



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Shipping, Road Transport and Highways)  
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No.11041/21/2002-Admn.

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**POLICY MATTERS – Administration/Finance (120/2006)**  
**[Decision taken in 58<sup>th</sup> Meeting of the Authority held on 20.4.2006]**

**Sub: Delegation of Powers to Chairman, Members and other Officers of National Highways Authority of India**

The Authority in its 58<sup>th</sup> meeting held on 20.4.2006 approved the revised delegation of powers to Chairman, Members and other officers superceding all earlier orders on the subject. The revised delegation of powers are enclosed herewith for information and compliance.

  
(G.P. Chand)  
General Manager (Admn.)

All Officers at Hqs and PIUs/CMUs

# NATIONAL HIGHWAYS AUTHORITY OF INDIA

## DELEGATION OF POWERS

Sl. No.	Powers	To whom delegated	Extent of delegation
<b><u>I-Establishment:</u></b>			
1.	Appointments, Absorption, Promotion, Confirmation and allied matters.	Chairman	Full powers.
		Member (Admn.)	Full powers below the level of Manager.
2.	Acceptance of Resignation/ Termination	Chairman	Full powers.
		Member (Admn.)	Full powers below the level of Managers.
3.	Officiating arrangements in leave vacancy/during training	Chairman	Full Powers.
		Members	Full powers within their own Divisions.
		Project Director	Full powers in respect of all posts in the project .
4.	Posting/Transfer	Chairman	Full Powers.
		Member (Admn.)	Full powers up to the level of DGM (Except PDs).
		Member Concerned	Full powers within the Division.
5.	Grant of leave (Except study leave)	Chairman	Full powers.
		Member	Full powers in respect of all posts upto the level of GM within the Division.
		Chief General Manager / General Manager (where no CGM is posted)	Full powers up to the level of Dy. General Manager.
		Project Director	Full powers up to 45 days in respect of all posts in the project .
6.	Grant of CL/ Special CL / RH	GM	Full powers.
7.	Grant of Study leave	Chairman	Full powers.
8.	Grant of incentives/ honorarium	Chairman	Full powers.
		Member (Admn.)	Upto Rs.10,000 in each case.
9.	Sanction of LTC as per NHAI (LTC) Regulations	GM (Admn.)	Full powers.
		DGM (Admn.)	Full powers below the level of Manager.

Sl. No.	Powers	To whom delegated	Extent of delegation
10.	Reimbursement of Tuition Fee/hostel subsidies as per MoF orders	GM (Admn.)	Full powers.
		DGM (Admn.)	Full powers below the level of Manager.
11.	Appointment of individuals as Consultants / Advisors including terms & conditions.	Chairman	Full powers up to six months. Beyond six months with the approval of the Authority.
12.	Acquisition / Disposal of Immovable Property – Reporting of.	Chairman	Full powers
		Member (Admn.)	Full powers up to the level of CGM.
13.	Noting of transaction of movable property	Member (Admn.) *	Full powers.
		GM (Admn.)	Full powers upto DGM level officers.
		DGM (Admn.)	Full powers below the level of Manager.
14.	Nomination for attending seminar/ conference /training programme which is likely to be beneficial to the Authority	Chairman	Full powers .(Both in India and Abroad)
		Member (Admn.)	Full powers up to the level of DGM within India.
15.	Authorisation of tour	Chairman	Full powers for domestic as well as foreign tours.
		Member	Up to the level of GM in corporate office and Project Director at the site for tours in India.
		Chief General Manager / General Manager (where no CGM is posted)	Up to the level of DGM in corporate office.
		Project Director	All officers and employees under his administrative control for project related work. PDs may travel within their area of jurisdiction without approval of Member.
16.	Relaxation of provisions in respect of entitlement to Air-journey on duty and in respect of stay.	Member (Admn.)	Full powers.
17.	Acceptance of declaration of home-town, dependent family members etc.	Member (Admn.)	Full powers.
18.	Appointment of casual labour on daily wages	GM (Admn.)	Full powers.
		Project Director	Full powers in PIUs.
19.	Grant of advances		
	(i) House building and Motor car	GM (Admn.)	Full powers subject to prescribed limits.

Sl. No.	Powers	To whom delegated	Extent of delegation
	(ii) Motor cycle/ Scooter/Moped/ Bi-cycle	DGM (Admn.)	Full powers subject to prescribed limits.
20.	Tour Advance/Transfer TA Advance/ LTC Advance	Accounts Officer	Full powers once the tour programme is approved by the competent authority.
		Project Director	Full powers for the project staff.
21.	Forwarding of application for outside employment	Chairman	Full powers.
		Member (Admn.)	Upto the level of GM.
		GM (Admn.)	Below the level of Manager.
22.	NOC for application for passport	DGM (Admn.)	Full powers.
<b><u>II- Contingent Expenditure &amp; Connected issues.</u></b>			
1.	Hiring of office Accommodation	Chairman	Full powers.
		Member (Admn.)	Upto Rs.1 lakh pm in each case.
2.	Hiring of residential accommodation for officers/ employees of the corporate office through Hiring Committees.	Chairman	Full powers on recommendation of Hiring Committee.
		GM (Admn.)	Full powers up to prescribed limits.
3.	Hiring of office & residential accommodation in PIUs.	Project directors	Full powers up to the prescribed limits.
4.	Advance Rent for hired / leased Accommodation adjustable in the monthly rent (both office and residences)	Member (Admn.)	Full powers
		Project Directors	The amount of rent up to 6 months.
5.	Security Deposit to the Landlord for hired /leased accommodation	Chairman Member (Admn.)	Full powers Amount equal to the rent for 6 months.
		Project Directors	Amount equal to the rent for 3 months.
6.	Retention of hired/ leased accommodation after retirement /deputation /Tenure of officers /employees as per rules of Directorate of Estates	Member (Admn.)	Full powers.
7.	Monthly Hiring of Vehicles for official use	Member (Admn)	Full powers.
		GM (Admn.)/ PD	Full powers upto the prescribed rates.
8.	Contingent hiring of vehicles for official use in case of urgency	GM (Admn)	Full powers.

Sl. No.	Powers	To whom delegated	Extent of delegation
		PD	Full powers for officers on tour as per entitlement.
9.	Sanction of conveyance charges to General Managers/ CGMs/Members/ Chairman	Self	Full powers.
10.	Sanction of Conveyance Charges to officers/employees	GM-for all officers of his Unit	Full powers
11.	Bank charges	DGM(F)/ Project Directors	Full powers.
12.	Demurrage /Wharf age charges	Member (F) through Member concerned	Full powers.
13.	Insurance of Assets	Member (Admn.)	Full powers.
		Project Directors	Full powers (in respect of PIUs).
14.	Expenditure for the purpose of security and house keeping including stores required for repairs/ sanitary fittings / water supply / electricity installations etc.	Member (Admn.)	Full powers.
		GM (Admn.)	Rs.15,000/- in each case.
		Project Director	Rs.10,000 in each case subject to ceiling of Rs.30,000 per annum.
15.	Additions / alterations to hired /owned office accommodation in Project Offices.	Chairman	Full powers.
		Member (Admn.)	Upto Rs.1 lakh in each case subject to ceiling of Rs.5 lakh per annum.
		GM (Admn.)	Upto Rs.15,000 in each case subject to ceiling of Rs.5 lakh per annum.
		Project Director	Upto Rs.25,000 per annum.
16.	Hiring of manpower for meeting emergent requirements.	Member (Admn.)	Full powers.
17.	(a) Annual Maintenance and repair of office equipment & other office machines/ equipments	GM (Admn.)	Full powers.
		Project Directors	Full Powers in PIUs.
18.	Repairs, up-keep and maintenance of furniture/ fixture.	GM (Admn.)	Full powers.

Sl. No.	Powers	To whom delegated	Extent of delegation
19.	Payment of electricity, water, Telephone & other charges of recurring nature including reimbursement of office Telephone bills.	DGM (Admn.)	Full powers.
		Project Directors	Upto prescribed limit wherever fixed (in respect of PIU/CMU)
20.	Maintenance, upkeep and repairs of office vehicles	Member (Admn.)	Full powers.
		GM(A.)	Rs.10,000/- in each case.
		Project Directors	Rs.50,000 per annum.
21.	Purchase of Books, Periodicals, Journals, News papers.	Library Committee	Full powers, Subject to Budget Provision
		Project Directors	Full powers within the approved Budget provision.
		GMs & above	Rs.10,000/- per annum for professional books.
22.	Advertisement & Publicity	Chairman	Full powers.
		Member (Admn.)	Upto Rs.1 lakh in each case.
23.	Printing & Binding	Members	Full powers.
		CGMs	Rs.20,000 in each case.
		GMs	Rs.10,000/- in each case.
24.	Municipal rates & Taxes	GM(F)/ Project Director	Full powers.
25.	Purchase of Stationery & office stores including papers for printing, Photocopying etc.	DGM (Admn.)	Full powers subject to Budget.
		Project Directors	Full powers subject to prescribed limits.
26.	Purchase of office Equipments including Photocopiers, fax machines etc.	Member (Admn.)	Full powers.
		GM (Admn.)	Rs.30,000/- each case.
		Project Director	Rs.10,000 in each case.
27.	Purchase of Computers (including PCs /laptops)	Chairman	Full powers
		Project Director	As per authorization and technical guidelines.
28.	Purchase & maintenance of telecom equipment (excluding mobile phones)	Member (Admn.)	Full powers.
		CGM (IS&P)	Upto Rs.20,000 in each case.
		Project Director	Upto Rs.10,000 in each case.

Sl. No.	Powers	To whom delegated	Extent of delegation
29.	Purchase & maintenance of mobile phones	Member (Admn.)	Full powers.
		GM (Admn.)	Upto Rs.25,000 in each case.
		Project Director	Upto Rs.10,000 in each case.
30.	Sanction of new Telephone connections	Member (Admn.)	Full powers.
31.	Purchase of Furniture & Fixtures	Member (Admn.)	Full powers.
		GM (Admn.)	Up to Rs.50,000/- in each case.
32.	Purchase of Vehicles/Replacement of Vehicles	Chairman	Full powers.
33.	Medical Advance / Reimbursement to the officers/ employees in relaxation of Regulations.	Member (Admn.)	Full powers.
		DGM (Admn.)	As per NHAI Regulations.
		Project Directors	As per NHAI Regulations.
34.	Annual Maintenance of computers, printers, and all computers related hardware etc.	Member (Admn.)	Full powers
35.	Maintenance of computers and related hardware not covered in the annual maintenance	CGM (IS&P)	Up to Rs.10,000 in each case.
		Project Director	Up to Rs.5000 in each case.
36.	Purchase of Software and Hardware	Member (Admn.)	Full Powers
37.	Purchase of computer consumables (i.e. cartridge for Laser printers, Mouse cleaner, stationery etc.).	CGM (IS&P) / Project Director	Upto Rs.20,000/- in each case.

### **III- Misc. Financial Matters**

1.	Drawal of Pay and Allowances as per rules and all other payments sanctioned	GM(F)/ DGM(F)/ PD	Full powers.
2.	Re-appropriation in Annual Budget.	Chairman	Full powers. (with the approval of the Board when reappropriated from Plan to Non-plan & Capital to Revenue).
3.	Opening Bank Account	GM (F) / PD	Full powers as per guidelines.
4.	Investment of Surplus Funds in Securities (i) Temporary Parking of Funds in Nationalised Banks. (ii) Investment of Surplus funds.	Member (Finance)/ Project Director	As per guidelines.

Sl. No.	Powers	To whom delegated	Extent of delegation
5.	Write off of irrecoverable loss of Cash/ Public Money.	Chairman	Rs.50,000 in each case subject to Rs.5 lakhs per annum.
6.	Write off of obsolete items of Stores /furniture( Parameters of obsolescence to be decided)	Member (Admn.)	Full powers.
		Project Directors	Full powers for items prescribed in PIUs (Purchase value up to Rs.20,000/ )
7.	Sanction of imprest	GM(F)	Full powers.
8.	Expenditure on serving refreshments tea, coffee and snacks etc. in respect of official meetings.	Chairman Members CGMs GMs DGMs*	Full powers Rs.1500 p.m. Rs.1500 p.m. Rs.1000 p.m. Rs.500 p.m.
9.	Expenditure on entertainment to invitees/visitors in official conferences/ functions/ Board Meetings/press briefings /Parliament & statutory meetings/ other official meetings/ briefings/ presentations/ lectures/ laying foundation stones/ opening ceremonies, invitation cards, Shamianas, refreshments, garlands, photographs etc	Chairman  Member (Admn.)  Project Directors	Full powers.  Up to Rs.15,000/- in a year.  Up to Rs.5000/- in a year
<b>IV - Legal Matters</b>			
1.	Institution of legal proceedings or defending legal cases.	Member (Admn.)	Full powers.
2.	Legal charges relating to Court cases and Arbitration including Fees to Barrister, Advocates, Arbitrators, Umpires & Legal experts.	Chairman	Full powers.
		CGMs/GMs/ Project Director	As per prescribed rates.
3.	Acceptance of Arbitration Award	Chairman	Full powers.
4.	Reimbursement of Legal expenses by officers/ employees connected with official duties.	Member	Full powers.

Note: Chairman will have the inherent power to exercise all or any of the powers delegated to the lower functionaries and to further delegate any of the powers to any officer of the Authority.