता, स्वग्राम प्रवासभत्ता.</p>

		(२) सेवानिवृत्ती नोटीस, ना-हरकत प्रमाणपत्र, इ.
	(२) श्री.एम.एन.राजगुरु	(१) टपाल आऊट वर्ड. (२) संगणकावर इंग्रजी, मराठी टंकलेखन.
	(३) श्रीमती एम.एम.मंत्री	(१) टपाल इनवर्ड (२) संगणकावर इंग्रजी, मराठी टंकलेखन.
	(४) श्री.पी.गायकवाड	(१) रिक्त पदांचा अहवाल तयार करणे. (२) संगणकावर मराठी, इंग्रजी टंकलेखक (३) श्री.वाघमारे, वरिष्ठ सहाय्यक यांना सहाय्यक करणे.
	(५) श्रीमती एम.एम.जोशी	संगणकावर मराठी व इंग्रजी टंकलेखन.
	(६) श्रीमती एस.एस. भोळे	संगणकावर मराठी व इंग्रजी टंकलेखन.
९)	लघुटंकलेखिका (नि.श्रे.) (१) कु.वनिता एच. म्हसकर	मा.सचिव/ प्रा. यांचे स्वीय सहाय्यक. मराठी श्रुतलेखक व टंकलेखक संगणकावर.
	(२) कु.एस.एस.नारकर	मराठी श्रुतलेखक व टंकलेखन संगणकावर.

ANNEXURE - I

APPOINTING AND DISCIPLINARY AUTHORITY.

Sr. No.	Class of Employee	Appointing Authority	Disciplinary Authority	Appellate Authority
1	Class-I	Chief Executive Officer/ A	Chief Executive Officer/ A	Authority
2	Class-II For Authority office	Secretary Authority with approval of CEO/A	Secretary / Authority	Chief Executive Officer/ A
	Boards	Chief Officer/ Boards/ with approval of CEO Director of Special Project if any.	Chief Officer/ Board Director of Special Project if any	Chief Executive Officer/ A
3	Class-III			
	a) Office of the Authority	a) Secretary Authority	a) Secretary Authority	a) Chief Executive Officer/ A
	b) All Boards	b) Chief Officers/ Boards/ Directors of Special Projects	b) Chief Officers/ Boards/ Directors of Special Projects	b) Chief Executive Officer/ A
4	Class-IV			
	a) Office of the Authority	a) Administrative Officer/ A	a) Administrative Officer	a) Secretary/ A
	b) All Boards	b) Administrative Officer/ Officer in charge of administration of boards	b) Administrative Officer/ Officer in charge of administration of boards.	b) Secretary/ A

N.B. 1. a. In case of PDC, Pune, Chief Officer/ Pune Board shall be appointing & disciplinary authority for Class II & III.
b. Administrative Officer / Officer in charge of administration is appointing & disciplinary authority for Class IV.

2. So far as recruitment of all cadres is concerned the powers shall rest with VP/A & Authority until further orders. However for all other purposes officers mentioned above are appointing & disciplinary authorities.

ANNEXURE - II

DELEGATION OF POWERS

- A) ADMINISTRATIVE
B) FINANCIAL

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
ANNEXURE-II DELEGATION OF POWERS ADMINISTRATIVE AND FINANCIAL POWERS				
1	Power to make Transfer of employees of Authority and Boards.	Chief Executive Officer/A	Full powers	
		Chief Officer/ Boards	Full powers in respect of all employees (including officers under their jurisdiction below the pay scale of Rs.12000-325-16500.	
		Secretary/ Authority	Full powers in respect of all employees in Class III and IV of the Authority and Boards.	
		Joint Chief Officers of Board	Full powers in respect of Class III/IV employees of the board.	
		Administrative Officer/ Authority	In respect of Class IV employees in the office of the Authority.	
		Administrative Officer/ Incharge of Administration/ Board	In respect of Class IV employees in respective Boards and within the jurisdiction of the Board under the	

				Administrative control.	
2	Power to appoint an employee to officiate in a vacant post on temporary/ workcharge/ regular/ contract establishment on which no other employee held a lien.	Chief Executive Officer/ Authority	Full powers.	Full powers in respect of employees for whom they are respectively the appointing Authorities.	Subject to prior approval of CEO/VP/A

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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3	Power to suspend lien of an employee on a permanent post.	Chief Executive Officer/ Authority	Full powers.	Subject to provisions in M.C.S. Rules.
4	Power to retire compulsorily or voluntarily an employee of the authority.	Chief Executive Officer/ Authority	Full powers	Subject to rules or policy adopted by the MHADA.
		Appointing Authorities (As shown separately) ANNEXURE-I	Full powers	
5	Power to remove an employee from service or to require to retire on the ground of misconduct, insolvency or inefficiency.	D) Chief Executive Officer/ Authority	Full powers in respect of employees for whom they are respectively the Appointing Authorities.	Subject to procedure laid down in M.C.S. (Discipline and Appeal) Rules 1979 and the rules or policy adopted by MHADA.
		II) Appointing Authorities (as shown separately) ANNX-I	Full powers	Subject to procedure laid down in M.C.S. (Discipline and

				Appeal) Rules 1979 and the rules or policy adopted by MHADA.
		III) Appointing Authorities (as shown separately in) ANNX-I	Full powers in respect of employee for whom they are respectively the appointment authorities.	Subject to procedure laid down in M.C.S. (Discipline and Appeal) Rules 1979 and the rules or policy adopted by MHADA.

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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6	Power to permit charge being made over elsewhere than at Head Quarters.	Chief Executive Officer/ Authority	Full powers	
		Chief Officers/ Boards	full powers in respect of employee subordinate to him where transfer has been ordered by an Authority not higher than him.	
7	Power to withhold increment if work and conduct of an employee has not been found satisfactory.	I) Chief Executive Officer/ Authority	Full powers	Subject to Rules and Procedure laid down in M.C.S. Rules 1979 (Discipline and Appeal)
		II) Appointing Authorities (As shown separately) in ANNX-1	Full powers in respect of employees for whom they are respectively appointing authorities.	Subject to Rules and Procedure laid down in M.C.S. Rules 1979 (Discipline and Appeal)
8	Grant of Annual Increment in a	CEO/A	Full power	

	normal course				
		Financial Controller	Full powers in respect of class I / II officers of the Authority.		Subject to recommendation by respective HOD's 15 days in advance
		Secretary / Authority	Full powers in respect of class I, II,III and IV employees of the Authority.		-do-

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		Chief Officer/ Board	Full powers in respect of Class I / II officers of boards below the rank of Chief Officer	-do-
		Chief Accounts Officer/ Boards/ Project	Full powers in respect of Class I / II / III / IV officers/ employees under their control below the rank of CAO's (All officers within the jurisdiction of Bord)	-do-
9	Power to permit an employee to cross E.B.	Chief Executive Officer/ Authority	Full powers	
		Appointing Authorities (as shown separately) ANNE-I	Full powers in respect of employee for whom they are respectively appointing authorities.	
10	Power to allow an employee to proceed on duty outside the limit of his charge and to draw pay and allowance for such duty.	Chief Executive Officer/ Authority	Full powers	As per MCSR revised from time to time
		Secretary / Authority	Full powers in respect of class II, III	-do-

			and IV employees of the authority subject to recommendation	
		Chief Officer all Boards	Full powers in respect of employees under their respective control (either directly subordinate or otherwise)	-do-
		Financial Controller/ A	-do-	-do-
		Legal Adviser/ Authority	-do-	-do-
		Chief Accounts Officers	-do-	-do-

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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11	Power to grant a longer period of joining time than admissible within the prescribed limit of 30 days.	Chief Executive Officer/ Authority	Full powers	-do-
		Secretary / Authority	Full powers in respect of employees of authority except the class-I Officers & above.	
		Chief Officers all Boards	Full powers in respect of employees in Boards/ Projects except class I Officers and above.	
12	Power to make correction in the date of birth originally entered in the service book/ roll.	Chief Executive Officer/ Authority	Full powers	Subject to Rules and procedure layed down in Govt. GR & MCSR
		Secretary/ Authority	Full powers in respect of Class II, III & IV employees.	
		Chief Officers/ Boards	Full powers in respect of employees in Boards/ Projects except class I and II officers.	
13	Power to permit an employee of the Authority to undertake work for	D) Chief Executive Officer/ Authority	Full powers	

	which fees and honorarium are paid and sanction acceptance of honorarium of fees.				
		II) Secretary/ Authority	Full powers in respect of Officers/ employees of the Authority.		

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		III) Chief Officer/ Boards	In respect of employee in the Boards/ Projects	Subject to condition that amount of fees and / or honorarium in each case does not exceed Rs.2500/- at time per annum.
14	Power to sanction conveyance allowance.	Chief Executive Engineer/ Authority	Full power	As per Govt. Rules as issued by Govt. from time to time.
		Secretary / Authority	Full powers in respect of Officers/ Employees of the Authority.	
		Chief Officers/ Boards.	Full powers in respect of all employees in Boards/ Projects	Subject to the rate approved by the MHADA for different cadres of employees.
		Officer on Special duty/ (In charge of Admn.)/ Jt.CO Boards	Full powers in respect of class III/ IV employees.	-do-
15	Powers to decide the shortest of two	i) Chief Executive Officer/	Full powers	As per Govt. Rules as

	or more routes and power to allow claim mileage allowance to be calculated by a route other than shortage or the cheapest.	Authority.		issued by Govt. from time to time.
		ii) Secretary/ Authority	Full powers in respect of Officers/ employees of the Authority below the rank of Sec/A.	Subject to prior concurrence is obtained from Financial Controller/ A

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		iii) Chief Officers/ Boards	Full powers in respect of all employees in Boards/ projects	
		iv) Officer on Special Duty/ (In charge of Admn.)/ Jt.CO Boards	Full powers in respect of employees except Class-I .	
16	Power to sanction purchase of Railway Season Ticket.	1. Chief Executive Officer/ Authority	Full powers	As per Govt. rules issued from time to time.
		2. Secretary / Authority	Full powers in respect of employees of Authority.	
		3. Chief Officers all Boards.	Full powers in respect of all employees in Boards/ Projects	
		4. Chief Engineer	Full powers in respect of employees under their respective administrative control.	
		5. Financial Controller/ A	-do-	
		6. Legal Adviser/ A	-do-	
		7. Dy.Chief Executive Officer/ A	-do-	

		8. Chief Accounts Officers in Boards/ Projects.	-do-	
		9. Sr. Architect/ A. / BB	-do-	
		10. Executive Engineers	-do-	
		11. Dy. Chief Officers, Jt.CO	-do-	
		12. Estate Managers.	-do-	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
17	Power to grant permission to travel by Air/ Air conditioned FIRST class by Rail.	Chief Executive Officer/ A	Full powers provided be is satisfied that such a travel is necessary in the interest of the Authority and reason beyond control of the officers concerned.	As per MCSR/ Govt. Rules/ Resolutions revised from time to time/ Relaxation by VP/A in case of exceptional cases.
18	Power to define sphere if duty of an employee.	Chief Executive Officer/ Authority Secretary/A	Full powers	
		Chief Officers all Boards.	Full powers in respect of staff under his control.	
19	Power to fix Head Quarters of an Employee in connection with his journey or tour.	Chief Executive Officer/ A	Full powers in respect of employees under their administrative control. Full powers	
		Chief Officers al Boards.	Full powers in respect of employees in respective Boards/ Projects below the rank of Chief Officer.	
20	Power to decide whether a particular	Chief Executive Officer/	Full powers	

	absence is absence on duty.	Authority. Appointing Authorities as shown in Annexure-I	Full Powers in respect of employees in respective Boards/ Projects below the rank of Chief Officer.	
21	To grant exemption from the full limiting the daily allowance for halts on tours.	Chief Executive Officer/ A. Appointing Authorities as shown in Annexure-I.	Full powers in respect of all employees. Full powers subject to limit of 30 days in respect of all employees of the Board.	Limit of daily allowance as specified by authority from time to time.

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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22	Power to permit employees to attend training courses, conferences, seminars, meetings etc. and to incur expenditure towards fees (including Boarding and Lodging T.A., D.A. etc.)	Chief Executive Officer/ Authority	Full powers in respect of all employees.	Subject to the budget provision under R.& D./A.
23	To appoint an employee to officiate in more than one post and to grant additional special pay at 10% in each case but limited to Rs.500/- per month.	i) Chief Executive Officer/ Authority	Full powers in respect of all employees.	As per Govt. Rules Resolutions & MCSR.
		ii) Chief Officers/ Boards	Full powers in respect of all employees in Boards/ Projects below the rank of Chief Officer.	As far as possible the additional charge shall be entrusted only within class of employees i.e. class III shall not be entitled to hold additional charge of Class-II. The

					period of additional charge shall not be less than 16 days. No special pay or additional pay shall be given when the work
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
				can be distributed amongst more persons or when post is subordinate.
		Secretary/ A	Full powers in respect of all employees under his control for a period not exceeding 1 year below the rank of Secy./A	-do-
		Officer on Special Duty (Incharge of Admn.)/ Jt.CO	Full powers in respect of all employees under his control for a period not exceeding 6 months below the rank of OSD & Jt.CO	-do-
		Deputy Chief Executive Officer/ Authority.	In respect of all employees under his control and for a period not exceeding 6 months below the rank of Dy.CEO/A	-do-
		Deputy Chief Officers (Estate Management and	In respect of all employees under his control and for a period not exceeding	-do-

		Administration)	6 months below the rank of Dy.CO	
		Chief Accounts Officer/ Boards	In respect of employees in Class-III service under their control for a period not exceeding six months.	-do-

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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24	Power to sanction all kinds of leave including maternity leave, encashment leave, earned leave, spl. disability leave, leave not due, study leave, casual leave, medical leave, leave without pay etc. This includes monetary concession and first, second & third occasion of T.B. as per procedure laid down under relevant rules.	Chief Executive Officer.	Full powers in respect of all employees.	
		Chief Officers all Boards.	Full powers in respect of all employees in Boards/ Projects below the rank of Chief Officers/ Dy.CE in boards/projects except study leave and leave out of India.	
		Secretary/ A.	Full powers in respect of all employees office of Authority below the rank of Sec/A. except study leave and leave out of India.	

		Dy.CE/ RR. CAO/RR, CAO/MB.	Full powers in respect of Class III, IV employees.	
		Officer on Special Duty (Incharge of Admn.)/ Jt.CO of boards.	Full powers in respect of employees in class II/ III/ IV except study leave and leave out of India.	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		All Executive Engineers/ Dy.CO's	Full powers in respect of employees in class II/ III/ IV except study leave and leave out of India.	
		All Administrative Officer/ Estate Managers	Full powers in respect of employees in class III/ IV subordinate to them except study leave and leave out of India.	
25	To extend leave of an employee who remains absent after the end of his leave.	Same as above i.e. Sr. No.24	Same powers as delegated a Sr.No.24	

NOTE : THIS POWER IS TO BE EXERCISED AS PER PROCEDURE LAID DOWN IN THE RELEVANT RULES AND GOVT. G.R.

26	Power to relax requirement such as examination by Medical Boards, Re-examination production of medical of fitness certificate from Medical boards.	Chief Executive Officer/ Authority. Appointing Authorities as shown in Annexure-I.	Full powers of all employees.	
27	Power to reimburse the expenditure incurred on rendering emergency	Chief Executive Officer/ Authority.	Full powers in respect of all employees.	

	medical aid including expenditure on conveyance such as taxi/ ambulance for admitting in Hospital or taking him to his residence, to an employee of the MHADA failing ill all of sudden or met with an accident while on duty.			
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Chief Officer all Boards.	Upto Rs. 10,000/- in each case in respect of all employees in Boards/ Projects.	
		Secretary / Authority.	Upto Rs.10,000/- in each case in respect of all employees in the office of the Authority.	
		Jt.CO. Boards/ Projects	Upto Rs.8,000/- in each case in respect of all employees in his circle or board.	
		Chief Accounts Officer (Incharge of Admn.) Boards/ Projects.	Upto Rs.6,000/- in each case in respect of all employees subordinate to them.	
		Executive Engineers	-do-	
		Estate Managers	Upto Rs.2,000/- in each case in respect of employees in his office or in Regional Boards.	
28	Power to re-employ an employee of the MHADA, or a Government servant or a retired employee of any Corporate Body.	Chief Executive Officer/ Authority	Full powers in respect of all cases of employees.	Subject to provision of Govt. resolution (latest) in respect of retired employees.
29	Power to sanction pension to	Chief Executive Officer/	Full powers	

	displaced Government servants and to their families from West Pakistan employee in Ex-M.H.B.	Authority.		
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		Chief Officers all boards	Full powers	Subject to orders contained in Govt. resolution, U.D.P.H. Housing Department dt. 21/07/1971 and orders regarding family pension issued by the State Government.
30	Power to direct the Chief Accounts Officer or any officer who performs the duties of a Principal Auditor to investigate the claims of pay and allowances / increments / over-time/ allowances/ T.A. bills which have been allowed to remain abeyance for a period exceeding one year but not exceeding six years.	Chief Executive Officer/ A	Full powers	
		Appointing Authorities as shown in Annexure-I		
31	Power to direct the Chief Accounts	Chief Executive Officer/	Full powers	Such claims should be

	Officer or an Officer who performed the duties of a Principal Auditor to investigate the claims of pay allowances/ Increments/ overtime allowance/ T.A. bills which have	Authority		ever by referred to Audit office for investigation afterascertaining that the record is not
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
	been allowed to remain in a beyance for a period exceeding six years but not timebarred claims in accordance with the provisions of relating to limitation.	Appointing Authorities as shown in Annexure-I		available in Audit office. The claim which cannot be investigated for want of record be admitted on merit and payment be sanctioned. -do-
32	To sanction Festival Advance.	Chief Executive Officer/A	Full powers in respect of all employees.	Subject to condition laid down in Rule 142(j) of D.F. rules 195.
		Chief Officer all Boards	Full powers in respect of all employees (including W.C.establishment) subordinate to him.	-do-
		Secretary/ A.	Full powers in respect of all employees subordinate to him.	-do-
		Financial Controller/A. Jt. Chief Officer	Full powers in respect of all employees subordinate to him.	-do-
		Chief Accounts Officers/ Boards/ Projects/ Ex.Engineer	Full powers in respect of all employees subordinate to him.	-do-

33	To sanction advance for purchase of handloom khadi cloth.	Chief Executive Officer/A	Full Powers	Subject to condition laid down in Annexure to C.R.F.D.
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		Chief Officer/ Boards	Full powers in respect of all employees subordinate to him.	
		Secretary/ authority Jt. CO/ MB/ RR	Full powers in respect of all employees subordinate to him.	
34	To countersign T.A.Bills	Chief Executive Officer/A	Full powers in respect of self and employees subordinate to him.	
		Chief Officers/ Boards	-do-	
		Deputy Chief Executive Officer/ A.	-do-	
		Secretary/ A	-do-	
		Chief Engineers	-do-	
		Financial Controller/A	-do-	
		Legal Adviser/ A	-do-	
		Enquiry Officer/ A	-do-	
		Dy. Chief Engineers, Director-PDC, Sr. Architect	-do-	
		Officer on Special Duty (Incharge of Admn) Boards/ Jt. CO/MB/ RR	-do-	
		Dy. Chief Officers	-do-	
		Chief Accounts Officer/	-do-	

		Boards/ Projects	
		Land Manager	-do-
		Executive Engineer/ Architects	-do-

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Administrative Officers of Authority and Boards/ Projects	-do-	
		Competent Authority of MHADA	-do-	
		Appellate Authority	-do-	
		Deputy Engineer	-do-	
35	Power to accept the resignation	Chief Executive Officer/A	Full powers.	
		Appointing Authorities as shown in Annexure-I	Full powers in respect of Class II, III and IV employees under their control.	
36	Power to sanction advance of : a) T.A. on transfer b) T.A. on tour c) pay and allowance on transfer d) Leave Salary.	Chief Executive Officer/ Authority. Chief Engineer	Full powers in respect of self and employees subordinate to him. -do-	
		Dy. Chief Executive Officer/A. Dy. Chief Engineer/ Sr. Architect/A	-do-	
		Secretary/ A	-do-	
		Financial Controller/ A.,	-do-	

		Legal Advisor/ A.		
		Officer on Special Duty (incharge of admn.) Boards/ Jt.CO/MB/ RR	-do-	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Dy.Chief Officers	-do-	
		Executive Engineers and the Chief Officers in the rank of Executive Engineer/ Architect	-do-	
		Estate Managers/ Dy.Engineers	-do-	
		Administrative Officer.	-do-	
37	Power to grant Travelling Allowance to persons not in Authority's Service. i) Required to attend a meeting on a commission of enquiry or of a Board or of the Authority of a committee. ii) Required to attend perform public duties in any honorary capacity. iii) Appearing as a witness in the case of Authority employee whose conduct is the subject of Departmental Enquiry.	Chief Executive Officer/ Authority	Full powers.	
		Chief Officers all Boards/ Enquiry Officer	In respect of matters pertaining to respective Boards/ Projects	

		Secretary/ A	In respect of meeting convened by the Secretary/ A. or Financial Controller/A. and in respect of matters dealt with in the office of Authority.	
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
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		Financial Controller/ A	In respect of meeting convened by the Secretary/A. or Financial Controller/A. and in respect of matters dealt with in the office of Authority.	
		Officer on Special Duty (Incharge of Admn.) Boards/ Jt. CO/MB/ RR.	In respect of matters pertaining to respective Boards	
		Chief Accounts Officer/ Boards/ Projects	In respect of matters pertaining to respective Boards.	
38	Power to sanction overtime allowance to Class-III and Class-IV employees. a) Non-shift employees including ministerial staff.	Chief Executive Officer/ A.	Full powers	
		Chief Officer all Boards	In respect of employees in Boards/ Projects	Subject to condition that required register are maintained in the prescribed form and duly countersigned by the Head of office or the supervisor so authorised by the

				Competent Authority.
		Chief Engineers/ A	In respect of employees working directly under them.	-do-

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Secretary/A, Dy.CE, Sr.Architect/A	In respect of employees working directly under him.	-do-
		Financial Controller/ A	-do-	-do-
		Legal Adviser/ A	-do-	-do-
	b) Shift employees (such as watchman, pumpman etc.)	Chief Executive Officer/ A	Full powers	Subject to condition that required register are maintained as per shops of establishment Act and duly countersigned by the Head of office or the Officer so authorised by the Competent Authority.
		Chief Officer all Boards	Full powers in respect of employees in respective Boards/ Projects.	-do-
		Secretary/ A., Dy.CE, Sr.Architect	Full powers in respect of employees subordinate to him	-do-
		Officer on Special Duty (Incharge of Admn.)/ Boards/ Jt.CO/ MB/ RR	-do-	-do-
		Executive Engineer/ Architect	-do-	-do-

	c) Drivers	i) Chief Executive Officer/A ii) Chief Officers/ Boards iii) Secretary/ A	Full powers Full powers in respect of employees in respective boards/ projects -do-	-do- -do- -do-
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
39	Power to appoint Officers/ employees on deputation from any Government Department or Semi Government Organisation.	Executive Engineers and all other Officer not below the rank of Dy.Chief Officer Chief Executive Officer/ A	Full powers in respect of employees subordinate to him. Full powers	-do-
40	Power to relax the age limit on initial appointment in Authority and Regional Boards.	Chief Executive Officer/ A.	Full Powers	
41	Purchase of Books and Houricals, Periodicals, etc.	Chief Executive Officer/ A.	Full Powers	i) Purchase of subscribing any periodicals shall be within the budget provisions and library register/ register for watching the receipts of such periodicals are maintained. ii) Subject to budget provisions. iii) This includes membership to other

			libraries/ Institutes
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Chief Officers/ Boards Chief Engineer/A	Rs.1000/- at a time limited to Rs.5000/- per year	-do-
		Dy.Chief Executive Officer/A Director/ PDC	-do-	-do-
		Secretary/ A	-do-	-do-
		Financial Controller/ A	-do-	-do-
		Legal Adviser/ A	-do-	-do-
		Dy.Chief Engineers. Sr.Architect	Upto Rs.200/- at a time limited to Rs.1000/- per year	-do-
		Officer on Special Duty (Incharge of Admn)/ Board/ Jt.CO/ MB/ RR	-do-	-do-
42	Power to incur expenditure on entertainment of guests	Chief Executive Officer/ A.	Full powers	
		Chief Officer/ Boards, Secretary/ A	Full powers	
		Chief Engineer, Financial Controller	Upto Rs.300/- per month.	Separate register is maintained and in case expenses exceeds the permissible limits approval of C.A. at higher level is to be obtained.

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Dy.Chief Engineer, Director-PDC, Sr.Architect, Legal Adviser, Jt. Chief Officer, Vigilance Officers, Dy.CEO/A	Upto Rs.250/- per month	-do-
		Public Relation Officer	-do-	-do-
		Executive Engineer, Dy.Chief Officer, Chief Accounts Officer, Enquiry Officer, Architect.	Upto Rs.200/- per month.	-do-
43	Power to incur expenditure on Tes, Refreshments, during the meetings with the Officers of Regional Boards/ Government/ Corporate Boards/ Seminars, Workshops, Training Programmes etc.	Chief Executive Officer! A.	Full powers	
		Chief Officers/ Boards Chief Engineer, Secretary/ A	Full powers	
		Dy. Chief Executive	Upto Rs.500/- per month	Separate Register is

		Officer/A			maintained and in case expenses exceeds the limit.
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Financial Controller/A	Upto Rs.500/- per month	-do-
		Chief Accounts Officer/Boards	Upto Rs.300/- per month	-do-
		Officer on Special Duty (Incharge of Admn) Boards/ Jt. CO.	-do-	-do-
		Dy.Chief Engineers, Director PDC	-do-	-do-
		Sr.Architect.		
		Executive Engineers/Architect	Upto Rs.200/- per month	-do-
44	To incur expenditure on refreshments of Dry lunch etc. to be served at the meeting of the Authority/ Board/ Committee/ Sub-committee/ Meeting with MLA/ MLCS/ NPs/ Corporators/ Press/ BMC or MHADA officers etc.	Chief Executive Officer/ Authority	Full powers	
		Chief Officers/ Boards	Full powers	
		Chief Engineer, Secretary/ A	Upto Rs.5000/- per meeting if the meeting continued beyond 3 hours.	Subject to norms laid down for incurring expenses per head and the register of attendance and

					expenses incurred as maintained.
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Dy. Chief Executive Officer/A Dy. CE/ Sr. Architect	Upto Rs.30/- per head per meeting if the meeting continued beyond 3 hours.	
		Financial Controller/A	-do-	-do-
		Secretary/ Boards/ Executive Engineers/ Architect	-do-	-do-
45	To sanction the expenditure on entertainment of guests of the President/ Authority and Chairman of Boards.	President Authority	Full powers	
		Vice President/ A	Full powers	
		Chairman/ Regional Boards	Rs.2000/- per month	
46	To incur the expenditure on food refreshments, garlands, bouquets etc. to be served at the conference, meeting with VIPs such as Union Ministers/ Secretaries/ State Ministers/ Ministers of other states/ presidents / Vice Presidents/ Chairman/ Vice chairman/ of other State Housing Boards/ Delegations from Foreign Countries and such other VIPs	Chief Executive Officer/ Authority	Full powers	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Chief Officer of Boards Chief Engineer Secretary/ A	Full powers Upto Rs.2000/- p.m. Upto Rs.2000/- p.m.	For the expenditure on refreshment the norms for the meeting i.e. Rs.25/- per head per meeting (if the meeting continues for less than 3 hours) and Rs.50/- per head meeting if the meeting continued beyond 3 hour.
		Director/ PDC /Sr. Architect/ Dy.CE.	Upto Rs.1000/- per month	-do-
		Public Relation Officer/ A	Upto Rs.1000/- permonth	-do-
47	Power to engage a taxi for self or permit other officers/ employees to engage a taxi, rickshaw and to sanction the expenditure (For official purpose only)	Chief Executive Officer/ Authority	Full power	
		Chief Officers/ Boards	Full powers	
		Chief Engineers	Full powers	
		Secretary/ A	Full powers	
		Financial Controller/ A	Full powers	
		Legal Adviser/ A	Full powers	
		Deputy Chief Engineers,	Full powers	

		Director-PDC, Sr.Architect		
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Chief Accounts Officer/ Boards/ Projects	Full power	
		Public Relation Officer	Upto Rs.500/- p.m.	
		Deputy Chief Officer	Upto Rs.300/- p.m.	
		Executive Engineer/ Architects	Upto Rs.300/- p.m.	
		Estate Managers/ Administrative Officers/ Deputy Engineers	Upto Rs.300/- per month	
48	To sanction expenditure in connection with legal charges.	Chief Executive Officer/A	Full powers.	
		Chief Engineer / Secretary/A, Chief Officer Boards/ Dy.CE/ Sr.Architect	Full power	Provided that the payment of fees is according to the scale prescribed by the Government.
		Financial Controller/A	Full power	-do-
		Legal Adviser/ A	Full power	-do-
		Dy.Chief Executive Officer/A	Full power	-do-
49	To grant higher starting pay on initial appointment.	Chief Executive Officer/A	Full power	
50	Power to give officiating promotions in place of officer/ employees under going training.	Chief Executive Officer/ Authority.	Full powers	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
51	To grant financial benefit to Diploma Holders, Jr.Engineers who pass AMIE examination while in service.	Chief Officers/ Boards	In respect of Class-II / III employees in the Boards/ Projects	Subject to prior approval of VP and Subject to minimum 16 days.
52	Power to sign increment certificate.	Chief Executive Officer/ Authority.	Full powers	
		Chief Executive Officer/ Authority	Full powers	
		Chief Engineer	Full powers in respect of all employees subordinate to them.	
		Chief Officers all Boards	-do-	
		Secretary/ A	-do-	
		Financial Controller/ A	-do-	
		Deputy Chief Engineers/ Sr.Architect	-do-	
		Officer on Special Duty (Incharge of Admn.)/ Boards/ Jt.CO.MB/RR	-do-	
		Chief Accounts Officers / Boards/ Projects	-do-	
		Executive Engineers and Officers in the rank of Executive Engineer/ Architect.	-do-	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
		Estate Managers/ Deputy Engineer	-do-	
		Administrative Officers	In respect of Class III & IV employees in respective authority/ boards.	
		Asstt.Estate Manager/ Superintendents in Boards.	-do-	
53	Power to sanction medical reimbursement in major 23+5 emergency diseases to employees	Chief Executive Officer/ Authority	Full powers	Subject to budget provision.
		Chief Officers all Boards.	Upto Rs.20,000/- in each case.	-do-
		Secretary/ Authority	-do-	-do-
54	To authorise payment as a result of a decree or judgement of High Court of any judicial authority.	Chief Executive/ A	Full powers	Subject to condition that each case will be reported to the respective boards and projects.
		Chief Officers all Boards	Full powers.	-do-
55	To redistribute posts sanctioned in staffing pattern of the Authority and regional Boards and to change designation of posts for administrative convenience or for describing their functions more appropriately.	Chief Executive Officer/A	Full powers	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
56	To executive loan agreement and mortgage deed with HUDCO and other financial institute to affix the seal of the MHADA.	Chief Executive Officer/ A	Full powers	In absence of any of these officers any other officer of the Authority duly authorised by the Chief Executive Officer/A
		Chief Officer all Boards	Full powers	
		Financial Controller/ A	Full powers	-do-
		Executive Engineer (HUDCO CELL)	Full powers	-do-
		Executive Engineer/ Authority	Full powers	-do-
57	To accord sanction for opening a New Bank Account and empower an officer to operate it.	Financial Controller/ A	Full powers	
58	To sanction refund unspent, tenant's share collected to cover the estimated cost of repairs to old buildings in Bombay Island.	Chief Executive Officer/A	Full powers	
		Chief Officers/ Repairs and Reconstruction Board.	Full powers.	
		Chief Accounts Officer/	Full powers.	

		Repair and Reconstruction Board.	
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SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
59	To sanction reimbursement of expenditure incurred by the employees on conveyance (i.e. bus fares, Railway fares, within the city limit) on certificate of payment.	Chief Executive Officer/A	Full powers	
		Chief Engineers	Full powers	
		Secretary/A, Dy.CEO/A	Full powers	
		Financial Controller/ A	Full powers	
		All Deputy Chief Engineers, Director-PDC, Sr.Architect	Full powers	
		Chief Accounts Officer/ Boards	Full powers	
		Officer on Special Duty (Incharge of Admn)/ Boards/ Jt.CO.	Full powers	
		All Executive Engineers/ Architect	Full powers	
		All Deputy Chief Officers/ Deputy Engineer	Full powers	
		All Estate Managers/ Administrative Officers	Upto Rs.50/- per employee per day.	

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
60	Allotment of staff quarters	Chief Executive Officer/ A Deputy Chief Executive Officer/ A	Full powers Full powers in respect of Class III / IV employees of Authority/ Boards in Mumbai	Subject to the guidelines issued by the Authority.
		Chief Officers of Regional Boards (Other than Boards in Mumbai)	Full powers in respect of Class I / II / III / and IV employees of respective boards.	-do-
61	Change of cadre	Chief Executive Officer/ Authority	Full powers	Subject to Recruitment rules.
62	Creation of posts	Chief Executive Officer/ Authority	Full powers in respect of Class I / II / III and IV categories Authority and Regional boards subject to Govt. approval.	
63	Allotment of vehicles	Chief Executive Officer/ Authority Chief Officers all Boards	Full powers	
64	Powers to expunge of adverse confidential reports.	Chief Executive Officer/ A Chief Officers all Regional Boards.	Full powers in respect of vehicle under their control. Full power in respect of officers employees of the Authority Full power in respect of officers/ employees of the Board under his jurisdiction.	Where C.O. is reviewing officer.

SR. NO.	NATURE OF POWER	COMPETENT AUTHORITY	EXTENT OF DELEGATION	CONDITION
65	Power to rent out then tenements, open lands and property vested with Authority of Board.	Authority. CEO/ A Chief Officer all Boards CEO/ A	Full powers. Full powers Full powers Full power	
66	Power to grant temporary advance/ imprest to the Officer of MHADA and board.	Chief Engineer/ Secretary/A, PRO/A, LA/A Chief Officers all Boards/ Dy.CE/ Sr.Architect, Dy.CEO/A, OSD (Land)/A Financial Controller/A and Chief Accounts Officer- Regional boards. VP/A	Rs.3000/- Upto Rs.2000/- Upto Rs.2000/-	
67	Power to issue NOC to the officers and employees of MHADA/ Board/ Project for passport for going abroad.	Secy/ A Chief Officer all boards.	Full powers. Full powers in respect of Class II / III/ IV/ Officers & employees of Authority under his jurisdiction. Full powers in respect of Class II / III / IV officers & employees of board	

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	(2)	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	132 133 134	TO ACCORD ADMINISTRATIVE APPROVAL : a) Slum Improvement Works (Including Slum Upgradation Works and Slum Redevelopment Works.)	Authority	Full powers	Subject to ceiling limits per capital and norms laid down by the Govt. from time to time are not exceeded, subject to the condition that the administrative approvals so given are informed to the Boards/ Authority in the next meeting and also subject to the condition of availability of grants duly accounting for liabilities.	
			Chief Executive Officer/ A	Full powers	-do-	
			Slum Improvement Board/ Regional Board	Full powers (in case of the urgency the Board may allow C.O./Dy.C.E. to exercise Board's powers with ex-post-facto sanction by Board.	-do-	

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Chief Officers of all Boards not below the rank of Dy.C.E. or Dy.C.E.	Full powers when Boards are not in existence in respect of schemes in Board's jurisdiction.	-do-	
		b) Repairs to old buildings Bombay city (Ch. VIII of MHADA)	Mumbai Bldg. Repairs and Reconstruction Board and C.O./MBRRB when R&R Board is not in existence.	Full powers	Each work of repairs need not be shown in the budget proposals submitted to the Authority but only total expenditure proposed to be spent on repairs to be mentioned.	Subject to fund provision and with concurrence of concerned CE & CAO of the Board.
			Chief Engineer	Upto Rs. 25.00 lacs	-do-	-do-
			Deputy Chief Engineer	Upto Rs. 10.00 lacs	Subject to condition that ceiling limits are not exceeded and approval of BBR and RB obtained subsequently.	
		c) Reconstruction works and construction of Transit Tenements.	Mumbai Building Repairs and Reconstruction Board.	Full powers	Subject to inclusion of each work in the budget and overall supervision and guidance of Authority.	
			Chief Officer/MBRRB when	Full powers	Subject to fund provision and with concurrence of CE.	

		R&R Board is not is existence			
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**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Engineer	Upto Rs. 25.00 lacs		
			Deputy Chief Engineer	Upto Rs. 10.00 lacs		
		d) Housing scheme other than those mentioned at a, b and c above including deposit contribution scheme of all Boards Redevelopment of Transit Camps etc.	Authority	Full powers		
			Chief Executive Officer/ A	Full powers	Subject to the condition of ceiling limits prescribed under different income categories by Govt.	
			Chief Officer of Regional Board (Except Mumbai Board, R&R Board, MSI Board)	Full powers	For EWS & LIG Hsg. Under National Housing Agends Subject to demand and funnr head, viability & as per budget & concurrence of concerned Dy.CE & CAO concerned.	

Annexure - III

DELEGATION OF POWERS - Technical.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2	135	POWER TO ACCORD TECHNICAL SANCTION i) Housing Schemes including deposit contribution scheme and commercial building and slum redevelopment works other redevelopment works.	Chief Engineer	Full powers	For Electrical Works CE-Full Powers	
			Deputy Chief Engineer cum Chief Officer	Full powers provided the cost of each structure is up to Rs.60.00 lacs	Dy.CE (Civil or Electrical) upto Rs.25.00 lacs	
			Deputy Chief Engineer	Upto Rs.60.00 lacs per scheme.	-do-	
			Executive Engineer cum Chief Officer & Executive Engineer.	Full Powers provide the cost each structure does not exceed Rs.25 lacs upto Rs.30 lacs per scheme.	E.E. (Civil or Electrical) upto Rs.10.00 lacs.	

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Deputy Engineer	Rs.50,000/-	Dy.Engr. (Civil of Electrical) upto Rs. 25,000/-	
		ii) Reconstruction works and Transit tenements.	Chief Engineer	Full powers	For Electrical Works CE-Full powers, Dy.CE (Civil or Electrical) upto Rs.25.00 lacs, EE (Civil or Electrical) upto 10.00 lacs. Dy.Engr. (Civil or Electrical) upto Rs.25000/-	
			Deputy Chief Engineer cum Chief Officer	Full Powers provided the cost of each structure is Rs.60.00 lacs	-do-	
			Deputy Chief Engineer	Upto Rs.60.00 lacs per scheme	-do-	
			Executive Engineer	Upto rs. 30.00 lacs per scheme	-do-	
			Deputy Engineer	Upto Rs.50,000/-	-do-	
		iii) Structural Repairs to old buildings	Chief Engineer	Full powers.		
			Dy.Chief Engineer	Full powers.		

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Executive Engineer	Upto Rs.25.00 lacs		
			Deputy Engineer	Upto Rs. 50,000/-		
		iv) Repairs to buildings (C.R.)	Deputy Chief Engineer	Full powers subject to circles budget provision.	C.R.Electrical works 1)Dy.C.E. (Civil or Electrical) Full powers. 2)Ex.Engr. (Civil or Electrical) upto Rs.2.50 lacs.	
			Executive Engineer	Full powers subject to Divisions budget provision.	-do-	
			Deputy Engineer	Rs.50,000/- if Budget provision for Sub-Division	-do-	
		v) Special and Specified repqir works.	Deputy Chief Engineer	Full powers subject to circle Budget provision and recovery of capital expenditure.	S.R.Electrical Works 1)Dy.CE- Rs.12.00 lacs. 2)Ex.Engr.-Rs.2.50 lacs.	
3	217	TO ACCEPT TENDERS For work of buildings, repairs, reconstruction,	Authority	Full powers	---	In consultation with C.E. and F.C., C.A.O. as the case may be.

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		transit camps, housing, administrative buildings, commercial schemes.	C.E.O./A MHADB/MBRRB/ MSIB	Full powers Upto Rs.10.00 lacs	Till authority is constituted 1) Ceiling limits are not exceeded. 2) Nature of scheme does not change. 3) The tender excess does not exceed 20% over current schedule of rates. 4) The tender amount with excess shall not exceed the extent of delegation.	-do- In consultation with CE. and CAO.
			Other Regional boards. Chief Engineer	Upto Rs.500 lacs Upto Rs.200 lacs	-do- 1) Ceiling limits are not exceeded. 2) Nature of scheme does not change.	-do- In consultation with F.C./A.

**Annexure - III
DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>3) The tender excess does not exceed 15% over current schedule of rates. 4) Tender percentage to be compared on effective cost of tenders after deducting value of material on Schedule A. 5) Provision of MPW Manual and Revised estimate is submitted whenever necessary with 3 months from the date of acceptance.</p>	
			Deputy Chief Engineer cum Chief Officer and Deputy Chief Engineer	Upto Rs. 50 lacs	<p>1) Ceiling limit not to be exceeded. 2) Nature and scope of scheme does not change. 3) Tender excess does not exceed 10% over current schedule of rates. 4) Tender percentage to be compared on effective cost of tenders after deducting value of</p>	-do-

						material on Schedule A.	
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DELEGATION OF POWERS - Technical.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

					5) Provision of MPW Manual and Revised estimate is submitted whenever necessary within 3 months from the date of acceptance.	
			Executive Engineer and Chief Officer in the rank of Executive Engineer	Upto Rs.15 lacs.	1) Ceiling limit not to be exceeded. 2) Nature and scope of scheme does not change. 3) Tender excess does not exceed 5% over current schedule of rates. 4) Tender percentage to be compared on effective cost of tenders after deducting value of material on Schedule A. 5) Provision of MPW Manual and Revised Estimate is submitted whenever necessary within 3 months from the date of acceptance.	-do-
			Deputy Engineer	Upto Rs. 50,000/-	1) Ceiling limit not to be	-do-

					exceeded.	
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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
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4	Basis of 208	To accept other than lowest tender for work building repairs and reconstruction, Transit Camp, Housing, MSIB, Administrative Buildings, Commercial Building	Tender Committee at Executive Engineer's level concerned Chief Accounts Officer and Dy.C.E. of other circle.	Full power	<p>2) Nature and scope of scheme does not change.</p> <p>3) Tenders at par as per current schedule of rates.</p> <p>4) Tender percentage to be compared on effective cost of tenders after deducting value of material on Schedule A.</p> <p>5) Provision of MPW Manual and Revised estimate is submitted whenever necessary within 3 months from the date of acceptance.</p>	
					<p>1) ceiling limits are not exceeded.</p> <p>2) Nature of scheme does not change.</p> <p>3) The tender excess does not exceed the percentage for which respective level of technical officers are empowered to accept tenders.</p>	

							etc.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
					4) If the tender excess exceeds percentage of the respective level of tender committee, it shall be referred to the C.A. to accept the tender.	
			Tender Committee at Dy.C.E.'s level, Deputy C.E.	Full powers.	-do-	
5	217	To approve tender excess in respect of:- a) Slum Improvement Upgradation works. b) Slum redevelopment works	Authority	Full powers	1) Subject to the condition of ceiling limits and norms laid down by State Govt. from time to time. 2) The tender amount (with excess) shall not exceed the extent of delegation.	Tender percentage to be compared on effective cost of tenders after deducting value of materials on Schedule A.
			All Boards	Upto 20% over CSR	-do-	-do-
			Chief Engineer	Upto 15% over CSR	-do-	-do-
			Deputy Chief Engineer and Deputy C.E. cum	Upto 10% over current schedule of rates.	-do-	-do-

		Chief Officer.		
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			Executive Engineer and Executive Engineer cum Chief Officer.	Upto 5% over current schedule of rates.	-do-	-do-
			Dy. Engineer Authority	At par Full powers.	-do-	-do-
		b) Repairs and Reconstruction and Transit.	Mumbai Repairs and Reconstruction Board.	Full powers	-do-	Tender amount with excess shall not exceed the extent of delagation.
			Technical Committee for the tenders upto Rs.50 lacs.	Full powers.	-do-	
			Chief Engineer	Upto 15% over current schedule of rate.	Tender amount with excess shall not exceed the extent of delagation.	
			Deputy Chief Engineer	Upto 10% over current schedule of rates.	-do-	
			Executive Engineer	Upto 5% over current schedule of rates.	-do-	

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		c) Housing and Area Development schemes, Commercial and Administrative Building works.	Authority	Full powers.		
			C.E.O.MHADA	Full powers.	Till Authority is constituted.	
			All Boards	Upto 20% over current schedule of Rate.	Tender amount with excess shall not exceed the extent of delagation.	
			Chief Engineer	Upto 15% over current schedule of Rates.	-do-	
			Deputy Chief Engineer and Chief Officer in the rank of Dy.C.E.	Upto 10% over current schedule of Rates.	-do-	
			Executive Engineer and Chief Officer in the rank of Ex. Engineer.	Upto 5% over current schedule of rates.	-do-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
		d) Special Repairs/ Specified Repairs including works of annual repairs and maintenance and works chargeable to service charges.	Chief Engineer.	Full powers.	Subject to budget provision. 1) Nature and scope of scheme is not changed. 2) Overall ceiling limits are not exceeded. 3) Provision of MPW Manual and revised estimate is submitted whenever necessary within 3 months from the date of acceptance.	
		Deputy Chief Engineer cum Chief Officer and Deputy C.E.	Full powers.	Subject to budget provision 1) Nature and scope of scheme is not changed. 2) Overall ceiling limits are not exceeded. 3) Provision of MPW Manual and revised estimate is submitted whenever necessary within 3 months from the date of acceptance.		
		Executive Engineer cum C.O. and Ex,	Upto Rs.5 lacs	Subject to budget provision.		

		Engineer.		
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6	Note 2 below para 134 of MPWD Manual.	EXCESS OVER ADMINISTRATIVE LY APPROVED ESTIMATED COST. a) Slum Improvement and Slum Upgradation Works.	All Boards. Chief Officer of all Boards.	Full powers. Full powers when Board is not in existence.	i) Nature and scope of scheme is not changed. ii) Overall ceiling limits are not exceeded. iii) Provision of MPW Manual followed and Revised estimate is submitted whenever necessary within 3 months from the date of acceptance. In respect of Special Project works Authority is kept informed immediately.	
	b) Repairs, Reconstruction Transit Camp	Mumbai Bldg. Repairs and Reconstruction	Full powers	-do-		

	construction works.	board.		
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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Chief Engineers	50% for Repairs work and 15% for Reconstruction work and transit camp.	-do-	
			Chief Officer of MBRRB	Full powers when the Board is not existence.	i) Nature and scope of scheme is not changed. ii) Overall ceiling limits are not exceeded. iii) Provision of MPW Manual followed and Revised estimate is submitted whenever necessary within 3 months from the date of acceptance.	
			Deputy Chief Engineers	For repairs work upto 15% over the estimated cost. For reconstruction works and transit camps upto 10% over the estimated cost.	-do-	
			Executive Engineer	Upto 5% over the estimated cost for repair works.	i) Nature and scope of scheme is not changed. ii) Overall ceiling limits are not exceeded.	

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					iii) Provision of MPW Manual followed and Revised estimate is submitted whenever necessary within 3 months from the date of acceptance.	
		c) Housing and Area Development schemes, commercial schemes, administrative building schemes and other schemes.	C.E.O./ MHADA	Full powers	-do-	
			Chief Engineer.	Upto 15% over current schedule of rates.	-do-	
			All Boards.	Upto 20% over current schedule of rates.	-do-	
			Deputy Chief Engineer cum Chief Officer and Deputy Chief Engineer.	Upto 10% over current schedule of rates.	i) Nature and scope of scheme is not changed. ii) Overall ceiling limits are not exceeded. iii) Provision of MPW Manual followed and Revised estimate is submitted wherever necessary	

					within 3 months from the date of acceptance.	
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			Executive Engineer cum Chief Officer and Executive Engineer.	Upto 5% over current schedule of rates.	-do-	
7	Para 227	TO SANCTION EXTRA ITEMS.	Executive Engineer and Chief Officer in the rank of E.E.	Upto total cost of Rs.50,000/- per item and within the amount upto which the Ex.Engr. himself is competent to Accept the tender.	i) Where extra is comparable with similar item already included in the accepted tender. The rate to be fixed should be based as far as possible on the tendered rate for the similar item modified to the extent necessitated by the change in specific item provided that if the rate is provided for similar item in schedule of rates the rate for extra item to be fixed shall not exceed such rate. ii) The extra cost of extra item or items is covered by savings effected or anticipated on other items or revision of estimate. iii) If the rate proposed is not	

							the one previously sanctioned or	
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					available in the schedule of rates or is in excess of rate therein then prior sanction of Dy.Chief Engineer to such rate is obtained. iv) If the contractor is to be supplied with material (other than those provided in Schedule (A) for extra items, the rate, quantity and place of delivery should be specified in the extra item rate list while fixing the rate of extra item.	
8		Splitting of works with reference to firm demand. Condonation of delay in acceptance of security deposit.	Chief Engineer/ Dy.Chief Engineer. Executive Engineer.	Full powers of splitting upto his competency of acceptance of tender. Upto one month consideration the merits of each case.	Firm demand shall have to be ascertained.	
9	Para 214		Deputy Chief Engineer Chief Engineer	Upto 2 months considering merits of each case. Upto three months		

					considering the merits of each case.	
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			Chief Executive Officer/ MHADA.	Beyond 3 months up to any limits.		
10		Power to invite tenders by short notice.	Deputy Chief Engineer.	Full powers in respect of tenders acceptable at Executive Engineers level.	a) For 1st call minimum period for tender costing upto Rs.12.5 lacs should not be less than provided in MPW Manual i.e. 15 days. b) For 1st call the minimum period for tender costing more than Rs.12.5 lacs should not be less than that provided in MPWD Manual i.e.30 days.	
			Chief Engineer	Full powers to the extent of tenders acceptable by Dy.Chief Engineer, in all other cases, C.E. will exercise these powers with the concurrence of F.C./A.	-do-	
11		Power for calling tenders from the prequalified/ selected contractors after	Chief Engineer.	Full powers.		

	keeping reasons.				
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12	MPWD appendi x 42 Sr. No.68 (G-V)	Waiving of Compensation levied on contractor under clause 2 of B-1 agreement.	1) VP/A 2) Chief Officer of Boards. 3) CE/A 4) Dy.C.E.	Above Rs.50,000/- - Between Rs.10,000/- to 50,000/- Upto Rs.10,000/- Full powers.		
13	227 Sr.No. 25 Append ix 42	Power to grant extension of time limit to the contractor.	1) CE/A 2) Dy.C.E. 3) Ex.Engr.	Full powers for tenders accepted by Dy.C.E. Full Powers for tenders accepted by E.E.		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
13	227 Sr.No.25 Appendix 42	Power to grant extension of time limit to the contractor	1) CE / A 2) Dy.CE / A 3) Ex.Engr.	Full Powers Full Powers for tenders accepted by Dy.CE Full Powers for tenders accepted by EE		
					शेरा	

14	Basis :- Para 368 Sr. No.46 of appendix 42	प्राधिकरणाच्या / विभागीय मंडळाच्या मालकीच्या असलेल्या किंवा उपकरप्राप्त असलेल्या किंवा सार्वजनिक वापरासाठी असलेल्या किंवा कार्यालयीन वापरासाठी असलेल्या रहिवाशी बिगर रहिवाशी इमारती किंवा बांधकामे पाडून टाकण्याचा अधिकार.	प्राधिकरण १. प्राधिकरण २. उपाध्यक्ष/ मु.का.अ./ प्राधिकरण ३. मुंबई इमारत दुरुस्ती व पुनर्रचना मंडळ यांच्या वतीने कार्यकारी अभियंता	पुस्तकी मूल्य दराने पूर्ण अधिकार. रु. ५,००,०००/- पर्यंत. पूर्ण अधिकार (फक्त उपकरप्राप्त इमारती व इमारतीच्या अन्य भागाशिवाय बांधकामे यासाठी म्हाडा कायद्याच्या अधिन राहून.)	टिप : १ विवक्षित प्रयोजनाखेरीज धोकादायक किंवा दुरुस्त होण्यापलिकडे असल्याखेरीज कोणतीही इमारत किंवा बांधकाम पाडण्यात येऊ नये. इतर कोणत्याही सार्वजनिक कामासाठी (म्हाड कायद्यामध्ये नमूद केलेल्या कार्यास अनुसरून) इमारत किंवा बांधकाम पाडणे हे सधर इमारतीच्या किंवा बांधकामाच्या कोणत्याही सार्वजनिक प्रयोजनासाठी आवश्यकता नसेल या शर्तीच्या अधीन असेल यापैकी कोणत्याही बाबतीत त्याबाबतचा अहवाल निकटतम वरिष्ठ अधिकार्यांमार्फत सक्षम प्राधिकार्यापुढे सादर करण्यात यावा. त्यात इमारतीचा / बांधकामाचा संपूर्ण तपशिल, इमारत बांधकामाचे वर्ष, खर्च, वर्गीकरण / किंमत आणि पाडण्याची कारणे नमूद करण्यात येतील.
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		अ) त्या धोकादायक अवस्थेत किंवा दुरुस्त होण्यापलिकडे.	विभागीय गृहनिर्माण मंडळ (झो.सु.मंडळ)	रु.५०,०००/- पर्यंत रु.५०,०००/- पर्यंत	एखाद्या इमारतीचे व बांधकामाचे पुस्तकी मूल्य प्रमाणशीर किंवा अंदाजण्यात आले असेल व ते नेमकी माहिती नसेल अशा प्रमाणात देखील या अधिकाराचा वापर करता येईल. 'इमारत' या संज्ञेमध्ये छत / छप्पर भिंती इत्यादींनी युक्त अशा एकेकचा बोध होतो. तर बांधकाम या संज्ञेवरून इमारती व्यतिरिक्त कुंपणाची भिंत, इत्यादीसारख्या कोणत्याही उभारणीचा बोध होतो. टीप : २ इमारतीची / बांधकामाची राखीव किंमत आणि पुस्तकी मूल्य उपमुख्य अभियंता यांनी मंडळाच्या लेखाधिकारी यांच्या सहमती काढून त्यास मंडळाच्या मुख्य अधिकारी यांचेकडून मंजूरी घ्यावी. ज्या मंडळात उपमुख्य अभियंता हे मुख्य अधिकारी असतील तर त्यांनी मुख्य अधिकारी यांच्या अधिकारासही मंजूरी घ्यावी. या प्रस्तावावर अधिकार व्याप्तीनुसार (अ) मध्ये नमूद केलेल्या कारणासाठी मंजूरी घ्यावी.
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				विभागीय मंडळ अस्तित्वात नसल्यास संबंधित मुख्य अधिकार्याला (अ) मध्ये नमूद केलेले अधिकार असतील. टीप : ३ एखादी इमारत किंवा बांधकाम पाडून टाकण्यास मंजूरी देण्यात आली असेल तेव्हा ती इमारत किंवा ते बांधकाम निर्लेखित करण्यासाठी वेगळ्या मंजूरीची आवश्यकता राहाणार नाही. ----- वरीलप्रमाणे ----- ----- वरीलप्रमाणे ----- ----- वरीलप्रमाणे -----
	ब) इतर कारणांसाठी	१. प्राधिकरण २. मुंबई इमारत दुरुस्ती व पुनर्रचना मंडळ ३. उपाध्यक्ष/ प्राधिकरण	पूर्ण अधिकार. पूर्ण अधिकार (फक्त उपकरप्राप्त इमारतीच्या संदर्भात फक्त पुनर्रचना करण्यासाठी.) पूर्ण अधिकार. (फक्त या ठिकाणी नवीन प्रकल्प/ योजना हाती घेण्यासाठी आणि अशा नवीन योजनांच्या प्र.मा. देतेवेळी हे अधिकार अंमलात आणण्यासाठी.)	

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15	Basis :- Para 368 Sr.No.49 of appendix 42	इमारती मूळात ज्या प्रयोजनासाठी बांधण्यात आल्या असतील त्या प्रयोजनासाठी त्या गरज नसेल तेव्हा अशा इमारतीच्या पर्यायी वापराबाबत. १. जनतेसाठी बांधलेले रहिवाशी गाळे आणि योजनेतील कार्यालयीन उपयोगासाठी बांधलेल्या इमारतीचा पर्यायी वापर सेवानिवासस्थान अथवा इतर उपयोगासाठी.	उपाध्यक्ष/ प्राधिकरण	पुस्तकी मूल्य दराने पूर्ण अधिकार		
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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

16	Basis :- Para 432 Sr. No.66 of appendix 42 (ii)	खालील वस्तुंची विक्री करून अन्यथा विल्हेवाट लावण्यासाठी आदेश देण्याचा अधिकार. अ) जादा भांडारवस्तु त्याच्या पूर्ण पुस्तकी किंमतीत. ब) पाडलेल्या किंवा दुरुस्ती चालू असलेल्या कामावरून मिळालेली सामग्री तिच्या अंदाजित किंमतीतील.	मुख्य अभियंता	पूर्ण अधिकार	<p>१. इमारत अथवा बांधकाम पाडून टाकण्याच्या प्रस्तावाला सक्षम प्राधिकार्याची प्रथम मंजूरी घेतल्यानंतर सामग्रीची अंदाजित किंमतीला मंजूरी देण्यात यावी.</p> <p>२. अंदाजित किंमतीचे प्रस्ताव व ज्या आधारावर तयार केले आहेत त्या दरसूचीला / दर विश्लेषणास उपमुख्य अभियंता यांनी प्रथम मंजूरी देऊन प्राप्त झालेल्या प्रस्तावाला सक्षम प्राधिकार्याने मंजूरी घ्यावी.</p>
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Annexure - III DELEGATION OF POWERS - Technical

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

		१) स्थापत्य कामांवरील	१. उपाध्यक्ष/ प्रा. २. मुख्य अभियंता. ३. उपमुख्य अभियंता	पूर्ण अधिकार. पूर्ण अधिकार. रु.३०,०००/-		
		२) विद्युत कामावरील	१. उपाध्यक्ष/ प्रा. २. मुख्य अभियंता. ३. उपमुख्य अभियंता	पूर्ण अधिकार. रु.२५,०००/- रु.१५,०००/-		
		क) निरुपयोगी भांडार (हत्यारे व सयंत्र या व्यतिरिक्त) वस्तुंची मूळ खरेदी किंमत अधिकाराच्या विहित मर्यादपेक्षा जास्त नसेल तेव्हा त्यांच्या किंमतीपेक्षा कमी किंमतीस.	१. उपाध्यक्ष/ प्रा. २. मुख्य अभियंता. ३. उपमुख्य अभियंता	पूर्ण अधिकार. रु.२,५०,०००/- रु.१,५०,०००/-	टीप : भंगार मालाच्या बाबतीत असे त्या व्यतिरिक्त इतर बाबतीत नेहमीच्या विहित कार्यपध्दतीनुसार त्याची विल्हेवाट लावण्यात आली पाहिजे. या शर्तीच्या अधिनतेने हे अधिकार सोपविण्यात आले आहेत. मात्र भंगार मालाची विल्हेवाट लावताना भंगार माल व्यापार महामंडळाने निर्धारित केलेली तत्वे अनुसरण्यात आली पाहिजेत.	

Annexure - III
DELEGATION OF POWERS - Technical

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

		ड) हत्यारे व संयंत्राच्या निरुपयोगी वस्तु.	१. उपाध्यक्ष/ प्रा. २. मुख्य अभियंता. ३. उपमुख्य अभियंता	पूर्ण अधिकार. रु.३०,०००/- रु.१५,०००/-	
17	Basis :- Para 66 Sr. No.12 of appendix 42	हत्यारे व संयंत्राच्या विवरणातून खालील बाबी निलेखित करण्याचा अधिकार.	उपाध्यक्ष/ प्राधिकरण	पूर्ण अधिकार	
		अ) ज्यांची पूर्ण किंमत वसूल झाली आहे अशी सर्व हत्यारे व संयंत्र	मुख्य अभियंता	पूर्ण अधिकार	

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DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
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		ब) अधिकार ज्याच्याकडे सोपविण्यात आले आहेत अशा अधिकार्यास आवश्यक वाटणाऱ्या कारणांसाठी ज्या प्रकरणात किंमत केवळ अंशतः वसूल करण्यात आली आहे अशा प्रकरणातील हत्यारे व संयंत्र.	उपाध्यक्ष/ प्राधिकरण मुख्य अभियंता/ प्रा.	पूर्ण अधिकार. पूर्ण अधिकार.	
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Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1	Power to fix stock	Chief Engineer	Full powers	Subject to condition that such		
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		limit, and power to purchase cement, steel, pipe etc. materials including in the estimate from ipen market.	Chief Officer in the rank of Deputy Chief Engineer.	Upto Rs. 50.00 lacs	limits be 10% of budget grants under works.	
			Chief Officer in the rank of Executive Engineer and Ex.Engr.	Full powers within the reserved stock limit already sanctioned from Deputy C.E. and as per estimates already got sanctioned from Deputy Chief Engineer.	Subject to condition that such materials required and such purchase be made from authorised dealer of manufacturers by public invitation.	
2		Power to sanction stock estimates.	Chief Engineer.	Full powers.		
			Deputy Chief Engineer Director-PDC	Upto Rs.50 lacs.		
			Chief Officer in the rank of Deputy Chief Engineer.	Upto Rs.50 lacs.		

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DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Chief Officer in the	Upto Rs.20 lacs.		

			rank of Executive Engineer.				
			Executive Engineer in charge of stores where Chief Officer is not Executive Engineer.	Upto Ts. 20 lacs.			
3		Purchase of office stationery, scientific and mathematical instruments including computer and computer accessories, fax machine, calculators, xerox machine, accessories, CDs, Floppies, training equipment's etc.	Chief Executive Officer/ A	Full powers		Subject to budget provision and the condition that quotation/ tenders will be invited publicly as per usual procedure and considering them in consultation with the FC/A and Chief Accounts Officer in case of Regional Boards.	
			Chief Officer, Secretary/A	-do-		-do-	

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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			C.O. in the rank of Deputy Chief	-do-	-do-	

			Engineer and Deputy Chief Engineer, Director-PDC.			
			Executive Engineer in charge of stores where Chief Officer is not executive Engineer.	-do-		
			Chief Officer in the rank of Executive Engineer.	-do-		
4		Purchase of drawing stationery	CEO/MHADA	Full powers.	-do-	
			Chief Engineer	-do-	-do-	
			Chief Officer in the rank of Deputy C.E.	-do-	-do-	
			Deputy C.E./ Director-PDC, Sr.Architect	-do-	-do-	

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DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Executive Engineer, Architect.	Rs. 10,000/- per annum	-do-	
5		Purchase of office	CEO/MHADA	Full powers.	Subject to the budget provisions	

		furniture				and by usual procedure of inviting quotation/ tenders should be followed.	
			Chief Engineer/ Chief Officer, Secretary/A	-do-		Subject to prior approval of VP/A	
			Chief Officer in the rank of Deputy Chief Engineer and Director-PDC	-do-		-do-	
			Chief Officer in the rank of executive engineer.	-do-		-do-	
6		Acceptance of tenders/ Quotations for transportation	Chief Executive Officer/ MHADA	Full powers.		Subject to the condition that there is budget provision.	
			Chief Engineer	-do-		-do-	
			Deputy C.E. Chief Officer in the rank	Rs. 10.00 lacs.		Subject to the condition that there is budget provision and	

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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			of Deputy Chief Engineer and Director/PDC		estimate got sanctioned from next superior, officer and adopting usual procedure for inviting tenders/ quotation is	
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						followed and tender quotation are considered in consultation with CAO.	
				Other head of units such Dy.CEO, Secretary, CVO/A, FC/A, OS Ds.Etc.	-do-	-do-	
				Executive Engineer and Chief Officer in the rank of Executive Engineer.	Rs.5.00 lacs.	-do-	
7		Acceptance of tenders quotations for building materials including materials required for electrical works. (For annual supply of building materials for maintenance/ electrical works)	Chief Engineer.	Full powers.		Subject to the condition that budget provision is made and usual procedure is followed for inviting tenders/ quotations is followed and tenders/ quotations are considered in consultation with FC/A and in case of Regional Boards CAO.	

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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Deputy Chief Engineer/ Director-PDC and Chief Officer in the rank of Deputy Chief	Upto Rs.20 lacs in each case.	-do-	
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		Engineer.			
		Executive Engineer and Chief Officer in the rank of Executive Engineer	Upto Rs.10 lacs in each case.		1) Subject to the condition that budget provision is made and usual procedure is followed for inviting tenders/ quotation is followed and tenders/ quotations are considered in consultation with CAO. 2) Estimate for the works are sanctioned from next superior officer in advance and provision of these materials is made in the sanctioned estimate and usual procedure is followed.
8	Acceptance of quotation for printing jobs.	CEO/ MHADA	Full powers.		

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DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Engineer	Full powers.	Subject to the condition that budget provision is made and usual procedure is followed for inviting tenders/ quotations is followed and tenders/	
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						quotations are considered in consultation with CAO.	
			FC/MHADA, SEC/A.	Full powers.		-do-	
			Chief Officer	full powers		-do-	
			Deputy Chief Engineer Director-PDC	Upto Rs.50,000/- for each job		-do-	
			Executive Engineer and Chief Officer in the rank of Executive Engineer.	Upto Rs.25,000/- for each job.		-do-	
9		Purchase of clothing articles such as cotton/ woolen/ terecotton cloths/ umbrellas/ Kamblies/ Raincoats/ shoes. Etc.	CEO/ MHADA	Full powers		Subject to Budget provision	

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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Chief Officers	Full powers.	1) Subject to budget provision. 2) Cloth is purchased from N.T.C. or M.S.T.C. 3) Umbrella / Raincoats are purchased from MSSIDC or	

					other Co-op. Societies by inviting tenders. 4) Leather goods are purchase from LIDC of RDC Ulhasnagar.	
			Deputy Chief Engineer Director-PDC	Full powers	-do-	
			Executive Engineer	Upto Rs.25000/- in each case.	1) Subject to budget provision. 2) Cloth is purchased from N.T.C. or M.S.T.C. 3) Umbrella / Raincoats are purchased from MSSIDC or other Co-op. Societies by inviting tenders. 4) Leather goods are purchase from LIDC of RDC Ulhasnagar.	

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DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
10		Petty purchases including stationery items like, telephone instrument, telephone locks, pen stands	CEO/ MHADA	Full powers	Subject to budget provisions.	

		table glass, crockery, rubber stamps etc.						
			Secretary/ A		Upto Rs.5000/- per annum		-do-	
			Chief Officer/ Boards		Full powers		-do-	
			Deputy Chief Engineer Director-PDC and Sr.Architect.		Upto Rs.5000/- per annum		-do-	
			F.C./A		Upto Rs.5000/- per annum.		-do-	
			Executive Engineer		Upto Rs.2500/- per annum		-do-	
			Secretary of other Boards.		Upto Rs.2500/- per annum		-do-	
			Deputy CEO/A Dy.Engr.		Upto Rs.2500/- per annum		-do-	
			Dy.CO and O.S. Dn.		Upto Rs.2500/- per annum		-do-	
			Estate Manager		Upto Rs.1000/- per annum		-do-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

11		Sanction to expenditure of demurrage or warfare charges.	CEO/ MHADA	Full powers.	Subject to: 1) The demurrage and warfare paid does not exceed the value of the materials. 2) No negligence or avoidable	
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					delay is involved and the delivery is taken immediately.	
		Chief Engineer	Full powers.		Subject to : 1) The demurrage and wargare paid does not exceed the value of the materials. 2) No negligence or avoidable delay is involved and the delivery is taken immediately. 3) Cases involving expenditure exceeding Rs.5000/- in a single case are reported to the next higher authority.	
		Chief Officers, in the rank of Dy.Chief Engineer and Director-PDC	Upto a limit Rs.5000/- or equal to value of the article which ever is less in single case.		-do-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

12		Sanction to expenditure on taking xerox copies of documents, special	CEO/ MHADA	Full powers.	Subject to the condition that 1) Such typing / cyclostyng is of urgent nature and cannot be done in office immediately.	
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		jobs of typing cyclostyling from market.						
			Chief Engineer, Secretary/A	Full powers			-do-	
			Chief Officers	Full powers			-do-	
			Deputy Chief Engineer, Legal Advisor/A, F.C./A, Dy.CEO/A, Sr.Architect, Director-PDC.	Upto Rs.10,000/- per year.			-do-	
			Executive Engineer, CAO, Deputy C.O./ OSD/ Jt.C.O./ Architect/ Appellate Officers and C.A.	Upto Rs.5000/- per annum			-do-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

13		Purchase of: 1) Typewriters 2) Duplicators	CEO/ MHADA	Full powers	Subject to budget provision and adopting usual procedure of purchase.	
			Chief Officer all boards	Full powers.	-do-	
14		Purchase of	CEO/ MHADA	Full powers.	Subject to budget provision.	

		Electronic typewriter, Xerox Machines, Fax Machines.	Chief Officer	Full powers	Subject to prior approval of CEO/A	
15		Purchase of :- 1) Water cooler 2) Ammonia Printing Machine. 3) Electric Fans. 4) Calculating machine etc. 5) Replacement of Mobile Telephone & repairs of mobile telephone instruments.	CEO/ MHADA	Full powers	Subject to budget provision.	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Officer	Full powers	-do- Prior permission of CEO/A in respect of S.No.5	
16		Purchase of : Weigh Bridge	CEO/ MHADA	Full powers.	Subject to budget provision.	
17		Expenditure on	CEO/ MHADA	Full powers	-do-	

		training programme.					
			Chief Engineer/ MHADA	Upto Rs. 20,000/- in each case.	Provided expenditure is upto Rs.10,000/- in each case.		
			Director-PDC	Upto Rs.20,000/- in each case.	-do-		
18		To sponsor/ Donate for the seminar workshop, conference and training programme meeting etc. and to incur expenditure towards sponsoring/ donating for the programme concerning activities of MHADA.	CEO/ MHADA	Full powers.	Subject to budget provision.		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
19		Repairs to Typewriters, Duplicators, Calculation machines, Xerox	CEO/A	Full powers.	Subject to budget provision.	

		machines, Computers and accessories printers, training equipment's Etc.						
				1. Secretary/A, FC/A. 2. Chief Officers, C.E. 3. C.O. in the rank of Dy.CE/EE/ Sr.Architect.	Full powers.	-do-		
			Director- Professional Development Center	Full powers.	-do-			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Dy.CE, Dy.CEO/ OSD/ Jt.CO/ EE/ Architect.	For Typewriter :- Upto Rs.2000/- per year per machine for machinery purchased in last 6 years and upto Rs.10,000/- per year	-do-	
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				for machines which are very old and given 10 years service. For Duplicators:- Upto Rs.5000/- per machine per year for electrically operated duplicator and Rs.3000/- per machine per year for hand operated duplicators. For Calculators:- Upto Rs.200/- per pocket calculator per year upto Rs.1000/- per table calculator per year.		
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Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Deputy C.O., C.A.O., VO/A and Legal Adviser/ A and Sr.Architect.	-do-	-do-	
20		Repairs to steel and wooden furniture	CEO/A	Full powers	Subject to budget provision.	

		including recanning replacing tables tops etc.					
			Chief Engineer/ Chief Officers/ Secretary/A	Full powers	-do-		
			Deputy C.E., FC/A, Dy.CEO.	Upto Rs.50,000/-	-do-		
			OSD/ Jt.CO, EE/ Dy.CO/ CAO	Upto Rs.10,000/-	-do-		
21		Repairs to electric fans, water and air cooler, air-conditioners, lifts etc.	CEO/A	Full powers	Subject to Budget provision.		
			Chief Engineers	Full Powers	Subject to Budget provision.		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Officer/ Secretary/A	Full powers.	Subject to Budget provision.	
			Director- Professional Development	Full powers	Subject to Budget Provision.	

			Center			
			Deputy Chief Engineer	Upto Rs.50,000/- per year.	-do-	
			Chief Officer in the rank of executive Engineer and Executive Engineer	Upto Rs.25,000/- per year.	-do-	
22	Acceptance of quotations for Annual servicing of Typewriters, Duplicators, Xerox machines, Calculators, Fax machines, Computers and its accessories, printers, training equipment's etc.		CEO/A	Full powers	a) In respect of machine under their control. b) The agency shall be fixed by inviting quotation preferably for one year.	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Engineers	Full powers.	-do-	
			Chief Officers/ Secretary/A	Full powers	-do-	
			Deputy CE/ Chief Officer in the rank of Deputy CE/	Full powers.	-do-	

			Director-PDC/ Sr.Architect.	Full powers			
			Executive Engineer and Chief Officer in the rank of Executive Engineer	Full powers		-do-	
23		Sale old news papers ('A' Category) and Waste papers 'D' category)	CEO/A	Full powers		Subject to the condition that the highest rate received in response to quotation shall not be less than the rates approved by Government.	
			Chief Engineer	Full powers		-do-	
			Chief Officer/Secretary/A	Full powers		-do-	
			FC/A Deputy Chief Engineer and Chief	Full powers		-do-	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Officers in the rank of Dy. C.E./ Director-PDC			
			PRO/A Executive Engineer and Chief Officer in	Full powers	-do-	

			the rank of Executive Engineer.			
24		Hire of Typewriters, furniture, xerox machine, tools and plants, computers & its accessories, printers, overthed projectors training equipment's etc.	CEO/A	Full powers.		
			Secretary/ A	Full powers.	Subject to approval of the proposal by the next higher authority. Subject to approval of the proposal by the next higher authority.	

Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Engineer	Full powers	-do-	
			FC/A	Full powers	-do-	
			Chief Officers of all Boards	Full powers	-do-	
			Director- Professional Development Center	Full powers	-do-	

			Deputy Chief Engineer	Full powers	-do-	
			Executive Engineer	Full powers	-do-	
25	Power to get binding work through local press/ agencies		CEO/A	Full powers	1) Subject to budget provision. 2) Except some special binding jobs, other jobs shall be carried out through the agency fixed by inviting quotations, preferably for one years.	
			Chief Officers/ Boards	Full powers	-do-	
			Chief Engineer/ Secretary/A	Full powers		
			Director-PDC	Full powers	-do-	

**Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			FC/A, Deputy CE/ Dy.CEO/ CAO, Executive Engineer, OSD/ Sr.Architect/ Architect.	Upto Rs.10,000/- per annum	-do-	
26		Power to issue orders for disposal by sale or otherwise of surplus stores (Serviceable)	CEO/A	Full powers.	Disposal by public auction.	

		and unserviceable)	Chief Engineer	Full powers.		
			Chief Officers	Full powers.		Disposal by public auction.
27		Power to purchase new vehicle in lieu of old vehicle	CEO/A	Full powers		Subject to budget provision
28		Power to issue orders for disposal by sale or otherwise by unserviceable articles (old dismantled articles of vehicles, Air cooler, Water cooler, Typewriter,	CEO/A	Full powers		Disposal by public auction

**Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

		Duplicator, Xerox machine and Tools and Plants				
		confiscated goods, articles from allottees etc.				
			Chief Engineer	Full powers	Disposal by public auction.	
			Chief Officers	Full powers	Disposal by public auction	
			Deputy Chief	Full powers	Disposal by public auction	

			Engineer and Director-PDC			
29	Purchase of consumable stores i.e. Petrol, Oil etc. for vehicles.	CEO/A	Full powers			
		Chief Officers of all boards	Rs.3000/- at a time.		Subject to budget provision.	
		Chief Engineer/ Secretary/A FC/A	Rs.3000/- at a time		Subject to budget provision.	
		Deputy Chief Engineer/ Director-PDC and Sr.Architects	Rs.2000/- at a time		Subject to budget provision.	

**Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Executive Engineer incharge of vehicle.	Rs.2000/- at a time.	Subject to budget provision.	
			Deputy CEO/A Legal Adviser/A	Rs.2000/- at a time	Subject to budget provision.	
			Vigilance Officer/A	Rs.2000/- at a time.	Subject to budget provision.	
			Deputy C.O.	Rs.1000/- at a time.	Subject to budget provision.	
			OSD	Rs.1000/- at a time.	Subject to budget provision.	
			Executive Engineer/ Architect	Rs.1000/- at a time.	Subject to budget provision.	

30		Power to write off irrevocable stores, losses of public money etc.	CEO/A	Full powers.	-do-	
			Chief Engineer	Upto Rs.50,000/- in each case.	-do-	
			Chief Officers in the rank of Deputy Chief Engineer/ Deputy Chief Engineer and Director-PDC/ Sr.Architect.	Upto Rs.10,000/- in each case.	-do-	

Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Officers in the rank of Executive Engineers	Upto Rs.5000/-	-do-	
31		Power to sanction expenditure on maintenance and upkeep and repair to vehicles.	CEO/A	Full powers	-do-	
			Chief Officers/	Full powers.		

			Chief Engineer/ Secretary/A	Rs.30,000/- per annum per vehicle.	Subject to budget provision and the estimate of repairs got sanctioned from head of Deptt.	
			Deputy Chief Engineer/ Sr.Architects.	Rs.15,000/- per annum per vehicle.	-do-	
			Executive Engineer and Executive engineer (Elec.) in charge of vehicle.	Rs.10,000/- per annum per vehicle	-do-	

**Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

32		To permit the use of Authority's vehicle for private purpose.	Chief Executive Officer/A	Full powers.	Subject to recovery of Hire and Detention charges as per Govt. orders.	
			Chief Engineer/A	Full powers in respect of vehicle in the office of Authority.	Subject to recovery of Hire and Detention charges as per Govt. orders.	
			Secretary/ A	Full powers in respect of vehicle in the office of Authority.	Subject to recovery of Hire and Detention charges as per Govt. orders.	
			F.C./A.	-do-	Subject to recovery of Hire and Detention charges as per Govt. orders.	

						Detention charges as per Govt. orders.	
				Dy.CEO/A.		Subject to recovery of Hire and Detention charges as per Govt. orders.	
				Chief Officers of Regional Boards.		-do-	
33		Reservation of suits in Rest House.		Chief Executive Officer/A. PRO/A.	Full powers in respect of vehicle in respect of Board. Full powers. Full powers.	Subject to recovery of usual charges. Subject to prior intimation to CEO/A.	

Annexure - IV
DELEGATION OF POWERS - Stores, Stationery and Miscellaneous.

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

			Chief Officers or Regional Boards except Boards in Bombay CEO/A	Full powers in respect of Rest- House suits in thier jurisdiction. Full powers.	-do-	
34		Permission to use meeting halls in Griha Nirman Bhavan, for official purpose and for non-official purpose and			Subject to recovery of charges from the institution unutilising the hall for non official purpose.	

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाच्या व प्राधिकरणांतर्गत प्रादेशिक मंडळांच्या विविध संवर्गातील अधिकाऱ्यांना दैनंदिन कामकाजात निर्णय घेण्याचे अधिकार प्रदानतेत सुधारणा करण्याबाबत.

महाराष्ट्र गृहनिर्माण व क्षेत्र विकास प्राधिकरण
गृहनिर्माण भवन, वांद्रे (पूर्व), मुंबई ४०० ०५१.
आदेश क्र. एमएच/अधिकारप्रदान/२००१/२६६७/प्र.५
दिनांक : १७ ऑगस्ट २००१.

संदर्भ : १. ह्या कार्यालयाकडील समक्रमांकाचे आदेश
दि.२७/६/२००१

आदेश :

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाच्या १७६ व्या बैठकीतील ठराव क्र.५६८१, दि.२८/५/२००१ अन्वये घेतलेल्या निर्णयानुसार प्राधिकरणाच्या कार्यालयाकडील आदेश क्र.एमएच/अधिकारप्रदान/ २००१/२६६७/ प्र.५, दि.२७/६/२००१ सोबत पाठविण्यात आलेल्या परिशिष्ट क्र.२, ३ व ४ मध्ये दैनंदिन कामकाजाच्या दृष्टीने उद्भवणाऱ्या अडचणी विचारात घेऊन उपाध्यक्ष/प्राधिकरण यांना ठराव क्र.५६८१ अन्वये प्रदान करण्यात आलेल्या अधिकारांचा वापर करून विविध कार्यालयांकडून प्राप्त झालेल्या सूचनांचा विचार करून दि.२७/६/२००१ च्या अधिकार प्रदानतेत खालीलप्रमाणे सुधारणा / अधिकार प्रदान करण्यात येत आहे.

परिशिष्ट : २ प्रशासकीय आणि वित्तीय अधिकार

अ.क्र.८ : सक्षम प्राधिकारी या रकान्यामध्ये प्रोजेक्टच्या पुढे 'ज्या अधिकाऱ्यांकडे आस्थापना विषयक कामे सोपविण्यात आली आहेत असे वर्ग १, २ मधील विभाग प्रमुख / प्रादेशिक मंडळातील वर्ग १, २ मधील अधिकारी' यांना अधिकार प्रदान करण्यात येत आहेत.

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अ.क्र.२४ : सक्षम प्राधिकाऱ्यांमध्ये **उपमुख्य अभियंता (स्थापत्य)/ मुंबई मंडळ** यांचा उल्लेख रकाना तीन मध्ये करण्यात यावा. रकाना ४ मध्ये वर्ग-३ व वर्ग-४ च्या पूर्वी वर्ग-१ व वर्ग-२ असा उल्लेख करण्यात यावा.

अ.क्र.४४ : रकाना २ मध्ये 'एमएलसी' यापुढे '**एनपी**' अशी टंकलेखनीय चूक झाली आहे त्याऐवजी **एमपी** असा शब्दप्रयोग करण्यात यावा.

अ.क्र.६६ : रकाना ३ मधील सक्षम प्राधिकाऱ्यामध्ये **संचालक, पी.डी.सी.** यांचा उल्लेख उपमुख्य अभियंत्यांच्या पुढे करण्यात यावा.

भाग ३ तांत्रिक अधिकार.

अ.क्र.२ : रकाना ३ मध्ये "**स्लम इंप्रुव्हमेंट, अपग्रेडेशन, पुनर्विकास आणि इतर पुनर्विकासाची कामे**" असा उल्लेख करण्यात यावा.

अ.क्र.३ : रकाना ३ मधील वाणिज्यिक योजनांचे पुढे **गलिच्छ वस्ती सुधार, झोपडपट्टी श्रेणीवाढ, झोपडपट्टी पुनर्विकास योजना आणि इतर योजना** असा उल्लेख करण्यात यावा.

अ.क्र.४ : रकाना ३ मध्ये "**एमएसआयबी**" याऐवजी **गलिच्छ वस्ती सुधार, झोपडपट्टी पुनर्विकास आणि इतर पुनर्विकासाची कामे** अशी सुधारणा करण्यात यावी.

भाग ४ : स्टोअर स्टेशनरी आणि संकिर्ण.

अ.क्र.३ : रकाना ३ मध्ये झेरॉक्स मशिनच्या पुढे **जेस्टोर्नर (Gestetner)** असा उल्लेख करण्यात यावा. तसेच सक्षम प्राधिकाऱ्यांमध्ये **मुख्य अभियंता-१,२/ प्राधिकरण तसेच वित्त नियंत्रक / प्राधिकरण** यांचा उल्लेख करण्यात यावा.

अ.क्र.१० : रकाना ४ मध्ये सक्षम प्राधिकारी यामध्ये "**मुख्य अभियंता-१,२/प्राधिकरण**" यांचा उल्लेख करण्यात यावा.

अ.क्र.१५ : रकाना ३ मोबाईल टेलिफोन यंत्र यापुढे "**टेलिफोन यंत्र**" असा उल्लेख करण्यात यावा.

अ.क्र.१९ : रकाना ३ मध्ये संगणकाच्या पुढे **जेस्टोर्नर (Gestetner)** असा उल्लेख करण्यात यावा.

अ.क्र.२२ : रकाना ३ मध्ये संगणकाच्या पुढे **जेस्टोर्नर (Gestetner)** असा उल्लेख करण्यात यावा. तसेच रकाना ४ मध्ये सक्षम प्राधिकाऱ्यामध्ये **वित्त नियंत्रक/ प्राधिकरण** असा उल्लेख करण्यात यावा.

वरीलप्रमाणे नमूद करण्यात आलेल्या रकान्यामध्ये देण्यात आलेले अधिकार / सुधारणांची नोंद मूळ आदेश दिनांक २७/६/२००१ सोबत पाठविण्यात आलेल्या परिशिष्टामध्ये घेण्यात यावी व त्याप्रमाणे पुढील कार्यवाही करण्यात यावी.

**मा.उपाध्यक्ष/ प्रा.
यांचे मान्यतेने.**

**(आर.व्ही.गमे)
सचिव / प्राधिकरण.**

प्रत माहिती व योग्य त्या पुढील कार्यवाहीसाठी सस्नेह अग्रेषित.

१. मुख्य अधिकारी / मुं.गृ.नि.व.क्षे.वि.मं./मुं.इ.दु.व.पु.मं./मुं.ग.व.सु.मं.
कोकण / पुणे / नाशिक / नागपूर / औरंगाबाद / अमरावती मंडळ
२. मुख्य अभियंता/ प्रा.(१/२)
३. वित्त नियंत्रक / प्रा.
४. मुख्य दक्षता व सुरक्षा अधिकारी/ प्रा.
५. विधी सल्लागार/ प्रा.
६. उपमुख्य कार्यकारी अधिकारी/ प्रा.
७. चौकशी अधिकारी/ प्रा.
८. सक्षम प्राधिकारी (१) (२) (३)/ प्रा
९. जनसंपर्क अधिकारी/ प्रा.
१०. सहमुख्य अधिकारी / मुंबई मंडळ / मुं.इ.दु.व.पु.मं.
११. उपमुख्य अभियंता (स्थापत्य)/ मुं.मं. (दक्षिण) (उत्तर) (पुनर्रचना) (दु.व.पु.) (गृ.म.प्र.)
(नियोजन)/ मुं.मं., द.व.गु.नि./प्रा., एय.आर.डी.मुं.मं., (संक्रमण शिबिर) दु.व.पु.
१२. वरिष्ठ वास्तुशास्त्रज्ञ / प्रा./मुं.मं.
१३. कार्यकारी अभियंता (विद्युत) (पोईसर) (चेंबूर) (दुरुस्ती) (घाटकोपर) (वांद्रे)
गृ.म.प्र./मुं.मं.१,२,३/ प्रा.
१४. कार्यकारी अभियंता, संशोधन व प्रशिक्षण/ विद्युत/ प्रा.
१५. कार्यकारी अभियंता (पूर्व) (पश्चिम) (शहर) (विशेष कामे)/ मुंबई ग.व.सु.मंडळ.

१६. कार्यकारी अभियंता/ पणन कक्ष.
१७. मुख्य लेखाधिकारी/ मुं.गृ.नि.व.क्षे.वि.मं./मुं.इ.दु.व.पु.मं./मुं.ग.व.सु.मं.
१८. उपनिबंधक, सहकारी संस्था/ मुं.मं.
१९. मिळकत व्यवस्थापक (१) (२) (३) (४) (५)/ (विक्री)/मुं.मं. (पु.गा.)/ (सं.शि.)/दु.व.पु.
२०. लेखाधिकारी / प्रा., डब्ल्यू/ मुं.मं.
२१. सहाय्यक लेखाधिकारी (उत्तर) (दक्षिण) (सं.गा.)/ मुं.इ.दु.व.पु.मं.
२२. मुख्य लेखाधिकारी, कोकण / पुणे / नाशिक / औरंगाबाद / नागपूर / अमरावती मंडळ
२३. निवासी लेखापरीक्षा अधिकारी/ प्रा.

प्रत : प्रशासकीय अधिकारी (१/२)प्रा./मुं.मं./मुं.ग.व.सु.मंडळ/दु.व.पु.मंडळ / कोकण मंडळ

प्रत : मा.अध्यक्ष/ प्रा. यांचे स्वीय सचिव यांना माहितीसाठी.

प्रत : मा.उपाध्यक्ष/ प्रा. यांचे स्वीय सहाय्यक यांना माहितीसाठी.

प्रत :

१. अध्यक्ष, महाराष्ट्र गृहनिर्माण कर्मचारी संघटना
२. प्रधान कार्यवाह, मागासवर्गीय कर्मचारी संघटना
३. अध्यक्ष, प्रॅज्युएट इंजिनिअर्स असोसिएशन ऑफ म्हाडा, मुंबई

प्रत : अधिक्षक/ प्रा.

प्रत : श्रीमती वसंता प्रेमराज / उपअभियंता / प्रा.

प्रत : सर्वश्री नजन, वैती, माने, व.स., श्रीम.कसबेकर व.स.

सर्वश्री वाघमारे, ठाकूर, क.स., श्रीम.बागवे क.स.

सर्वश्री पवार, महाडीक, बैकर व कु.मांजरेकर, व.लि., श्री.वैद्य, क.लि.

श्री.सणगर, लेखापाल/ प्रा., श्रीम.गोगवेकर व.ले.प.

श्रीम.हरेकर, देयक लिपिक, श्री.महाडीक, देयक लिपिक.

DELEGATION OF POWERS IN
RESPECT OF TECHNICAL SANCTION
CLARIFICATION OF

NO.MH/Del/2001/2667/Adm-5,
MHADA, 4th floor, Griha Nirman Bhavan,
Bandra (East), Mumbai 400 051.
Dated : 28 December, 2001.

Reference : Delegation of Power-Circular issued by MHADA.
MH/Adhi.Pra./2001/2667/Pra.05 dated 27th June, 2001.

ORDER :

Prior to enhanced delegation of powers approved by Authority in its meeting held on 28/05/2001, previous delegations were finalised in the year 1993 which were based on PWD manual. The then Chief Engineer (Gen) vide circular dated 5/7/1993 had issued revised powers for technical sanction with the approval of then VP/A. Accordingly "Executive Engineers who were not in rank of Chief Officers were also given full powers to accord technical sanction provided the cost of each structure was up to Rs.20 Lakhs, where Chief Officers were non technical".

2. Enhanced delegations are approved by MHADA vide Resolution No.5681 dated 8th May 2001 and decisions are circulated to all concerned vide circular dated 27/6/2001 under reference.

3. The Chief Officer/ Aurangabad Board has pointed out some of the ambiguities in this approved delegation of powers contained at Annexure-III Sr.No.2 regarding accord of Technical Sanction by the Competent Authority & extent of delegation in Column No.04 and 05 respectively. In view of this, the powers to accord technical sanction are now modified as under by considering requirement of Regional Board.

Modified Delegations of Annexure-III

Delegation as per circular No.2667 dated 27-06-2001 (MHADA Resolution No.5681 dated 28/05/2001)		Modified Delegations.	
Column No. 4	Column No.5	Column No.6	Column No.7
Dy. Chief Engineer cum Chief Officer	Full powers provided the cost of each structure is upto Rs.60 Lacs.	Dy.Chief Engineer cum Chief Officer.	Full powers provided the cost of each structure is upto Rs.60 Lacs (No change)
Dy.Chief Engineer	Upto Rs.60 Lacs per scheme.	Dy.Chief Engineer	Full powers provided the cost of each structure is upto Rs.60 Lacs.
Executive Engineer cum Chief Officer & Executive Engineer.	Full powers provided the cost of each structure does not exceeds Rs.25 Lacs upto Rs.30 Lacs per scheme.	Executive Engineer cum Chief Officer or Executive Engineer.	(a) Full powers provided the cost of each structure is upto Rs.25 Lacs. (b) Full powers provided the cost of each infrastructural scheme is upto Rs.30 Lacs.

Other details and conditions as indicated in the circular under reference and MPWD Manual 135 remain unchanged.

As approved by VP/A.

(R. V. Game)
Secretary/ A.

Copy to :

1. Chief Engineer-I/II/A
2. Chief Officer/ M.B./R&R/MSIB/Pune/Nashik/Nagpur/Konkan/
Aurangabad/Amaravati.

३. वित्त नियंत्रक / प्रा.
 ४. मुख्य दक्षता व सुरक्षा अधिकारी/ प्रा.
 ५. विधी सल्लागार/ प्रा.
 ६. उपमुख्य कार्यकारी अधिकारी/ प्रा.
 ७. चौकशी अधिकारी/ प्रा.
 ८. विशेष कार्य अधिकारी (जमिनी)/ प्रा.
 ९. सक्षम प्राधिकारी (१) (२) (३)/ प्रा.
 १०. जनसंपर्क अधिकारी/ प्रा.
 ११. सहमुख्य अधिकारी / मुंबई मंडळ / मुं.इ.दु.व पु.मं.
 १२. उपमुख्य अभियंता (स्थापत्य)/ मुं.मं. (दक्षिण) (उत्तर) (पुनर्रचना) (दु.व पु.) (गृ.म.प्र.) (नियोजन)/ मुं.मं., द.व गु.नि./प्रा., एस.आर.डी.मुं.मं., (संक्रमण शिबिर) दु.व पु.
 १३. वरिष्ठ वास्तुशास्त्रज्ञ / प्रा./मुं.मं.
 १४. कार्यकारी अभियंता (विद्युत) (पोईसर) (चेंबूर) (दुरुस्ती) (घाटकोपर) (वांद्रे) गृ.म.प्र./मुं.मं.१,२,३/ प्रा.
 १५. मुख्य लेखाधिकारी/ मुं.गु.नि.व क्षे.वि.मं./मुं.इ.दु.व पु.मं./मुं.ग.व.सु.मं.
 १६. उपमुख्य अधिकारी (मि.व्य.१/२)/मुं.मं., (सं.शि.)/(पु.गा.)/दु.व पु.
 १७. सहाय्यक निबंधक, सहकारी संस्था/ मुं.मं.
 १८. मिळकत व्यवस्थापक (१) (२) (३) (४) (५) (विक्री)/मुं.मं. (पु.गा.)/ (सं.शि.)/दु.व पु.
 १९. लेखाधिकारी / प्रा., डब्ल्यू/ मुं.मं.
 २०. सहाय्यक लेखाधिकारी (उत्तर) (दक्षिण) (सं.गा.)/ मुं.इ.दु.व पु.मं.
 २१. मुख्य लेखाधिकारी, कोकण / पुणे / नाशिक / औरंगाबाद / नागपूर / अमरावती मंडळ
 २२. कार्यकारी अभियंता (ए) (बी) (सी १/२) (सी ३/४) (डी १/२) (ई १/२) (एफएस/जीएस) (एफएन/जीएन) (आरयु १,२,३)
 २३. कार्यकारी अभियंता, (संक्रमण शिबिर)/ सहकार कक्ष/ मुं.इ.दु.व पु.मं.
 २४. निवासी लेखापरीक्षा अधिकारी/ प्रा.
 २५. उपमुख्य अभियंता / संक्रमण शिबिर / मुं.इ.दु.व पु.मं.
 २६. लेखाधिकारी/ प्रा.१,२,३.
- प्रत :** प्रशासकीय अधिकारी (१/२)प्रा./मुं.मं.
- प्रत :** मा.अध्यक्ष/ प्रा. यांचे स्वीय सचिव यांना माहितीसाठी.
- प्रत :** मा.उपाध्यक्ष/ प्रा. यांचे स्वीय सहाय्यक यांना माहितीसाठी.
- प्रत :** उप अभियंता/प्रा. (विभागीय चौकशी)
- प्रत :** अधिक्षक / प्रा.
- प्रत :** सर्वश्री वानखेडे, नजन, वाडिले, वैता व.स., श्रीम.कसबेकर, व.स.
- प्रत :** सर्वश्री वाघमारे, ठाकूर, क.स., श्रीम.बागवे, क.स.,
- प्रत :** सर्वश्री शिंदे, पवार, महाडीक, बैकर व कु.मांजरेकर, व.लि., श्री.वैद्य, क.लि.
- प्रत :** श्री.सणगर लेखापाल/प्रा. श्रीम.बालम, श्रीम.गोगवेकर, व.ले.प., श्रीम.हरेकर देयक लिपिक श्री.महाडीक देयक लिपिक.

DELEGATION OF POWERS IN
RESPECT OF EXTRA ITEMS.

No./MH/Del/2002/2267/Adm.5

Dated : 8 April 2002.

Ref : DELEGATION OF POWERS --
ISSUED BY MHADA VIDE ORDER NO.
MH/Adhi-Pra/2001/2667/Pra-5, Dated : 27.06.2001.

ORDER :

Delegation of powers as approved by MHADA vide Resolution No.5681 dated 28/5/2001 were circulated to all concern vide ORDER under reference.

The delegation of powers - Technical - Annexure - III, Sr.No.07 of the order indicates the powers to sanction Extra Items. The revision in the delegation of powers in respect of EXTRA ITEMS is made as per statement enclosed herewith.

D.A.: As above
(page 1-4)

(R. V. GAME)
SECRETARY,
MHADA.

.....P.T.O.

प्रत माहिती व योग्य त्या पुढील कार्यवाहीसाठी सस्नेह अग्रेषित.

१. मुख्य अधिकारी / मुं.गृ.नि.व क्षे.वि.मं./मुं.इ.दु.व पु.मं./मुं.ग.व.सु.मं.
कोकण / पुणे / नाशिक / नागपूर / औरंगाबाद / अमरावती मंडळ
२. मुख्य अभियंता/ प्रा.(१/२)
३. वित्त नियंत्रक / प्रा.
४. मुख्य दक्षता व सुरक्षा अधिकारी/ प्रा.
५. विधी सल्लागार/ प्रा.
६. उपमुख्य कार्यकारी अधिकारी/ प्रा.
७. चौकशी अधिकारी/ प्रा.
८. विशेष कार्य अधिकारी (जमिनी)/ प्रा.
९. सक्षम प्राधिकारी (१) (२) (३)/ प्रा.
१०. जनसंपर्क अधिकारी/ प्रा.
११. सहमुख्य अधिकारी / मुंबई मंडळ / मुं.इ.दु.व पु.मं.
१२. उपमुख्य अभियंता (स्थापत्य)/ मुं.मं. (दक्षिण) (उत्तर) (पुनर्रचना) (दु.व पु.) (गृ.म.प्र.)
(नियोजन)/ मुं.मं., द.व गु.नि./प्रा., एस.आर.डी.मुं.मं., (संक्रमण शिबिर) दु.व पु.
१३. वरिष्ठ वास्तुशास्त्रज्ञ / प्रा./मुं.मं.
१४. कार्यकारी अभियंता (विद्युत) (पोईसर) (चेंबूर) (दुरुस्ती) (घाटकोपर) (वांद्रे)
गृ.म.प्र./मुं.मं.१,२,३/ प्रा.
१५. मुख्य लेखाधिकारी/ मुं.गृ.नि.व क्षे.वि.मं./मुं.इ.दु.व पु.मं./मुं.ग.व.सु.मं.
१६. उपमुख्य अधिकारी (मि.व्य.१/२)/मुं.मं., (सं.शि.)/(पु.गा.)/दु.व पु.
१७. सहाय्यक निबंधक, सहकारी संस्था/ मुं.मं.
१८. मिळकत व्यवस्थापक (१) (२) (३) (४) (५)/ (विक्री)/मुं.मं. (पु.गा.)/ (सं.शि.)/दु.व पु.
१९. लेखाधिकारी / प्रा., डब्ल्यू/ मुं.मं.
२०. सहाय्यक लेखाधिकारी (उत्तर) (दक्षिण) (सं.गा.)/ मुं.इ.दु.व पु.मं.
२१. मुख्य लेखाधिकारी, कोकण / पुणे / नाशिक / औरंगाबाद / नागपूर / अमरावती मंडळ
२२. कार्यकारी अभियंता (ए) (बी) (सी १/२) (सी ३/४) (डी १/२) (ई १/२) (एफएस/जीएस)
(एफएन/जीएन) (आरयु १,२,३)
२३. कार्यकारी अभियंता, (संक्रमण शिबिर)/ सहकार कक्ष/ मुं.इ.दु.व पु.मं.
२४. निवासी लेखापरीक्षा अधिकारी/ प्रा.
२५. उपमुख्य अभियंता / संक्रमण शिबिर / मुं.इ.दु.व पु.मं.
२६. लेखाधिकारी/ प्रा.१,२,३.
- प्रत : प्रशासकीय अधिकारी (१/२)प्रा./मुं.मं.**
- प्रत : मा.अध्यक्ष/ प्रा. यांचे स्वीय सचिव यांना माहितीसाठी.**
- प्रत : मा.उपाध्यक्ष/ प्रा. यांचे स्वीय सहाय्यक यांना माहितीसाठी.**
- प्रत : उप अभियंता/प्रा. (विभागीय चौकशी)**
- प्रत : अधिक्षक / प्रा.**
- प्रत : सर्वश्री वानखेडे, नजन, वाडिले, वैता व.स., श्रीम.कसबेकर, व.स.**
- प्रत : सर्वश्री वाघमारे, ठाकूर, क.स., श्रीम.बागवे, क.स.,**
- प्रत : सर्वश्री शिंदे, पवार, महाडीक, बैकर व कु.मांजरेकर, व.लि., श्री.वैद्य, क.लि.**
- प्रत : श्री.सणगर लेखापाल/प्रा. श्रीम.बालम, श्रीम.गोगवेकर, व.ले.प., श्रीम.हरेकर देयक लिपिक
श्री.महाडीक देयक लिपिक.**

**Annexure - III
DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
7	Para 227 & Sr.No.24 of Appendix -42	TO SANCTION EXTRA ITEMS.	7.1) Executive Engineer and Chief Officer in the rank of Executive Engineer.	Upto Rs.50,000/- per extra item and within the amount upto which the Ex.Engineer himself is competent to accept the tender.	<p>Executive Engineers are authorised to sanction the execution of and the rates to be paid for extra items of work, not provided for in regular tenders accepted by higher authorities by their subordinate officers, subject to the following conditions:-</p> <p>i) The amount of an individual extra item does not exceed Rs.50,000/- and the total cost of the extra items is with in the amount upto which the Executive Engineer is himself competent to accept a tender.</p> <p>ii) (a) Where the extra item is comparable with a similar item already included in the</p>	

**Annexure - III
DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>accepted tender, the rate to be fixed and mutually agreed upon between the engineer-in-charge and the contractor should be based, as far as possible, on the tendered rate for the similar item modified to the extent necessitated by the change in specification provided that, if a rate is provided for the extra item in the schedule of rate, the rate to be fixed shall not exceed such schedule rate.</p> <p>(b) Where the extra item does not correspond to, or is not comparable with, as item in the accepted tender, it shall be paid for at the rate mutually agreed upon between the</p>	

**Annexure - III
DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>Engineer-on-charge and the contractor provided that, if a rate is provided for that class of work in the schedule of rates, the rate to be agreed upon shall not exceed such schedule rate.</p> <p>iii)(a) The extra cost of the extra item or items is already covered by savings effected, or clearly anticipated, on other items (including contingencies) of the work in such a case, the savings in question should be specified in the extra item rate list.</p> <p>(b) If the amount of an individual extra item exceeds Rs.50,000/- or the rate proposed therefore is not one</p>	

**Annexure - III
DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>already sanctioned in the divisional schedule, or is in excess of a rate therein sanctioned, prior sanction of the Dy.Chief Engineer to such rates should be obtained.</p> <p>(c) If the contractor is to be supplied with materials (other than those provided in schedule A of the tender) for the extra items, the rate, quantity, and place of delivery should be specified in the extra item rate list. While fixing the rates for extra items, the fact of supply of materials whether within or outside Schedule A, should be taken into account.</p>	

**Annexure - III
DELEGATION OF POWERS - Technical**

Sr. No.	Para of MPWD Manual	Nature of Power	Competent Authority	EXTENT OF DELEGATION	Conditions	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			7.2) Dy. Chief Engineer & Dy.Chief Engineer cum Chief Officer	Full powers	Subject to provision of MPWD Manual Para 227 and appendix-42.	

(R.V. GAME)
Secretary/ MHADA.

आदेश क्र.प्राधि/संगणकीकरण/२३७८/प्र.१५
महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण
गृहनिर्माण भवन, वांद्रे (पूर्व),
मुंबई ४०० ०५१.
दिनांक : १८ जून २००३.

विषय : संगणक व संगणकाचे सुटे भाग खरेदी
करण्यासाठी खरेदी समिती.

आदेश

संगणक व संगणकाचे सुटे भाग यांच्या खरेदीमध्ये एकसूत्रता आणण्याच्या दृष्टीकोनातून मुख्य अभियंता (२)/प्राधिकरण यांच्या अध्यक्षतेखाली वित्त नियंत्रक/ प्राधिकरण व श्री.शिंदे, वरिष्ठ प्रक्रिया योजनाकार यांची खरेदी समिती या आदेशान्वये गठीत करण्यात येत आहे.

या समितीने प्राधिकरण व मुंबईस्थित मंडळे यांचे कार्यालयाकरिता आवश्यक असलेल्या संगणक व संगणकाचे सुटे भाग व संगणकासाठी लागणारे साहित्य शाई, रिबन, फ्लॉपी, सिडी यांच्या खरेदीबाबतची कार्यवाही करावी. श्री.शिंदे यांनी संगणक व संगणकाच्या सुट्या भागाची आवश्यकता त्यांचे दर इत्यादी माहिती समितीपुढे देण्यासाठी सादर करावी व समितीच्या निर्णयानुसार खरेदीची प्रक्रिया पूर्ण करावी. खरेदी करताना ज्या सक्षम प्राधिकाऱ्यास संगणक व संगणकाचे सुटे भाग खरेदीबाबतचे वित्तीय अधिकार प्रदान केलेले आहेत असा सक्षम प्राधिकारी जर समितीतील सदस्यांना वरिष्ठ असेल तर अशा अधिकाऱ्यांची मान्यता खरेदी करण्यापूर्वी समितीने घ्यावी. या समिती व्यतिरिक्त इतर कोणत्याही अधिकाऱ्याने संगणक किंवा संगणकाचे सुटे भाग खरेदीची कार्यवाही करू नये.

सही /-
(यु.पी.एस. मदान)
उपाध्यक्ष तथा मु.का.अ./ प्राधिकरण.

प्रति,
श्री.हडदरे,
मुख्य अभियंता (२)/ प्राधिकरण.

श्री.व्ही.जे.बिजवे,
वित्त नियंत्रक/ प्राधिकरण.

.....कृ.मा.प.

ठराव क्र.५५४३

दिनांक : ५ फेब्रुवारी, २०००.

प्राधिकरणाने एकमताने निर्णय घेतला की,

प्राधिकरणाच्या अधिपत्याखाली असलेल्या विभागीय मंडळांना ठराव क्र.४०४० दि.२६/२/९३ मध्ये दर्शविलेल्या बाबींबाबत अधिकाद प्रदान केलेले आहेत. तथापि मंडळ अस्तित्वात नसल्यामुळे किंवा त्यावर सदस्यांच्या नियुक्त्या न झाल्यामुळे, मंडळाच्या अखत्यारितील निर्णय घेण्यासाठी आता त्या मंडळाच्या मुख्य अधिकाऱ्यांना यासह जोडलेल्या परिशिष्ट ए मध्ये दर्शविलेल्या बाबींवरील निर्णय घ्यावयाचे आहेत. मंडळांकडे प्राप्त झालेल्या / उघडलेल्या निविदांवरील निर्णयांसाठी हा ठराव लागू करावा.

सदर प्राधिकरणाच्या निर्णयाची अंमलबजावणी ठरावाच्या स्थायीकरणाची वाट न पाहता सुरु करावयाची आहे.

विविध मंडळांतर्गत मुख्य अधिकाऱ्यांना
काही अधिकार प्रदान करण्याबाबत.

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण
गृहनिर्माण भवन, वांद्रे (पूर्व), मुंबई ४०० ०५१.
आदेश क्र.एमएच/अधि.प्रदा/२०००/१३६७/प्र.
दिनांक : १४/३/२०००

आदेश

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाच्या अधिपत्याखाली असलेल्या विभागीय मंडळांना ठराव क्र.४०४० दि.२६/२/१९९३ मध्ये दर्शविलेल्या बाबीबाबत अधिकार प्रदान केलेले आहेत. तथापि मंडळ अस्तित्वात नसल्यामुळे किंवा त्यावर सदस्यांच्या नियुक्त्या न झाल्यामुळे

मंडळाच्या अखत्यारितील निर्णय घेण्यासाठी प्राधिकरणाच्या ठराव क्र.५५४३ दि.५/२/२००० अन्वये घेतलेल्या निर्णयानुसार विभागीय मंडळाच्या मुख्य अधिकाऱ्यांना सोबत जोडलेल्या परिशिष्ट "ए" मध्ये दर्शविल्याप्रमाणे अधिकार प्रदान करण्यात येत आहेत. हा निर्णय मंडळाकडे प्राप्त झालेल्या उघडलेल्या निविदांवरील निर्णयासाठी लागू राहिल. सदर अधिकार प्रदानता मंडळ अस्तित्वात येईपर्यंतच वापरता येईल.

सोबत : परिशिष्ट "ए"

(डॉ.ए.टी. कुंभार)
सचिव / प्राधिकरण.

प्रत खालील अधिकाऱ्यांना माहितीसाठी व आवश्यक त्या पुढील कार्यवाही रवाना.

१. मुख्य अभियंता/ प्रा. (१/२)
२. उपमुख्य कार्यकारी अधिकारी/ प्रा.
३. विधी सल्लागार/ प्रा.
४. वित्त नियंत्रक/ प्रा.
५. वरिष्ठ वास्तुशास्त्रज्ञ/ प्रा.
६. मुख्य अधिकारी / मुं.गृ.नि.व.क्षे.वि.मं./मुं.इ.दु.व.पु.मं./मुं.ग.व.सु.मं.
७. मुख्य अधिकारी/ कोकण/ पुणे/ नाशिक/ नागपूर/ औरंगाबाद/ अमरावती मंडळ

प्रत : उपमुख्य अभियंता (दक्षिण) (उत्तर) (पुनर्रचना) (सं.शि.) मुं.इ.दु.व.पु.मंडळ

प्रत : निवासी कार्यकारी अभियंता/ मुं.इ.दु.व.पु.मंडळ

प्रत : कार्यकारी अभियंता/ प्रा. १,२,३

प्रत : मा.अध्यक्ष/ प्रा. यांचे स्वीय सहाय्यक यांना माहितीसाठी.

प्रत : मा.उपाध्यक्ष/ प्रा. यांच्या स्वीय सहाय्यकांना माहितीसाठी.

PROPOSED MODIFICATIONS IN APPENDIX "B" OF AUTHORITY'S RESOLUTION NO.4040, DATED 26.2.1993
(DELEGATION TO THE CHIEF OFFICER OF REGIONAL BOARDS AS AND WHEN BOARDS ARE NOT EXISTING AND TILL THE
BOARDS AT TO BE CONSTITUTED)

ANNEXURE-A ITEM NOTE NO. ON TABLE RESOLUTION NO.5543 DATED : 5.2.2000

SR. NO.	MPWD MANUAL PARA NO.	NATURE OF POWER	EXISTING DELEGATION	PROPOSED DELEGATION	REMARKS
1	2	3	4	5	6
1	132, 133	To record <u>Administrative Approval</u> to schemes - Repairs and Reconstruction schemes	Full powers to MBRRB	Chief Officer, MBRRB Full power.	Only when Board is not in existence & subject to budget provision and inconcurrence with CE/A & CAO of the Board.
2	--	Proposal for acquisition of cessed buildings u/s Chapter VIII-A - Co-operative Societies of the Cessed buildings to be sent to the Govt. for approval.	MBRRB (There is no specific mention of power in the delegation - and therefore Board is deciding these issue.	Chief Officer, MBRRB. Full powers.	Only when Board is not in existence & Subject to budget provision and inconcurrence with CE/A & CAO of the Board.
3	--	Proposal for issuing NOC for redevelopment of buildings through owners or co-operative societies of the tenants under DCR 33 (7)	MBRRB (There is no specific mention of power in the delegation and therefore Board is deciding these issues.	Chief Officer, MBRRB. Full powers.	Only when Board is not in existence & In concurrence with CE/A & CAO of the Board.

.....2.....

SR. NO.	MPWD MANUAL PARA NO.	NATURE OF POWER	EXISTING DELEGATION	PROPOSED DELEGATION	REMARKS
1	2	3	4	5	6
4	217	<p>Acceptance of tenders Housing schemes/ other construction works like shopping, office buildings, transit tenements under-</p> <p>a) MHADB b) MBRRB (R&R Works) c) MSIB d) Regional Boards other than Mumbai Board.</p>	<p>Upto Rs. 5 Crs. Upto Rs. 2 Crs.</p>	<p>Chief Officer upto Rs. 5 Crs. Chief Officer upto Ts. 2 Crs.</p>	<p>Only when Board is not in existence & subject to</p> <ol style="list-style-type: none"> 1. Ceiling limits are not exceeded. 2. Nature of scheme does not change. 3. Tender excess does not exceed 20% over current schedule of rate. 4. Tender amount with shall not exceed the extent of delegations. 5. Subject to budget provision. 6. With the concurrence of CE/A and CAO of the Board.

१) प्रशासन

कलम ४ (१) (ब) (iii)

निर्णय प्रक्रियेतील पर्यवेक्षण व जबाबदारीचे उत्तरदायित्व निश्चित करून कार्यपध्दतीचे प्रकाशन
(कामाचा प्रकार / नाव)

कामाचे स्वरूप : प्रशासन व विभागीय चौकशी संबंधीचे कामकाज हाताळणे, तसेच
धोरणात्मक निर्णयाच्या बाबी हाताळणे.

संबंधित तरतूद : लागू नाही.

अधिनियमाचे नाव : महाराष्ट्र गृहनिर्माण व क्षेत्रविकास अधिनियम १९७६

नियम : सोबतच्या तक्त्याप्रमाणे.

शासन निर्णय : शासनाने वेळोवेळी जारी केल्याप्रमाणे.

परिपत्रके : शासनाने व प्राधिकरणाने वेळोवेळी जारी केल्याप्रमाणे.

कार्यालयीन आदेश : शासनाने व प्राधिकरणाने वेळोवेळी जारी केल्याप्रमाणे.

अनु. क्र.	कामाचे स्वरूप	कालावधी दिवस	कामासाठी जबाबदार अधिकारी	अभिप्राय
१	विभागावर नियंत्रण, पर्यवेक्षण व समन्वय	सर्वसाधारणपणे ७ दिवस	सचिव/ प्राधिकरण	नाही
२	धोरणात्मक निर्णयाची प्रकरणे प्राधिकरणाच्या निर्णयासाठीची प्रकरणे शासन व इतर विभागाचा पत्रव्यवहार इ.	सर्वसाधारणपणे १५ ते ३० दिवस	सचिव/ प्राधिकरण	नाही
३	प्रशासकीय प्रकरणे व विभागीय चौकशीची प्रकरणे	सर्वसाधारणपणे ३० दिवस	सचिव/ प्राधिकरण	नाही

१) प्रशासन

कलम ४ (१) (ब) (iv) नमुना (अ)

नमुन्यामध्ये कामाचे प्रकटीकरण

संघटना लक्ष (वार्षिक) : वार्षिक

अनु. क्र.	काम / कार्य	कामाचे प्रमाण	आर्थिक लक्ष	अभिप्राय
१	प्रशासनाशी संबंधित धोरणात्मक निर्णय प्राधिकरणापुढे सादर करणे	१५ ते ३० दिवस	नाही	नाही
२	प्राधिकरणातील वर्ग-१ ते ४ व विभागीय मंडळाकडून वर्ग-१ मधील कर्मचाऱ्यांची विभागीय चौकशीची प्रकरणे छाननी करून मा.उपाध्यक्ष/ प्रा. यांच्याकडे सादर करणे	प्रत्येक प्रकरणी २ ते ३ महिन्यांचा कालावधी	नाही	नाही
३	शासनाकडून प्राप्त होणाऱ्या एलएव्यू/ एससीव्यू ची उत्तरे शासनाला पाठविणे.	३ दिवसाचा कालावधी	नाही	नाही
४	प्राधिकरणातील अधिकारी/ कर्मचाऱ्यांची न्यायालयीन प्रकरणे हाताळणे तसेच परिच्छेदनिहाय उत्तर तयार करणे.	अनिश्चित कालावधी परिच्छेदनिहाय उत्तरे सात दिवसांच्या आत सादर केली जातात.	नाही	नाही
५	प्राधिकरणाच्या बैठकीची तयारी करणे. प्राधिकरणातील विभाग प्रमुख तसेच विभागीय मंडळे यांचकडून प्राप्त होणाऱ्या बाब टिप्पणी प्राधिकरणाच्या निर्णयार्थ मा.उपाध्यक्ष/ प्रा. यांच्या मान्यतेकरिता सादर करणे. विषयसूची तयार करून संबंधित मंडळे विभाग प्रमुख यांना पाठविणे.	कालावधी सात दिवस	नाही	नाही
६	प्राधिकरणाच्या बैठकीचा कार्यवृत्तांत तयार करून मा.उपाध्यक्ष/ प्रा. यांच्या मान्यतेकरिता सादर करणे.	कालावधी ४ ते ५ दिवस	नाही	नाही

कलम ४ (१) (ब) (iv) नमुना (ब)

कामाची कालमर्यादा काम पूर्ण होण्यासाठी प्रत्येक कामाची कालमर्यादा :-

अनु. क्र.	काम / कार्य	दिवस / तास पूर्ण करण्यासाठी	जबाबदार अधिकारी	तक्रार निवारण अधिकारी
१	वरीलप्रमाणे	वरीलप्रमाणे	प्रशासकीय अधिकारी/ प्रा.	सचिव/ प्राधिकरण व उपाध्यक्ष/ प्रा.

१) प्रशासन

कलम ४ (१) (ब) (iv) नमुना (अ)

प्रशासन विभाग/ प्रा. कामाशी संबंधित नियम/ अधिनियम.

अनु. क्र.	सूचना पत्रकानुसार दिलेले विषय	नियम क्रमांक व वर्षे	अभिप्राय (असल्यास)
१	म्हाड कायदा १९७६ मधील प्रशासकीय बाबींशी संबंधित नियम	सोबतच्या परिशिष्टात दर्शविल्याप्रमाणे	काही नाही
२	प्रशासकीय बाबींविषयीचे निर्णय	-- "" --	-- "" --
३	विभागीय चौकशीची प्रकरणे	-- "" --	अ
४	प्राधिकरणाच्या बैठका व त्यामध्ये घेण्यात आलेले धोरणात्मक निर्णय	-- "" --	-- "" --

मॅन्युअल ५

प्रशासन विभागाकडे असलेले नियम, विनियम, सूचना, नियम पुस्तिका आणि अभिलेख यांचा वापर कर्मचारी कर्तव्य बजावताना करण्याविषयी.

सचिव/ प्रा. यांचे कार्यालयाकडे प्रशासन विभागाशी संबंधित खालील नियम / उपनियम उपलब्ध आहेत.

१. दि म्हाडा अधिनियम १९७६
२. प्राधिकरणाच्या बैठकीचे कार्यवृत्त व ठराव.
३. सेवाप्रवेश नियम
४. दैनंदिन कामकाजासाठी अधिकारी वर्गाला प्रदान करण्यात आलेले अधिकार प्रदान.
५. महाराष्ट्र नागरी सेवा (वेतन) नियम १९८१
६. महाराष्ट्र नागरी सेवा (रजा) नियम १९८१
७. महाराष्ट्र नागरी सेवा (पदग्रहण, स्वीयेतर सेवा इ.) नियम १९८१
८. महाराष्ट्र नागरी सेवा (सेवेच्या सर्वसाधारण अटी शर्ती) नियम १९८१
९. महाराष्ट्र नागरी सेवा (शिस्त आणि अपिल) नियम १९७९
१०. महाराष्ट्र नागरी सेवा (वर्तणूक) नियम १९७९
११. मुंबई वित्तीय नियम १९५९
१२. विभागीय चौकशीची पुस्तिका (Manual of Department Enquiry)
१३. म्हाडा वैद्यकीय नियमावली १९६८
१४. म्हाडा घरबांधणी अग्रिम नियम २०००
१५. वेतन, रजा, घरबांधणी अग्रिम, वैद्यकीय खर्चाची प्रतिपूर्ती, संगणक अग्रिम, मोटारकार, मोटार सायकल अग्रिम, यासंबंधीचे वेळोवेळी पारित झालेले शासन निर्णय.
१६. म्हाडा उपदान विनियम १९८५
१७. म्हाडा अंशदायी भ.नि.नि. नियम १९८५
१८. अनुकंपा नेमणूकी संबंधी शासनाने पारित केलेले शासन निर्णय.
१९. जुना दस्तऐवज नष्ट करण्यासंबंधीची नियम पुस्तिका.
२०. मागासवर्गीय अनुशेषा संबंधी शासन निर्णय.
२१. ज्येष्ठतासूची विनियम यासंबंधी शासनाने वेळोवेळी निर्गमित केलेली परिपत्रके, शासन निर्णय.
२२. वर्ग-१ ते वर्ग-४ मधील अधिकारी/ कर्मचाऱ्यांची ज्येष्ठतासूची (तांत्रिक / अतांत्रिक)
२३. पदोन्नतीकरिता अनुशेषा संबंधी शासकीय निर्णय / परिपत्रके.
२४. बैठकीचे कामकाज चालविण्याचे विनियम १९८०

कलम ४ (१) (ब) (v) नमुना (अ)

प्रशासन विभाग / प्रा. कामाशी संबंधित नियम / अधिनियम.

अनु. क्र.	सूचना पत्रकानुसार दिलेले विषय	नियम क्रमांक व वर्षे	अभिप्राय (असल्यास)
१	म्हाडा कायदा १९७६ मधील प्रशासकीय बाबींशी संबंधित नियम	सोबतच्या परिशिष्टात दर्शविल्याप्रमाणे	काही नाही
२	प्रशासकीय बाबींविषयीचे निर्णय	-- "" --	-- "" --
३	विभागीय चौकशीची प्रकरणे	-- "" --	-- "" --
४	प्राधिकरणाच्या बैठका व त्यामध्ये घेण्यात आलेले धोरणात्मक निर्णय	-- "" --	-- "" --

कलम ४ (१) (ब) (v) नमुना (ब)

प्रशासन विभाग/ प्राधिकरणाच्या कामाशी संबंधित शासन निर्णय.

अनु. क्र.	शासन निर्णयानुसार दिलेले विषय	शासन निर्णय क्रमांक व तारीख	अभिप्राय (असल्यास)
१	प्रशासन विभागाशी संबंधित असलेले प्राधिकरणाच्या आणि शासनाच्या स्तरावरील विषय.	कलम ४ (१) (ब) (V) मध्ये नमूद केल्याप्रमाणे आणि वेळोवेळी जारी केलेले शासन निर्णय व प्राधिकरणाची परिपत्रके व धोरणात्मक निर्णय.	काही नाही
२	प्रशासकीय आणि विभागीय चौकशी संबंधी प्राधिकरणाच्या स्तरावरील प्रकरणे.	कलम ४ (१) (ब) (V) मध्ये नमूद केल्याप्रमाणे आणि वेळोवेळी जारी केलेले शासन निर्णय व प्राधिकरणाची परिपत्रके व धोरणात्मक निर्णय.	

कलम ४ (१) (ब) (v) नमुना (क)

प्रशासन विभाग/ प्राधिकरणाच्या कामाशी संबंधित परिपत्रके.

अनु. क्र.	शासन निर्णयानुसार दिलेले विषय	शासन निर्णय क्रमांक व तारीख	अभिप्राय (असल्यास)
१	प्रशासन विभागाशी संबंधित असलेले प्राधिकरणाच्या आणि शासनाच्या स्तरावरील विषय.	कलम ४ (१) (ब) (V) मध्ये नमूद केल्याप्रमाणे आणि वेळोवेळी जारी केलेले शासन निर्णय व प्राधिकरणाची परिपत्रके व धोरणात्मक निर्णय.	काही नाही
२	प्रशासकीय आणि विभागीय चौकशी संबंधी प्राधिकरणाच्या स्तरावरील प्रकरणे.	कलम ४ (१) (ब) (V) मध्ये नमूद केल्याप्रमाणे आणि वेळोवेळी जारी केलेले शासन निर्णय व प्राधिकरणाची परिपत्रके व धोरणात्मक निर्णय.	

कलम ४ (१) (ब) (v) नमुना (ड)

प्रशासन विभाग/ प्राधिकरणाच्या कामाशी संबंधित कार्यालयीन आदेश / धोरणात्मक परिपत्रके.

अनु. क्र.	विषय	क्रमांक व तारीख	अभिप्राय (असल्यास)
१	सर्व महाराष्ट्र नागरी सेवा नियम	विषयाधीन पुस्तके व परिपत्रके उपलब्ध आहेत.	विषयाधीन पुस्तके व परिपत्रके उपलब्ध आहेत.
२	विभागीय चौकशीचे मॅन्युअल	-- "" --	-- "" --
३	मुंबई वित्तीय नियम १९५९	-- "" --	-- "" --
४	म्हाडा उपदान विनियम १९८५	-- "" --	-- "" --
५	म्हाडा अंशदायी भ.नि.नि. नियम १९८५	-- "" --	-- "" --
६	म्हाडा वैद्यकीय नियमावली १९६८	-- "" --	-- "" --
७	या नियमांना अनुसरून प्राधिकरणाने केलेल्या ठरावानुसार जारी केलेली परिपत्रके.	-- "" --	-- "" --

कलम ४ (१) (ब) (v) नमुना (इ)

प्रशासन विभाग/ प्रा. येथील कार्यालयामध्ये उपलब्ध दस्तऐवजांची यादी.
दस्तऐवजाचा विषय.

अनु. क्र.	दस्तऐवजाचा प्रकार	विषय	संबंधित व्यक्ती/ पदनाम	व्यक्तीचे ठिकाण/ उपरोक्त कार्यालयात उपलब्ध नसल्यास
१	सोबतच्या तक्त्यात दर्शविल्याप्रमाणे	सोबतच्या तक्त्यात दर्शविल्याप्रमाणे	सचिव/ प्रा. प्रशासकीय अधिकारी/ प्रा. वरिष्ठ सहाय्यक/ प्रा. कनिष्ठ सहाय्यक/ प्रा. वरिष्ठ लिपिक/ प्रा. कनिष्ठ लिपिक/ प्रा.	गृहनिर्माण भवन, चौथा मजला, प्रशासन विभाग, रुम नं.५२७

विविध प्रवर्गातील कागदपत्रांचे तक्ते इत्यादी.

(A statement of documents that are held or under in control)

१. म्हाडा कायदा १९७६
२. प्राधिकरणाच्या बैठकीचे कार्यवृत्त व ठराव
३. महाराष्ट्र नागरी सेवा नियम
४. मुंबई वित्तीय नियम १९५९
५. म्हाडा वैद्यकीय खर्चाची प्रतिपूर्ती नियम १९६८
६. म्हाडा घरबांधणी अग्रिम नियम २०००
७. विभागीय चौकशी मॅन्युअल
८. उपरोक्त विषयावरील शासनाने वेळोवेळी पारित केलेले शासन निर्णय / परिपत्रके
९. म्हाडा अंशदायी भ.नि.नि. नियम १९८५
१०. म्हाडा उपदान विनियम १९८५
११. ज्येष्ठतासूची विनियम यासंबंधी शासनाने वेळोवेळी निर्गमित केलेली शासन निर्णय / परिपत्रके
१२. रजा प्रवास सवलत, कार्यालयीन कामानिमित्त दौरा व त्याकरिता अनुज्ञेय असलेला प्रवास भत्ता व दैनिक भत्ता यासंबंधी शासनाने वेळोवेळी निर्गमित केलेले शासन निर्णय / परिपत्रके इत्यादी.
१३. भरलेली पदे / रिक्त पदे यासंबंधीचे तक्ते मासिक अहवाल.

१) प्रशासन

कलम ४ (१) (ब) (VI)

निरंक

मॅन्युअल ७

१) प्रशासन

कलम ४ (१) (ब) (VII)

निरंक

मॅन्युअल ८

१) प्रशासन

कलम ४ (१) (ब) (VIII) नमुना (अ)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयाच्या समितीची यादी प्रकाशित करणे.

अनु. क्र.	समितीचे नाव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जन-सामान्यां साठी खुली आहे किंवा नाही.	सभेचा कार्यवृत्तांत (उपलब्ध)
१	प्राधिकरण	१) उपाध्यक्ष/ प्रा. सदस्य/ प्रा. २) प्रधान सचिव/ गृहनिर्माण सदस्य/ प्रा. ३) प्रधान सचिव/ नगर विकास विभाग सदस्य/ प्रा.	वेगवेगळ्या विषयावर जनता-भिमुख निर्णय घेणे.	म्हाड कायद्यातील तरतुदी नुसार दोन महिन्यांतून एकदा	सभा जन-सामान्यां साठी खुली नाही	आहे.

कलम ४ (१) (ब) (VIII) नमुना (ब)

प्रशासन विभाग / प्राधिकरण येथील कार्यालयाच्या अधिसभांची यादी प्रकाशित करणे.

अनु. क्र.	अधिसभेचे नाव	सभेचे सदस्य	सभेचे उद्दिष्ट	किती वेळा घेण्यात येते	सभा जन-सामान्यां साठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
१	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही

कलम ४ (१) (ब) (VIII) नमुना (क)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयाच्या परिषदांची यादी प्रकाशित करणे.

अनु. क्र.	परिषदेचे नाव	परिषदेचे सदस्य	परिषदेचे उद्दिष्ट	किती वेळा घेण्यात येते	सभा जन-सामान्यां साठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
१	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही

कलम ४ (१) (ब) (VIII) नमुना (ड)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयाच्या कोणत्याही संस्थेची यादी प्रकाशित करणे.

अनु. क्र.	संस्थेचे नाव	संस्थेचे सदस्य	संस्थेचे उद्दिष्ट	किती वेळा घेण्यात येते	सभा जन-सामान्यां साठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
१	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही	लागू नाही

मॅन्युअल ९

१) प्रशासन

कलम ४ (१) (ब) (IX)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयातील अधिकारी / कर्मचारी यांची नावे, पत्ते व त्यांचे मासिक वेतन भरणे.

अनु. क्र.	पदनाम	अधिकारी/ कर्मचाऱ्याचे नाव	वर्ग	रुजू दिनांक	दूरध्वनी क्र./ फॅक्स/ ईमेल	एकूण वेतन
१	उपाध्यक्ष	डॉ.टी.चंद्र शेखर	१	ऑगस्ट २००७	६६५९२४९२	५२८७६/-
२	सचिव	श्री.कैलास जाधव	१	१०/८/२००४	२६५९१२६८	३१४५२/-
३	प्रशासकीय अधिकारी	श्री.एम.एन. नजन	१		६६४०५४५८	२१०६४/-
४	निवडश्रेणी लघुलेखक	श्री.के.आर. मिराणी	१	१५/१०/१९९१	६६४०५४०१	३५६२१/-
५	वरिष्ठ सहाय्यक	श्री.एस.एम. डिमेलो	३	२५/२/२००५	६६४०५४५७	२०१६६/-
६	वरिष्ठ सहाय्यक	श्रीम.एस.एस. पाटील	३		६६४०५४५७	१५५४९/-
७	कनिष्ठ सहाय्यक	श्रीम.के.एन. पवार	३	३/४/२००३	६६४०५४५७	१३९४६/-
८	कनिष्ठ सहाय्यक	श्री.आर.एल. महाडीक	३	१३/११/१९९३	६६४०५४५७	१४९०८/-
९	वरिष्ठ लिपिक	श्री.डी.एस. पवार	३	१६/९/२००४	६६४०५४५७	१९१५१/-
१०	वरिष्ठ लिपिक	श्री.एस.ए. बैकर	३	१/६/१९९८	६६४०५४५७	१४३९५/-
११	वरिष्ठ लिपिक	श्रीम.सी.पी. पाटील	३	१४/६/२००४	६६४०५४५७	१५५४९/-
१२	वरिष्ठ लिपिक	श्री.व्ही.बी. वैद्य	३	२०/६/१९९३	६६४०५४५७	१३३६९/-
१३	लघुलेखिका (उ.श्रे.)	श्रीम.ए.ए. गावडे	३	१/३/१९७९	६६४०५४५७	२५६८१/-

अनु. क्र.	पदनाम	अधिकारी/ कर्मचाऱ्याचे नाव	वर्ग	रुजू दिनांक	दूरध्वनी क्र./ फॅक्स/ ईमेल	एकूण वेतन
१४	लघु टंकलेखिका	कु.व्ही.बी. म्हसकर	३	२५/५/२००४	६६४०५४५७	२०३९४/-
१५	लघु टंकलेखिका	कु.एस.एस. नारकर	३	१७/७/२००७	६६४०५४५७	१५८०६/-
१६	टेलेक्स ऑपरेटर	श्री.व्ही.एल. कुलकर्णी	३	१३/२/२००३	६६४०५४५७	१३४९०/-
१७	कनिष्ठ लिपिक	श्री.एम.एम. राजगुरु	३	६/१०/१९९८	६६४०५४५७	९१०१/-
१८	क.लि./ टंकलेखक	श्रीम.एम.एम. जोशी.	३	२१/३/१९९०	६६४०५४५७	१५६७७/-
१९	क.लि./ टंकलेखक	श्रीम.एस.एस. भोळे	३	१/१०/१९९४	६६४०५४५७	१६९६०/-
२०	क.लि./ टंकलेखक	श्री.एस.आर. डांगे	३	१६/१२/१९९६	६६४०५४५७	१०६४०/-
२१	क.लि./ टंकलेखक	श्री.डी.एस. वाघमारे	३		६६४०५४५७	११७५३/-
२२	क.लि./ टंकलेखक	श्री.पी.बी. गायकवाड	३		६६४०५४५७	९१०१/-
२३	क.लि./ टंकलेखक	श्रीम.पी.पी. मंत्री	३		६६४०५४५७	११५७३/-
२४	वाहन चालक	श्री.के.पी. सोनावणे	३	१/७/२०००	६६४०५४५७	१०४९७/-
२५	नाईक	श्री.व्ही.आर. पेंढारी	४	१/६/२००३	६६४०५४५७	११११०/-
२६	नाईक	श्री.टी.एस. जोगळे	४	१/१/२०००	६६४०५४५७	११२९०/-
२७	दफ्तरी	श्री.एस.आर. परब	४	३/१/२०००	६६४०५४५७	१०८३१/-
२८	शिपाई	श्री.संजय द. घडशी	४	२०/५/१९९६	६६४०५४५७	८९५८/-
२९	शिपाई	श्रीम. अ.आर. वाघमारे	४		६६४०५४५७	१०८०२/-
३०	शिपाई	श्री.वाय.एस. चव्हाण	४	१७/१२/१९९६	६६४०५४५७	९५७४/-
३१	शिपाई	श्री.मेवाती आर.जी.	४		६६४०५४५७	९३९५/-
३२	शिपाई	श्री.पी.एस. जाधव	४	१/९/२०००	६६४०५४५७	८४९६/-
३३	शिपाई	श्री.ए.व्ही. राऊत	४	७/६/२००४	६६४०५४५७	६४२८/-
३४	शिपाई	श्री.एन.बी. घाणेकर	४	१६/६/२००४	६६४०५४५७	७६५२/-

मॅन्युअल १०

१) प्रशासन

कलम ४ (१) (ब) (X)

निरंक

मॅन्युअल ११

१) प्रशासन

कलम ४ (१) (ब) (XI)

निरंक

मॅन्युअल १२

१) प्रशासन

कलम ४ (१) (ब) (XII)

निरंक

मॅन्युअल १३

१) प्रशासन

कलम ४ (१) (ब) (XIII)

निरंक

मॅन्युअल १४

१) प्रशासन

कलम ४ (१) (ब) (XIV)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयातील माहितीचे इलेक्ट्रॉनिक स्वरूपात साठविलेली माहिती प्रकाशित करणे. चालू वर्षाकरिता.

अनु. क्र.	दस्तऐवजाचा प्रकार	विषय	कोणत्या इलेक्ट्रॉनिक नमुन्यात	माहिती मिळविण्याची पध्दती	जबाबदार व्यक्ती
१	प्राधिकरणाचे कार्यवृत्त	प्राधिकरणाच्या बैठकीत करण्यात येणाऱ्या विषयावर घेण्यात येणारे निर्णय.	ए.पी.एस.सी. डी.व्ही.प्रकाश	जनतेसाठी कार्यवृत्त खुले आहे.	सचिव/ प्रा.

मॅन्युअल १५

१) प्रशासन

कलम ४ (१) (ब) (XV)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयात उपलब्ध सुविधांचा तक्ता प्रकाशित करणे.

अनु. क्र.	सुविधेचा प्रकार	वेळ	कार्यपध्दती	ठिकाण	जबाबदार व्यक्ती/ कर्मचारी	तक्रार निवारण
१	भेटणे	कार्यालयीन कामकाजाच्या दिवशी दुपारी ३ ते ५	समक्ष	कक्ष क्र.५२७, गन्हनिर्माण भवन, चौथा मजला	सचिव/ प्रा.	संबंधित विभाग/ मंडळाकडून तक्रारीचा अहवाल मागविल्यानंतर
२	अभिलेख तपासणी	१० ते ५.४५	समक्ष	--""--	प्रशासकीय अधिकारी/ प्रा.	लेखी स्वरुपात प्राप्त झाल्यावर
३	कामाची तपासणी	१० ते ५.४५	समक्ष	--""--	प्रशासकीय अधिकारी/ प्रा.	लेखी स्वरुपात प्राप्त झाल्यावर
४	सूचना फलक या कक्षाच्या बाहेरील दर्शनी भागात लावण्यात आलेला आहे	१० ते ५.४५	समक्ष	--""--	प्रशासकीय अधिकारी/ प्रा.	

मॅन्युअल १६

१) प्रशासन

कलम ४ (१) (ब) (XVI)

मुंबई येथील महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण कार्यालयातील शासकीय माहिती अधिकारी/ सहाय्यक शासकीय माहिती अधिकारी/ अपिलीय प्राधिकारी (तेथील लोक प्राधिकारीच्या कार्यक्षेत्रातील) यांची विस्तृत माहिती प्रकाशित करणे.

परिशिष्ट "अ"

अ. प्राधिकरण माहिती अधिकारी.

अ. क्र.	प्राधिकरण माहिती अधिकारीचे नाव/ पदनाम	कार्यक्षेत्र	पत्ता / फोन	ई-मेल	अपिलीय प्राधिकारी
१	श्री.एम.एन. नजन प्रशासकीय अधिकारी/ प्रा.	मुंबई	महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण, गृहनिर्माण भवन, कक्ष क्र.५२७, चौथा मजला, कलानगर, वांद्रे (पूर्व), मुंबई ४०० ०५१. फोन - ६६४०५४५८		सचिव/ प्रा.

परिशिष्ट "ब"

ब. प्राधिकरण सहाय्यक माहिती अधिकारी.

अ. क्र.	प्राधिकरण माहिती अधिकारीचे नाव/ पदनाम	पदनाम	कार्यक्षेत्र	पत्ता / फोन	ई-मेल
१	श्री.एस.एम. डिमेलो	प्रशासकीय अधिकारी/ प्रा.	मुंबई	महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण, गृहनिर्माण भवन, कक्ष क्र.५२७, चौथा मजला, कलानगर, वांद्रे (पूर्व), मुंबई ४०० ०५१. फोन - ६६४०५४५८	

परिशिष्ट "क"

क. प्राधिकरण अपिलीय अधिकारी.

अ. क्र.	प्राधिकरण अपिलीय अधिकारीचे नाव	पदनाम	कार्यक्षेत्र	पत्ता / फोन	ई-मेल	यांच्या अधिनस्त प्राधिकरण माहिती अधिकारी
१	श्री.कैलास जाधव	सचिव/ प्रा.	मुंबई	महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण, गृहनिर्माण भवन, कक्ष क्र.५२७, चौथा मजला, कलानगर, वांद्रे (पूर्व), मुंबई ४०० ०५१. फोन - ६६४०५४५८		प्रशासकीय अधिकारी/ प्रा.

मॅन्युअल १७

१) प्रशासन

कलम ४ (१) (ब) (XVII)

प्रशासन विभाग/ प्राधिकरण येथील कार्यालयातील प्रकाशित माहिती.

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाची माहिती जनसंपर्क अधिकारी/ प्राधिकरण यांच्याकडून प्रकाशित करणे अपेक्षित आहे

कलम ४ (१) (क)

महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरणाची माहिती प्रशासन विभागाकडून वितरीत करण्यात येते. उदा.प्राधिकरणाने बैठकीत घेतलेले धोरणात्मक निर्णय व प्राधिकरणाचा वार्षिक प्रशासन अहवाल.

कलम ४ (१) (ड)

प्रशासन विभाग/ प्राधिकरणामार्फत धोरणात्मक निर्णयाची प्रकरणे हाताळली जातात त्याचा तपशिल पुढीलप्रमाणे.

अ. क्र.	विषय	कार्यवाही
१	म्हाडातील विविध संवर्गांच्या सेवाभरती नियम	शासनाच्या मान्यतेसाठी सादर करण्यात आलेले आहे.
२	म्हाडा कायदा कलम ४१ नुसार जमिनी बाबतची हाताळण्यात येणारी प्रकरणे. (पदसिध्द उपसचिव, गृहनिर्माण विभाग, महाराष्ट्र शासन तथा सचिव/ प्राधिकरण)	शासनाने म्हाड अधिनियम १९७६ चे कलम ४१ अंतर्गत प्राथमिक अधिसूचना जाहिर केल्यानंतर जमीन मालक व इमारतीतील भाडेकरू/ रहिवासी यांची सुनावणी घेऊन सुनावणीचा अहवाल शासनास सादर करणे.

पुणे गृहनिर्माण क्षेत्रविकास मंडळ, पुणे

आगरकर नगर, अलंकार सिनेमा मागे,

पुणे- ४११००१

एस.टी.डी. कोड (पुणे) - ०२० एस.टी.डी.

कोड (सांगली) - ०२३

एस.टी.डी. कोड (कोल्हापूर) - ०२३१ एस.टी.डी.

कोड (सोलापूर) - ०२१७

पुणे मंडळ फॅक्स - ०२०/२६१२३६१४

स्थानिक दूरध्वनी कोड - १५२०

पुणे गृहनिर्माण व क्षेत्रविकास मंडळांतर्गत काम करणा-या विविध अधिका-यांची कार्ये

मुख्य अधिकारी

तांत्रिक	आस्थापना / लेखा वास्तुशास्त्रज्ञ	मिळकत व्यवस्थापन
कार्यकारी अभियंता १/२	मुख्य लेखा अधिकारी सहाय्यक	मिळकत व्यवस्थापक १/२
	तथा वास्तुशास्त्रज्ञ प्रशासकीय अधिकारी	
उपअभि उपअभि मिळकत व्यवस्थापक	अधिक्षक लेखापाल	सहाय्यक
हस्तांतरण	प्रशासन लेखा नियोजन	गाळे वितरण
जमिन	गलिच्छवस्ती तांत्रिक	

पुणे गृहनिर्माण व क्षेत्रविकास मंडळ

पुणे

अ.क्र	मॅन्युअल	तपशिल	पान क्रमांक
१.	१	संस्थांचा तपशिल, कार्य आणि कर्तव्ये	
२.	२	अधिकारी / कर्मचा-यांचे अधिकार आणि कर्तव्य	
३.	३	निर्णय घेण्याची कार्यपद्धती व पर्यवेक्षण / देखरेख आणि उत्तरदायित्व	
४.	४	कर्तव्य व जबाबदा-या पार पाडण्यासाठी ठरवून दिलेली मानके	
५.	५	कर्तव्य बजावताना मंडळाच्या अधिकारी कर्मचा-यांकडून वापरण्यात येणा-या नियम, विनियम सूचना, हस्तपुस्तिका व अभिलेख यांचा तपशिल	
६.	६	मंडळ स्तरावर अथवा मंडळाचे नियंत्रणाखाली असलेल्या कागदपत्रांची वर्गवारी दर्शविणारा तक्ता	
७.	७	धोरण तयार करणे किंवा प्रशासन यामध्ये जनतेच्या सहभागाविषयी अस्त्वात असलेल्या व्यवस्थेचा तपशिल	
८.	८	कामकाजात सल्ला देण्यासाठी मंडळाचाच भाग असलेल्या दोन किंवा त्यापेक्षा जास्त सभासद असणारे मंडळ, परिषद, समिती गठीत केली असल्यास त्यांची माहिती, अशा मंडळ परिषद किंवा समिती यांच्या बैठका किंवा बैठकांचे इतिवत्त सर्व सामान्य जनतेस खुले असते काय त्याबाबत माहिती	

९.	९	मंडळाचे अधिकारी व कर्मचारी यांची सूची	
१०.	१०	मंडळाच्या अधिकारी कर्म-यांना मिळणारे मासिक वेतन व नुकसान भरपाई देण्याची विनियमातील पध्दत	
११.	११	प्रत्येक नियोजनासाठी अर्थसंकल्पात केली प्रस्तावित तरतूद व प्रत्यक्ष झालेला खर्च	
१२.	१२	अर्थसहाय्यीत कार्यक्रम राबविण्याची पध्दत अर्थसहाय्याची रक्कम व लाभार्थी यांचा तपशिल	
१३.	१३	मंडळातर्फे देण्यात येणा-या सवलत परवाना वि अधिकृत यांच्या लभार्थींचा तपशिल	
१४.	१४	इलेक्ट्रॉनिक माध्यमावर उपलब्ध असलेल्या माहितीचा तपशिल	
१५.	१५	माहिती मिळविण्यासाठी नागरीकांना उपलब्ध असलेल्या सुविधांचा तपशिल वाचनालय व वाचनखोली असल्यास त्यांच्या कामकाजाच्या वेळेबाबतच्या तपशिलासह	
१६.	१६	माहिती अधिका-यांचे नाव पदनाम आणि अन्य तपशिल	
१७.	१७	विहित केलेली अन्य माहिती	