

MP HOUSING AND INFRASTRUCTURE DEVELOPMENT BOARD

(Conduct of Business and Delegation of Powers)

REGULATIONS 2015

In exercise of the powers conferred by Section 103 and Section 17 of the Madhya Pradesh Housing and Infrastructure Development Board Adhiniyam, 1972 (No.3 of 1973), the Madhya Pradesh Housing and Infrastructure Development Board has made the following Regulations substituting the Madhya Pradesh Housing and Infrastructure Development Board Regulations 1998 as amended from time to time, the same having been approved and confirmed by the State Government, vide order no. F-23-3/15/18-6 Bhopal dated 17 April 2015 namely:

REGULATIONS

(1) Short Title

These Regulations may be called the Madhya Pradesh Housing and Infrastructure Development Board (Conduct of Business and Delegation of Powers) Regulations, 2015 and shall substitute the Madhya Pradesh Housing and Infrastructure Development Board Regulations, 1998 as amended from time to time. All rules, regulations, circulars, instructions and resolutions of the Board issued prior to the coming into force of these Regulations are hereby superseded insofar as they are inconsistent with the provisions of these Regulations.

(2) Definitions

In these regulations, unless the context otherwise requires, the Act means the Madhya Pradesh Housing and Infrastructure Development Board Adhiniyam

1972 (No.3 of 1973). All definitions, unless the context otherwise requires, shall be construed as defined in Section 2 of the Act.

(3) Application of certain rules to officers and servants of the Board:

In accordance with the provisions contained in Section 15(2) of the Act, the rules, orders and instructions applicable to the employees of the State Government in various grades (more particularly, The Madhya Pradesh Civil Services (Conduct) Rules, 1965, The Madhya Pradesh Civil Services (Classification, Control and Appeal) Rules, 1966, The M.P. Fundamental Rules, The Madhya Pradesh Civil Services (Medical Attendance) Rules, 1958) , and The Madhya Pradesh Civil Service (Leave) Rules 1977 shall be applicable to the officers and servants of the Board in corresponding grades, to the extent they are not inconsistent with the provisions of the Act and these Regulations and subject to other rules, regulations, modifications and resolutions made by the Board from time to time. For the purpose of applicability, the State Government, the Governor and the Head of Department shall be the Board, the Chairman and the Housing Commissioner respectively.

(4) Appointment, Promotion, Grant of Leave and Punishment of officers and servants of the Board

(a) Appointments and Promotions:

(i) The power of appointing or promoting any person on a post under the Board shall be as per delegation of powers as specified in Annexure I.

(ii) Provided that all such appointments and promotions shall be made as per regulation framed for the purpose.

(iii) All appointments and promotions made prior to the coming into force of these Regulations shall be deemed to have been made under these Regulations.

(b) Grant of leave:

(i) The powers of granting leave shall be as per delegation of powers as specified in Annexure I. Where there is no such authority, the Housing Commissioner is empowered for sanction.

(ii) All kinds of leave to the Housing Commissioner shall be sanctioned by the State Government.

(iii) The rules applicable to the State Government employees for regulating the grant of leave of absence leave allowances and acting allowances shall apply mutatis mutandis to the officers and servants of the Board, unless otherwise modified by resolution of the Board.

(c) Disciplinary Authorities and Appellate Authorities:

(i) The disciplinary authority for an employee of board shall be the authority as per Delegation of powers as specified in Annexure I.

(ii) Appeals shall be preferred with the authority empowered as per Delegation of powers as specified in Annexure I.

(iii) All officials shall exercise supervision and control over the staff working under them and depict a true picture of their work and conduct in the Annual Confidential Reports.

(5) Service Regulations:

(a) Unless otherwise provided by any general or special order of the Board for a particular grade or category of allowance, the salary and allowances of the regular officers and servants of the Board shall be the same as are admissible to the officials of corresponding grades under the State Government.

(b) The regular officers and servants of the Board shall have to subscribe to the General Provident Fund with effect from 1.7.1973 consequent upon the introduction of the pension scheme. The subscription to the GPF shall be regulated in accordance with the provisions of the M.P. General Provident Fund Rules.

(c) The age of superannuation of the Class I, II and III officers and employees of the Board shall be sixty years, whereas that of Class IV employees shall be sixty-two years.

(d) A Board employee may in the public interest be made to retire at any time after he has completed 20 years qualifying service or attains the age of fifty years whichever is earlier, without assigning any reason by giving him a one month notice in writing.

(e) Grant of pension/family pension and death-cum-retirement benefits to the regular officers and employees of the Board with effect from 1.7.1973 shall be regulated in accordance with the M.P. Civil Service (Pension) Rules, 1976. However, the regular officers and servants of the board who have been appointed on or after 1st of January of 2005 shall be covered by new National Pension Scheme.

(f) The Madhya Pradesh Civil Service (Commutation of Pension) Rules 1996 shall not be applicable to the officers and servants of the Board.

(g) The Housing Commissioner can specify / modify the channel for accepting the Annual Confidential Reports of the board employees. The Housing Commissioner may also specify the channel of appeal against Annual Confidential Report grading or adverse remarks.

(6) Transfers and Postings -

(a) The transfers and postings of employees of the board shall as far as possible be governed by a transfer policy approved by the board.

(b) The postings and transfers of all employees shall be done as per Delegation of powers as specified in Annexure I. However, nothing in these regulations shall prevent the Housing Commissioner from revising or cancelling the Transfer orders issued by Chief Administrative Officer, Dy. Housing Commissioners or by any other Competent officer.

(7) Communication of orders/decisions

The Housing Commissioner, being the Chief Executive Officer and administrative head of the Board, shall have the powers to communicate decisions and to issue orders on all matters on behalf of the Chairman and the Board, as the case may be, either himself or through his senior subordinates as he may consider appropriate.

(8) Powers of Chairman, Housing Commissioner and other officers of the Board under specific sections of the Act

The powers of the Chairman, Housing Commissioner and other officers of the Board

- (i) To incur expenditure under section 24
- (ii) To approve estimates under Sec.25 and
- (iii) To make and perform contracts under Sec. 28 of the Act

and to take decisions and incur other such expenditures as are necessary for the proper functioning and administration of the Board shall be as per Delegation of powers as specified in Annexure I.

(9) Fees payable for copies of documents, plans etc.

- Copies of documents, estimates, plans, not forming part of confidential records, may be supplied by the officer in whose custody such records are kept, on payment of fees and on application indicating the purpose for which the copy is needed.

Fees chargeable for various kinds of records will be as fixed by the Housing Commissioner from time to time.

(10) Security to be furnished by officers and servants of the Board

The officers and servants of the Board handling cash and stores shall have to furnish the security as follows:

- | | | | |
|----|--------------------|---|----------|
| 1) | Cashier of EM Unit | : | ₹ 5000/- |
| 2) | Cashier of office | : | ₹ 3000/- |
| 3) | Store Keeper/Clerk | : | ₹ 3000/- |
| 4) | Sub-Engineer | : | ₹ 5000/- |
| 6) | Assistant | : | ₹ 3000/- |

The form of security and terms and conditions of its regulation are mentioned in Annexure II.

(11) Conduct of Business of the Board -

(a) The ex-officio members of the Board shall be eligible for Travelling Allowance/Dearness Allowance while attending the Board meeting or its Committee meeting as per their eligibility in the parent organisation.

(b) The others members of Board shall be eligible for Travelling Allowance/Dearness Allowance while attending the Board meeting or its Committee meeting as per eligibility of Class I Officer of the rank of Principal Secretary to the State Government.

(c) The Board as empowered in section 23 shall have the following standing Committees:

(i) An Appeal Committee comprising of Commissioner (Town & Country Planning), representative of Secretary- in- charge of the Finance Department, Government of Madhya Pradesh and representative of Chairman & Managing Director Housing and Urban Development Corporation (HUDCO) for hearing appeals against disciplinary action against the employees of the Board/ Orders in service matters as per section 16 of the Act. The Committee shall be presided over by Commissioner (Town & Country Planning) and matters before the Committee shall be presented by the Chief Administrative Officer.

(ii) An Audit Committee comprising of Housing Commissioner, Commissioner (Town & Country Planning) and representative of

Secretary-in-charge of the Finance Department,, Government of Madhya Pradesh for deciding audit objections raised by Chief Audit Officer in its reports. The Committee shall be presided over by Housing Commissioner and matters before the Committee shall be presented by the Chief Audit Officer

(iii) A Business Committee consisting of Chairman, Housing Commissioner, Commissioner (Town & Country Planning) and Engineer-in-Chief, Public Works Department (or representative not below the rank of Chief Engineer), which shall have the power to accept /reject tenders or take appropriate decisions on behalf of the Board. The Committee shall be presided over by Chairman and matters before the Committee shall be presented by the concerned Addl. Housing Commissioner

- (d) The decisions of the Standing Committees shall, however, be placed before the Board for information at the Board meeting immediately following such a decision.
- (e) The Board may also constitute any other Committee as it may deem appropriate for any or all of the functions of the Board.
- (f) Any Committee appointed by the Board under Sec.23 of the Act shall consist of at least 3 members and may include any member of the Board and other such persons whose assistance or advice or association may be considered advantageous to the Board. If at any time, after its constitution, it is considered by the Board that the existence of any Committee is either not necessary or detrimental to the interests of the Board; the Board may order dissolution of such a Committee.
- (g) The term of the Committee (except for the Standing Committees as specified in Para (c)) shall be as specified in the order of its constitution; similarly, the term of appointment of a person as a member, who is not a member of Board, shall be as specified in the order of his nomination. No Committee shall be eligible to work beyond the term so specified unless the term is extended by order of the Board.

(h) The members of the Committees, who are not member of Board, shall be honorary and shall only be paid Travelling Allowance/Dearness Allowance as per rules applicable to the Members of the Board.

(i) Notice for an ordinary meeting of the Board shall be issued at-least seven days before the date fixed for the meeting. However, a notice of three days shall be sufficient for a special meeting of the Board.

(j) The business of the Committee shall be conducted in accordance with the procedure laid down below:-

(i) The date of every meeting shall be fixed by the President/Convenor;

(ii) Notice of every meeting specifying the time and place thereof and the business to be transacted there at shall be dispatched to every member at least three working days before a meeting;

(iii) The President/Convenor of the Committee may, whenever he thinks fit, call a special meeting and shall be bound to do so on receipt of written requisition signed by not less than two members;

(iv) Every meeting of a Committee shall ordinarily be held at the Head Quarters of the Board. A meeting may, however, be held at any other place in the State with the approval of the Housing Commissioner;

(v) No business shall be transacted at a meeting unless a quorum of half of the total number of members be present throughout the meeting;

(vi) Minutes of the proceedings at each meeting of a Committee shall be drawn up and recorded by the Member-Secretary and shall be signed by the President/Convener of the Committee;

(vii) The minutes of the proceedings shall include:

(a) The names of the members present;

- (b) The decision of the meeting on every question considered; and
- (c) When such decision is not unanimous, the number of votes and the names of members voting for and against such question and the names of those who have remained neutral.
- (d) All questions brought before any meeting of a Committee shall be decided by a majority of the votes of the members present, and in the case of an equality of votes the presiding authority at the meeting shall have a second or casting vote.

(12) Powers to accord Administrative/Technical Approval including Revised Administrative /Technical Approval and execution of works:

- (a) The implementation of Annual Housing & Infrastructure Development Plan according to Section 35 of the Act and related projects shall be undertaken in accordance with the delegation of powers as specified in Annexure I.
- (b) Unless any deviations of general or particular nature are otherwise ordered /prescribed /resolved by the Board, the rules and procedure prescribed in M.P. Works Department Manual shall be followed by all officers of the Board authorised to execute contracts and agreements
- (c) Wherever there is a contradiction in the provisions in Annexure-I and M.P. Works Department Manual, the provisions in Annexure-I and these regulations shall prevail.
- (d) Wherever there is a contradiction in the provisions of the Tender/ Contract documents (as approved by the Competent Authority defined in Annexure -I) and M.P. Works Department Manual, the provisions of the Tender/ Contract documents shall prevail.
- (e) The Administrative Approval issued by Central/State Government departments and their undertakings for construction Projects will be sufficient for taking up works under deposit scheme. No separate

Administrative Approval will be required from the Board for taking up deposit work. Execution of deposit work on behalf of Private Bodies will require prior Administrative Approval of competent authority as specified in Annexure -I

(13) Registration of Contractors

(a) There shall not be separate registration of contractors in the Board. All contractors registered with centralised registration system of Government of Madhya Pradesh shall be deemed registered in the Board and shall be eligible to participate in tenders of the Board.

(b) The contractors registered with Central Government / Other State Government /State and Central Government undertakings /organisations can also participate provided they produce proof of application for registration in centralised registration system of Government of Madhya Pradesh. However, agreement with selected bidder shall be executed only on production of copy of Registration Certificate of centralised registration system of Government of Madhya Pradesh.

(c) In case of specialised nature of works and in Projects undertaken on Public Private Partnership procedure, the requirement of registration will not apply.

(14) Welfare and Recreation of Staff:

The constitution and functioning of the Welfare and Recreation Committee in the Board shall be governed by the following guidelines:

(a) The Committees: There shall be a Welfare and Recreation Committee in the Board at the Head Office, at Circle Offices and at every Divisional Office. The Committee shall consist of five members including the President, the Vice President, the Secretary and the Treasurer. The members of the Committee shall be elected from amongst themselves by the officers and employees of the Housing Board at Head Quarters, Circles Offices and Divisional Offices. They shall hold office for a period of one year with effect from the date of election. Two or more such units located at a single headquarter may, if they so wish merge and have a single Committee.

(b) Functions of the Committee: The Committee shall provide for the welfare and recreational activities of the officers and employees, which shall include:-

- (i) Games (indoor and outdoor), arranging of sports and competitions in furtherance of these activities.
- (ii) Opening of reading clubs, purchase of magazines, books, newspapers and other periodicals;
- (iii) Such other welfare and recreational activities as may be approved by the Board.

(c) Funds of the Committee: The funds of the Committee shall consist of subscriptions made by the Board, its officers and employees, and grants and donations from other sources.

(d) Board's Contribution: The Board may on an application from the Committee sanction an annual contribution not exceeding Twenty five thousand rupees to the Head Office Committee and Five Thousand rupees to each of the other Committees every year towards welfare and recreation activities of the staff, provided that at least fifty percent of the sanctioned amount had been contributed by the staff during the previous financial year. If the contribution of the staff falls short of the fifty percent of the Board's contribution, the Board's contribution shall be reduced proportionately. In case two or more units at a single headquarter decide to merge, they will be entitled to receive funds calculated as though they were separate units.

(e) Accounts: The Committee shall maintain proper accounts and other relevant records and prepare an annual statement of receipts and expenditure. The accounts of the Committee shall be checked by the Chief Accounts Officer of the Board.

(15) Formation of Unions:

The Board reserves the right to accord recognition to one or more associations of the employees of the Board subject to the following conditions:-

- (i) The said association shall be duly registered under the law relating to the registration of societies for the time being in force.
- (ii) No person who is not an employee of the Board shall be a member or an office-bearer or a patron of such an association.
- (iii) The constitution of the association will be subject to the approval of the Board.
- (iv) The accounts of the association shall be subject to such audit as the Housing Commissioner may prescribe from.
- (v) The activities of the association shall be in the interests of the Board
- (vi) It shall be incumbent upon the association to strictly adhere to its constitution, particularly in matters relating to elections; and to strictly maintain transparency in expenditure and accounts.
- (vii) The Board shall have the right to withdraw the recognition of an association after giving the association a reasonable opportunity of being heard. The effect of such withdrawal shall be that the association shall stand automatically dissolved.

(16) General Provisions on Delegation of Power :

- (a) Powers not specifically delegated to the Chairman, Housing Commissioner or other officers of the Board, shall be exercised by the Board.
- (b) The Housing Commissioner may delegate Powers conferred on him or to his subordinate officer, as specified in Annexure I, to other subordinate officers as and when required .
- (c) The financial powers/limits described for various authorities in Annexure-I may be modified/enhanced/decreased by the Board from time to time or as per prevailing conditions.
- (d) The authorities subordinate to Housing Commissioner, as defined in Annexure I, shall exercise their financial powers subject to availability of Budget.

- (e) All authorities, as defined in Annexure I, shall exercise prudence while giving sanctions under Delegation of Powers.
- (f) In case the beneficiary himself is the empowered authority the decision shall be approved by one rank higher authority.

(17) Interpretation :

In case there is a dispute in interpretation of these Regulations or its Annexures due to difference of opinion or discrepancy based on the Hindi translation of the English version, the English version shall be considered the authorised legal version.

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Section I - Administration

Subsection -A Establishment Matters

Part -1 - Creation / formation of Administrative Units

S.No	Nature of Power	Authority	Limits
1	Formation/Creation /abolition of Circle Office including fixation and change of Head Quarter.	Board of Directors	Full Powers
2	Formation/Creation/abolition of Division/ Sub division including fixation and change of Head Quarter.	Housing Commissioner	Full Powers
3	Formation of new organisation structure / modification of existing structure or replacement / deletion of part of existing organisation structure with creation/abolition of posts.	Board of Directors	Full Powers
4	Creation/Modification/deletion of sections / functional units in Head Office or its modification with or without cost implication	Housing Commissioner	Full Powers
5	Formation of various Executive Committees at Head Office or in field units.	Housing Commissioner	Full Powers
6	Appointment of Consultants / Consulting Firms.	Housing Commissioner	Full Powers
7	Appointment of Officer on Deputation from Central / State Government	1. Housing Commissioner 2. Board of Director	1. Full Powers Subject to availability of Posts. 2. Full Powers
8	Grant of Permission to go (including extension) on deputation by the Board Employee	Housing Commissioner	Full Powers
9	Re -appropriation of Posts within the sanctioned organisation structure	Housing Commissioner	Full Powers

Part -2 - Recruitment and Training

1	Formation of recruitment regulations.	Board of Directors with approval of State Government	Full Powers
2	Approval of annual recruitment plan.	Board of Directors	Full Powers
3	Selection and Appointment of recruitment agency	Board of Directors	Full Powers
4	Approval of Advertisement of recruitment wherever required	Housing Commissioner	Full Powers
5	Approval of recruitment Agency and agency charges as per approved norms as per availability of budget.	Chief Administrative Officer	Full Powers
6	Appointment of supervisor in case of recruitment through external agencies (if required) or formation of committee for recruitment process for in-house recruitment	Housing Commissioner	Full Powers
7	Approval of final selection list for issuing of appointment letters	Housing Commissioner	Full Powers
8	Issue of Appointment letters	Chief Administrative Officer	Full Powers
9	To close the annual recruitment process	Housing Commissioner	Full Powers
10	Approval of annual training calendar	Housing Commissioner	Full Powers
11	Nomination of employee for training	1. Chief Administrative Officer 2. Housing Commissioner	1. Full Powers for Class II /III/IV employees 2. Full Powers
12	Sanction of training expenses to the training Institutes	1. Chief Administrative Officer	1. Full Powers If training programme is

		2. Housing Commissioner	approved in annual calendar 2. Full Powers
13	To sign Memorandum of Understanding (MOU) with Government training institutes	Housing Commissioner	Full Powers
14	Sanction to Board employees for participation in Training Programme not included in Annual training calendar	Housing Commissioner	Full Powers
15	Fixation of honorarium to be paid to Experts for in-house training	Housing Commissioner	Full Powers
16.	Sanction of payment of honorarium to be paid to Experts for in-house training	Chief Administrative Officer	Full Powers
17	Extension of probation period	Housing Commissioner	Full Powers
18	Regularization of employees on successful completion of probation period.	1. Housing Commissioner (on recommendation of Personnel Management Committee). 2. Chief Administrative Officer (on recommendation of Personnel Management Committee).	1. Full Powers 2. For Class III & IV employees (except Sub Engineers)

Part -3 - Appointment and Promotions

Sr. No	Nature of Power	Authority	Limits
1	Formation of Junior Departmental Promotion /Selection Committee	Housing Commissioner	Full Powers
2	Appointment on Promotion/recruitment.	1. Board of Directors 2. Housing Commissioner	1. Full Powers for Addl. Housing Commissioner (on recommendation of Departmental Promotion Committee). 2. Full Powers for all other employees (on recommendation of Departmental Promotion Committee).
3	Appointment and grant of other relief on compassionate ground (Anukampa Niyukti) based on policy of State Government on the subject.	Housing Commissioner (on recommendation of Personnel Management Committee).	Full Powers
4	Power to entrust current charge of higher office without prejudice to seniority of employee and subject to fulfilling the criteria.	Housing Commissioner	Full Powers
5	Substitute arrangement on promotion/ transfer / leave vacancy / retirement.	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers in respect of Officers / employees below the rank of Dy. Commissioner.

		3. Dy Housing Commissioner (Circle)	3. Full Powers in respect of Class II/ /III/ IV employees within their jurisdiction.
6.	Publication of interim Annual Gradation List of Employees	Chief Administrative Officer	Full Powers
7	Correction of clerical mistakes in Annual Gradation List	Chief Administrative Officer	Full Powers
8	Decision on claims and representations regarding seniority in Annual Gradation List	Appointing Authority (on recommendation of Personnel Management Committee).	Full Powers
9	Publication of Final Annual Gradation List.	Chief Administrative Officer	Full Powers

Part -4 - Salary and Increment

Sr. No	Nature of Power	Authority	Limits
1	Drawing and Disbursal of Salary	1. Accounts Officer (Bill) 2. Accounts Officer 3. Executive Engineer /Estate Officer	1. Full Powers for employees of Head Office and Dy.Housing Commissioner of Circles. 2. Full Powers for employees of circle office and Executive Engineer /Estate Officers under their jurisdiction 3. Full Powers for employees under their jurisdiction
2	Power to grant annual grade increment as per Fundamental Rules 24 to all eligible employees.	1. Chief Administrative Officer 2. Dy Housing Commissioner(Circle). 3. Executive Engineers/ Estate Officers	1. Full Powers 2. Full Powers in respect of all employees of their Office and Class I/II Officers in their jurisdiction. 3. Full Powers in respect of all employees in their Jurisdiction except Class I /II Officers.
3.	Grant of special Increment to employees who undergoes sterilization operation as per State Government Policy.	1. Chief Administrative Officer	1. Full Powers in respect of all employees in Head Office.

		2. Dy. Housing Commissioner(Circle).	2. Full Powers in respect of all employees in their jurisdiction.
4.	Grant of Higher Pay Scale /Time Scale to regular employees.	1. Chief Administrative Officer (on recommendation of Personnel Management Committee). 2. Dy Housing Commissioner (Circle) (on recommendation of Circle Level Personnel Management Committee).	Full Powers in respect of all employees of Head Office and all Class I/II employees of Board. 2. Full Powers in respect of Class III/IV employees in their jurisdiction.
5	Counting Period of extraordinary leave towards increments requirements	Chief Administrative Officer	Full Powers
6	Withholding of salary in absence of sanction of leave or certified attendance as per FR 17 for all employees	Drawing and Disbursement Officer after receiving information from controlling Officer	Full Powers
7	Sanction of honorarium for work of extra ordinary nature	Housing Commissioner	Full Powers
8	Approval of Pay Fixation on promotion , new Pay Commission recommendation , Time Scale, etc.	Chief Audit Officer	Full Powers

Part -5 - Disciplinary Action

Sr. No	Nature of Power	Authority	Limits
1.	Power to impose penalty under rule 10 of MP Civil Services (Classification, Control and Appeal) Rules 1966.	1. Board of Directors 2. Housing Commissioner. 3. Chief Administrative Officer 4. Dy. Housing Commissioner(Circle)	1. Full Powers 2. Full Powers except major Penalty in case of Addl Housing Commissioner. 3. Full Powers to impose minor penalty in respect of Class III/IV employees. 4. Full Powers to impose minor penalty in respect of Class III(Except Sub Engineers)/IV employees within their jurisdiction.
2	Power to impose penalty under rule 11 of MP Civil Services (Classification, Control and Appeal) Rules 1966.	Controlling Officer	Full Powers
3	Suspension of Employees under Rule 9 of MP Civil Services (Classification, Control and Appeal) Rules 1966.	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers in case of Class III/ IV employees.

		3. Dy Housing Commissioner(Circle)	3. Full Powers in case of Class III(except Sub Engineers)/ IV employees within their jurisdiction.
4.	Power to decide Appeal against imposition of Penalty and Suspension.	Authority One Rank Above the order passing authority. In case of orders passed by Chairman / Housing Commissioner, the appeal will be heard and decided by Board of Directors or its Nominated Committee. In case of orders passed by Board, the appeal will be heard and decided by the State Government.	Full Powers
5.	Power to Review under rule 29 of MP Civil Services (Classification, Control and Appeal) Rules 1966) orders of imposition of Penalty and Suspension.	1. Board of Directors. 2. Housing Commissioner 3. Chief Administrative Officer / Dy Housing Commissioner	1. Full Powers after taking permission to review from the State Government 2. Full Power after taking permission to review from Board of Director. 3. Full Power after taking permission to review from Housing Commissioner.

6.	Powers to grant permission for Prosecution in cases of proceedings under Prevention of Corruption Act or any other law in force.	Appointing Authority	Full Powers
7.	Powers to grant permission for initiation of disciplinary proceedings against retired employees, as per rules 9(2) of M. P. Civil Services (Pension) Rules 1976.	Chairman	Full Powers

Part -6 - Transfer and Posting

Sr. No	Nature of Power	Authority	Limits
1	Formulation of Transfer Policy or adoption of Transfer Policy of State Government.	Board of Directors	Full Powers
2	Posting and Transfer including its cancellation and modification.	1. Housing Commissioner 2. Chief Administrative Officer 3. Dy. Housing Commissioner(Circle)	1. Full Powers. 2. Full Powers in respect of Class III/IV employees as per Transfer Policy 3. Full Powers in respect of Class III/IV employees within their jurisdiction as per Transfer Policy.

Part -7 - Leave

Sr. No	Nature of Power	Authority	Limits
1	Sanction of Casual / Optional Leave including permission to leave Head Quarters	1. Housing Commissioner 2. Controlling Officers.	1. Full Powers in respect of Addl. Housing Commissioner, Section Heads and all Dy. Housing Commissioners. 2. Full Powers in respect of employees within their Jurisdiction.
2	Sanction of Earned Leave / Commuted Leave/ Medical Leave/ Maternity Leave / Paternity Leave.	1. Housing Commissioner 2. Chief Administrative Officer 3. Dy Housing Commissioners(Circle)	1. Full Powers in respect of Addl. Housing Commissioner, Section Heads and all Dy. Housing Commissioners. 2. Full Powers in - respect of all Other employees of Head Office and other Class I officers 3. Full Powers in respect of all Class II/III/IV employees of own office and Class II employees of subordinate Offices within their jurisdiction.

		4. Executive Engineer / Estate Officer	4. Full Powers in respect of all Class III/IV employees within their jurisdiction.
3	Sanction of Leave not due and Extraordinary leave	1. Housing Commissioner 2. Chief Administrative Officer 3. Dy. Housing Commissioner(Circle)	1. Full Powers in respect of Addl. Housing Commissioner, Section Heads and all Dy. Housing Commissioners. 2. Full Powers in - respect of all Other employees of Head Office and other Class I / II employees. 3. Full Powers in respect of all Class III / IV employees within their Jurisdiction (without giving any decision on counting of Period of extraordinary leave towards increments requirements)
4	Sanction of Study Leave	Housing Commissioner	Full Powers
5	Permission for Higher Studies while on Job.	1. Housing Commissioner. 2. Chief Administrative Officer.	1. Full Powers for Class I employees 2. Full Powers for Class II/III/IV employees.

		3. Dy Housing Commissioners (Circle)	3. Full Powers for Class III (except Sub Engineers)/IV employees.
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Part -8 - Tour and Travel Allowance

Sr. No	Nature of Power	Authority	Limits
1.	Approval of Tour outside state for Official Purpose for Chairman and his / her Staff	Chairman	Full Powers
2.	Approval of Tour outside state for Official Purpose for Housing Commissioner.	Housing Commissioner	Full Powers subject to approval by State Government.
3	Approval of Monthly Tour Programme and occasional tours.	1. Housing Commissioner 2. Chief Administrative Officer 3. Dy Housing Commissioner (Circle)s	1. Full Powers in respect of Addl Housing Commissioner and Section Heads. 2. Full Powers in respect of Dy Housing Commissioners. 3. Full Powers in respect of all Officers within their jurisdiction
4.	Sanction of Tour Advance	1. Chief Accounts Officer 2. Concerning Drawing and Disbursing Officer	1. Full Powers for all employees of Head Office. 2. Full Powers for employees of their jurisdiction.
5.	Countersign of T A Bills	1. Chief Accounts Officer. 2. All Sectional Heads of Head Office	1. Full Powers for Addl Housing Commissioner and all Section Head. 2. Full Powers for employees in their section.

		3. Dy.Housing Commissioner. 4. Executive Engineer/Estate Officer	3. For all employees of their office and Executive Engineer/Estate Officer . 4. For all employees within their jurisdiction.
6.	Passing of TA Bills	1. Accounts Officer (Bill) 2. Accounts Officer of the Circle. 3. Executive Engineer/Estate Officer	1. Full Powers for all employees of Head Office and all Dy.Housing Commissioner . 2. Full Powers for employees of their jurisdiction and Executive Engineer/Estate Officer . 3. For all employees within their jurisdiction.
7.	Approval of Tour outside jurisdiction but within State.	1. Chief Administrative Officer 2. Dy Housing Commissioner (Circle)s	1. Full Powers in respect of Dy Housing Commissioners. 2. Full Powers in respect of all Officers within their jurisdiction
8	Approval of Tour outside State but in India.	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers. 2. Full Powers in respect of all employees other than Addl. Housing Commissioner and Section Heads.

9.	Approval of Travel Allowance (Daily allowance and Accommodation) for stay more than 10 days at a Place.	Chief Accounts Officer	Full Powers
10	Approval of actual Journey performed other than shortest and cheapest route.	1. Chief Administrative Officer 2. Dy.Housing Commissioner	1. Full Powers 2. Full Powers in respect of employees within their jurisdiction.
11	Reimbursement of Ticket cancellation charges	1. Accounts Officer (Bill) 2. Accounts Officer of Circle Office. 3. Executive Engineer/Estate Officer.	1. Full Powers for employees of Head Office and all Dy.Housing Commissioners. 2. Full Powers in respect of employees of Circle and Executive Engineer/Estate Officer . 3. Full Powers in respect of employees within their jurisdiction.
12	To accord sanction to time -barred TA Bills	Chief Accounts Officer	Full Powers
13	Permission to travel in a category higher than eligible class /mode.	Chief Administrative Officer	Full Powers
14	To permit a menial employee to claim same class of fare as his/her superior Officer while accompanying him/her.	Chief Administrative Officer	Full Powers

15	Sanction of Tour and Travelling Allowance Bill of persons other than Housing Board employees for tour in relation to Housing Board matters.	Chief Administrative Officer	Full Powers
16	Reimbursement of Taxi charges incurred by Class I officers while on tour outside State in connection with Housing Board matters. Note:- a) The reimbursement of taxi charges will be on actual basis and will be allowed only after competent authority satisfies himself about the necessity and reasonability of claim. b) No taxi charge will be allowed for any portion of journey for which mileage is drawn. c) Taxi charges shall be admissible only after obtaining approval of authority approving the tour.	1. Accounts Officer (Bill) 2. Accounts Officer of Circle Office.	1. Full Powers for employees of Head Office and all Dy.Housing Commissioners. 2. Full Powers in respect of employees of their jurisdiction.
17	Sanction and payment of one month pay advance and tour advance for travel on transfer.	Concerning Drawing and Disbursement Officer	Full Powers.
18	Sanction of Bills towards stay of MP Housing and Infrastructure Development Board officials in MP Bhawan/ Madhyavart / other Government rest house / Circuit House	1. Chief Accounts Officer. 2. Dy.Housing Commissioner. 3. Executive Engineer/Estate Officer	1. Full Powers for Head Office including Addl Housing Commissioner and all Section Head. 2. For all employees of their office and Executive Engineer/Estate Officer . 3. For all employees within their jurisdiction.

19	Passing of Bills towards stay of MP Housing and Infrastructure Development Board officials in MP Bhawan/ Madhyavart / other Government rest house / Circuit House	1. Accounts Officer (Bill) 2. Accounts Officer of the Circle. 3. Executive Engineer/Estate Officer	1. Full Powers for all employees of Head Office and all Dy.Housing Commissioner . 2. Full Powers for employees of their jurisdiction and Executive Engineer/Estate Officer . 3. For all employees within their jurisdiction.

Part -9 - Retirement

Sr. No	Nature of Power	Authority	Limits
1	To accord sanction of Retirement of employee on attaining age of superannuation.	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle) 3. Executive Engineer/Estate Officer	1. Full Powers for class I employees and Class II/III/IV for Head Office. 2. Full Powers for Class II employees in his jurisdiction and Class III/IV employees of Circle Office 3. Full Powers for Class III/IV employee in his jurisdiction
2	To accept Voluntary Retirement /Resignation	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers for Class II /III/IV employees.
3	To order retirement of Board employee in the public interest at any time after he has completed 20 years qualifying service or attains the age of fifty years whichever is earlier, without assigning any reason by giving him a notice in writing	1. Board of Directors 2. Housing Commissioner	1. Full Powers 2. Full Powers except in case of Addl. Housing Commissioner.
4	Sanction of Pension / Family Pension /Death cum retirement gratuity for all employees wherever applicable.	Chief Accounts Officer	Full Powers
5.	Ex-gratia sanction and payment to the family of the employee who die while in service.	1. Accounts Officer (Bill)	1. Full Powers for employees of Head Office and

		<p>2. Accounts Officer of Circle Office.</p> <p>3. Executive Engineer/Estate Officer.</p>	<p>all Dy.Housing Commissioners.</p> <p>2. Full Powers in respect of employees of Circle and Executive Engineer/Estate Officer .</p> <p>3. Full Powers in respect of employees within their jurisdiction.</p>
6.	Sanction of Earned Leave encashment on retirement	<p>1. Chief Administrative Officer.</p> <p>2. Dy. Housing Commissioner.</p> <p>3. Executive Engineer / Estate Officer</p>	<p>1. Full Powers for employees of Head Office and Dy. Housing Commissioner.</p> <p>2. Full Powers for employees of Circle Office and Executive Engineers /Estate Officers.</p> <p>3. Full Powers for employees of his office within his jurisdiction.</p>
7.	Payment of Earned Leave encashment on retirement	<p>1. Accounts Officer (Bill)</p> <p>2. Accounts Officer of Circle Office.</p>	<p>1. Full Powers for employees of Head Office and all Dy.Housing Commissioners.</p> <p>2. Full Powers in respect of</p>

		3. Executive Engineer/Estate Officer.	employees of Circle and Executive Engineer/Estate Officer . 3. Full Powers in respect of employees within their jurisdiction.
8.	Sanction of Compassionate compensation to family of Daily Wage/ Work Charge employee who die while in service.	1. Chief Administrative Officer. 2. Dy.Housing Commissioner	Full Powers in respect of employees of Head Office. 2. Full Powers in respect of employees of his jurisdiction.
9	To forward claim of GIS to Insurance company.	1. Chief Accounts Officer 2. Dy.Housing Commissioner 3. Executive Engineer / Estate Officer.	1. Full Powers for employees of Head Office 2. Full Powers for employees of Circle Office. 3. Full Powers for employees of his jurisdiction.
10	Sanction of Final payment of GPF	Chief Accounts Officer.	Full Powers
11	Final payment of GPF.	Accounts Officer (GPF)	Full Powers
12	Approval of Pension fixation	Chief Audit Officer	Full Powers

Part -10 - Medical Facility

Sr. No	Nature of Power	Authority	Limits
1.	<p>Powers to sanction and payment of Medical reimbursement bills.</p> <p>subject to following conditions</p> <p>a) As per prescribed limit by the State Government and in accordance with MP Civil services (Medical Attendance) Rules, 1958.</p> <p>b) Above the limit only on the recommendation of Civil Surgeon.</p> <p>c) <u>In case of Treatment in Private Hospitals on recommendation of relevant Medical Committee of Housing Board.</u></p>	<p>1. Accounts Officer (Bill)</p> <p>2. Dy.Housing Commissioner</p> <p>3. Executive Engineer/ Estate Officer</p>	<p>1. Full Powers for employees of Head Office & Dy.Housing Commissioners</p> <p>2. Full Powers for Executive Engineer/ Estate Officer and all class II/III/IV of Circle within its jurisdiction</p> <p>3. Full Powers for all employees of their jurisdiction(except in case of (c))</p>
2	<p>Powers to sanction Bills of treatment availed in private recognized /non recognized hospitals in emergency conditions like accident , brain hemorrhage , Paralysis etc.</p>	<p>Medical Committee of Housing Board</p>	<p>Full Powers</p>
3	<p>Payment of Bills sanctioned by competent authority</p>	<p>1. Accounts Officer (Bill)</p> <p>2. Accounts Officer of Circle Office.</p>	<p>1. Full Powers for employees of Head Office and all Dy.Housing Commissioners.</p> <p>2. Full Powers in respect of employees of Circle and Executive Engineer/Estate</p>

		3. Executive Engineer/Estate Officer.	Officer . 3. Full Powers in respect of employees within their jurisdiction.
4	(1). To accord sanction of Medical reimbursement bills submitted after prescribed limit of six months up to One year (2). To accord sanction of Medical reimbursement bills submitted after One Year.	1. Chief Accounts Officer. 2. Chief Administrative Officer	1.Full Powers 2. Full Powers
5	To admit the Medical reimbursement claims on duplicate cash memo	Chief Accounts Officer	Full Powers
6	To sanction reimbursement charges towards pathological / other tests in listed private test centers as per approved rates of state Govt. in case referred by the Medical Officer of the Board/State Government as per minimum of the approved rates of Red Cross Society / State Government .	1. Accounts Officer (Bill) 2. Accounts Officer of Circle Office. 3. Executive Engineer/Estate Officer.	1. Full Powers for employees of Head Office and all Dy.Housing Commissioners. 2. Full Powers in respect of employees of Circle and Executive Engineer/Estate Officer . 3. Full Powers in respect of employees within their jurisdiction.
7	To sanction reimbursement of Consultation Fees paid to Board empanelled Medical Practitioners Within limit of rates approved by	1. Accounts Officer (Bill)	1. Full Powers for employees of Head Office and all Dy.Housing

	Head Office	<p>2. Accounts Officer of Circle Office.</p> <p>3. Executive Engineer/Estate Officer.</p>	<p>Commissioners.</p> <p>2. Full Powers in respect of employees of Circle and Executive Engineer/Estate Officer .</p> <p>3. Full Powers in respect of employees within their jurisdiction.</p>
8	To sanction Medical Advance for treatment	Chief Administrative Officer	<p>1(a) . Upto Rs. Twenty Five Thousand per case subject to maximum of 80% of estimate.</p> <p>(b) Above Rs. Twenty Five Thousand on recommendation of DME /Dean Medical College</p>
9	To empanel registered medical practitioner/Specialized Doctor and fixation of their Consultation charges	Housing Commissioner	Full Powers

Part -11 - Miscellaneous Establishment Matters

Sr. No	Nature of Power	Authority	Limits
1	Permission to acquire / disposal of immovable /movable property by the employee.	1. Chief Administrative Officer 2. Dy. Housing Commissioner	1. Full Powers for class I/II employees and Class III/IV for Head Officer 2. Full Powers for Class III /IV employees in his jurisdiction
2	Sanction of Festival Advance / Grain Advance	1. Chief Accounts Officer 2. Dy. Housing Commissioner 3. Executive Engineer / Estate Officer	1. Full Powers for employees of Head Office 2. Full Powers for employees of Circle Office . 3. Full Powers for employees of his office within his jurisdiction.
3	Issue NOC for applying outside Job	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers for class II/III/IV employees.
4	Issuing of NOC for acquiring Indian Passport	Chief Administrative Officer	Full Powers
5	Sanction of temporary advance or Part Final from GPF.	1. Chief Accounts Officer 2. Dy.Housing Commissioner	1. Full Powers for Head Office and all Class I Officers. 2.Full Power for Class II/III/IV employees within their jurisdiction
6	Approval of private visit outside India.	Housing Commissioner	Full Powers.

Section I - Administration

Subsection -B Non- Establishment Matters

Sr. No	Nature of Power	Authority	Limits
1.	Expenditure on exhibitions sponsored by State or Central Govt.	Housing Commissioner	Full Powers
2	To sanction hiring and rental of private building for Housing Board Office purpose.	Chief Administrative Officer	1. Full Powers (on basis of rent recommended by Rent Control Authority).
3	Awarding of Annual Maintenance Contract for Office equipments	1. Chief Administrative Officer 2. Procurement Committee	1. Full Powers upto Rs. 10 lacs per case, subject to availability of Budget. 2. Full Powers subject to availability of Budget.
4	Servicing and repairs of Office equipments	1. Chief Administrative Officer. 2. Dy.Housing Commissioner . 3. Executive Engineer / Estate Officer.	1. Full Powers for Head Office 2. Full Powers for Circle Office 3. Full Powers for his jurisdiction.
5	To award contract for Office services like photocopy ,Housekeeping services etc.	1. Chief Administrative Officer. 2. Dy.Housing Commissioner . 3. Executive Engineer / Estate Officer.	1. Full Powers for Head Office 2. Full Powers for Circle Office 3. Full Powers for his jurisdiction.
6	To Hire equipments, fixtures etc. for Official purposes.	1. Chief Administrative Officer. 2. Dy.Housing Commissioner .	1. Full Powers for Head Office 2. Full Powers for

		3. Executive Engineer / Estate Officer.	Circle Office 3. Full Powers for his jurisdiction.
7	Sanction of purchase of Air/Water Cooler/ Blowers	1. Chief Administrative Officer. 2. Dy.Housing Commissioner .	1. Full Powers for Head Office 2. Full Powers for his jurisdiction.
8	Sanction of purchase of / Air - conditioners	Chief Administrative Officer.	Full Powers
9	To fix daily rent for Board Rest Houses.	Housing Commissioner	Full Powers
10	To fix rent for Canteen Hall of Paryawas Bhawan	Housing Commissioner	Full Powers
11	To grant exemption from rent of Canteen Hall /Rest House	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Power for Board Rest Houses.
12	To permit visitors other than board employees for stay in Rest Houses	Dy.Housing Commissioner	Full Powers
13	Permission of hiring of Vehicles for Meeting / Visits of Housing Board officials and external distinguished visitors and as per exigencies of work.	1. Chief Administrative Officer 2. Dy.Housing Commissioners	1. Full Powers 2. Full Powers in their jurisdiction
14	To accord approval for purchase of Uniforms/liveries /or to approve equivalent cash disbursal to eligible employees. (The equivalent rate shall be decided by Chief Administrative Officer every two years.)	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle)s	1. Full Powers 2. Full Powers in their jurisdiction
15	To sanction standard rate for Agency charges for outsourcing of Housing Board work like Data Entry, Security/ Services, etc.	Chief Administrative Officer on recommendation of procurement Committee	Full Powers

16	To sanction Annual requirement of persons required from outsourcing agencies for outsourcing of Housing Board work like Data Entry, Security Services, etc.	Chief Administrative Officer	Full Powers
17	To accord approval for empanelment of Agency for outsourcing of Housing Board work like Data Entry, Security Services, etc. The empanelment shall not be for a period exceeding Two years	1. Chief Administrative Officer 2. Dy.Housing Commissioners	1. Full Powers 2. Full Powers in their jurisdiction
18	To accord approval for engaging of Manpower through such empanelled outsourcing agency as per the sanctioned annual requirement by Head Office.	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle)s	1. Full Powers 2. Full Powers in their jurisdiction
19	Sanctioning of expenditure on Postal /Courier services.	1. Chief Administrative Officer. 2. Dy.Housing Commissioners 3. Executive Engineers/ Estate Officers	1. Full Powers 2. Full Powers in Circle Office. 3. Full Powers in their jurisdiction.
20	Hiring and Payment of charges of vehicles hired as per vehicle Policy.	1. Chief Administrative Officer. 2. Dy. Housing Commissioner(Circle) . 3. Executive Engineer / Estate Officer.	1. Full Powers for Head Office 2. Full Powers for Circle Office 3. Full Powers for his jurisdiction.
21	Payment of Fuel charges of Board and hired vehicles (where ever applicable) within monthly limits of fuel consumption.	1. Branch Officer (MM) 2. Dy. Housing Commissioner(Circle). 3. Executive Engineer / Estate Officer.	1. Full Powers for Head Office 2. Full Powers for Circle Office 3. Full Powers for his jurisdiction.

22	Payment of Fuel charges of Board and hired vehicles (where ever applicable) for fuel consumption not more than 20% above monthly limits of fuel consumption.	Chief Administrative Officer	Full Powers
23	Payment of Demurrage /warfage charge	Dy.Housing Commissioner	Full Powers
24	Payment of Custom agent / Custom clearance charges	Dy.Housing Commissioner	Full Powers
25	To write off unserviceable dead stock , machinery , equipment , vehicles , furniture etc. which is beyond repairs or surplus and to prescribe its mode of disposal	1. Procurement Committee. 2. Dy.Housing Commissioner	1. Full Powers for Head Office. 2. For items of book value upto Rs. Fifty Thousand within its jurisdiction.
26	Formation of Committee to fix offset price for unserviceable dead stock , machinery , equipment , vehicles , furniture etc. for its disposal	Chief Administrative Officer	Full Powers
27	General expenses on Library and other Books and subscription to Newspaper periodicals (within Budget provisions)	1. Chief Administrative Officer. 2. Dy. Housing Commissioner(Circle) . 3. Executive Engineer / Estate Officer.	1. Full Powers for Head Office 2. Full Powers for Circle Office 3. Full Powers for his jurisdiction.
28	Printing of Diaries , News letter , Calendars etc.	Chief Administrative Officer.	Full Powers
29	Printing of Office Stationary (except MRB)	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle)	1. Full Powers 2. Full Powers for his jurisdiction
30	Printing of Money Receipt Book (Form A & B) and Binding of Ledger / Registers.	Chief Accounts Officer	Full Power (Chief Accounts Officer shall keep record of distribution of MRB with serial numbers).

31	Binding of Books including cutting stitching and spiral binding of Book, Booklets , Notes etc.	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle) 3. Executive Engineer/ Estate Officer	1. Full Powers 2. Full Powers for Circle Office 3. Full Powers within his jurisdiction .
32	Purchase of Stationary, consumables /computer consumables for office use	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle) 3. Executive Engineer/ Estate Officer	1. Full Powers 2. Full Powers for Circle Office 3. Full Powers within his jurisdiction .
33	Incurring of Petty Office expenses and contingencies including misc. item required for office use/decorum	1. Chief Administrative Officer 2. Chief Accounts Officer 3. Dy. Housing Commissioner(Circle) 4. Executive Engineer/ Estate Officer	1. Full Powers 2. Full Powers up to Rs. Two Thousand at a time. 3. Full Powers upto Rupees Two Thousand at a time subject to a limit of Rs Fifteen Thousand in a Financial Year for Circle Office. 4. Full Powers upto Rupees One thousand at a time subject to a limit of Rs Ten Thousand in a Financial Year. For offices within his jurisdiction .

34	To sanction Hospitality expenses in connection with visits of Important consumers , VIPs, Sr Government Officers etc.	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle) 3. Executive Engineer/Estate Officer	1. Full Powers for Head Office (for Section Heads of Head Office the Hospitality expenses shall be limited to Rs.Five Hundred per month). 2. Full Powers for Circle Office (upto Two thousand at time annual ceiling of Rs Ten Thousand .) 3. Full Powers (upto Rs Five Hundred at time annual ceiling of Rs Five Thousand .)within its jurisdiction.
35	Expenses on Board of Directors Meetings, Committee Meetings and sanction of expenses on Journey /Lodging /Boarding of Board of Directors whenever required.	Chief Administrative Officer	Full Powers
36	Expenses on Board Officials Meetings.	Chief Administrative Officer	Full Powers
37	Expenses on Journey /Lodging /Boarding of distinguished invitees /Sr Govt. Officials invited or coming for official work related to the Board.	Chief Administrative Officer	Full Powers
38	Incurring of expenditure on Meetings and Conferences (not covered above)	Housing Commissioner	Full Powers
39	Incurring of expenses towards decoration of office buildings, other arrangements, tea/snacks etc for Independence Day and	1. Chief Administrative Officer 2. Dy.Housing Commissioner	1. Full Powers 2. Full Powers for

	Republic Day/ any other official function.	3. Executive Engineer/Estate Officer.	Circle Office 3. Full Power within their jurisdiction
40	To fix monthly limit of consumption of fuel on vehicles allotted to officials of the Board.	Housing Commissioner	Full Powers
41	Formation and modification of vehicle Policy	Housing Commissioner	Full Powers
42	To award annual or casual contract for hiring of vehicles as per vehicle Policy	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle)	1. Full Powers for Head Office 2. Full Powers within their Jurisdiction.
43	To sanction payment of annual premium of Insurance/ Motor vehicle Tax of Board vehicles	1. Chief Administrative Officer 2. Dy. Housing Commissioner(Circle) 3. Executive Engineer/Estate Officer	1. Full Powers for Head Office 2. Full Powers for Circle Office. 3. Full Powers within their jurisdiction
44	Procurement of New Vehicles	Board of Directors	Full Powers
45	Insurance of Office equipments , wherever applicable.	1. Chief Administrative Officer 2. Dy.Housing Commissioner	1. Full Powers for Head Office. 2. Full Powers within their jurisdiction
46	To grant administrative approval and for Procurement of Office equipments including Computers & peripherals and Furniture.	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers up to Rs Twenty Five lakhs

47	To grant Tender approval for Procurement of Office equipments including Computers & peripherals and Furniture.	1. Procurement Committee. 2. Chief Administrative Officer	1. Full Powers 2. Full Powers upto Rs Twenty Five lakhs per case.
48	Approval of Communication Policy for land line telephones /Lease line /Fax lines/ internet/ mobile phone for Officers/ employees / Offices	Housing Commissioner	Full Powers
49	Sanction of land line telephones / Fax lines / Internet/ lease line/ mobile facility to any officer /staff / offices as per Communication Policy approved norms.	Chief Administrative Officer	Full Powers
50	Sanction of Monthly Telephone / Mobile / Internet/ Leased line /Fax bills as per communication Policy.	1. Chief Administrative Officer 2. Dy.Housing Commissioner 3. Executive Engineer/Estate Officer.	1. Full Powers 2. Full Powers for Circle Office 3. Full Power within their jurisdiction
51	Repairs and maintenance / purchase of spare parts, tyre tube , battery for departmental vehicles , within sanctioned limit.	1. Chief Administrative Officer 2. Dy.Housing Commissioner	1. Full Powers 2. Full Powers within their jurisdiction
52	Sanction for payment of Membership/ Professional charges of Professional Bodies	Housing Commissioner	Full Powers
53	Administrative Approval for non recurring expenditure such as lying of foundation stone / inauguration ceremony chargeable to capital /revenue works where no specific power is prescribed in the Delegation of Powers.	1. Addl Housing Commissioner (concerning the scheme). 2. Dy. Housing Commissioner	1. Full Powers upto Rs One lakhs per case 2. Full Powers upto Rs Fifty

		(circle)	Thousand per case.
54	Issuing of Advertisement in Newspapers for NIT or Offer for sale of properties as per approved Advertisement Policy	Public Relation Officer	Full Powers
55	Formation of Advertisement Policy	Housing Commissioner	Full Powers
56	Sanction of Payment of Advertisement Bills as per advertisement policy.	Public Relation Officer	Full Powers
57	Sanction of Grant to Social , Cultural and Sports societies and Institutions	Chairman	Full Powers up to Rs. Twenty Thousand per case per year and Rs. Two lakhs in a Financial Year.
58	Sanction of Advertisement on special occasion and payment of charges	Chairman	Full Powers upto Rs. Twenty Five Thousand per case per year subject to a limit of Rs. Two lakhs per financial Year.
59	Issuance of Project Advertisement through Bill Board / Hoardings / Unipole /Cable TV on request of Dy.Housing Commissioners as per Advertisement Policy.	Public Relation Officer	Full Powers
60	Sanction of Bill of Project Advertisement through Bill Board / Hoardings / Unipole /Cable TV	Dy.Housing Commissioner on certification by Public Relation Officer	Full Powers

Section II - Legal Affairs

Sr.No	Nature of Power	Authority	Limits
1	Formation of Legal Affairs Policy	Housing Commissioner	Full Powers
2	Empanelment of Advocates for cases in Supreme Court / National Forum /High Court / State forum / Central Industrial Court /Tribunal /District Court etc. as per Legal Affairs Policy	1. Housing Commissioner 2. Dy. Housing Commissioner	1. Full Powers for Supreme Court / National Forum /High Court / State forum / Central Industrial Court /State Industrial Court / Tribunal 2. Full Powers For District and subordinate Courts/Forum .
3	Appointment of Officer In charge for a case	1. Chief Legal Advisor 2. Dy. Housing Commissioner(Circle)	1. Full Powers for Supreme Court / National Forum /High Court / State forum / Central Industrial Court /State Industrial Court / Tribunal 2. Full Powers For District and subordinate Courts/Forum
4	Engagement of Advocate for a case from amongst empanelled Lawyers /Counsels.	1. Chief Legal Advisor	1. Full Powers for Supreme Court / National Forum /High Court / State forum / Central Industrial Court /State Industrial Court /

		2. Dy.Housing Commissioner	Tribunal 2. Full Powers For District and subordinate Courts/Forum .
5	Fixation of fees schedule for Advocates	Housing Commissioner	Full Powers
6	Payment of fees to Advocates as per schedule	Concerning Drawing and Disbursement Officer on recommendation of OIC of the Case	Full Powers
7	Payment of Court Fees and other expenses as per actual	Concerning Drawing and Disbursement Officer on recommendation of OIC of the Case	Full Powers
8	Permission to Hire services of a Lawyer / Counsel not in Panel	Housing Commissioner	Full Powers
9	Payment of Fees to Lawyer / Counsel beyond the fees prescribed in schedule	Housing Commissioner	Full Powers
10	Appointment of Tax /Financial Consultant for taxation cases /Financial matters and approval of their fees.	Housing Commissioner	Full Powers
11	Payment of fees of Tax /Financial Consultant on recommendation of O.I.C	Chief Accounts Officer	Full Powers
12	To sanction Implementation of orders or to file appeal /review in service matters passed by Court of Law/ Consumer Forum / Legal Authorities / Tribunals / Magistrates etc.	Housing Commissioner	Full Powers
13	To sanction Implementation of orders/decreed/award or to file appeal /review in non-service	1. Housing Commissioner	1. Full Powers

	<p>matters passed by Court of Law/ Consumer Forum / Legal Authorities / Tribunals / Arbitration Panel /Magistrates etc.</p> <p>(Any legal matter which pertains to policy of the Board or any legal order which is against the policy of board which may result into chain litigations shall be presented to Housing Commissioner irrespective of suit or property value).</p>	<p>2. Head of Section in Head Office.</p> <p>3. Dy.Housing Commissioner</p>	<p>2. Full Powers for matter pertaining to their sections upto suit or property value (as on date of the order)upto Rs. Fifty lakhs.</p> <p>3. Full Powers for matter pertaining to their jurisdiction upto suit or property value (as on date of the order)upto Rs. Five lakhs.</p>
14	<p>Administrative sanction to institute proceedings in a Court of Law/ Consumer Forum / Legal Authorities / Tribunals / Magistrates etc. (including suits or appeals of defense or implementation thereof based on legal advice in cases of Estate Wing).</p>	<p>1. Chief Estate Officer</p> <p>2. Dy. Housing Commissioner(Circle)</p>	<p>1. Full Powers</p> <p>2. Full Powers up to suit or property value up to Rs. Fifty lakhs</p>
15	<p>Sanction for lodging of complaints and prosecution for theft of Records or any other criminal offence against the Board.</p>	<p>1. Section Head in Head Office.</p> <p>2. Head of Office.</p>	<p>1. Full Powers for matters pertaining to section.</p> <p>2. Full Powers for matters pertaining to Office.</p>
16	<p>Administrative sanction to institute proceedings in a Court of Law/ Consumer Forum / Legal Authorities / Tribunals / Magistrates etc. after taking legal advice.</p>	<p>1. Housing Commissioner</p> <p>2. Section Head of Head Office</p>	<p>1. Full Powers</p> <p>2. For suit value or property value (as on date of the</p>

		3. Dy.Housing Commissioner	order) upto Rs. Five Crores. 3. For suit value or property value (as on date of the order)up to Rs. Fifty lakhs.
		4. Executive Engineer /Estate Officer.	4. For suit value or property value (as on date of the order) up to Rs. Ten lakhs.
17	Appointment of Arbitrator on behalf of the Board and to fix their remuneration.	Housing Commissioner	Full Powers
18	Payment of remuneration to Arbitrator	Drawing and Disbursing Officer on recommendation of OIC.	Full Powers.
19	Sanction of workman compensation under Workman Compensation Act for permanent disability of eligible Board employees in case of non-fatal/fatal accidents while on duty.	Chief Administrative Officer	Full Powers
20	Sanction of payment of incentive to Officer-In-Charge of court cases as per Government Policy.	Drawing and Disbursing Officer	Full Powers
21	Sanction of payment of expenses done in contempt of Court cases as per Government Policy	Drawing and Disbursing Officer	Full Powers

Section III - Estate and Land Management.

Subsection - A- Land Management

Sr. No	Nature of Power	Authority	Limits
1	To identify the Government land for Projects	Executive Engineer	Full Powers
2	To identify the private land for projects to be acquired under the Land Acquisition , Rehabilitation and Resettlement Act 2013	Dy.Housing Commissioner (circle)	Full Powers
3	To identify land and a planning area (Land Pooling) under section 34 of the MPHIDB Act for a project.	Dy.Housing Commissioner	Full Powers
4	Sanction to apply for identified Government Land for allotment to Collector for a Project.	Dy.Housing Commissioner	Full Powers
5	Application to Collector for allotment of identified Government Land for a Project after obtaining the approval from Dy.Housing Commissioner(circle) .	Executive Engineer	Full Powers
6	Sanction of land premium and associated charges and levies to Collector based on the demand issued by the Collector for the applied Government land.	Dy.Housing Commissioner	Full Powers
7	Payment of land premium and associated charges and levies to Collector based on the demand issued by the Collector for the applied Government land.	Executive Engineer	Full Powers
8	To take possession of Government land allotted by Collector.	Assistant Engineer	Full Powers
9	Permission to conduct or get done feasibility study /demand	Dy.Housing Commissioner	Full Powers

	assessment / economic viability survey for Project proposed on Private land to be acquired or by land pooling (under section 34).		
10	To consider and recommend on undertaking the project on the basis of feasibility study /demand assessment / economic viability survey for Project proposed on Private land to be acquired or by land pooling.	Project Committee of Head Office.	Full Powers
11	To sanction acquisition of land or pooling of land to undertake the project on the basis of recommendation of Project Committee of Head Office	Board of Directors	Full Powers
12	To issue orders for land acquisition or land pooling after approval of Board for a project	Land Acquisition Officer	Full Powers
13	To apply to Collector for land acquisition proceedings based on the order of Land Acquisition Officer.	Executive Engineer	Full Powers
14	Sanction of Award amount to Collector as per the Land acquisition award issued by the competent authority	Dy.Housing Commissioner	Full Powers
15	Payment of Award amount to Collector as per the Land acquisition award issued by the competent authority	Executive Engineer	Full Powers
16	To take possession of Private land acquired under Land Acquisition , Rehabilitation and Resettlement Act 2013	Assistant Engineer	Full Powers
17	To sanction and pay regular lease rent , diversion rent, diversion premium , land revenue , Nazul rent, property tax or any other statutory levies imposed by State Government /Local bodies after	Executive Engineer	Full Powers

	assessing the correctness and reasonability of such demand.		
18	To formulate norms for protection of land acquired or allotted.	Land Acquisition Officer	Full Powers
19	To sanction expenditure on watch and ward services for protection of land to be engaged through outsourcing as per the norms.	Dy.Housing Commissioner	Full Powers
20	To grant Administrative sanction for construction of boundary wall / fencing for protection of land.	1 Land Acquisition Officer. 2. Dy.Housing Commissioner	1.Full Powers 2. Full Powers for land area measuring upto 4 hect.
21	To grant Technical sanction and approval of NIT for construction of boundary wall / fencing for protection of land.	Dy.Housing Commissioner	Full Powers
22	To grant tender approval for construction of boundary wall / fencing for protection of land.	Dy.Housing Commissioner	Full Powers
23	To prepare Land development scheme under section 34 of MPHIDB Act as per approval of Project Committee	Chief Architect in consultation with Dy.Housing Commissioner	Full Powers
24	Approval of Land development scheme and submission to Board	District level Housing and Infrastructure Development Committee.	Full Powers
25	Approval of Land development scheme and submission to State Government.	Board of Directors	Full Powers
26	Approval of Land development scheme under section 34 of MPHIDB Act .	State Government	Full Powers

27	Publication of approved Land Development scheme in gazette of MP and local Newspapers for invitation of objections or suggestions	Dy.Housing Commissioner	Full Powers
28	Decision on objection or suggestion received	District level Housing and Infrastructure Development Committee.	Full Powers
29	Power to hear and decide appeal against decisions of District level Housing and Infrastructure Developing Committee on objections and suggestions	Board of Directors	Full Powers
30	Approval and grant of permission for publication of final land development scheme.	Board of Directors	Full Powers
31	Execution of agreement with owners of private land in such form and on such terms and conditions prescribed by the state government.	Executive Engineer	Full Powers
32	Decision on allotment of developed plots to private land owners in case of land pooling scheme under section 34.	Committee comprising of Chief Estate Officer , Dy.Housing Commissioner (Circle) , Executive Engineer	Full Powers

Subsection - B - Estate Management

Part -1 - Self Financing Scheme

SNo	Nature of Power	Authority	Limits
1	Initial and final cost fixation of Project for sale as per rules	Dy.Housing Commissioner	Full Powers
2.	Invitation of Registration for Residential properties	Estate Officer	Full Powers
3	Selection of applicant by lottery as per the procedure.	Estate Officer	Full Powers
4	Issuing the Registration confirmation letter after lottery.	Estate Manager	Full Powers
5	Execution of tripartite agreement for purpose of loan to the applicant.	Estate Manager	Full Powers
6	Refund of Registration amount to unsuccessful applicant.	Estate Officer	Full Powers
7	Preparation/ fixation of Payment schedule as per rules.	Estate Officer	Full Powers
8	Approval of revision of payment schedule as per rules.	Dy.Housing Commissioner	Full Powers
9	Issuance of Notices to selected applicants to deposit money	Estate Manager	Full Powers
10	Refund after necessary deductions to applicants who decide to withdraw from the scheme	Estate Officer	Full Powers
11	Allocation of property number to selected applicants through lottery and its intimation to the applicant.	Estate Officer	Full Powers
12	Cancellation of allotment due to default in payment of installment as per schedule. after following due process as per rules.	Dy.Housing Commissioner	Full Powers
13	Refund of Money deposited after cancellation of allotment by Dy.Housing Commissioner, after necessary deductions	Estate Officer	Full Powers

14	Cost fixation of Individual property at time of final allotment of new property.	Estate Officer	Full Powers
15	Cost fixation of individual unsold property before advertisement.	Dy.Housing Commissioner (circle)	Full Powers
16	Issuing of final Allotment letter in prescribed format to registered applicant with property number as per final cost fixation of the individual property	Estate Officer	Full Powers
17	Change / Mutual exchange of Property Number on request of allottees	Estate Officer	Full Powers
18	Execution of lease deed / sale deed of the property	Estate Officer	Full Powers
19	Issue of possession letter to allottee.	Estate Manager	Full Powers
20	Handing over of physical possession of the property to applicant.	Assistant Engineer	Full Powers
21	Transfer of property by sale or succession in Housing Board records	Estate Officer	Full Powers
22	Issue of No Dues Certificate / No Objection Certificate to the property owner.	Estate Manager	Full Powers
23	Addition / Deletion of Co-owner (Joint name) as per rules.	Estate Officer	Full Powers
24	To hear and decide First appeal against the decision of Estate Officer / Estate Manager	Dy.Housing Commissioner	Full Powers
25	To hear and decide second appeal against the decision of Dy.Housing Commissioner.	Chief Estate Officer	Full Powers
26	To hear and decide revision on application or suo-motto against the order passed by Dy.Housing Commissioner / Estate Officer	Chief Estate Officer	Full Powers

	/Estate Manager		
27	In case of cancellation/ Withdrawal / curtailment of approved project due to Land dispute/delay in execution / No demand/litigation /other force majeure conditions etc. By competent authority, permission to allot incomplete houses (on as is where is basis) based on cost fixation by competent authority.	Estate Officer	Full Powers
28	Refund of registration amount/ installments with applicable interest in case of cancellation/ withdrawal / curtailment of approved project.	Executive Engineer/Estate Officer	Full Powers

Part -2 - Hire Purchase Scheme

sno	Nature of Power	Authority	Limits
1	Execution of lease deed and Sale deed for properties allotted on hire purchase basis.	Estate Officer	Full Powers
2	To initiate eviction proceeding against defaulter allottees in the court of Competent Authority.	Estate Officer	Full Powers
3	To take re-possession of the property from the defaulter allottee after orders of the competent authority	Assistant Engineer	Full Powers
4	Transfer of property under Hire Purchase scheme as per rules.	Estate Officer	Full Powers
5	Transfer of Property in Hire Purchase Scheme to present occupant if installments are due, as per prevailing rules.	Estate Officer with the approval of Dy.Housing Commissioner (Circle)	Full Powers
6	Conversion of rental to Hire/Outright purchase (Only for MPHIDB regular Staff as per rule).	Personnel Management Committee (HO)	Full Powers
7	Revision of rent of commercial /Residential property as per the policy/rules of the Board.	Estate Officer	Full Powers
8	Disposal of Rental properties through a due process as per rule.	Dy.Housing Commissioner	Full Powers

Part -3 - Sale of Property by Offer

Sr.No	Nature of Power	Authority	Limits
1	Fixation of upset price	Dy.Housing Commissioner	Full Powers
2	Advertisement for call of Offers for sale of property	Estate Officer	Full Powers
3	Receipt and opening of offers	Estate Officer	Full Powers
4	Sanction / Acceptance of offers equal to or above upset price for all kind of properties.	1. Board of Directors 2. Chairman 3. Housing Commissioner 4. Chief Estate Officer 5. Dy.Housing Commissioner 6. Estate Officer	1. Full Powers 2. For properties having upset value upto Rs. Twenty Five Crore. 3. For properties having upset value upto Rs.Ten Crore. 4. For properties having upset value upto Rs.Five Crore . 5. For properties having upset value upto Rs.Two Crore. 6. For properties having upset value upto Rs.Twenty five lakhs.
5	Rationalization of upset value of unsold property as per rule	Chief Estate Officer	Full Powers
6	Issue of Allotment letter in prescribed format.	Estate Officer	Full Powers
7	Refund of Earnest Money Deposit to unsuccessful bidder.	Estate Officer	Full Powers
8	Extension of time limit for deposition of balance amount with interest. (No extension shall	1. Dy.Housing Commissioner	1. Full Powers up to One Hundred twenty days after

	be granted after One hundred twenty days after issue of allotment letter and allotment will be cancelled and deposit will be refunded as per rules). This time limit will not be applicable for Govt. department/PSUs /Scheduled Banks	2. Estate Officer	date of issue of allotment letter. 2. Full Powers up to ninety days after date of issue of allotment letter.
9	Allotment of property (Plot/Building) to Govt. department/PSUs /Scheduled Banks on application, as per rules	Housing Commissioner	Full Powers
10	Execution of Sale Deed/Lease deed	Estate Officer	Full Powers
11	Issuance of Possession letter of Property	Estate Manager	Full Powers
12	Physical possession of property to allottee	Assistant Engineer	Full Powers
13	Imposition and recovery of penalty / charges as per prevailing rule in case allottee does not take possession within prescribed time limit.	Estate Officer	Full Powers
14	Cancellation of allotment on account of failure to deposit balance amount even after extension of time limit after following due process.	Dy.Housing Commissioner	Full Powers
15	Issuing of Advertisement for Information to Prospective / Existing Consumers of Board.	Dy.Housing Commissioner	Full Powers

Part -4 - Allotment of Adjacent Land.

Sr.No	Nature of Power	Authority	Limits
1.	Allotment of extra adjacent land (Residential only) to the adjacent property owners as per the prevailing rule after following due process for Bhopal, Indore, Gwalior, Jabalpur and Ujjain. (excluding flats)	1. Chairman. 2. Housing Commissioner 3. Chief Estate Officer 4. Dy.Housing Commissioner	1. Full Powers 2. Full Powers for land admeasuring up to Two Thousand sq.ft. 3. Full Powers for land admeasuring up to One Thousand sq.ft. 4.Full Powers for land admeasuring up to Five Hundred sq.ft.
2	Allotment of extra adjacent land (Residential only) to the adjacent property owners as per the prevailing rule after following due process for districts <u>other than</u> Bhopal, Indore, Gwalior,Jabalpur and Ujjain.(Excluding Flats)	1. Chairman. 2. Housing Commissioner 3. Chief Estate Officer 4. Dy.Housing Commissioner 5. Estate Officer	1. Full Powers. 2. Full Powers for land admeasuring up to Three Thousand sq.ft. 3. Full Powers for land admeasuring up to Two Thousand sq.ft. 4.Full Powers for land admeasuring up to One Thousand sq.ft 5. Full Powers for land admeasuring up to Five Hundred sq.ft

3	Issue of Allotment letter in prescribed format.	Estate Officer	Full Powers
4	Execution of Sale Deed/Lease deed of additional land	Estate Officer	Full Powers
5	Issue of Possession letter for additional land.	Estate Manager	Full Powers
6	Physical possession of property to allottee	Assistant Engineer	Full Powers

Part -5 - Miscellaneous (Estate Management.)

Sr.No	Nature of Power	Authority	Limits
1	To initiate eviction proceedings in the court of Competent Authority due to encroachment.	Executive Engineer/ Estate Officer /	Full Powers
2	To report encroachment on board property.	Assistant Engineer	Full Powers
3	To initiate eviction proceeding against defaulter allottees in the court of Competent Authority due to nonpayment of dues of the Board.	Estate Officer	Full Powers
4	To take re-possession of the property after orders of the competent authority	Assistant Engineer	Full Powers
5	Upkeep and Maintenance of Ledger of Allottees (Posting of all receipts / calculation of dues and penalties)	Estate Manager	Full Powers
6	Issue of notices to allottees for deposition of Lease rent, Water charges, MLC, CSC, Installments and other dues.	Estate Manager	Full Powers
7	Recovery of Government Loans/ from beneficiaries (house loan sanctioned prior upto 1972)	Chief Accounts Officer	Full Power
8	Final execution of deed of re-conveyance in favour of loanes.	Chief Estate Officer	Full Powers after receiving NOC from account section.

Section - 4- Finance and Accounts

Subsection -A- Budget

Sr.No	Nature of Power	Authority	Limits
1	Approval of Annual Budget of the Board	Board of Directors	Full Powers
2.	a) Compilation and finalization of Annual Budget . b) Preparation of Annual Budget	1. Chief Accounts Officer 2. Accounts Officer (budget) 3. Accounts Officer (Circle)	1. Full Powers with the consultation of Section Heads and Final approval of Housing Commissioner . 2. For Head Office 3. For Circle.
3.	Appropriation of Budget Heads	1. Housing Commissioner. 2. Chief Accounts Officer.	1.Full Powers for Major Heads and inter schemes. 2. Full Powers for Minor Heads of same scheme.
4	Annual closing of Budget.	Chief Accounts Officer	Full Powers
5	Budget provision for new scheme / Projects /works	Chief Accounts Officer	Full Powers with the approval of Housing Commissioner
6	Allotment of Project /Scheme/ works Code	Accounts Officer (Budget)	Full Powers
7	Annual Budgeting for Deposit Work	Chief Accounts Officer	Full Powers
8	Annual Budgeting for the accrued interest	1.Chief Accounts Officer 2. Accounts Officer (Budget)	1 Full Powers for annual 2. Full Powers for quarterly budgeting
9	Annual Budgeting for the loan & repayment	1.Chief Accounts Officer 2. Accounts Officer (Cash)	1 Full Powers for annual 2. Full Powers for quarterly budgeting

Subsection -B- Fund Management

Sr.No	Nature of Power	Authority	Limits
1	Disbursal of fund for Works of MPHIDB	Chief Accounts Officer	Full Powers subject to AA/TS and budget ceiling.
2	Disbursal of fund for Deposit Works	Chief Accounts Officer	Full Powers up to the Budget ceiling for assigned work.
3	Disbursal of Fund from Central account for administrative and others expenditure.	Chief Accounts Officer	Full Powers
4	Diversion of Fund for deposit work of same Department between different scheme /work/project	Housing Commissioner	Full Powers with the consent of concerned Department
5	Disbursal of the funds for maintenance of Board Colony before transfer to Local Bodies.	Chief Accounts Officer	Expense on Maintenance should be within the limit of Maintenance charge of Land (MLC)
6	Permission for disbursal of the funds for maintenance of Board Colony before transfer to Local Bodies beyond the provision in cost fixation	Housing Commissioner	Full Powers
7	Disbursal of the funds for payment to local bodies towards transfer of Colony according to the order of the competent authority.	Chief Accounts Officer.	Full Powers
8	Cheque issue /signing authority	1. Chief Accounts Officer	1. Full Powers in joint signature with Accounts Officer

		2. Accounts Officer (cash/Pension /GPF) 3. Accounts Officers (Circle) 4. Dy.Housing Commissioner 5. Executive Engineer/Estate Officer	(cash/Pension /GPF) 2. Full Powers upto Rs. Five lakhs in Head Office. 3. Full Powers upto Rs. One lakhs in case of circle offices. 4. Full Powers in joint signature with Accounts Officer in case of circle office. 5. Full Powers in joint signature with Accountant in case of Division office/Estate Office.
9	Investment of surplus fund in schedule Banks as prescribed by Commissioner institutional Finance, by calling competitive offers from Banks.	Chief Accounts Officer	Full Powers
10	Investment of surplus fund in other Government securities if it is beneficial on returns.	Board of Directors	Full Powers
11	To fix limit of imprest for office contingencies for Head Office and Other offices	Housing Commissioner	Full Powers
12	Initial sanction and permission for recoupment of imprest for Office Contingencies for the financial year as per the limit prescribed by Housing Commissioner.	Chief Administrative Officer 2. Dy.Housing Commissioner 3. Executive Engineer/Estate	Full Powers for Head Office 2. Full Powers for Circle Office. 3. Full Powers for Division/Estate

		Officer	Office and subdivision Offices under their jurisdiction.
13	Return of fund received for execution of deposit works in case of non execution of work as ordered by competent authority	Chief Accounts Officer	Full Powers
14	Approval of Agreement / Memorandum of Understanding with Banks/Financial Institutions /HUDCO for Fund Management, Project financing , financing for Beneficiaries etc.	Housing Commissioner	Full Powers

Subsection - C - Resource Mobilisation

Sr.No	Nature of Power	Authority	Limits
1	Sanction to take Loans for projects	Board of Directors	Full Powers
2	Sanction to take short term / medium term loan for cash management against Deposits	Housing Commissioner	Full Powers
3	Signing of Agreement for sanctioned Loan.	Chief Accounts Officer	Full Powers with joint signature of Addl. Housing Commissioner of the scheme.
4	Pre payment for closure of sanctioned loan.	Housing Commissioner	Full Powers
5	Sanctioning of loan processing charges and other incidental charges.	Chief Accounts Officer	Full Powers
6	Decision to apply for Rescheduling/ restructuring of loan.	Board of Directors	Full Powers

Sub-Section - D- Cashbook /Main Ledger / Subsidiary Ledger /
MRB and Bank reconciliation /Balance Sheet

Sr.No	Nature of Power	Authority	Limits
1	Preparation / up keeping / Checking of Cash Book / all Accounts Ledgers /Registers for Head Office	1. Chief Accounts Officer for centralized account 2. Accounts Officer (cash) for HO zone, NVS and world bank works. 3. Accounts Officer (GPF) for GPF Account 4. Accounts Officer (Pension) for Pension account & others	1. Full Powers 2. Full Powers 3. Full Powers 4. Full Powers
2	Preparation / up keeping / Checking of Cash Book / all Accounts Ledgers /Registers for Circle Office	Accounts Officer of Circle	Full Powers
3.	Preparation / up keeping / Checking of Cash Book / all Accounts Ledgers /Registers for Division Office	Executive Engineer	Full Powers
4	Preparation / up keeping / Checking of Cash Book / all Accounts Ledgers /Registers for Estate Office under division offices	Estate Officer	Full Powers
5	Preparation / up keeping / Checking of Cash Book / all Accounts Ledgers /Registers for Estate Office (Zonal)	Estate Officer	Full Powers

6	Preparation and checking of Bank reconciliation work(form 51)	1. Accounts Officer DDO concerned and Divisional Accountant / Accountant /Cashier	Full Powers
7	Preparation of Final Accounts	1. Chief Accounts Officer 2. Accounts Officer of Circle	1. Full Powers for consolidated accounts of MPHIDB 2. Full Powers for Circle
8	Compilation of Monthly / Annual Accounts of Head Office	Accounts Officer (compilation)	Full Powers
9	Compilation of Monthly Accounts of Circle	Accounts Officer of circle.	Full Powers

Section - 5 - Audit

Subsection -A- Statutory Audits

Sr.No	Nature of Power	Authority	Limits
1	Compliance of Audit reports and conveyance of settled audit paras of AG MP.	1. Chief Audit Officer. 2. Dy.Housing Commissioner	1. Full Powers for Head Office. 2. Full Power for their jurisdiction.
2.	Compliance of factual statements / draft paras/ AG's Audit Report / Committee of Public Undertaking 's report/	Chief Audit Officer	Full Powers
3	Compliance of reports and conveyance of settled observations of CA	1. Chief Account Officer. 2. Dy.Housing Commissioner	1. Full Powers for Head Office. 2. Full Power for their jurisdiction.
4	Sanction and payment of AGMP's Audit Fees and contingencies expenses.	Chief Accounts Officer	Full Powers
5	To constitute High Power Committee.	Housing Commissioner	Full Powers
6	To Organise High Power Committee of AGMP.	Chief Accounts Officer/Chief Audit Officer	Full Powers

Subsection - B- Internal Audit

Sr.No	Nature of Power	Authority	Limits
1	Sanction of Annual Audit programme	Housing Commissioner	Full Powers
2	Sanction of special audit based on the requirement	Housing Commissioner	Full Powers
3	Formation of Audit team	Chief Audit Officer	Full Powers
4	Finalisation of Audit reports and conveyance of settled audit paras of previous period.	Chief Audit Officer	Full Powers with the consultation of Chief Accounts Officer
5	Sanction of Filing of First Information Report with District Police or any other authority as reported by Chief Audit Officer/ Chief Accounts Officer in case of theft, embezzlement, misappropriation, defalcation or financial loss.	Housing Commissioner	Full Powers
6	Settlement of Audit paras with or without directions.	1. Chief Audit Officer. 2. Finance Committee of Head Office. 3. Audit committee of Board	1. Full Powers in cases of full compliance of paras with zero financial loss. 2. Full Powers for financial loss up to Rs Fifty Thousand in each case. 3. Full Powers
7	1. Issue of reminders and compliance within time limit from Field Officers. 2. Compliance of Audit paras after prescribed time limit.	1. Audit Officer 2. Chief Audit Officer	1. Full Powers 2. Full Powers
8	Proposal for disciplinary action in case of major audit findings to Housing Commissioner.	Chief Audit Officer	Full Powers

Section -6- Project Management and Technical Affairs.

Sub Section- A - Administrative Approval

Sr.No	Nature of Power	Authority	Limits
1	Approval of Annual Housing & Infrastructure Development Plan according to Section 35 of the Act.	Board of Directors	Full Powers
2	To accord Administrative Approval for survey and investigation for Projects approved in the Annual Plan.	1. Addl. Housing Commissioner. 2. Dy.Housing Commissioner (Circle)	1. Full Powers 2. Full Powers up to Rs. One lakh.
3	To accord Administrative Approval for feasibility study for Selected Projects approved in the Annual Plan.	1. Addl. Housing Commissioner. 2. Dy.Housing Commissioner (Circle)	1. Full Powers 2. Full Powers up to Rs. Two lakhs.
4	To accord Administrative Approval based on Detailed Project Report (DPR) to Projects approved in the Annual Plan.	Housing Commissioner	Full Powers
5	To accord Administrative Approval based on Detailed project Report (DPR) to Projects not included in Annual Plan.	Board of Directors	Full Powers
6	To accord approval for submission of proposal to Competent Authority for Administrative Approval under Government Schemes.	Housing Commissioner	Full Powers
7	To accord Administrative Approval for Modifications/ addition / alteration / Renovation in existing Office / Residential buildings of the Board.	1. Housing Commissioner 2. Chief Administrative Officer	1. Full Powers 2. Full Powers up to Rs. Ten lakhs per annum for Head Office.

		3. Dy.Housing Commissioner (Circle)	3. Full Powers up to Rs. Two lakhs per annum.
8	To accord Administrative Approval for procurement of Tools, plants and machinery for technical work and quality control.	1. Housing Commissioner 2. Addl. Housing Commissioner	1. Full Powers 2.Full Powers up to Rs. Ten lakhs per annum.
9	To accord Administrative Approval to special repairs for project buildings (other than deposit works).	Addl. Housing Commissioner	Full Powers subject to budget provision.
10	To accord Administrative Approval to special repairs for defect rectification in deposit works executed by Board.	Addl. Housing Commissioner	Full Powers subject to recovery proposal from responsible Contractors / officers.
11	Revised Administrative Approval for Projects other than projects in the Government Scheme and deposit works.	1. Board of Directors 2. Chairman	1. Full Powers 2. Full Powers up to Rs Fifty Crore (revised cost).
12	Authority to accept Deposit works from Central/State Government departments and their undertakings.	1. Housing Commissioner 2. Addl. Housing Commissioner 3. Dy.Housing Commissioner (circle) 4. Executive Engineer.	1. Full Powers 2. Full Powers up to work costing Rs Fifty Crore. 3. Full Powers up to work costing Rs. Ten Crore. 4. Full Powers up to work costing Rs. One Crore.

13	Forwarding of proposals for revised Administrative Approval to competent authority of the government for the projects under government scheme.	Housing Commissioner	Full Powers
14	Forwarding of proposals for revised Administrative Approval to competent authority of depositor department	Addl. Housing Commissioner	Full Powers
15	To accord approval of survey, investigation and preparation of preliminary scheme for Government scheme and deposit works and necessary financial sanction	1. Housing Commissioner 2. Addl. Housing Commissioner. 3. Dy.Housing Commissioner	1.Full Powers 2 Full Powers up to Rs. Two lakhs. per project. 3. Full Powers up to Rs. Fifty thousand only
16	Authority to accept Deposit works from private organizations.	Housing Commissioner	Full Powers
17	Adopting Schedule of Rates (SOR) issued from time to time by works/ Other departments of Government of Madhya Pradesh/Government of India.	Housing Commissioner on recommendation of Technical Committee.	Full Powers
18	Adopting Tender Documents issued from time to time by works departments of Government of Madhya Pradesh.	Housing Commissioner on recommendation of Technical Committee	Full Powers
19	Approval or adopting Model tender documents for Turnkey/ Engineering Procurement Construction projects/ PPP Projects.	Housing Commissioner on recommendation of Technical Committee	Full Powers

20	Cancellation/ Withdrawal / curtailment of approved project due to Land dispute / delay in execution / No demand / litigation /other force majeure conditions etc.	Chairman	Full Powers
21	Maintenance of Services in Colonies/ Commercial complexes of the Board	Dy.Housing Commissioner (circle)	Full Powers subject to availability of maintenance fund.

Sub Section-B- Technical Sanction

S.No	Nature of Power	Authority	Limits
1	Powers to accord technical sanction to estimates of the projects administratively approved.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner 3. Executive Engineer	1. Full Powers. 2. Full Powers up to Rs Five Crore 3. Full Powers up to Fifty lakhs
2	Powers to revise Technical Sanction.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner(Circle)	1. Full Powers 2. Full Powers for the works Technically Sanctioned up to Rs Fifty lakhs.
3	Powers to split sanctioned estimate for purpose of inviting tenders	Addl. Housing Commissioner	Full Powers
4	Approval to structural designs (In house or by Consultant) for civil works of buildings and development work.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner. (Circle)	1. Full Powers for works technically sanctioned by them. 2. Full Powers for works technically sanctioned by them and their Executive Engineer.
5	To accord Technical Sanction for maintenance of colonies / complexes	Dy.Housing Commissioner(circle)	Full Powers subject to availability of fund
6	To accord Approval for Modification / Change of specifications in ongoing Projects on request of Depositor / Allottees / as per Technical requirement	Dy.Housing Commissioner	Full Powers subject to the condition that there is no variation in project cost.

7	To accord Approval for Modification / Change of specifications in ongoing Projects on request of Depositor / Allottees / as per Technical requirement, when there is increase in project cost	Addl. Housing Commissioner.	Full Powers
8	To accord Technical Sanction approval for supplementary estimates of main project.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner (Circle) 3. Executive Engineer	1. Full Powers to approve supplementary estimates for projects Technically Sanctioned by him. 2. Full Powers to approve supplementary estimates for projects Technically Sanctioned by him. 3. Full Powers to approve supplementary estimates for projects Technically Sanctioned by him.

Sub Section- C-Approval of NIT

Sr.No	Nature of Power	Authority	Limits
1.	Approval of Tender documents (NIT) without deviation from standard Bid documents as specified in Works Department Manual, Government of Madhya Pradesh.	1. Addl. Housing Commissioner. 2. Dy.Housing Commissioner (Circle). 3. Executive Engineer.	1. Full Powers. 2. Full Powers up to Rs Three Crore. 3. Full Powers up to Twenty lakhs on SOR items only.
2.	Approval of Tender documents (NIT) for works where special conditions have to be specified incorporated in standard Bid document of MP PWD.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner (Circle)	1. Full Powers. 2. Full Powers up to Rupees Three Crore in case of percentage rate tender.
3	Approval of tender documents (NIT) for Turnkey/ lump sum projects.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner (circle)	1. Full Powers. 2. Full Powers up to Rs. Three Crore
4	Approval of tender documents (NIT) for Engineering Procurement Construction projects	Addl.Housing Commissioner	Full Powers

Sub Section- D-Tender Invitation (Release and Opening)

Sr.No	Nature of Power	Authority	Limits
1	Invitation of Tenders and opening for all type of projects.	Executive Engineer	Full Powers
2	Approval of Post Qualification of Construction agencies for works wherever applicable.	Dy.Housing Commissioner (circle)	Full Powers on the recommendation of Executive Engineer
3	Invitation of Quotations and its opening for miscellaneous works/maintenance related to project to be carried out on short notice.	1. Dy.Housing Commissioner (circle) 2. Executive Engineer. 3. Assistant Engineer	1. Full Powers up to Rs. Twenty five Thousand for each work . 2. Full Powers up to Rs. Ten Thousand for each work. 3. Full Powers up to Five thousand only .
4	Petty expenses as defined in Works Manual of the State Government for Miscellaneous works / maintenance works.	1. Dy.Housing Commissioner 2. Executive Engineer 3. Assistant Engineer 4. Sub Engineer	1. Full Powers up to Rs Five Thousand 2. Full Powers up to Two Thousand 3. Full Powers One Thousand 4. Full Powers up to Rs Five Hundred.

Sub Section-E-Award of Contract.

Sr.No	Nature of Power	Authority	Limits
1.	To approve Tenders on Engineering Procurement Construction (EPC) basis.	1. Board of Directors 2. Chairman 3. Housing Commissioner	1. Full Powers 2. Full Powers up to Rs. Fifty crore. 3. Full Powers up to Rs. Twenty Crore.
2.	<p>To approve Tenders on Percentage Rate Basis.</p> <p>Note :</p> <p>1. The amount indicated in column no. 4 is inclusive of tender premium.</p> <p>1.1 Authorities indicated at column no 3 at Sr.no 4 to 6 shall accept tender when the tender rate (premium) received is not more than 10 percentage above the Estimated cost.</p> <p>1.2 When the tender rate received is more than 10 percent above the Probable Amount of Contract (PAC) in case of column no. 3 at Sr.no. 4 to 6 the tender will be decided by next higher authority.</p> <p>1.3 In the event the Quoted value of work comes such that the amount falls in the power of a lower authority , still in such case PAC shall govern the authority for deciding the tender</p>	<p>1. Board of Directors or its empowered committee.</p> <p>2. Chairman</p> <p>3. Housing Commissioner</p> <p>4. Addl. Housing Commissioner</p> <p>5. Dy.Housing Commissioner (circle Office)</p> <p>6. Executive Engineer</p>	<p>1. Full Powers</p> <p>2. Full Powers up to Rs. Fifty Crore.</p> <p>3. Full Powers up to Rs. Twenty Five Crore</p> <p>4. Full Powers up to Rs. Ten crore.</p> <p>5. Full Powers up to Rs. Five Crore</p> <p>6. Full Powers up to Rs. One Crore.</p>

	<p>only for authorities in column no 3 at sr. no 4 to 6 .</p> <p>1.4 The Bid Value shall govern the authority for deciding the Tender.</p>		
3	<p>To approve Tenders invited on Turnkey/ lump-sum basis</p> <p>Note : The Bid Value shall govern the authority for deciding the Tender.</p>	<p>1. Board of Directors or its empowered committee.</p> <p>2. Chairman</p> <p>3. Housing Commissioner</p> <p>4. Addl. Housing Commissioner.</p> <p>5. Dy.Housing Commissioner.</p>	<p>1. Full Powers</p> <p>2. Full Powers up to Rs. Twenty Five Crore</p> <p>3. Full Powers up to Rs. Ten Crore.</p> <p>4. Full Powers up to Rs. Five crore.</p> <p>5 . Full Powers up to Rs. One Crore for their jurisdiction</p>
4	<p>Conveyance of decision on tender to the Executive Engineer / Dy.Housing Commissioner (circle)</p>	<p>1. Addl. Housing Commissioner</p> <p>2. Dy.Housing Commissioner (Circle Office).</p>	<p>1. Full Powers tender decided by Board of Directors or its committee, Chairman, Housing Commissioner and Addl. Housing Commissioner.</p> <p>2. Full Powers for tender decided by Dy.Housing Commissioner</p>

5	Issue of Letter of Acceptance (LoA) to contractor/ construction agency after acceptance of tender by competent authority.	Executive Engineer	Full Powers
6	Signing of Agreement with Contractor /construction Agencies after acceptance of tender by the competent authority.	Executive Engineer	Full Powers
7	Issue of work order to contractor / construction agencies, wherever applicable.	Executive Engineer	Full Powers
8	Signing of Agreement with consultants.	Dy.Housing Commissioner	Full Powers for their jurisdiction

Sub Section- F-Project Monitoring.

Sr.No	Nature of Power	Authority	Limits
1	Notice to Contractor/ Construction agency for non compliance of terms of agreement	Executive Engineer	Full Powers
2	Notice to Contractor / Construction agency for termination of contract	Executive Engineer	Full Powers
3	Termination of Contract and forfeiture of securities etc.	Executive Engineer	Full Powers
4	To hear and decide disputes arising out of operation of contract on request of Contractor / Construction agency.	Dy.Housing Commissioner	Full Powers for their jurisdiction.
5	To hear and decide appeal against orders on dispute resolution decided by Dy.Housing Commissioner.	Addl. Housing Commissioner	Full Powers.
6	Notice to contractor / construction agency for delisting/suspension of registration for breach of agreement.	Addl. Housing Commissioner	Full Powers
7	To decide on the notice to Contractor/ Construction agency regarding suspension of registration	Addl. Housing Commissioner	Full Powers
8	To hear and decide appeal against order of suspension /delisting passed by Addl .Housing Commissioner	Housing Commissioner	Full Powers
9	Intimation of suspension/ delisting of registration of Contractor/Construction agency to Central Registration Authority MP PWD	Addl.Housing Commissioner	Full Powers

10	Inspection of office establishment and works.	1. Housing Commissioner. 2. Addl. Housing Commissioner. 3. Dy.Housing Commissioner 4. Executive Engineer	1. Full Powers. 2. Full Powers for his jurisdiction. 3. Full Powers for his jurisdiction. 4. Full Powers for his jurisdiction.
11.	Technical Audit of works.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner	1. Full Powers within their jurisdiction. 2. Full Powers within their jurisdiction.

Sub Section- G- Payment to Consultant and State Agencies.

<u>Sr.No</u>	Nature of Power	Authority	Limits
1	To verify the bills of consultants	Executive Engineer	Full Powers
2	Approval of payment to consultants	Dy.Housing Commissioner	Full Powers
3	Disbursement of payment to consultant	Executive Engineer	Full Powers
4	To accord approval for release of payments to state agencies like Madhya Pradesh Power transmission / Distribution companies, Chief Electrical Inspector , Town & Country Planning , State Environment Impact Assessment Authority, Local Bodies (Fees and Taxes),	Dy.Housing Commissioner.	Full Powers
5	To release payments to Madhya Pradesh Power transmission / Distribution companies, Chief Electrical Inspector, Town & Country Planning , State Environment Impact Assessment Authority, Local Bodies (Fees and Taxes) etc. After approval from competent authority.	Executive Engineer (Civil/Electrical)	Full Powers within his jurisdiction as per approval

Sub Section- H- Management of Works Contract

Sr.No	Nature of Power	Authority	Limits
1	To record measurement of works executed	Sub Engineer	Full Powers
2	Verification and checking of measurement	Assistant Engineer	Full Powers
3	Test check of measurements as per works department manual.	Executive Engineer	Full Powers
4	To prepare bill on basis of work done	Assistant Engineer	Full Powers
5	Approval to release mobilization advance as per the contract agreement.	Dy.Housing Commissioner (Circle)	Full Powers
6	Approval of secured advance against non perishable materials purchase and brought to site	Dy.Housing Commissioner (Circle)	Full Powers
7	Payment to contractor / construction agency for work done including advances. After approval from competent authority.	Executive Engineer	Full Powers
8	To approve rates for items of works not included in the agreement.	Dy.Housing Commissioner (Circle)	Full Powers
9	Approval of interim extension of time ,as per agreement	1. Executive Engineer 2. Dy.Housing Commissioner (circle)	1. Full Powers up to three months 2. Full Powers
10	To approve extension of time period for completion of contract and to finalize liquidated damages if applicable.	1. Addl. Housing Commissioner 2. Dy.Housing Commissioner	1. Full Powers 2. Full Powers in jurisdiction for works costing up to Rs Five Crore
12.	To issue completion certificate to construction agency	Executive Engineer	Full Powers

13	Release of security and miscellaneous deposits on completion of Project / work as per the provision of agreement.	Executive Engineer	Full Powers
14	Assessment of balance work and determination of liabilities of the terminated contract.	Executive Engineer	Full Powers with the approval of Dy.Housing Commissioner (circle)
15	Proceeding for recovery of balance amount of liabilities wherever applicable.	Executive Engineer	Full Powers

Sub-Section- I - Project Formulation

Part-1- Project Formulation

Sr.No	Nature of Power	Authority	Limits
1.	Preparation of Project requirement and preliminary concept of Project	Executive Engineer.	Full Powers with approval of Dy.Housing Commissioner (circle)
2	Preparation of Concept plan (Layout and building plan)	Chief Architect	Full Powers
3	Approval and revision of Concept Plan	Housing Commissioner on recommendation of Project Committee	Full Powers
4	To apply and obtain approval of various Govt. agencies for a project. (Approval of T&CP, EIA, Building permission, High Rise Committee etc).	Executive Engineer	Full Powers
5	Preparation of Detailed Project Report (DPR)	Executive Engineer (Civil /Elect)	Full Powers with approval of Dy.Housing Commissioner (circle)

Part- 2 - Project formulation Outsourcing

Sr.No	Nature of Power	Authority	Limits
1	Policy formulation for Empanelment / selection of Consultants.	Housing Commissioner	Full Powers
2.	Empanelment of Architect	Chief Architect	Full Powers
3.	Renewal of empanelment of Architect.	Chief Architect	Full Powers
4.	Selection of Architects for a project.	Jury constituted by the GoMP	Full Powers
5	Approval to appointment of Architect .	Chairman on recommendation of Jury.	Full Powers
6	Issue of Letter of Appointment of Architect.	Chief Architect	Full Powers
7	Approval of the format of Agreement with Architect.	Housing Commissioner	Full Powers
8	Issue of Letter of Intent (LoI) to the Consultant.	Dy.Housing Commissioner (circle)	Full Powers
9	Execution of Agreement with the Architect.	Dy.Housing Commissioner (circle)	Full Powers
10	Appraisal of project prepared by consultant	Project Committee (Head Office)	Full Powers
11	Approval of Project prepared by consultant.	Housing Commissioner on recommendation of Project Committee(Head Office)	Full Powers
12	Policy on Fixation of Architectural Fees based on guidelines issued by Council of Architecture.	Board of Directors	Full Powers

Part-3 - Project Management Consultant.

Sr.No	Nature of Power	Authority	Limits
1	Policy formation for employment of Project Management consultant	Housing Commissioner	Full Powers
2	To invite RFQ/RFP for appointment of project management consultant	Dy.Housing Commissioner (circle)	Full Powers
3	Evaluation of RFQ/RFP	Technical Committee of Head Office	Full Powers
4	Approval for appointment of Project consultant	Housing Commissioner on recommendation of Technical Committee.	Full Powers
5	Issue of letter of appointment to the consultant	Addl. Housing Commissioner	Full Powers
6	Execution of the agreement	Dy.Housing Commissioner (circle)	Full Powers

Subsection -J- Public Private Partnership Projects

Sr	Nature of Power	Authority	Limits
1	Identification and preparation of Public Private Partnership projects case wise approval.	Executive Engineer	Full Powers with approval of Dy.Housing Commissioner (circle)
2	Scrutiny and finalization of Detailed Project Report under Public Private Partnership mode	Project Committee of Head Office	Full Powers
3	Approval of RFP/RFQ for PPP projects.	Housing Commissioner on recommendation of Project Committee of Head Office	Full Powers
4	Invitation and receipt of RFQ /RFP and its opening.	Dy.Housing Commissioner	Full Powers
5	Approval of pre qualification of bidders	Addl .Housing Commissioner	Full Powers
6	Approval of financial proposal of the project	Board of Directors	Full Powers

Section -VII- Arjun Fitness Club.

Sr.No	Nature of Power	Authority	Limits
1	Formation of Management Committee	Board of Directors	Full Powers
2	Nomination of Members in Management Committee	Housing Commissioner and ex officio President of Management Committee	Full Powers
3	Fixation of Membership fees	Management Committee	Full Powers
4	Approval of Annual Work Plan of Arjun Fitness club	Management Committee	Full Powers
5	Administrative Approval for work to be taken in financial year as per Annual Work Plan.	Chief Administrative Officer and ex-officio Vice President of Management Committee	Full Powers
6	Petty expenditure for day to day running of Club.	1. Executive Engineer and ex-officio Secretary of Management Committee. 2. Manager Arjun Fitness Club.	1. Full Powers for expenditure up to Rs. Two Thousand 2. Full Powers for expenditure up to Rs Five Hundred.
7	Concession in Membership and usage Fees	Housing Commissioner	Full Powers
8	Grant and renewal of Membership	Manager Arjun Fitness Club.	Full Powers
9	Grant of Temporary Membership and fixing charges for it	Housing Commissioner	Full Powers
10	Appointment/Engagement of fitness trainers , lifeguards , Swimming instructors , Plant operators etc.	Management Committee	Full Powers

11	Fixation of Remuneration of fitness trainers , lifeguards , Swimming instructors , Plant operators etc.	Management Committee	Full Powers
12	Execution of agreement with contract employees	Manager Arjun Fitness Club	Full Powers

Note : The powers of Technical Sanction, NIT approval, Invitation of Bids and Tender approval shall be same as in other Board works.

Section -VIII- Information and Technology

Sr.No	Nature of Power	Authority	Limits
1	Modification in existing business processes or framing of revised business process/ standard operating procedure as deemed necessary to implement ERP (Enterprise Resource Planning)	Housing Commissioner	Full Power
2	Assignment of roles to access the ERP modules	Chief IT Officer / IT Officer	Full power
3	Approval for purchase of new computers, printers, UPS, Internet connectivity.	Housing Commissioner	Full powers
4	Procurement of Software.	Housing Commissioner	Full power
5	Management and maintenance of data.	Chief I T Officer	Full power
6.	Management and Maintenance of Hardware / Networking	Chief I T Office	Full Power

Section - IX - Inspections

Sr.No	Nature of Power	Authority	Limits
1	Inspections of Dy.Housing Commissioner and Executive Engineer	Chief Accounts Officer/Chief Audit Officer	Full Powers with the approval of Housing Commissioner
2	Inspection of Estate Office , Estate Office (zonal)	Accounts Officer(Head Office)	Full Powers with the approval of Chief Accounts Officer
3	Inspection of various sections of Head office	Chief Accounts Officer / Chief Administrative Officer	Full Powers with the approval of Housing Commissioner.
4	Preparation of annual roaster of inspection of field offices	Chief Administrative Officer	Full Powers with the approval of Housing Commissioner
5	Formation of team for surprise inspection of field offices.	Housing Commissioner	Full Powers
6	cognizance of major irregularities and taking action on inspection report	Housing Commissioner	Full Powers

**TERMS AND CONDITIONS RELATING TO SECURITY TO BE
FURNISHED BY SERVANTS OF THE BOARD**

- (1) **Forms of security** - The security required under Regulation 10 shall be furnished in one of the following forms, namely:
- (a) Cash
 - (b) Post Office Saving Bank Deposit
 - (c) Recurring Deposit Account in any of the Scheduled Banks.

Note: (i) A Post Office Saving Bank Deposit will be accepted as security, provided that the depositor has signed and delivered to the Postmaster a letter in the prescribed form.

(ii) Alternatively, security, in the form of cash may be offered with a request that it be deposited in the Post Office Saving Bank in the name of the pledgee. In the latter case, the pledgee shall send a letter through the person who has to furnish the security explaining the nature of security and requiring the Post Master to receive the deposit and issue the pass book in his (the pledgee's name). The person who is to furnish the security shall present a letter at the Post Office with the requisite amount in cash and the Saving Bank index card in the prescribed form signed at the foot by the pledgee. The Post Master will deliver the Saving Bank Passbook to the person pledging the security. The latter shall transmit without delay to the pledgee.

(iii) A Pass Book for the deposit in any of the Scheduled Banks will be accepted as security, provided that the account is pledged to the Madhya Pradesh Housing and Infrastructure Development Board.

(iv) The Housing Commissioner may, at the written request of the employee, change the manner of investment of the amount of security

deposited and pledged by the employee provided that the investment shall be only in any one of the forms mentioned above.

(2) **Interest** - An employee shall have the right to the annual interest on the securities other than those furnished in cash. Provided that in the event of any employee causing any loss to the Board, the interest due to him under this regulation shall be withheld, until the question of recovery or otherwise of such loss is settled.

(3) **Period of retention** - A security deposit shall be retained at least for six months from the date when he vacates his post, but the security bond shall be retained permanently or until it is certain that there is no further need for keeping it. While returning any security deposit, his acknowledgement shall be obtained duly signed and witnessed. When an interest bearing security is returned or re-transferred the acknowledgement shall set forth full particulars of the security.

(4) **Return of Security deposit and security bond when an employee is transferred** - When an employee who has furnished security in one office is transferred to another office under the control of the Board, the security shall be retained by the first office until the period specified in the security bond has expired, so that any amount ordered to be recovered during that period in respect of his service in the first office may be recovered from him. On the expiry of the specified period the employee who took the security shall release it from the pledgee in his favour and pass it on to the Head of the Office to which the employee has been transferred, requesting him to return it to the pledger to get a fresh security bond executed by him and to have the security duly pledged in favour of the proper authority to the extent necessary.

The pledgers acknowledgement mentioned above shall however, invariably be obtained and sent to the head of the first office.

The Head of the Office to which the employee is transferred shall require him to furnish security at once for any amount by which the security required for the new post exceeds that furnished for the former post. Apart from that, he may, if he considers the original security sufficient, wait for it to be passed on and duly pledged again and need not require the employee to furnish fresh security. He shall ascertain from the Head of the Office from which the employee is transferred, what amount of security he furnished therefore before it is passed on, and shall then decide whether that security will be sufficient or whether the employee shall be required to furnish security for the whole or any part of the amount.

(5) **Nomination** - The employee may nominate a person to receive the security deposit in the event of his death while in service or before the security is refunded.

Provided that where there is no nomination the Board shall pay the amount only to the person who produces the orders of a competent court entitling the said person or persons to receive the amount.

(6) **Forfeiture** - The amount of security deposit shall be forfeited in full or in part for lapses of duty as hereunder specified namely:

(a) *Defalcation or misappropriation*: Forfeiture of the entire security even where the amount involved is less than the amount of security deposit.

(b) *Negligence of duty resulting in loss to the Board*: Forfeiture of an amount equivalent to the loss involved.

(c) *Loss caused by negligence or inefficiency*: Recovery of actual loss.

Note: Any action taken under this provision shall not prejudice the authority of the Board to impose any punishment upon the employee under the service regulations applicable to him.

(7) **Form of agreement to be executed** - Every employee offering security shall execute an agreement in the form appended to these regulations or in any other form deemed appropriate by the Housing Commissioner in each case. A reference to each such bond shall be recorded in the Register of Security Deposits.

(8) **Manner of custody of security deposit and connected documents** - The various documents connected with security deposits shall be kept in the safe custody of the Accounts Officer of the office concerned. All the Saving Bank Pass Books or Bank Pass Books shall be sent to the Post Office or Bank as soon as possible after the 15th of June each year, so that necessary entries on account of interest may be made therein.

(9) **Time limit for furnishing security by persons already in service** - Persons in the service of the Board on the date of coming into force of these regulations shall furnish security within thirty days of the order requiring them to furnish security.

(10) **Security to be furnished at the time of joining duty** - When a person is required to furnish security as a condition precedent to his appointment, he shall furnish such security at the time of joining duty.

FORM OF INDENTURE

1. THIS INDENTURE is made the (*date, in figures & words*)

between Shri/Sushri (*name & designation of the employee*) _____

residing at (*address of the employee*) _____

(hereinafter called THE EMPLOYEE) of the ONE PART and THE MADHYA PRADESH HOUSING AND INFRASTRUCTURE DEVELOPMENT BOARD (hereinafter called THE BOARD) of the OTHER PART, which expressions, where the context so admits, shall include their heirs, successors and assigns.

2. WHEREAS the Employee was, in or about the month of20....admitted in the office of the Board as a and has been since and is still employed as such.

3. WHEREAS at the time of such admission the employee delivered to and deposited a sum of ₹ _____ (*figures & words*) _____ as security for the due and faithful performance by him/her of his/her public duties as aforesaid or any other duties which might at any time thereafter be entrusted to him by Board.

4. AND WHEREAS the Employee has also read and signed a copy of the Board's regulations governing security deposits in acknowledgement of being bound by all the conditions of the clauses of the said regulations.

5. NOW THIS INDENTURE WITNESSETH that the Employee shall and will from time to time at all times hereafter so long as he shall continue in the service of the Board, truly, diligently, faithfully, honestly, carefully and willingly serve the Board, and perform all such duties of the said office as he shall or may from time to time be directed to perform by the Housing Commissioner or such other officers of the Board as the Employee shall or may from time to time placed under..

6. AND shall and will devote his whole time and attention to the business of the said Board and shall not be engaged in any other business or professional pursuit whatsoever either on his own account or as agent for any person or persons, whatsoever.

7. AND shall and will keep secret all the transactions of the said office (except when required by a Court of Law to disclose them) and keep informed the Housing Commissioner or such officers as aforesaid of all such occurrences, as shall from time to time come to his knowledge relating to the affairs and business of the said office.

8. AND shall not nor will cancel, waste, make away with, obliterate, deface or in anywise injure, or permit any person or persons whomsoever so to do any of the bills, accounts, books, documents papers, memoranda or writings of whatsoever nature or kind belonging to the Board.

9. AND shall duly account for any pay and deliver to the Board and discharge himself of money, bullion, jewels, documents, securities for money, goods and either things which he shall or may hereinafter from time to time during service in the Board receive from the public, on the same day on which the same is received by him and shall also on demand deliver up to the Board, all bills, accounts, books, records or other papers of or belonging to the Board.

10. AND shall and will keep all such bills accounts, books, documents, securities, paper, memorandum and writings relating to the affairs of the Board, as have hitherto or shall or may hereafter from time to time be entrusted to his charge in a proper and business like manner and make true entries therein of all such monies or goods, received by him and all payments made by him or their business transacted on behalf of the Board.

11. AND shall not leave the service of the Board without giving one month's previous notice in writing of his intention to do so to the said Housing Commissioner.

12. AND THIS INDENTURE FURTHER WITNESSETH that, in consideration of the premise the Employee both hereby for himself, his executors, administrators, and legal representatives covenant with the Board that, in case default be made at any time in the observance, performance and execution of the several covenants and things hereinbefore expressed to be observed, performed and done by the Employee, then in such case, it shall be lawful for the Board to apply the said security of ₹. _____ (in figures & words)..... towards the payment, satisfaction and discharge of all such sums of money, damages, solicitor's costs and other charges and expenses as by reason of such default shall or may be due and owing to or have been incurred by the Board. And the Employee both hereby

further covenants for himself, his executors, administrators and representatives with the Board that he, the Employee will abide by the decision of the Housing Commissioner as to the amount of damages sustained by him by reason of any such default on his part as aforesaid and such decision shall be final and conclusive, and upon such decision the Housing Commissioner shall be entitled to deduct the amount from the amount deposited with Board as his security without making any written or formal award or demand for the amount so found due. The Employee both also hereby further covenants for himself, his executors, administrators, and representatives with the Board that upon conviction before any court upon any charge or charges of fraud, embezzlement breach of trust, misappropriation, cheating or other misconduct of the Employee in any other way connected with the public duties hereinbefore covenanted be observed and performed by the Employee, or connected with the receipt by the Employee of any monies, goods or things received by him from the public as a servant of the Board, the said security given as aforesaid shall become absolutely forfeited to the Board and no action suit or other proceedings shall lie by the employee against the Board in respect thereof.

13. AND FURTHER IT SHALL BE LAWFUL FOR THE BOARD to recover the value of the actual loss incurred by the Board consequent on the negligence of duties hereinbefore specified or inefficiency or due to any other reasons whatsoever on the part of the Employee from the amount of security deposited by the Employee, and the Employee shall immediately when called upon to do so make good any deficiency in the deposit caused by such recovery.

14. AND FURTHER it shall be lawful for the Board to retain the said security, for a period of six calendar months from the date of the Employee either ceasing to be in the service of the Board or permanently transferred to a post in the Board where security is not stipulated, subject to such claim as shall or may arise thereupon for or by reason or on account such default, prosecution and conviction as aforesaid.

15. AND the Board do hereby by themselves covenant with the Employee, his executors, administrators and assigns that until default shall happen to be made in the performance, observance and execution of the several covenants and things hereinbefore expressed to be performed, observed and done by the Employee, the Board shall permit the Employee, his executors, administrators and assigns to receive such interest as may be realised.

IN WITNESS WHEREOF the Employee hereunto sets his hand, and the Common Seal of the Board has been hereunto affixed in the presence of the Housing Commissioner or his Representative.

Signed and delivered by the above named Employee at *(place)*....., on
(date).....in the presence of
.....

.....

Signature of Employee:

*Seal of the Board & Signature of
Housing Commissioner
or his Representative:*