

## RIGHT TO INFORMATION ACT, 2005

### Particulars of the organisation/functions & duties

1.0 National Buildings Construction Corporation Limited, a Public Sector Enterprise was incorporated under the Companies Act, 1956 on the 15th November, 1960. The Corporation is functioning under the aegis of the Ministry of Urban Development. The entire paid up capital of the Corporation is owned by the President of India.

The Registered Office of the Corporation is situated at NBCC Bhawan, Lodhi Road, New Delhi - 110 003.

1.1 The main objectives of the Corporation are set out in the Memorandum and Articles of Association.

Some of the important functions and duties of the Corporation are as under:

1. efficient, economic and timely execution of construction projects;
2. execution of works of Specialised/Hi-tech Projects in environmental, infrastructure development, power and communication sectors and real estate business.
3. introducing new methods and techniques in the field of engineering and thereby reducing the period of execution;
4. to upgrade and acquire new construction technologies;
5. motivating employees to achieve higher productivity through financial as well as non-financial incentives.
6. execution of works in difficult and remote areas subject to commercial viability;
7. becoming a model construction Company without exploitation of labour;

1.2 The organisation chart is at **Annexure-I**.

### Powers and duties of organisation's officers & employees

2.0 General powers to do all such acts and things, as the Corporation is authorised by its Memorandum & Articles of Association are vested in the Board of Directors of the Corporation.

2.1 Accordingly, the Board of Directors subject to observance of the Companies Act, 1956; the Memorandum & Articles of Association; relevant directives of the Central Government has authorised the Chairman-cum-Managing Director to exercise all powers except those specifically excluded as per **Annexure-II**.

2.2 In exercise of powers delegated by the Board of Directors, the Chairman-cum-Managing Directors has further sub-delegated powers to the sub-ordinate officers in the Corporation vide circular dated 7.6.2004 as amended from time to time as per **Annexure III**.

### 2.3 **Duties & Responsibilities**

#### **(A) Zonal Heads**

- Achieve turnover target within the specified cost/time for delivery of determined profit.
- Function strictly as per the delegation of powers/financial rules in the matter of award of work and purchase of articles/goods, machines/equipments relating to works and establishment.
- Maintain discipline and administrative efficiency in all the offices in the Zone.
- Compliance of statutory provision in the area of tax/levy/cess and industrial law.
- Motivate and develop the subordinates at all levels of hierarchy.
- To procure works in the Zone.
- To conduct technical inspection of the work of the units.
- Liaisoning with client/State Govt. and other bodies at appropriate levels.
- To ensure working in Zones as per Delegation of Powers issued by the Corporate Office.

#### **(B) Zonal Finance Incharge**

- Overall Incharge of Finance Section of the Zone. All financial matter/decisions are required to be taken with the concurrence of Zonal Finance Incharge.
- To observe functioning in Zones as per Delegation of Powers issued by the Corporate Office.

#### **(C) Unit Incharge**

- Responsible for efficient management of the unit.
- To organise site work efficiently and ensure timely completion of the work.
- Responsible for overall performance of the unit which includes execution of the work in accordance with the acceptable standards.
- Responsible for 100% test check of each RA bill.
- To ensure working in units as per Delegation of Powers issued by the Corporate Office.

### **Decision making process/channels of supervision & accountability**

- 3.0 All policies, rules and regulations are framed by the Board of Directors of the Corporation.
- 3.1 Implementation of such policies, rules & regulations are made by various functionaries in accordance with the Delegation/Sub-delegation of powers.
- 3.2 However, vide Article 82(3) of the Articles of Association, the following matters have been reserved for the decision of the Central Government:
- i) Sale, lease or disposal otherwise of whole or substantially the whole of the undertaking of the company.
  - ii) Formation of a subsidiary company.
- 3.3 To regulate the business and decision making in the Corporation some of the important provisions are as follows:
- i) Award of work is placed on the lowest tenderer finalised generally through open tender or out of the pre-qualified agencies. At times, the award of work is also done through limited tenders considering the urgency its significance.
  - ii) Depending upon the value of works various TSCs have been formed for procurement of works, pre-tender tie-ups, award of works/supplies. Constitution of these TSCs is as per **Annexure IV**.
  - iii) Project work is actually executed by its Site Incharge. There are a number of sites under a Unit Incharge who is responsible and accountable for mobilisation, progress and timely completion of works under his control. Performance of various Unit Incharges is vouched by the Zonal Heads who in turn are placed under the overall control of their Regional Business Group Heads (RBG Heads). Performance of each of the RBG Head is reviewed on quarterly basis against the specified targets by the Chairman-cum-Managing Director and Functional Directors at the Corporate Office.

#### **Norms set by the organisation for discharge of its functions**

4. a) Every year, the Corporation executes a Memorandum of Understanding with its Administrative Ministry. It lay down targets against financial and non-financial parameters on the basis of which the performance of the Corporation is adjudged.
- b) The Corporation has formulated a standardised 'General Terms and Conditions of the Contract' in award of works (**Annexure-V**).
- c) Works Manual has been brought out to observe transparency in various aspects of execution of projects in time & quality adherence.

- d) The Corporation also follow the CPWD/State Government laid down specifications at project sites.
- e) Corporation has devised a proper MIS.
5. **Rules, regulations, instructions & manuals etc. framed in the Corporation**
- i) NBCC (Recruitment) Rules.
  - ii) NBCC (Service Conduct) Rules.
  - iii) NBCC (Discipline & Appeal) Rules.
  - iv) NBCC Contributory Provident Fund Rules.
  - v) NBCC Leave & Leave Encashment Rules.
  - vi) NBCC LTC Rules.
  - vii) NBCC Promotion Policy.
  - viii) NBCC Standing Orders.
  - ix) NBCC Medical Benefit Scheme.
  - x) NBCC Transport Rules.
  - xi) NBCC TA/DA Rules.
  - xii) NBCC Housing Subsidy Rules.
  - xiii) Company Lease Accommodation - instructions re;
  - xiv) Festival Advance
  - xv) Foreign Exchange Rules.
  - xvi) Works Manual
  - xvii) Accounts Manual

6. **Information regarding categories of document maintained by the organisation**

Corporation has various divisions/department such as : Finance, Personnel & Administration, Consultancy and Project Management Group, Legal and Contract Engineering, Business Development, Real Estate, Vigilance, Public Relations.

Statutory Registers, Books of Accounts, Returns and Reports are maintained by the respective departments/divisions under various acts like Companies Act, 1956, Income Tax and other Acts.

**Records generally maintained at Zonal Offices(Specimen)**

- Original copy of agreement with contractor for execution of projects.
- Copy of RA bills of each project executed under the Zone.
- Maintaining all the records pertaining to execution of projects.
- Correspondence with State Govt. and other departments.
- Correspondence with contractors and consultants.

- Correspondence with Head Office/RBG & other NBCC offices.
- Copy of Payment vouchers.
- Submission of weekly/monthly/ quarterly MIS reports to Project Management Group as well as RBG Offices.

**Directory of officers and employees**

7. Seniority list in the organisation is available separately in respect of Group 'A&B' and Group 'C&D' category of employees (**Annexure-VI**).

**Monthly Remuneration**

8. Computerised monthly pay bill is generated in respect of each of the officers and employees of the Corporation.

**Information available/reduced in electronic form in the organisation**

9. 'General conditions of Contract' are available in electronic form in the organisation.

**Appointment of Public Information Officer**

Information is available at **Annexure-VI**.

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## **ANNEXURES**

- Annexure-I** : **Organization set up**
- Annexure-II** : **Chairman-cum-Managing Director's negative powers**
- Annexure-III** : **Sub-delegation of Powers**
- Annexure-IV** : **Constitution of TSCs for procurement of work, pre-tender tie-up, award of work/supplies**
- Annexure-V** : **General Conditions of Contract**
- Annexure-VI** : **Seniority list - Group 'A&B' and Group 'C&D'**
- Annexure-VII** : **Name & Designation & other details of PIOs.**

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Application No.....

**FORM 'A'**

**Application Form for Information under the RTI Act**

**NBCC LTD**

**P.I.O. concerned**

1. Name of Applicant: \_\_\_\_\_

2. Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_PIN CODE\_\_\_\_\_

3. Information Required : \_\_\_\_\_

\_\_\_\_\_

4. Please enclose the receipt of Bank Draft/Banker's Cheque/Cash vide which the fee has been deposited. Also indicate its no.\_\_\_\_\_and date\_\_\_\_\_.

( Name and Signature of the Applicant )

E-Mail : \_\_\_\_\_

Tel. (Off): \_\_\_\_\_

(Res): \_\_\_\_\_

Dated: \_\_\_\_\_

**Procedure:**

1. Prescribed fee and cost for obtaining information under sub-section (1) of Section 6 is Rs.10/-.
2. For information under sub-section (1) of Section 7, the following rates are chargeable:
  - (i) Rs. 2 for each page (in A-4 or A-3 size paper) created or copies;
  - (ii) For inspection of records, no fee for the first hour; and a fee of Rs.5 for each fifteen minutes (or fraction thereof) thereafter.
3. For providing information under sub-section (5) of Section 7, the following rates are chargeable:
  - (i) For information provided in diskette or floppy Rs.50 per diskette or floppy; and
  - (ii) For information provided in printed form at the price fixed for such publication or Rs.2 per page of the photocopy for extracts from the publication.
4. The fee should be deposited in cash/DD/Bankers Cheque with the Accounts Officer, Corporate Office (7<sup>th</sup> floor) at NBCC Bhawan, Lodhi Road, New Delhi 110 003.
5. Kindly fill up the form either in English or Hindi.
6. All columns should be filled up completely.
7. NBCC shall send the information at the address as given by the applicant. Return of letter due to incomplete/incorrect address shall not be the responsibility of the NBCC.

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Name & Designation of the PIO _____	Application No. _____
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**Acknowledgement of Application in Form A**

1. Received an application in Form A from Shri/Ms \_\_\_\_\_ resident of \_\_\_\_\_ under section 6(1)/7(1)/7(5) of the Right to Information Act, 2005.
2. The reply as per provision of RTI Act will be sent at the address supplied by you.

**Dated:** \_\_\_\_\_

**(Signature of the Receiving Official)**

**ANNEXURE-VII**

<b>S.NO.</b>	<b>Name &amp; Designation of the Executive</b>	<b>Telephone No.</b>	<b>Area specified for RTI purposes</b>
1.	<p><b><u>Appellate Authority</u></b></p> <p>Shri A. Basu, Executive Director (PMG), NBCC Limited, NBCC Bhawan, Lodhi Road, <b>New Delhi-110 003</b> e-mail: <a href="mailto:edtech.nbcc@nic.in">edtech.nbcc@nic.in</a></p>	<p>Telefax: 24367693</p>	<p>Appeal Cases</p>
2.	<p><b><u>Chief Public Information Officer &amp; Nodal Officer :</u></b></p> <p>Shri A.K. Singh, Company Secretary / G.M(Admn), NBCC Limited, NBCC Bhawan, Lodhi Road, <b>New Delhi-110 003</b> e-mail: <a href="mailto:cs.nbcc@nic.in">cs.nbcc@nic.in</a></p>	<p>24367314-7 43591555 Fax : 24366995 Mob: 9312875370</p>	<p>Information concerning Corporate Office. To assist in receipt of applications from public &amp; route them to the concerned Public Information Officer as also monitor their disposal.</p>
3.	<p><b><u>Public Information Officers</u></b></p> <p><b><u>RBG (East)</u></b></p> <p>Shri Rakesh Marya, Executive Director, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, <b>New Delhi-110 003</b></p>	<p>Telefax : 24366551 24366564</p>	<p>Information relating to Eastern Region - West Bengal, Orissa, Bihar &amp; Jharkhand.</p>
4.	<p><b><u>RBG (North)</u></b></p> <p>Shri S.K. Kaul, Group General Manager, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, <b>New Delhi-110 003</b></p>	<p>Telefax : 24366552 41506415</p>	<p>Information relating to works in Northern Region concerning NCR of Delhi, J&amp;K, Punjab, U.P. &amp; Haryana, under his charge.</p>

S.NO.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
5.	<p><b><u>RBG (Assam &amp; Meghalaya)</u></b></p> <p>Shri Rajendra Chaudhari, General Manager, NBCC Limited, IBB Fencing, UD &amp; Non-UD Projects, H.No.34, East Bye Lane No.1, Bhaskar Nagar, R.G. Baruah Road, (Near Guwahati Commerce College), <b>Guwahati-781021</b></p>	<p>0361-2411185 2411189</p>	<p>Information relating to Assam, Meghalaya, Arunachal Pradesh &amp; Manipur.</p>
6.	<p><b><u>RBG (Environment &amp; Institutional)</u></b></p> <p>Shri A.K. Mittal, General Manager, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, <b>New Delhi-110 003.</b></p>	<p>Telefax : 43583615 24366543</p>	<p>Information relating to works allocated, including DHPs Rajasthan, SWM, Environmental Institutional &amp; JNNURM Project in Haryana.</p>
7.	<p><b><u>RBG ( Infrastructure)</u></b></p> <p>Shri C.K. Pal, General Manager, NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, <b>New Delhi-110 003.</b></p>	<p>24366526 / 36 41506428 Fax : 24366522</p>	<p>Information relating to Infrastructure Projects.</p>
8.	<p><b><u>Strategic Business Group (Tripura)</u></b></p> <p>Shri Rajeev Kumar, General Manager, NBCC Limited, PMGSY/IBBF/HUPA/JNNURM Works, Banamalipur (North), Opp. Indian Airlines City Office, <b>Agartala-799001 (Tripura).</b></p>	<p>0381- 2222430 / 2223652 Fax : 0381- 2311517</p>	<p>Information relating to Tripura.</p>

S.NO.	Name & Designation of the Executive	Telephone No.	Area specified for RTI purposes
9.	<p><b><u>Strategic Business Group (West)</u></b></p> <p>Shri R.S. Saxena, General Manager, NBCC Limited, 406, Arun Chambers, Tardeo Main Road, <b>Mumbai-400 034</b></p>	<p>022-23523319 Telefax :23512016, 23512019</p>	<p>Information relating to Maharashtra &amp; Chattisgarh.</p>
10.	<p><b><u>Strategic Business Group (Vadodara)</u></b></p> <p>Shri A.K. Gupta, Addl. General Manager, NBCC Limited, NBCC Plaza, Opp. Utkarsh Petrol Pump, Karelibaug, <b>Vadodara-390018</b></p>	<p>0265-2466679 Extn. 24 Fax : 2466962</p>	<p>Information relating to Gujarat &amp; M.P.</p>
11.	<p><b><u>NER (Coordination)</u></b></p> <p>Shri Rakesh Gupta, Addl. General Manager NBCC Limited, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, <b>New Delhi-110 003.</b></p>	<p>24366540 / 24365847 Telefax : 24366540</p>	<p>Information relating to Mizoram &amp; Sikkim.</p>
12.	<p>Shri C. Mani, Dy. General Manager(Coordination), NBCC Limited, No.105, 17<sup>th</sup> 'B' Main, HAL – II Stage, Indira Nagar, <b>Bangalore-560 038</b></p>	<p>Telefax : 080-25202836</p>	<p>Information relating to Southern States – Tamil Nadu, Karnataka, Kerala &amp; Andhra Pradesh.</p>

**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LTD.  
( A Government of India Enterprise )**

NBCC Bhawan,  
Lodhi Road,  
New Delhi -110003

**No.16(R-1)/BS-2006**

**Dated: 23<sup>rd</sup> May, 2006**

All HODs/RBG Heads/SBG Heads/Zonal Heads  
& their respective Finance Incharges,  
NBCC Ltd.

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**Sub: Circulation of Revised Sub-delegation of Powers.**

Sir,

Consequent upon the re-organisation of business operations and formation of Strategic Business Groups in the Corporation in addition to Regional Business Groups, Zones, Units and Sites, there arose a need for changes in the existing sub-delegation of powers.

In exercise of powers delegated by the Board of Directors to the Chairman-cum-Managing Director, the existing Sub-delegation of Powers have been suitably modified.

The revised sub-delegation of powers (copy enclosed) are in supersession to earlier sub-delegation of powers issued on 7.6.2004 and subsequently modified from time to time.

The Zonal Incharge may arrange to distribute copies of the revised sub-delegation of powers to the sub-ordinate officers under their control.

A copy of the revised sub-delegation of powers dated 23.5.2006 will also be hosted on NBCC Web –[www.nbccindia.com](http://www.nbccindia.com) under the head 'Publication' in due course.

This has been issued with the approval of the Competent Authority.

Yours  
faithfully,

**( A K SINGH )  
COMPANY  
SECRETARY**

Encl: As above

**DELEGATION OF POWERS**

1.0 Article 82 (1) of Articles of Association of the Corporation provides that subject to the provisions of Section 291 of the Companies Act, the Board of Directors of the Company shall be entitled to exercise all such powers and do all such acts and things, as the Company is authorised to exercise and do ; provided that the Board shall not exercise any power or do any act or thing which is directed or required, whether by Act or any other Act or by the Memorandum and Articles of the Company or otherwise to be exercised or done by the Company in general meeting. However, vide Article 82(3) of Articles of Association, the Directors shall reserve the following for the decision of Central Government :-

- i) Sale, lease or disposal otherwise of whole or substantially the whole of the undertaking of the company.
- ii) Formation of a subsidiary company.

Under Article 83(20) of the Articles of Association, the Directors, subject to provisions of Section 292 of the Companies Act, have the powers to sub-delegate all or any of the powers, authorities and discretion for the time being vested in them, subject, however, to the ultimate control and authority being retained by them.

Accordingly, the Board, subject to observance of the provisions of Companies Act, 1956, the Memorandum and Articles of Association of Company; relevant directives of the Central Government applicable to the Company; policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and principles of financial propriety and subject to the general supervision and ultimate control by the Board of Directors, has authorised the Chairman and Managing Director to exercise all or any of the powers vested in the Board for management and administration of the Company; except on matters as given hereunder, in respect of which prior approval of the Board of Directors / Government will be necessary.

(i)

## **POWERS EXCLUDED FROM THE DELEGATION OF POWERS TO THE CHAIRMAN-CUM- MANAGING DIRECTOR.**

2.0 The following matters will, therefore, require the sanction/approval of the Board of Directors, Government or General Body of shareholders :-

- I. **BUDGET & PLANS**
  - a) The annual Budget estimates of the Company for Capital and Operational Expenditure.
  - b) The Annual and Five year plans for development.
  
- II. **ACQUISITION OF COMPANIES**

Acquiring of shares, stocks or securities of any other Company or Undertaking.
  
- III. **CAPITAL ESTIMATES**
  - i) Any capital expenditure above Rs.25 lakhs including additions, alterations, modifications to or replacement of an existing asset, or other items which have not been specifically included in the approved capital budget for the year, subject to overall budget limit.
  - ii) Any deviation resulting in substantial modification in the scope of the project for which sanction has already been given by competent authority.
  - iii) Any deviation in estimates approved by the Board/Government which is more than 10% for any component parts of the project for which component wise sanction has been accorded.
  
- IV. **CONTRACTS**
  - i) Any running contract involving a period longer than 2 years and value exceeding Rs.2 crore in each individual case.
  - ii) Award of contracts of Rs.40 crore subject to the provision that the required procedures for award of contracts to the contractors be followed and there are no deviations in the actual award of work as compared to those contained in NIT/tender documents. All contracts beyond the monetary ceilings limit of Rs.40 crore are submitted to the Board for information.

(ii)

- iii) The acceptance of disputed claims over the value of Rs.25 lakhs.
- iv) Agreement involving foreign collaboration /foreign consultancy proposed to be entered into by the Company irrespective of the consideration involved.

## **V. PERSONNEL**

- Framing of, and any changes in Policies, Rules and Regulations relating to all personnel matters including recruitment, training, manpower development, promotion, deputation and other terms and conditions of service and disciplinary rules and procedures, in respect of employees of the Company. (In 242nd Board Meeting dated 15.6.89 CMD has been authorised to review the NBCC (Recruitment Rules) and make suitable amendments thereto which may be submitted to the Board of Directors for information).
- (Deleted)\*
- Formulation of and changes in wage structure and scales of pay of employees of the Company.
- Policy matters relating to HRA, CCA, Dearness, Travelling, other allowances, Bonus, amenities and fringe benefits.
- Terms of appointment of staff and workers posted to Overseas Projects.
- Training of personnel abroad.

## **VI. POWER TO INVEST**

To invest the money of the Corporation aggregating to more than Rs.5 crore in the Reserve Bank of India or in such security as may be approved by the President and to deal with any of the moneys of the Corporation upon such investment authorised by the Memorandum of Association of the Corporation (not being shares in any Company) and in such manner as the Board may think fit and from time to time vary and realise such

- Substituted with resolution adopted in the 322<sup>nd</sup> Board Meeting dated 24.5.2001 as under:-

"Chairman-cum-Managing Director, be and is hereby given the specific powers for 'creation/abolition and appointment to any post in the Corporation below the Board level posts' in supercession of earlier powers delegated to him in the 237<sup>th</sup> Meeting of the Board of Directors held on 22.6.1988."

investment (the powers of investment upto Rs.5 crore in the aforesaid manner shall be exercised by the CMD subject to the investment policy as may be prescribed by the Board). The Government of India has issued certain guidelines to all PSUs for investment of surplus funds, which shall also be followed.

## **VII. POWER TO BORROW**

To borrow moneys for the purposes other than the working capital requirements on hypothecation of the Company's current assets (borrowing power for working capital would be exercised by CMD subject to the guidelines and policies laid down by the Board). As per article No.83(21) of Articles of Association the borrowings would require approval from the President.

## **VIII. WRITE OFF**

- To write off any items of stores, equipment, tools plant and materials above Rs.1 lakh in each case.
- To write off any shortages in raw materials exceeding such limits as may be prescribed by the Board and exceeding Rs.2 lakhs for each material.
- To write off shortages of cash exceeding Rs.5000/- in each case.

## **IX. GENERAL**

- Grant of compensation to other than company employees arising from any cause above Rs.2 lakhs in each case.
- Sale or alienation in any form of any immovable property vested in the company.
- Any grant or donation or ex-gratia payments, not arising from recognised rules relating to amenities and welfare, over Rs.20,000/- in each case.
- Settlement of claims against the company from any cause not provided for in and other items mentioned above exceeding Rs.50,000/- in each case.
- Any expenditure on an object which has not been recognised as an object fit for expenditure by the Corporation.
- The power to sell, lease or otherwise dispose off the whole of the undertaking of the Corporation or any of its undertakings or substantial part thereof.

2.1 However, in special circumstances, wherein the opinion of CMD an immediate decision on any matter (even on items mentioned above) is essential, the Chairman & Managing Director may within the ambit of operational necessity and efficiency or to meet an emergency take decision on behalf of the Board provided, however, that a report would be made to the Board and its ex-post-facto approval obtained, wherever necessary.

Further, the Chairman-cum-Managing Director has been delegated the full powers on behalf of the Corporation to institute suits, prosecute cases, defend, compound, compromise or abandon legal proceedings or refer the claims for arbitration and sign vakalatnamas, plaints/complaints, written statements, pleadings and other documents and papers in connection with all cases or proceedings in Law/Labour Courts or before the Taxation or Statutory authorities etc. The CMD is also authorised to sub-delegate all or any of these powers to full-time Directors/Officers of the Corporation and for the purpose, may execute Special or General Power of Attorney under Common Seal of the Company.

2.2 The Chairman-cum-Managing Director has been authorised by the Board to sub-delegate any or all the powers conferred upon him to full time Directors, General Managers and other Officers under him, subject to due control being retained by him and further subject to such conditions, as he may deem fit, consistent with the need for prompt, effective and efficient discharge of responsibilities entrusted to such a Director/Officers.

### 3.0 SUB-DELEGATION OF POWERS

In exercise to the powers delegated by the Board, the CMD in the interest of smooth functioning of the Corporation has sub-delegated powers to the sub-ordinate officers of the Corporation which are given in **Annexure-II**. The Sub-delegation of powers is subject inter-alia the following :-

- Adherence of the approved turnover targets, profitability, cash flow, realisation of dues and achievement/remittance of H.O. margin/overheads, approved budget/ceilings and allocations.
- Financial Propriety and Prudence to be guiding factors.
- Compliance with provisions of :-
  - i) Companies Act, 1956 as amended from time to time.
  - ii) Memorandum & Articles of Association of the Company.
  - iii) Relative rules and regulations of the company in force.

4.0 General policy laid down by the Board of Directors/Chairman-cum-Managing Director from time to time.



SCHEDULE OF  
SUB-DELEGATION  
OF POWERS



National Buildings  
Construction Corporation Limited,  
Lodhi Road,  
New Delhi-110 003.

**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED**  
(A Government of India Enterprise)

**SUB-DELEGATION OF POWERS**

These powers are subject to changes/modifications/instructions issued by the Competent Authority from Head Office from time to time.

1.0 PERSONNEL & ADMINISTRATION

1.1 APPOINTMENT / RESIGNATION

DIR (PROJS)/DIR(FIN) Upto Manager level.

1.2 TRANSFER OF EMPLOYEES

DIR(PROJS)/DIR(FIN)/  
HOD(P&A) Full - upto the level of  
DGM in their respective  
disciplines.

RBG/SBG Head Full - For officials under his control  
except Zonal Head/Zonal Finance  
Incharge and with concurrence of  
Pers. Divn., HO.

ZONAL HEAD Full - For officials upto  
the level of PM within the  
Zone except Unit Incharge &  
Zonal Finance Incharge with the  
concurrence of Pers. Divn.HO

UNIT INCHARGE Upto Sr.PE level within  
unit except site incharge  
with approval of Zonal Head and  
concurrence of Pers. Divn. HO.

1.3 EXPLANATION FROM EMPLOYEES (WORKING UNDER THEIR CONTROL) AND RECOMMENDATION FOR DISCIPLINARY ACTION.

DIR(PROJS)/DIR(FIN) Full

HOD(P&A) Full

RBG/SBG Head Full

ZONAL HEAD Full

UNIT INCHARGE Full

\* RBG Head (Regional Business Group Head) \* HOD (Head of Department) SBG Head (Strategic Business Group Head) \* HOS (Head of Section within a Department)

- 1.4 DISCIPLINARY ACTION IN RESPECT OF WHOM HE IS THE DISCIPLINARY / APPOINTING AUTHORITY IN TERMS OF THE NBCC(D&A)RULES/STANDING ORDERS AS THE CASE MAY BE, IN CONSULTATION WITH CVO & HOD(P&A)

Appointing Authority Full

- 1.5 TO FORWARD APPLICATIONS OF EMPLOYEES FOR OUTSIDE EMPLOYMENT (ON THE RECOMMENDATION OF DIVISIONAL HEADS) ONLY FOR CATEGORIES SO APPROVED BY THE CMD.

DIR(PROJS)/DIR(FIN.)/  
HOD(P&A)  
HOS(Pers) \*

Upto the level of DGM in their respective disciplines.  
Upto the level of DM in P&A Discipline, Stores Deptt. & AM in Finance.  
(Subject to Vigilance clearance)

- 1.6 ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORTS.

DIR(PROJS)/DIR(FIN.)/  
HOD(P&A)

Upto the level of GM in their respective disciplines.

RBG/SBG Head

For Group C&D employees.

HOS(Pers)

Upto DM level in P&A cadre  
(Subject to Vigilance clearance).

- 1.7 (a) TO FIX INITIAL PAY AT A STAGE HIGHER THAN THE MINIMUM OF THE SCALE ON APPOINTMENTS AS PER RULES WITH CONCURRENCE OF FINANCE DIVISION AND BASED ON THE RECOMMENDATIONS OF THE RECRUITMENT/PROMOTION COMMITTEE.

HOD(P&A)

Full

- (b) TO FIX PAY ON PROMOTION AS PER RULES.

HOD(P&A)

Full with concurrence of Finance\*\*

\*\*

Note: 1) Financial concurrence will not be required in case the pay is fixed at the minimum of the scale both in case of promotion and appointments.  
2) With the concurrence of Finance(HO).

- 1.8 SPECIAL INCREMENT/PERSONAL PAY FOR UNDERGOING STERILIZATION OPERATION OF EMPLOYEE OR HIS/HER SPOUSE.

HOD(P&A)

Full with concurrence of Finance(HO)

- 1.9 INCREMENT FOR PASSING HINDI PROFICIENCY / TYPING /

STENOGRAPHY TEST AS PER APPROVED SCHEME.

HOD(P&A) Full with concurrence of Finance Division and Hindi Division.

1.10 COMPENSATION AS PER W.C. ACT/RULES/ORDERS WITH THE CONCURRENCE OF FINANCE.

HOD(P&A) Full

1.11(a) **SANCTION OF LEAVE OF ALL KINDS EXCEPT STUDY LEAVE.**

DIR(PROJS)/DIR(FIN) Full

RBG/SBG Head Full upto 60 days - for officials under his control.

HOD(P&A) Full

ZONAL INCHARGES Full upto 60 days for all officers under the zone.

ZONAL FINANCE INCHARGE Full for all officers working under his control upto 30 days.

UNIT INCHARGES Full for all officers under the Unit upto 30 days.

H.OS(H.O) 30 days for staff working under his control.

(b) **LEAVE NOT DUE**

DIR(PROJS)/DIR(F) Full

HOD(P&A) Full

(c)(i) **LEAVE ENCASHMENT** (restrictions imposed vide circular No.33(1)/2005-Estt./1307 dated 25.5.2005 in event of without proceeding on leave)

DIR(PROJS)/DIR(F) Full

(ii) **Leave encashment while proceeding on leave for matching period**

HOD(P&A) Full

RBG/SBG Head Full ) Note: Order to be issued by  
Zonal Head Full ) by Head Office.

Unit Incharge Full )

H.OS(H.O) 30 days )

(d) **SPECIAL DISABILITY LEAVE**

DIR(PROJS)/DIR(F) Full upto DGM level

HOD(P&A)

Full upto DGM level of P&A  
Cadre.

(e) SANCTION OF EXTENSION OF LEAVE TO GROUP A,B,C & D  
EMPLOYEES.

DIR(PROJS)/DIR(F)/  
HOD(P&A)

Full

RBG/SBG Head  
ZONAL HEADS/HOD, HO

45 days )  
30 days.) Where the period of

Unit-Incharge

) absence is not  
) justifiable & 15 days  
) decision to treat  
) such absence as  
) 'Dies-non' s to be  
) taken, approval of  
) HO is required.

1.12 SPECIAL CASUAL LEAVE AND TA/DA TO THE OFFICE BEARERS OF  
UNIONS/ASSOCIATIONS CALLED FOR MEETINGS AND OTHER STAFF.

HOD(P&A)

Full

1.13 T.A. & ADVANCES

DIR(PROJ)/DIR(FIN)/CV0

Self controlling officer for Tour/  
LTC within India subject to prior  
approval of Tour programme/LTC  
journey.

HOD(Pers/IR)/HOD(Admn)/  
GM(HRD/CC)  
ED/RBG/SBG HEAD & others  
directly reporting to  
Dir.(Proj.)

Controlling officer

CMD )

)

Dir(Proj) )

) Prior approval of

) tour programme/LTC

) journey required.

GM(Fin), GM(RE), Company  
Secretary & thers directly  
reporting to Dir.(Fin.)

Dir.(Fin) )

)

)

}

HOD(CE)/GM(Law)  
ZONAL HEAD  
Unit Incharge/Unit  
Finance Incharge

ED }

}

RBG Head )

)

Zonal Head )

)

1.14 CONTROLLING OFFICER FOR SUBORDINATE PERSONNEL FOR  
TOUR/LTC/(SUBJECT TO ADMISSIBILITY FROM PERSONNEL  
DIVISION)/TRANSFER BILLS/ADVANCES

DIR(PROJS)/DIR(FIN)/CVO	Full
HOD(P&A) RBG/SBG HEAD	Full } For officers working Full } under their control subject } to maximum of 5 days.
ZONAL HEAD UNIT INCHARGE	Full } In r/o tours for officers Full ) under their control within ) Zone/Unit subject to maximum ) of 5 days.

**1.15 SANCTION OF AIR JOURNEY AND AC-I CLASS TO NON ENTITLED EMPLOYEES i.e. BELOW THE RANK OF GENERAL MANAGER PROVIDED THE EXPENDITURE DOES NOT EXCEED OVER AND ABOVE THE ADMISSIBILITY BY 20% OF JOURNEY BY ENTITLED CLASS .**

DIR(PROJS)/DIR(FIN)	Full <b>This relaxation will not be available on LTC.</b>
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**1.16 TO AUTHORISE JOURNEY BY HIGHER CLASS OTHER THAN AIR JOURNEY AND AC-I CLASS TO NON-ENTITLED EMPLOYEES.**

DIR(PROJS)/DIR(FIN)/ HOD(P&A)	Full
RBG/SBG Head	Full
GM(FIN)	Full- For staff working under his control.

**1.17 TRAVEL BY HIRED VEHICLE/FULL TAXI BETWEEN PLACES CONNECTED BY RAIL/PUBLIC TRANSPORT.**

DIR(PROJS)/DIR(FIN)	Full
RBG/SBG Head	Full
CVO & HOD(P&A)/ GM(F)/GM(BD)	Full

**1.18 EXTENSION OF TIME FOR TRANSFER OF FAMILY AND PERSONAL EFFECTS.**

DIR(PROJS)/DIR(FIN)	Full
HOD(P&A) RBG/SBG/ZonalHead/Divisional	Full In respect of staff under their respect-ive control. 6 months

**1.19 EXTENSION OF TIME FOR SUBMISSION OF TOUR /LTC / TRANSFER BILLS BEYOND 15 DAYS OF COMPLETION OF EACH JOURNEY IN SPECIAL CIRCUMSTANCES SUBJECT TO TIMELY REFUND OF UNSPENT ADVANCE.**

DIR(PROJS)/DIR(FIN)	Full
HOD(P&A)	6 months
RBG/SBG Head	3 MONTHS
ZONAL HEAD/DIVISIONAL HEADS	2 MONTHS
UNIT INCHARGE	1 MONTH

**1.20 REIMBURSEMENT OF ACTUAL EXPENSES ON TOUR SUBJECT TO CORPORATION RULES.**

DIR(PROJS)/DIR(FIN)	Full
RBG/SBG Head	Full
HOD/GM	Full
ZONAL INCHARGE	Full

**1.21 TA TO CANDIDATES CALLED FOR INTERVIEW.**

HOD(P&A)	Full
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**1.22 TEMPORARY ADVANCE (AFTER ADJUSTMENT OF PREVIOUS ADVANCES).**

DIR(PROJS)/DIR(FIN)	Full
HOD(H.O.)	Full
RBG/SBG Head	Full
ZONAL HEAD	Full
Unit Incharge	Full

**1.23 SALARY ADVANCES RESTRICTED TO MINIMUM PAY AND ALLOWANCES**

**LESS KNOWN RECOVERIES IN CASES OF HARDSHIPS.**

DIR(PROJS)/DIR(FIN)	Full
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CVO/GM(CONSULTANCY)/GM(F)/HOD(HO)	One month only once. For second advance, approval of Dir(Fin) is required.
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RBG/SBG Head/ZONAL INCHARGE	One month only once. For second advance HO approval is required in respect of staff under their respective control.
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**1.24 SCOOTER/MOTOR CYCLE/MOPED ADVANCES SUBJECT TO RULES AND BUDGET ALLOCATION.**

Head of the Administration Full with concurrence of Division at Corporate Finance Division(H.O.) Office.

**1.25 CONDONATION OF DELAY IN SUBMISSION OF MEDICAL CLAIM BEYOND 3 MONTHS.**

DIR(PROJS)/DIR(FIN)/  
HOD(P&A) Over 4 months and upto  
6 months.

RBG/SBG Head Upto 4 months

ZONAL HEAD Upto 3 months

**1.26 ACCEPTANCE OF VOLUNTARY RETIREMENT SUBJECT TO VIGILANCE CLEARANCE & RULES LAID DOWN IN THIS REGARD.**

DIR(PROJS) Upto PM in Tech.cadre

DIR(FIN) Upto Mgr. in Fin.cadre

HOD(P&A) Group'C' & 'D' Employees

**1.27 i) PERMISSION FOR PROCEEDING ABROAD ON LEAVE.**

DIR(PROJS)/DIR(FIN)/  
HOD(P&A) Full

**ii) PERMISSION FOR HIGHER STUDIES THROUGH A REGULAR COURSE INVOLVING LEAVE SUBJECT TO RULES.**

To be exercised by CMD.

**1.28 PERMISSION FOR RAISING LOAN FROM FINANCIAL INSTITUTIONS.**

DIR(FIN) Full

**1.29 DEPUTATION TO OTHER ORGANISATION SUBJECT TO POLICY IN THIS REGARD.**

DIR(PROJS) Upto Mgr. level in Tech.Cadre

DIR(FIN) Upto Mgr. level in Fin.Cadre

HOD(P&A) Upto Asstt.Mgr.level in P&A  
Cadre.

**1.30 GRANT OF ADVANCE INCREMENT IN RECOGNITION OF MERITORIOUS WORK.**

CMD Upto 2 Nos. in each case with  
recommendations of Dir.(P)/(F)

**1.31 GRANT OF HONORARIUM FOR SPECIAL WORK OF AN OCCASIONAL OR INTERMITTENT CHARACTER REQUIRING EXTRA EFFORTS.**

CMD	Rs.5000/- e.c.
DIR(PROJS)	Rs.2500/- e.c.
DIR(FIN)	Rs.2500/- e.c.

**2.0 WORKS**

**2.1 PROCUREMENT OF WORKS AGAINST TENDER OR BY NEGOTIATIONS WITH THE RECOMMENDATIONS OF THE T.S.C.(CONSTITUTION OF TSC AS PER APPENDIX-I) AND FIXATION OF INTERNAL CEILINGS WITH IN THE OVERALL TENDER PROVISION IN CONSULTATION WITH FINANCE SUBJECT TO OVERHEADS AND PROFITABILITY NORMS LAID DOWN BY HEAD OFFICE.**

**( RUPEES IN LAKHS )**

DIR(PROJS)/DIR(FIN)	5000	
INCHARGE (BD) (HO)	2000	
INCHARGE(CONSULTANCY)	50	
RBG/SBG Head	1500	(Subject to financial concurrence and approval of Head Office)
HEAD OF SYSTEM DIVISION (FOR SOFTWARE CONTRACT)	20	

**2.2 ENTERING INTO PRE-TENDER TIE-UP WITH PARTIES ON STANDARD TERMS & CONDITIONS OF NBCC, AFTER FOLLOWING PRESCRIBED PROCEDURE AND WITH THE RECOMMENDATIONS OF TSC (CONSTITUTION OF TSC AS PER APPENDIX-I).**

**( RUPEES IN LAKHS )**

CMD	*10000	
DIR(PROJS)	2500	Subject to 10% mark up of NBCC excluding tax
INCHARGE(BD)	1000	and consultancy on parties offer while quoting NBCC price to clients and submission of 90% EMD by parties.
HEAD OF CONSULTANCY	50	Subject to 25% mark up of NBCC excluding tax and consultancy on parties offer while quoting NBCC price to clients and submission of 90% EMD by the

parties.

(\* Subject to approval of Board of Directors)

**2.3 APPOINTMENT OF CONSULTANT IN EACH CASE FOR PRE-TENDER, SPECIAL DRAWINGS, DESIGNS, CONSULTANTS ETC. EXCEPT FOREIGN CONSULTANT.**

( RUPEES IN LAKHS )

DIR(PROJS)	5.0
INCHARGE (BD CELL)	1.0
RBG/SBG Head	1.0

**2.4 APPOINTMENT OF CONSULTANTS FOR WORKS/SERVICES/ SPECIALISED WORKS /DRAWINGS ETC., EXCEPT FOREIGN CONSULTANTS.**

( RUPEES IN LAKHS )

DIR(PROJS)	50.00 e.c.
INCHARGE(BD) - H.O.	25.00 e.c.
RBG/SBG Head	20.00 e.c.
Head(CONSULTANCY)	20.00 e.c.
Zonal Head	10.00 e.c.

(Provided such expenditure is reimbursable by client/within approved CTC)

**2.5 TENDER DOCUMENTATION, BINDING, PRINTING, OFF-SETTING, TRANSLATION ETC.**

( RUPEES IN LAKHS )

DIR(PROJS)	Full
INCHARGE(BD)	Full
RBG/SBG Head	Full
ZONAL HEAD	Full
HOD(P&A)	Full
COMPANY SECRETARY	0.05 e.c. 0.25 p.a.

**2.6 AWARD OF RUNNING RATE CONTRACT SUBJECT TO APPROVED BUDGET/CTC**

( RUPEES IN LAKHS )  
CEILING

	Monetary	Period
CMD	200	Upto 2 years
DIR(PROJS)/DIR(FIN)	100	Upto 2 years

RBG/SBG Head  
ZONAL HEAD

0.75  
0.50

Upto 1 year  
Upto 1 year

2.7(a) **AWARD OF WORK/SUPPLIES TO THE LOWEST TENDERER AFTER CALL OF OPEN TENDER THROUGH PRESS OR AGAINST SHORT LISTED AGENCIES DULY APPROVED BY THE COMPETENT AUTHORITY(CONSTITUTION OF TSC AS PER APPENDIX-I).**

( RUPEES IN LAKHS )

CMD	*10000	
DIR(PROJS)	1500	
RBG/SBG Head	700	Subject to approved ceiling/CTC
ZONAL HEAD	300	Subject to approved ceiling/CTC
<u>For emergent maintenance works required by client</u>		
Unit Incharge	2.50	Subject to approved ceiling/CTC

(\* Subject to approval of the Board of Directors)

(b) **AWARD OF WORK/SUPPLIES AGAINST LIMITED TENDERS.**

( RUPEES IN LAKHS )

CMD	*5000	
DIR(PROJS)	1000	
RBG/SBG Head	500	For reasons to be recorded and subject to approved ceiling/CTC.

(\* Subject to approval of the Board of Directors )

For emergent maintenance works required by client

Unit Incharge	2.50	For reasons to be recorded and subject to approved ceiling/CTC.
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(c) **AWARD OF WORK/SUPPLIES ON SINGLE TENDER BASIS AFTER CALL OF OPEN TENDER OR FROM SHORT LISTED AGENCIES FOR LIMITED TENDERS DULY APPROVED BY THE COMPETENT AUTHORITY.**

( RUPEES IN LAKHS )

CMD	2500	
DIR(PROJS)	500	For reasons to be recorded.
RBG /SBG Head	300	For reasons to be recorded & subject to approved ceiling/CTC

CVC/CTE guidelines be followed.

( Break up of composite project into smaller portions to accommodate into delegated powers is not permitted).

For emergent maintenance works required by client

Unit Incharge	0.50	For reasons to be recorded and subject to approved ceiling/CTC
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(d) **AWARD OF WORK/SUPPLIES WITHOUT CALL OF TENDERS**

(RUPEES IN LAKHS)

CMD	2000
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**2.7(e) Approval of Bills of Contractors/Consultants/Suppliers & payment thereof**

i) Project Management/Deposit Works

RBG/SBG/Zonal Head

Full  
Subject to funds  
received from clients

ii) Tender works

RBG/SBG/Zonal Head/Unit Incharge

Full  
Against submission  
of monthly running a/c  
bill to the client subject  
to realization of dues upto  
the previous month.

Note : i) Release of payment of bills to the contractors/consultants beyond one month, but upto 3 months will require approval of the Director(Proj.)/(Fin.) subject to submission of monthly information to CMD.

ii) Payment against these bills shall be made by GM(Fin.), AGM(Fin.) & DGM(Fin.), HO.

**(f) AWARD OF WORKS/PROCUREMENT OF MATERIALS ON REPEAT ORDER BASIS**

DIR(PROJS)

As per provision in Works Manual. (Refer circular No.PM/CCC/NM/2000/1060 dt. 31.01.2000 (**Appendix-II**))

**(g) PROCUREMENT OF PROPRIETARY ITEMS FROM A SINGLE SOURCE REQUIRED FOR EXECUTION OF BOQ ITEMS AS PER TERMS & CONDITIONS OF AGREEMENT WITH CLIENTS.**

CMD

**( RUPEES IN LAKHS )**  
2000

DIR(PROJS)

500

RBG/SBG Head

100 - Subject to approved ceiling/CTC.

**(h) PURCHASE/AWARD OF WORKS WITHOUT LPC**

DIR(PROJS)

100

RBG/SBG Head/ZONAL HEAD

0.25 Subject to approved

HOD(P&A)

0.25 ceiling / CTC / Budget

UNIT INCHARGE

0.05 provision.

NOTE- 1 Publication of NIT should be followed as per procedure laid down in Works Manual/

CVC guidelines as revised from time to time under clause 2.7(a) to (f).

2 Normally, no deviation shall be approved in NIT/Tender conditions after call of tender. However, where such deviations are inescapable then it would require approval from the next higher Authority.

2.8 TO FORFEIT/RELEASE EMD/SD AND GRANT OF EOT WITH LEVY OF LD IN RESPECT OF CONTRACTS ACCEPTED WITHIN DELEGATED POWERS & IN TERMS OF AGREEMENT/CONTRACT PROVISIONS.

DIR(PROJS) Full

RBG/SBG Head/ZONAL INCHARGE Full

2.9 TO SANCTION EXECUTION/AWARD OF EXTRA/SUBSTITUTED ITEMS WITHIN THE DELEGATED POWERS.  
( RUPEES IN LAKHS )

DIR(PROJS)/	Full	Subject to prior approval of rates and deviation in quantities by the client/ Owner/concerned Ministry/ Deptt./revision of CTC.
RBG/SBG Head	100	
ZONAL HEAD	50	

2.10.1 PURCHASE OF P&M SUBJECT TO NON-AVAILABILITY OF ITEMS FOR TRANSFER FROM OTHER PROJECTS/ZONES WITH CLEARANCE FROM INFRA-STRUCTURE ZONE AND TENDER PROVISIONS:

( RUPEES IN LAKHS )

DIR(PROJS)	15 e.c.	Subject to the condition that the provision was considered while submitting the tender/provision in CTC.
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SBG/RBG Head(IZ)	10 e.c.	-do-
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2.10.2 PURCHASE OF P&M, OFFICE EQUIPMENT, SOFTWARE, FURNITURE & ELECTRONIC ITEMS

( RUPEES IN LAKHS )

DIR(PROJS)	15 p.a.
RBG/SBG Head	2 p.a.
HOD(Admn.)	2 p.a.

NOTE: Above powers shall be operated subject to budget provision & administrative approval from Dir.(P) upto an expenditure of Rs.10.00 lacs and from CMD for expenditure beyond Rs. 10.00 lacs.

2.11 PURCHASE OF WOOD (SUBJECT TO NON-AVAILABILITY FOR TRANSFER FROM OTHER UNITS UNDER THE ZONE)

( RUPEES IN LAKHS )

DIRECTOR(PROJECTS)	Full	
RBG/SBG Head(IZ)	10 e.c.	Subject to the condition that the provision was considered while submitting the tender and only in Departmental work with prior approval of DIR(P).
UNIT INCHARGE	5 e.c.	

2.12 PURCHASE OF CSS (STEEL) SUBJECT TO TENDER PROVISION/ CTC AND NON-AVAILABILITY FOR TRANSFER FROM OTHER UNITS/ZONES AND CONFIRMATION FROM INFRA-STRUCTURE ZONE.  
(RUPEES IN LAKHS)

DIRECTOR(PROJECTS)	Full	100 e.c.	Subject to the condition that the e.c. provision was considered while submitting the tender.
RBG/SBG Head	50 e.c.		

2.13 PURCHASE OF SMALL TOOLS AND PLANTS LIKE PUMPS, VIBRATORS, WORKSHOP TOOLS AND SPARE PARTS ETC. SUBJECT TO NON-AVAILABILITY FOR TRANSFER FROM OTHER UNITS UNDER THE ZONE.

( RUPEES IN LAKHS )

DIRECTOR(PROJECTS)	15 e.c.	i)Subject to non Availability for Transfer from other units under the zone. ii) Tender provisions/ ceiling/budget.
RBG/SBG Head	0.25 e.c. 1.00 p.a.	- do -
UNIT INCHARGE	0.20 e.c. 0.50 p.a.	- do -

2.14 HIRING OF P&M / EQUIPMENT & CSS(STEEL) SUBJECT TO NOC FROM HO/ZONES FOR TRANSFER.

DIRECTOR(PROJECTS)	Full	
RBG/SBG Head	Rs.5.00 lacs )	
ZONAL HEAD	Rs.2.00lacs )	Subject to per month )Budget / Tender upto twelve )provisions and months. )concurrence of )local finance <b>only in non-PMC works.</b>
UNIT INCHARGE(IZ Projects)	Rs.0.50 lacs	- do - upto six months.
HOD(P&A)	Rs.0.20 lacs	- do - per month upto six months.

2.15 REPAIR OF P&M, LIGHT COMMERCIAL VEHICLE (LCV), STAFF CARRYING VEHICLES (SCV).

DIR(PROJS)/DIR(FIN)	Full	
INCHARGE(E&M/Admn. Divn.)	1.50 p.a. –	Subject to approval from next higher authority.
RBG/SBG Head	1.00 p.a. –	Discretion to be used and Cumulative expense on particular
Zonal Head	0.50 p.a.	vehicle to be incurred w.r.t. age/life etc.
Unit Incharge	0.50 p.a.	

2.16 TRANSPORTATION OF P&M BETWEEN ZONES / UNITS **OTHER THAN PMG WORKS**

DIRECTOR(PROJECTS)	Full	
RBG/SBG Head	Full	Within Region subject to tender / ceiling provisions.

## 2.17 DISPOSAL OF P&M, CSS (STEEL) AND OTHER ASSET.

- |   |                        |                            |  |
|---|------------------------|----------------------------|--|
| (a) To declare serviceable/repairable P&M and CSS (Steel) as surplus to NBCC and fixing the reserve price whose book value does not exceed the prescribed monetary limit.   | DIR (PROJS)            | Rs.1,00,000                | Powers to be exercised through Infra-structure Zone & Finance Division of H.O.                               |
| (b) To declare P&M & CSS (Steel) as unserviceable/BER whose life is completed in years as well as in hours/Kms as surplus to NBCC and fixing of reserve price whose book value does not exceed the prescribed monetary limit.     | DIR(P)<br><br>RBG Head | Full<br><br>Rs.50000       | - do -<br><br>Through finance representative attached to the concerned RBGs office and Infra-structure Zone. |
| (c) To declare P&M & CSS (Steel) as unserviceable /BER whose life is not completed in years/ hours/Kms (premature) and surplus to NBCC & fixing of reserve price, whose book value does not exceed the prescribed monetary limit. | DIR(P)<br><br>RBG Head | Rs.One lac<br><br>Rs.20000 | <br><br>Through finance representative attached to the concerned RBGs Office & Infra-structure Zone.         |

[In above pre-mature cases, investigation for premature failure to be completed before declaring as unserviceable / BER ]

- |  |          |          |  |
|--|----------|----------|--|
| (d) Disposal of P&M & CSS (Steel) after approval of competent authority as surplus provided the value received is equal to or more than reserve price. | RBG Head | Rs.1 Lac | i.After recommendation by a TSC which should include a Fin. representative of appropriate rank.<br>ii.In case where sale value is less than reserve price, prior approval of Competent Authority to be obtained. |
|--|----------|----------|--|

(e) Powers to declare other assets (except P&M & CSS (Steel) as surplus to NBCC disposal thereof after fixing reserve price, whose book value does not exceed the monetary limit.	DIR (PROJS)	Rs.1 lac	iii. investigation of loss, if realised amount is less than book value / reserve price to be done as per powers to write off of loss before disposal
	RBG Head	Rs.50000	
	HOD(Admn.)	Rs.20000	

Note: 1. The powers will be exercised w.r.t (a) the book value of each P&M and (b) total book value of all CSS(Steel) and other assets being considered at a time.

2.18 DISPOSAL OF REINFORCEMENT/STRUCTURAL STEEL SCRAP PROVIDED THE STEEL SCRAP IS NOT RETURNABLE TO CLIENT.  
(ALL PROPOSAL TO BE LINKED WITH APPROVED CTC)

( RUPEES IN LAKHS )

DIRECTOR(PROJECTS)	Full	
RBG/SBG Head	Full	Subject to making provision in CTC with concurrence from finance representative.
UNIT INCHARGE	2.00 e.c.	Subject to financial concurrence and sub-mission of report to the Zonal Office and provision in CTC.

2.19 DISPOSAL OF TIMBER SCANTLING/EMPTY CEMENT BAGS/ CONTAINERS ETC. PROVIDED THE WASTAGE IS WITHIN THE PERMISSIBLE LIMITS(LINKED WITH APPROVED CTC).

DIR(PROJS)	5.00 e.c.
RBG/SBG Head/Zonal Head	2.00 e.c.
UNIT INCHARGE	0.50 e.c.

2.20 DISPOSAL OF DIRECT MATERIAL FOUND SURPLUS AT THE TIME OF CLOSING OF THE PROJECT.

DIR.(PROJS)	Full	Subject to the condition that the disposal is not below the landed cost/present market value.
RBG/SBG/Zonal Head	Full	

2.21 TO GRANT EXTENSION OF TIME WITHOUT LEVY OF LD **WITHIN DELEGATED POWERS.**

DIRECTOR(PROJECTS)	Full	Only for contract cases upto their respective powers of award and reasons to be recorded and subject to the conditions that LD is not levied by the clients and report submitted to HO. Delay is not attributable to the contractor. <b>Clients have compensated NBCC for additional overheads/expenditure due to the extension.</b>
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(In case client does not compensate **for the additional overheads/expenditure during the extended period** then CTC is to be revised with the approval of the Competent Authority).

2.22 HIRING OUT P&M/EQUIPMENTS TO OUTSIDE PARTIES/ SUB-CONTRACTORS.

DIR(PROJS)/DIR(FIN)	Full	
INCHARGE(E&M DIV.) -	HO	Full Subject to condition that hiring is as per formula/instruction issued by H.O. and is not required by any other unit/zone, and for the period P&M/ equipment is surplus.
RBG/SBG ZONAL HEAD	Full	- do -

3.0 OVERHEADS

3.1 **MEDICAL ADVANCES FOR THE PURPOSE OF INDOOR TREATMENT SUBJECT TO REIMBURSEMENT UNDER MEDICLAIM POLICY.**

DIR(PROJS)/DIR(FIN)	Upto Rs.50000	80% of estimate submitted by hospital through A/c Payee cheque payable to the respective hospital.
HOD(P&A)	Upto Rs.20000	
H.OS(PERS) HO	Upto Rs.10000	
RBG/SBG/ZONAL HEAD	Upto Rs.10000	
UNIT INCHARGE	Upto Rs.5000	

### 3.2 IMMEDIATE MEDICAL EXPENSES TO PERSONS IN CASE OF EMERGENCY

DIR(PROJS)/DIR(FIN)	Subject to ceiling of Rs.5000/-e.c.
HOD(P&A)	Rs.2500/-e.c.
RBG/SBG/ZONAL HEAD	Rs.1000/-e.c.
UNIT INCHARGE	Rs. 500/-e.c.

### 3.3 ANNUAL MAINTENANCE CONTRACT INCLUDING COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF OFFICE EQUIPMENT AND FURNITURE/ ELECTRONIC ITEMS AND INSURANCE OF BUILDING/P&M AND OFFICE EQUIPMENT ETC IN HEAD OFFICE, RBG OFFICE, ZONAL OFFICES. ( RUPEES IN LACS )

DIRECTOR(PROJECTS)	Full	
HOD(Admn.)	0.50 e.c. 2.00 p.a.	Full powers in case of proprietary item subject to budget provision / finance concurrence.
ZONAL HEAD	0.20 e.c. 1.00 p.a.	Full powers in case of proprietary item subject to budget provision / finance concurrence/CTC.

### 3.4 OFFICIAL ENTERTAINMENT & BUSINESS PROMOTION ( RUPEES IN LACS )

DIR(PROJS)/DIR(FIN)	0.50 p.a.	
RBG/SBG Head/ZONAL HEAD	0.25 p.a.	Including expenditure incurred in site offices under their control subject to ceiling in overheads.
UNIT INCHARGE	0.12 p.a.	
HOD(BD)	0.25 p.a.	
OTHER HODs HEAD OFFICE	0.12 p.a.	
SITE-INCHARGE	0.05 p.a.	

### 3.5 CONTINGENT EXPENDITURE ( RUPEES IN LACS )

DIR(PROJS)/DIR(FIN)	0.25 p.a.
HOD(P&A)	0.12 p.a.
RBG/SBG ZONAL HEAD	0.12 p.a.
UNIT INCHARGE	0.06 p.a.

3.6 STAFF WELFARE EXPENSES AT HO/SBG/RBG & ZONAL OFFICES AS PER APPROVED RATES AND RULES (WITHIN BUDGET ALLOCATION)

DIR(PROJS)/DIR(FIN)	Full
RBG/SBG Head	Rs.2500 p.m.
ZONAL INCHARGE	Rs.1000 p.m.
UNIT INCHARGE	Rs. 500 p.m.
ZONAL FINANCE HEAD	Rs.1000 p.m.
HOS(HO) NOT BELOW THE RANK OF AGM.	Rs.1000 p.m.

3.7 CLOTHING AND LIVERIES TO EMPLOYEES(AS PER ENTITLEMENT).

DIR(PROJS)/DIR(FIN)	Full	Where Corporate liveries are not
HOD(Admn.)	Full	provided from HO.

NOTE : Cash equivalent in lieu of admissibility not permitted.

3.8 REIMBURSEMENT OF CONVEYANCE FOR SELF AND STAFF (WORKING UNDER HIS CONTROL).

DIR(PROJS)/DIR(FIN)	Full
CVO/ED/GGM/GM(HO)/HOD(P&A)	Rs.2500/- p.m.
RBG/SBG/ZONAL HEAD	Rs.5000/- p.m.
UNIT INCHARGE	Rs.1500/- p.m.
ZONAL FINANCE INCHARGE	Rs. 500/- p.m.
HOS(HO)	Rs.1500/- p.m.

3.9 HIRING OF GUEST HOUSE/OFFICE/RESIDENTIAL ACCOMMODATION & PAYMENT OF BROKERAGE CHARGES SUBJECT TO PRESCRIBED NORMS/ DPE GUIDELINES.

(As per DPE guidelines)

GUEST HOUSE	OFFICE	RESIDENTIAL
HOD(Admn.)	- Full	Full

### 3.10 HIRING OF SITE OFFICE SUBJECT TO PRESCRIBED NORMS.

RBG/SBG/Zonal Head	Full	i) Plinth area ceiling 1000 sq.ft. ii) Total rental liability i/c furnishing during the contract period not exceed 50% of the ceiling provisions on account of construction of temporary hutments / site office. iii) These provisions are not applicable to PMC jobs.
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- NOTE:
- i) For payment of advance rent, security deposit and brokerage etc., detailed administrative instructions issued vide Circular No.16(R-1)/BS/2K dated 19.10.2000. (Appendix-III).
  - ii) Cases having deviations from the prescribed norms be referred to H.O(Admn.)

### 3.11 INCIDENTAL EXPENSES ON OFFICIAL FUNCTIONS / PRESENTATION MEETINGS, LIAISON & CONFERENCES.

DIR(PROJS)/DIR(FIN)	Rs.10000 e.c. upto Rs.100000 p.a.	
ED/GGM(PMG/Admn.)	Rs.8000 e.c.	) Subject to receipt upto Rs.50000 p.a.) of requisition duly
GM(Admn.)	Rs.5000 e.c.	) apprpved by the concerned Upto Rs.45000 p.a. ) HOD.
RBG/SBG/ZONAL HEADS	Rs. 5000 e.c.	upto Rs.30000 p.a.
UNIT INCHARGE	Rs. 2000 e.c.	upto Rs.10000 p.a.

### 3.12 TO SANCTION FUNERAL EXPENSES ON DEATH OF INDIGENT EMPLOYEES AS PER PRESCRIBED CEILINGS.

DIR(PROJS)/DIR(FIN)	Rs. 4000 e.c.
HOD(P&A)/DIVISIONAL HEADS(HO)	Rs. 4000 e.c.
RBG/SBG ZONAL HEAD	Rs. 4000 e.c.
UNIT INCHARGE	Rs. 4000 e.c.

### 3.13 GUEST HOUSE EQUIPMENTS, FURNISHINGS, CROCKERY, ETC., EXPENSES.

HOD(Admn.)	Rs.10000/-e.c. upto Rs.50000 pa
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3.14 REPAIR & MAINTENANCE OF OFFICE BUILDING WITHIN BUDGET ALLOCATION/CTC.

HOD(Admn.)	Full
RBG/SBG/ZONAL HEAD	Full

3.15 OVERTIME ALLOWANCE TO CHOWKIDARS & DRIVERS.

DIR(PROJS)/DIR(FIN.)	Full
ED/GGM/CVO/HOD(Admn.)	Full
RBG/SBG/ZONAL HEADS	Full ) To be regulated as ) per HO instructions.
UNIT INCHARGE	Full )

3.16 TO INCUR EXPENDITURE ON TRAINING TO SPONSOR OFFICERS & STAFF TO SEMINARS / CONFERENCES IN INDIA.

DIR(PROJS)/DIR(FIN)	Full	The HRD plan to be made for complete year and got approved.
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(A) POWER TO REIMBURSE MEMBERSHIP OF PROFESSIONAL BODIES AS PER GUIDELINES.

HOD(P&A)/(HRD)	Full
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(B) POWER TO OBTAIN MEMBERSHIP OF VARIOUS ORGANISATIONS/BODIES FOR THE CORPORATION

DIR(PROJ)/DIR(FIN)	Full
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3.18 ISSUE OF ADVERTISEMENT IN NEWSPAPER EXCEPT NIT SUBJECT TO THE INSTRUCTION ISSUED FROM HO FROM TIME TO TIME.

DIR(PROJ)/DIR(FIN.)	Full
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HOD(PR)	Full
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3.19 HIRING OF STAFF CARRYING VEHICLE SUBJECT TO HO INSTRUCTIONS ISSUED FROM TIME TO TIME.

	( RUPEES IN LAKHS )	
DIR(PROJS)/DIR(FIN) I/C E&M DIVISION(HO)	Full 3.00 p.a.	For Corporate Office subject to approved budget provisions.
RBG/SBG/ZONAL HEAD	Rs.15000	Subject to the per month condition that no per unit Corporation vehicle upto six is available in the months Zonal Office/Unit.

NOTE : i) Not valid for P.M.C Works, and

ii) Where vehicles are provided by executing Agencies as per contract.

3.20 RUNNING EXPENSES OF STAFF CARRYING VEHICLE (SCV)/LIGHT COMMERCIAL VEHICLE(LCV).

DIR(PROJS)/DIR(FIN)	Full	
RBG/SBG/ZONAL HEAD	Full	Subject to budget / ceiling provisions.
UNIT INCHARGE	Full	- do -
HOD (Admn.)	Full	-do-

3.21 SANCTION OF PETTY EXPENDITURE WITHOUT VOUCHERS.

DIR(PROJS)/DIR(FIN) Rs.5,000/- each occasion.

3.22(a)EXPENDITURE ON PURCHASE OF PRINTING STATIONERY NOT SUPPLIED BY H.O;PURCHASE/REPAIR OF OFFICE EQUIPMENT, FURNITURE AND TO INCUR OTHER OFFICE EXPENSES SUBJECT TO PRESCRIBED NORMS AT HO & ZONAL OFFICE LEVEL.

DIR(PROJS)/DIR(FIN)	Full	
HOD(P&A)	Full	In consultation with Finance.
HOS(ADMN)	Full	In concurrence with the Finance Div. within the budget provisions subject to the purchase being made from local market after following purchase procedure.
		Rs.2000 e.c. (subject to a ceiling of Rs.25000/-pm)
RBG/SBG/ZONAL HEAD	Full	In respect of purchase & repair from open market in connection with the work of Admn. Division at HO. In consultation with Finance Incharge and subject to Budget/ ceiling/C.T.C.

Where in the above items are included in the scope of Agency as per contract agreement, no expenditure is to be incurred thereof.

3.22(b) EXPENDITURE ON PETTY PURCHASES & STATIONERY ITEMS/OFFICE EQUIPMENT & FURNITURE.

Unit Incharge Rs.2000 p.m. In respect of all sites under his Control with approval of RBG Head.

4.0 OTHERS

4.1 TO EXECUTE INSTRUMENTS, DEEDS, LEASES, CONTRACTS, INDENTURES AND VAKALATNAMA ETC., IN THE NAME AND ON BEHALF OF CORPORATION WITH THE APPROVAL OF COMPETENT AUTHORITY/ PROVISION IN THE ARTICLES OF ASSOCIATION.

DIR(PROJS)/DIR(FIN.) Full

HOD(Admn.) Full

RBG/SBG/ZONAL HEAD Full

4.2 TO INSTITUTE, CONDUCT & DEFEND LEGAL PROCEEDINGS AND TO SEEK LEGAL ADVICE/OPINION ON BEHALF OF THE CORPORATION OR ITS OFFICERS IN CONNECTION WITH THE AFFAIRS OF THE CORPORATION AND SANCTION OF FEE ON APPOINTMENT OF ATTORNEY/CONSULTANT AND INCURRING OF INCIDENTAL EXPENDITURE.

( RUPEES IN LAKHS )

DIR(PROJS)/DIR(FIN.) Full

HOD(P&A) Full

RBG/SBG Head 2.00 p.a. As per instructions  
ZONAL HEAD 1.00 P.A. issued by the legal  
cell H.O.  
UNIT INCHARGE 0.10 p.a. Subject to reporting  
to Zonal Incharge

4.3 CERTIFICATION & PROFESSIONAL FEES

DIR(PROJS)/DIR(FIN) Rs.15000/- e.c.

HOD(P&A) Rs.2000/- e.c.

HOD(FIN) Rs. 2000/- e.c.  
Rs. 6000/- p.a.

RBG/SBG/ZONAL INCHARGE Rs. 2000/- e.c.  
Rs. 6000/- p.a.

UNIT INCHARGE Rs. 500/- e.c.  
Rs. 2000/- p.a.

4.4 (a) SETTLEMENT/WRITE-OFF OF NBCC'S CLAIMS/NET DUES AGAINST CLIENTS THROUGH MUTUAL SETTLEMENT / LEGAL CHANNELS INCLUDING ARBITRATION AWARDS OR OTHERWISE.

DIR(PROJS)/  
DIR(FIN)

Full Subject to realisation of 90% of outstanding dues in accounts.

Rs.50,000/- each case for old balances in accounts subject to maximum of Rs.5.00 lacs per annum.

H.OD(CE)

Full Subject to realisation of 95% of outstanding dues in accounts.

GM(FIN)

Rs.20,000/- in each case for old balances in accounts subject to maximum of Rs.0.50 lacs per annum.

NOTE: The above is subject to the provisions that the project has not incurred loss as per financial accounts and corresponding liability is also written-back.

(b) ACCEPTANCE OF ARBITRATION AWARDS

CMD  
DIR(PROJS)

FULL  
FULL

4.5 SETTLEMENT/WRITE-OFF OF UNRECOVERED AMOUNTS FROM CONTRACTORS/PRWs/SUPPLIERS/EMPLOYEES ON ANY ACCOUNT.

DIR(P)/DIR(F)

i) Rs.50,000/- each case for more than 5 years old balances in accounts subject to maximum of Rs.5.00 lacs per annum.

ii) Rs.5.00 lacs each case in rest of the cases.

4.6 WRITE-OFF OF LOSSES OF ASSETS (OTHER THAN RAW MATERIALS / CASH) INCLUDING STORES / EQUIPMENTS / TOOLS / PLANTS & MACHINERY ETC., DUE TO ANY REASON OTHER THAN THEFT/FRAUD/ NEGLIGENCE.

DIR(PROJ)/DIR(FIN)

Rs.50,000/- each case subject to maximum of Rs.10.00 lacs per annum.

RBG/SBG/ZONAL HEAD

Rs.10,000/- each case subject to maximum of Rs.0.50 lac per annum.

4.7 TO WAIVE RECOVERIES ESTABLISHED IN INTERNAL AUDIT / TECHNICAL AUDIT REPORTS.

DIR(PROJS)/DIR(FIN)

Rs.20,000/- each case.

4.8 PURCHASE OF BOOKS AND SUBSCRIPTION FOR NEWSPAPERS/ JOURNALS/BULLETINS.

DIR(PROJS)/DIR(FIN)	Rs.25,000/- p.a.
HOD(P&A)	Rs. 5,000/- p.a.
RBG/SBG HEAD/ZONAL INCHARGE	Rs. 5,000/- p.a.
UNIT INCHARGE	Rs. 2,000/- p.a.

4.9 BANKING, L.C'S AND GUARANTEES.

DIR(FIN)/GM(FIN)/AGM(F)	Full	To open/operate/close or to authorise to open/operate Bank Accounts.
		To open/amend/extend LCs.
		To execute documents for Loans/OD/Bank Guarantees/ Counter Guarantees/ Other facilities/ Indemnity Bonds.
		To lodge claims against and/or to encash guarantees in favour of NBCC.

4.10 TO WRITE-BACK UNCLAIMED CREDITS LYING FOR OVER 3 YEARS AND APPROVE CLASSIFICATION OF INCOME/EXPENDITURE TO "PRIOR - PERIOD".

DIR(PROJS)/DIR(FIN)	Full
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4.11 TO FIX INSTALMENTS FOR RECOVERIES FROM EMPLOYEES.

DIR(PROJS)/DIR(FIN)	Full
ED(F)/GM(F)/AGM(F)/RBG/SBG/	Upto 6 instalments Zonal Head/HOD(P&A)

4.12 TO APPROVE ACCOUNTING OF INCOME/EXPENDITURE RELATING TO PREVIOUS YEARS TO PRIOR-PERIOD HEAD.

DIRECTOR(FINANCE)	Full
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4.13 INVESTMENT IN FIXED DEPOSITS WITH CORPORATION'S BANKS OF SURPLUS FUNDS RECEIVED FROM CLIENTS AGAINST DEPOSIT WORKS.

DIR(FIN)	Upto Rs.25 crores
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**APPENDIX-I****CONSTITUTION OF TSC FOR PROCUREMENT OF WORK AGAINST TENDER OR BY NEGOTIATION**

## 2.1 1) AT HEAD OFFICE

<u>Value of Tender</u>	<u>Member of TSC</u>	<u>Approving Authority</u>
i) Upto Rs.50.00 lakhs(Consultancy)	Tech.Rep.of Consultancy Fin Rep.(Consultancy) Tech.Rep.(BD)	HOD(Consultancy)
ii) Upto Rs.20.00 crore	Rep. of BD Rep. of CE Fin Rep.	HOD(BD)
iii) Beyond Rs.20.00 crore but below Rs.50.00 crore	1) HOD(BD) 2) Rep.of Fin. 3) Tech. Rep.	DIR(P)
iv) Beyond Rs.50.00 crore	HOD(BD) DIR(P)/GGM/GM Dir(FIN)/GM(F)/AGM(F)	CMD

2.2 2) **CONSTITUTION OF TSC FOR ENTERING WITH PRE-TENDER TIE-UP WITH PARTIES ON STANDARD TERMS & CONDITIONS OF NBCC.****(HEAD OFFICE)**

Value of Tender Upto Rs.50 lakhs (Consultancy)	HOS/TO/HOS(F)	HOD(Consultancy)
Upto Rs.10.00 crore	Representative	HOD(BD) of BD HOS(F)/Rep.of CE
Beyond Rs.10.00 crore but Upto Rs.15.00 crore	1) HOD(BD) 2) Rep.of Fin Div. 3) Technical Officer	DIR(P)
Beyond Rs.15.00 crore but upto Rs.20.00 crore	DIR(P)/GGM/GM DIR(F)/GM(F)/ GM(F) HOD(BD)	CMD

## APPENDIX - I

### 2.7(3) CONSTITUTION OF TSC FOR AWARD OF WORK/SUPPLIES.

<u>HEAD OFFICE</u>	<u>TSC MEMBER</u>	<u>APPROVING</u>
<b><u>AUTHORITY</u></b>		
Value beyond Rs.15 crores but upto Rs.100 crore (Tenders to be called in H.O.)	RBG/ED/GGM/GM(PMG) GM(F)/AGM(F) Concerned SBG/Zonal Head	CMD
Value of tender beyond Rs. 7 crores but upto Rs. 15 crores (Tenders to be called in H.O.)	1) RBG/ED/GGM/GM(PMG) 2) GM(F)/AGM(F) 3) SBG/Concerned Zonal Head	DIR(P)
Value of tender beyond Rs. 3 crores but upto Rs. 7 crores (Tenders to be called in RBG/SBG Office)	1) Concerned Zonal Head/Unit Incharge RBG/SBG 2) Technical Officer to be nominated by Head RBG/SBG 3) Finance representative from HO by GM(F)/AGM(F) 4) Finance Incharge in respective RBG/SBG Office.	
<b><u>ZONAL OFFICE</u></b>		
Value upto Rs.3 crores (Tenders to be called at the Zonal Office)	Technical Officer of the Zone. Zonal Finance Head Concerned Unit-Incharge	ZONAL HEAD
<b><u>UNIT LEVEL</u></b>		
Value restricted as per sub-delegation	Technical Officer of the unit Finance representative of unit Concerned site incharge.	Unit-Incharge

**Note:** Where geographically the units are located at remote areas/far away from the zone, the tenders can be called at respective units after prior approval of the Approving Authority, where the TSC shall be constituted as under:-

Unit-Incharge  
Technical Officer(nominated  
from Zone by Zonal Head)\*  
Unit Finance Incharge.

\* The Zonal Head may allow a technical representative from the unit to open the tenders at the unit level itself provided the processing of the tender continues to remain with TSC constituted as above.

1. TSC members will be nominated by the Approving Authority in each case.
2. Fin. Rep. can be one level below the others.
3. TSC will essentially consists of two Technical members & one Finance member.
4. TSC recommendation should be directly put up to the Approving Authority.
5. Tenders can be called at HO/RBGs/SBGs Office/ZO/Unit level subject to approval of Approving Authority.
6. Before call of tenders, the concerned Unit / ZO/RBGs/SBGs Office/ HOD /HOS will move a note for approval of Approving Authority and nomination of TSC by Approving Authority.
7. In the absence of Zonal Financial Incharge during the opening of the tender, then another senior most official in finance could be deputed in his place. However, for the purpose of TSC, the zonal financial incharge shall have to be associated.

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**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED  
(A Government of India Enterprise)**

!A TEAM IN PURSUIT OF EXCELLENCE!

**WORKS MANUAL CELL**

NBCC Bhawan  
Lodhi Road  
New Delhi-110003

No.PM/CCC/Works Manual/2000/1060

January 31, 2000.

**CIRCULAR**

Following additional provision has been approved by the Competent Authority in Chapter IV of the Works Manual (AWARD OF WORKS BY NBCC TO SUB-CONTRACTORS, PRW AND SUPPLIERS AND SOME GENERAL TERMS AND CONDITIONS OF CONTRACT). The copies of this circular may be sent to all the units in your zone for information.

**14.0 REPEAT ORDERS :-**

14.1 Repeat Supply Order(s) and Work Order (s) may be placed on the original Suppliers / original PRW/sub-Contractor or new Supplier/ PRW/Contractor subject to fulfilment of the following conditions.

14.1.1 TSC will record sufficient reasons for taking recourse to the issue of Repeat Supply Order(s) for procurement of materials and repeat Work Order(s) for execution of works at already agreed to rates.

14.1.2 Repeat Supply Order(s) and work Order(s) will be placed within the overall powers delegated to the concerned officer i.e. the total Repeat Supply Order (s) and repeat Work Order (s) cost including the original value of such Supply Order(s)/Work Order(s) shall not exceed the delegated powers in this regard.

14.1.3 In case the value of the Repeat Supply Order(s)/Work Order(s) including the original values of such orders exceed the delegated powers of the officer, the approval of the authority delegated with due power shall be taken.

14.1.4 Repeat Supply Order(s)/Work Order(s) will generally be the replica of the original order in totality and repeat order will not be placed for selected items and the proportion of quantities of items in repeat order shall be the same as in original order. In case it becomes absolutely essential to place repeat order only for the selected item(s), permission of the next higher authority shall be taken in writing.

14.1.5 Repeat supply / work order shall only be placed if the original order was placed after following prescribed procedure and with the permission of the Competent Authority.

14.1.6 The TSC shall examine and record that there has been no downward trend in the rates since the placement of the original order.

14.1.7 TSC shall identify items quoted with freakish rates and it shall be ensured that variations in the quantities of such items do not go

beyond 5%. In unavoidable situations where the quantities of items quoted with freakish rates exceed 5% sanction of the next higher authority will be taken.

14.1.8 In case the Repeat Supply / Work Order is intended to be placed on the original Supplier/PRW/Contractor TSC shall confirm by recording the satisfactory performance of the supplier/PRW/Contractor on the original order in case of placement of the Order on a new Supplier/PRW/Contractor TSC will verify their credentials before placement of the order.

Sd/-

A.K. PRUTHI  
PROJECT MANAGER(CCC)

Copy for information and necessary action to :

1. DIR(P)/DIR(F)/GGM/GM(BD)/DGM(F)/ED(VIG)/CE(CONSULTANCY/  
CPM(E&M)/CM(LAW)/CE(REAL ESTATE)  
CM(P/IR)/CM(ADMN)/CMS/SO TO CMD.
2. GM(E&M)/GM(SZ)/GM(EZ)/CE(WZ)/CE(CHANDIGARH)/CE(NA  
SIK)/ CPM(DZ)/CPM(ENVIROMENTAL ZONE)/CPM(NV  
ZONE)/PM(MAURITIUS CO-ORDINATION)/PM(MAURITIUS).

Sd/-

A.K. PRUTHI  
PROJECT MANAGER(CCC)

**APPENDIX - III**

**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED  
(A Government of India Enterprise)**

NBCC Bhawan  
Lodhi Road  
New Delhi-110003.

**No.16(R-1)/BS/2K**

**19<sup>th</sup> October, 2000.**

**CIRCULAR**

All HODs/Zonal Heads  
N.B.C.C. Limited  
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**SUB : HIRING OF SITE OFFICE(S).**

Sir,

As you are aware that the Zonal Heads have now been authorised by the Competent Authority to hire premises on rent for the site office within their zones. The hiring of site office is subject to the following norms :

- i) The plinth area ceiling for the site office shall be 1000 sq.ft.
- ii) Total liability on account of rental including furnishing of the site office for the contract period should not exceed 50% of the ceiling provisions for construction of temporary hutments provided in the tender.
- iii) The amount of advance rent and/or security deposit should ordinarily be restricted equivalent to 3 months rent but in no case it should exceed 6 months rental. If payment of brokerage is not escapable, the amount thereof should normally be limited to half month's rent. However, under no circumstances the amount of brokerage should exceed one month rent. The location of a site office based on factors such as, proximity to project site, reasonability of rental in the locality should be based on a market survey conducted by a LPC having a finance representative and headed atleast by a unit-in-charge not below the level of RE. \*
- iv) Water & electricity charges for the rented premises as at actuals will be borne by NBCC. All other rates and taxes including Municipal levies etc., if any, shall be exclusive responsibility of the owner.
- v) A lease deed incorporating the above provisions should invariably be executed by an officer duly authorised by the Zonal Head.

The norms as prescribed above will not be applicable to PMC jobs awarded to the Corporation. Further, all proposals which are not covered within the prescribed norms shall, however, require prior approval of the Competent Authority at Head Office.

Sd/-

A.K. SINGH  
COMPANY SECRETARY  
\* Read as DPM for RE.

**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED  
( A Government of India Enterprise )**

NBCC Bhawan,  
Lodi Road,  
New Delhi-110 003

**No.16(R-1)/BS-2006**

**15<sup>th</sup> February,2006**

**Sub: Sub-delegation of enhanced powers concerning Real Estate Project, Pushp Vihar, Saket, New Delhi (Amendment No.6).**

In supercession of all earlier instructions/orders for sub-delegation of powers in connection with NBCC Real Estate Project, Pushp Vihar, Saket, New Delhi, the following enhanced powers are hereby sub-delegated to RBG(North) and AGM(Pushp Vihar) for expeditious completion of the project:

**Head Regional Business Group(North)**

Powers available with CMD under clause 2.4 & 2.7(a) to 2.22 in sub-delegation of powers circulated vide letter dated 7.6.2004 together with all subsequent amendments from time to time shall now be exercised by RBG(North).

**Additional General Manager(Pushp Vihar)**

Powers available with Director(P) under clause 2.4 & 2.7(a) to 2.22 in sub-delegation of powers circulated vide letter dated 7.6.2004 together with all subsequent amendments from time to time shall now be exercised by AGM(Pushp Vihar).

**Project Manager(Pushp Vihar) – Unit Incharge**

Powers available with RBG Head under clause 2.4 & 2.7(a) to 2.22 in sub-delegation of powers circulated vide letter dated 7.6.2004 together with all subsequent amendments from time to time shall now be exercised by Project Manager (Pushp Vihar).

The above officers have been delegated these enhanced powers in addition to their existing powers as RBG(North)/Zonal Incharge/Unit Incharge.

The above enhanced powers in relation to NBCC Real Estate Project, Pushp Vihar, Saket, New Delhi comes into force with immediate effect. All decisions taken in the past will also fall within the purview of these enhanced powers.

The decision taken to sub-delegate enhanced powers for expeditious completion of Real Estate Project at Pushp Vihar, Saket, New Delhi will not be quoted as precedence for any other project in future.

**The enhanced powers for NBCC Plaza, Pushp Vihar, New Delhi will remain in force till its completion or until further orders.**

This issues with the approval of the Competent Authority.

**( A K SINGH )  
GM(ADMN.)/CO. SECRETARY**

RBG(North)/AGM(Pushp Vihar)/Unit Incharge (Pushp Vihar)

Copy to: 1. CMD/Director(F)  
2. GGM(PMG)/GM(F)/GM(RE)/AGM(F)

**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED  
( A Government of India Enterprise )**

NBCC  
Bhawan,  
Lodi Road,  
New Delhi-110 003

No. 16(R-1)BS-2006

3<sup>rd</sup> June, 2006

**Sub: Withdrawal of enhanced powers concerning Real Estate Project, Pushp Vihar, Saket, New Delhi.**

Enhanced powers earlier circulated under reference of even number dated 13.2.2006 in relation to NBCC Plaza, Pushp Vihar, New Delhi are hereby withdrawn.

Consequently, all matters concerning Pushp Vihar Real Estate Project will now be dealt in accordance with the revised sub-delegation of powers issued on 23.5.2006.

This issues with the approval of the competent authority.

**( A K SINGH )  
COMPANY SECRETARY**

RBG(North)/GM(Pushp Vihar)/Unit Incharge(Pushp Vihar)

Copy to:

1. CMD/Director(F)
2. ED(Tech.)/GM(F)/GM(RE)/AGM(F)