



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport and Highways)

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NHAI/Policy Guidelines/Administration-Estate/Finance/2018 Policy No.1.1.26, Dated the 13th February 2018

(Decision taken by EC in the meeting dated 31.01.2018 on the Agenda no.333.08)

Sub: Delegation of Powers to Chairman, Members and other officers of E&BM Section of the National highways Authority of India.

The Competent Authority has approved the Delegation of Powers as per Annexure-I to Chairman, Members and other officers of Estate and Building Management Section of the Authority.

Encl.: Annexure-I.

V.K. Sharma
13/02

(V.K. Sharma)
Chief General Manager (Coord.)

To

All Officers at NHAI HQ/ROs/PIUs/CMUs/Site Offices.
Hindi Officer for translation in Hindi

NATIONAL HIGHWAYS AUTHORITY OF INDIA

DELEGATION OF POWERS FOR E&BM SECTION, NHAI HQ

S. No.	Powers	Delegation for E&BM section NHAI, HQ	
		To whom delegated	Extent of delegation
1	Appointment of casual labor on daily wages		
1.1		Estate Officer	Full Powers
2	Advance rent for hired/ leased Accommodation adjustable in the monthly rent(both office and residence)		
2.1		Member (Admn.)	Full Powers
2.2		CGM RO (HQ)	The amount of rent up to 6 months
2.3		Estate Officer	The amount of rent up to 3 months
3	Security deposit to the landlord for hired/ leased accommodation		
3.1		Chairman	Full Powers
3.2		Member(Admn.)	Amount equal to the rent upto 12 months
3.3		CGM RO (HQ)	Amount equal to the rent up to 6 months
3.4		Estate Officer	Amount equal to the rent upto 3 months
4	Insurance of Assets		
4.1		Member (Admn.)	Full powers.
4.2		CGM RO (HQ)	Full Powers (for insurance from public sector insurance companies)
5	Expenditure for the purpose of petty building maintenance works, security and housekeeping including stores required for repairs/ sanitary fittings/ water supply/ electricity installations etc.		
5.1		Member (Admn.)	Full Powers
5.2		CGM RO (HQ)	Upto Rs. 10 Lac in each case subject to ceiling of Rs.1Cr per annum.
5.3		Estate Officer	Upto Rs. 2.5 Lac in each case subject to ceiling of Rs. 25 Lac per annum
6	Additions / alterations to hired/ owned office accommodation by NHAI HQ		
6.1		Chairman	Full Powers

S. No.	Powers	Delegation for E&BM section NHAI, HQ proposed	
		To whom delegated	Extent of delegation
6.2		Member (Admn.)	Upto Rs. 100 Lac in each case, subject to ceiling of Rs. 500 Lac per annum
6.3		CGM RO (HQ)	Upto Rs. 25 Lac in each case, subject to ceiling of Rs. 125 Lac per annum
6.4		Estate Officer	Upto Rs 2.5 Lac in each case, subject to ceiling of Rs. 25 Lac per annum
7	Hiring of manpower for meeting emergent requirements.		
7.1		Estate Officer	Up to 89 Day with the approval of CGM RO (HQ)
7.2		CGM RO (HQ)	Extension 3+3+3 months up to One Year
7.3		Member (Admn.)	More than one year
8	Annual Maintenance and repair of installations in building including DG Set, Elevators, Cooling towers, Fire Fighting system, RO Plant, Glow Signage etc.		
8.1		Member (Admn.)	Full powers
8.2		CGM RO (HQ)	Upto Rs. 25 Lac in each case
8.3		Estate Officer	Upto Rs. 2.5 Lac in each case
9	Repairs, up-keep and maintenance of furniture/ fixture.		
9.1		CGM RO (HQ)	Full powers
9.2		Estate Officer	Upto Rs. 50,000/- in each case
10	Payment of electricity, water & Other charges of recurring nature to Government Deptts		
10.1		Estate Officer	Full Powers
11	Municipal rates & Taxes	CGM RO (HQ)	Full Powers
12	Purchase of Items for office building like Coolers, ACs, Air purifiers, Fans etc		
12.1		Member (Admn.)	Full powers.
12.2		CGM RO (HQ)	Upto Rs. 2.5 Lac in each case
12.3		Estate Officer	Upto Rs. 50,000 in each case
13	Purchase of Furniture & Fixtures		
13.1		Member (Admn.)	Full Powers.
13.2		CGM RO (HQ)	Upto Rs. 2.5 Lac in each case
13.3		Estate Officer	Upto Rs. 50,000 in each case
14	Approval of petty purchase through Imprest	CGM RO (HQ)	Full Powers.