

**BATHINDA DEVELOPMENT AUTHORITY
(BDA)**

**BDA COMPLEX, BHAGU ROAD,
BATHINDA**

MANUALS

**(As per the Provisions of
Right to Information Act 2005)**



REGARDING THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS & DUTIES

Creation of B.D.A.

For speedy and better development of Bathinda City, Punjab Government
Constituted this authority vide below notification:

GOVERNMENT OF PUNJAB DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HOUSING-II BRANCH)

NOTIFICATION

The 16th July, 2007

13/31/07-1HG2/5398 Dated Chandigarh

Whereas the Governor of Punjab is of the opinion that the object of proper development of the area falling in and around Bathinda City and will be best served while entrusting the work of development and redevelopment thereof to a Special Authority.

Therefore, in exercise of the powers conferred by Section 29(1) of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No.11 of 1995), the Governor of Punjab is pleased to constitute and establish the Bathinda Development Authority (BDA) for areas falling the city of Bathinda and its surrounding villages falling within the revenue district of Bathinda as defined in the annexed drawing No.DTP(B)1507/2007, dt 26.6.2007.The authority shall comprise of the following official members:-

OFFICIAL MEMBERS

- | | | |
|-----|--|----------|
| 1. | Chief Minister, Punjab | Chairman |
| 2. | Housing and Urban Development Minister
(when in position) | Member |
| 3. | Chief Secretary | Member |
| 4. | Principal Secretary, Finance | Member |
| 5. | Principal Secretary, Local Govt. | Member |
| 6. | Principal Secretary, Housing and Urban Development | Member |
| 7. | Principal Secretary to Chief Minister, Punjab | Member |
| 8. | Chief Town Planner, Punjab | Member |
| 9. | Chief Administrator, BDA | Member |
| 10. | Three non-official members to be nominated by the Govt. | Member |
1. Chief Administrator Bathinda Development authority shall be appointed by the Government.
 2. The Headquarters of the Authority shall be at Bathinda. The office of the Additional Chief Administrator, PUDA, Bathinda will house the office of Bathinda Development Authority & will be expanded as per its requirements.

3. All powers and functions of the Punjab Urban Planning & Development Authority relating to development and redevelopment of Bathinda and its adjoining areas forming part of Bathinda Development Authority shall be exercised by the Bathinda Development Authority as constituted.

Committees & Function

Appointment of Committees :- For the purpose of securing efficient discharge of its functions, particularly for the purpose of ensuring of the efficient maintenance of Public amenities and execution of development works and project, there shall be following committees of the Authority, namely :-

(I) Executive Committee: - The Executive Committee shall consist of :-

(i) Chief Secretary to Govt., Punjab	Chairman
(ii) Principal Secretary to CM, Punjab	Member
(iii) Principal Secretary, Finance, Punjab	Member
(iv) Principal Secretary, Local Govt., Punjab	Member
(v) Secretary, Housing & Urban Development, Punjab	Member
(vi) Chief Town Planner, Punjab	Member
(vii) Chief Administrator, BDA	Member Secretary

The Committee shall discharge the following functions namely :-

- (i) The constitution of Executive Committee shall be to secure efficient discharge of the functions of BDA. The Executive Committee will exercise all the powers of BDA, including the functions as specified below, and decisions taken in the Executive Committee shall be placed in the next meeting of the Authority for ratification.

To approve the selection of Urban Estates, development of areas and new townships.

To approve housing projects and other projects for development of land in Urban Estates, development of areas and new townships and other Urban Development Programme.

Selection of Public/Private Sector Collaborators.

(II) Finance & Accounts Committee: - The Finance & Accounts Committee shall consist of:-

(i) Secretary of Govt. of Punjab	Chairman
Deptt. of Housing & Urban Development	Member
(ii) Secretary to Govt., Punjab	Member
(iii) Chief Administrator, BDA	Member Convener

(III) Planning & Design Committee: - The Planning & Design Committee shall consist of:-

(i) Secretary to Govt., Punjab	Chairman
Deptt. of Housing & Urban Development.	
(ii) Secretary to Govt., Punjab.	Member
Deptt. of Local Govt. or his representative.	
(iii) Chief Administrator, BDA	Member Convener
(iv) Chief Town Planner, Punjab.	Member
(v) Chief Country Planner, Punjab.	Member
(vi) Chief Architect, Punjab.	Member

The Committee shall discharge the following functions, namely :-

Scrutinize proposals for declaring planning areas and preparation of Regional Plans, Master Plans and Town Development Schemes under the Act and the rules

Regulations made there under to be recommended to the Authority for necessary approval.

Scrutiny of layout plans for Sectors and Sub-Sectors.

Discharge any other function that the Authority or the Executive Committee may specifically assign.

2. Objects & Functions of the Authority (Section 28) The main objects and functions of the Authority is to promote and secure better planning & development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold, manage, plan, develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building, engineering, mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purpose of this act.

In particular and without prejudice to the generality of the forgoing provisions the Authority itself or in collaboration with any other agency or through any other agency on its behalf.

- i. If so required by the State Government or the Board, take up the works in connection with the preparation and implementation of Regional plans, master plan and new township plan and town improvement schemes.
- ii. Undertake the work relating to the amenities and services to be provided in the Urban Areas, Urban Estates, promotion of urban development as well as construction of houses.
- iii. Promote research, development of new techniques of planning, land development and house construction and manufacture of building material.
- iv. Promote companies, associations and other bodies for carrying out the purposes of the act;
- v. Perform any other functions which are supplemental, incidental or consequential to any of the functions referred to in this sub section or which may be prescribed.

3. Control by State Government (Section 40)

- (1) The Authority shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration of this Act.
- (2) The State Government may depute any officer to inspect or examine the office of the Authority, or its development works and to report thereon and the officer so deputed may, for the purposes of such inspection or examination call for,-
 - a. any extract from any proceedings of the Authority or any committee constituted under this Act, record, correspondence, plan or other documents;
 - a. any return, estimates, statement of accounts or statistics;
 - b. any report, and the Authority shall furnish the same.

4. Acquisition & Disposal of Land by the Authority. (Section 42)

Acquisition of Land

- (i) When any land other than the land owned by the Central Government is required for the purposes of the Authority under this Act, the State Government may, at the request of the Authority, proceed to acquire it under the provisions of Land Acquisition Act, 1894 and no payment by the Authority of the compensation awarded under that Act and of any other charges incurred in acquiring the land, the land shall vest in the Authority.
- (ii) For the purposes of the Land acquisition Act, 1894 and any other law for the time being in force, the Authority shall be deemed to be a local authority.

Disposal of Land (Section 43)

1. Subject to any directions by the State Government under this Act, the Authority may dispose of-
 - a. any land acquired by it or transferred to it by the State Government without undertaking or carrying out any development thereon; or
 - b. any such land after undertaking or carrying out such development as it thinks fit to such persons, in such manner and subject to such terms & conditions as it considers expedient for securing proper development.
2. The transfer of land to any person under sub-section (1) shall be subject to such further conditions as may be prescribed with regard to completion of buildings or parts thereof or with regard to extension of period for such completion and payment of fees for such extension.
3. Nothing in this Act shall be construed as enabling the Authority to dispose of land by way of gift, but subject to this condition, reference in this Act to the disposal of land shall be construed as reference to the disposal thereof in any manner whether by way of sale, exchange, lease or by the creation of any easement, right or privilege or otherwise.
4. Subject to the provisions hereinbefore contained, the Authority may sell, lease or otherwise transfer whether by auction, allotment or otherwise any land or building belonging to it on such terms & conditions as it may from time to time determine.
5. The consideration money for any transfer under sub-section (4) shall be paid to the Authority in such manner as may be determined by the Authority.
6. Notwithstanding anything contained in any other law for the time being in force, any land or building or both, as the case may be, shall continue to belong to the Authority until the entire consideration money together with interest and any other amount, if any, due to the Authority, on account of the transfer of such land or building or both, is paid.
7. Unless and until conditions provided in the regulations made by the Authority are fulfilled, the transferee shall not transfer any of his rights in the land or building except with the previous permission of the authority which may be granted on such terms and conditions and on payment of such fee as may be determined by the Authority.

Powers of the Authority to make Regulations (Section 182)

1. The Authority may make regulations, consistent with this Act and the rules made there under, to carry out the purposes of this Act.
2. In particular and without prejudice to the generality of this power, such regulations may provide for,-
 - a. the summoning or holding of the meetings of the Authority, the time and place where such meetings are to be held and the conduct of business at such meetings under sub-section (1) of section 21;
 - b. the functions to be assigned to the Chief Administrator by the Authority under section 22;
 - c. the appointment of committees under section 23;
 - d. the salaries, allowances and conditions of service of officers and other employees of the Authority under sub-section (2) of section 26;
 - e. the powers & duties of the officers and other employees of the Authority under sub-section (3) of section 26;
 - f. any other matter which has to be, or may be, determined by regulations.

Besides this the Authority is also undertaking construction of different type of houses to the needs of the various sections of the society. Special attention is given for the construction of EWS & LIG houses for the poor people of the State. These houses are allotted on easy installments. Residential plots of various sizes are allotted to the needy persons for the construction of houses. Apart from land is allotted to the Co-operative Societies for the construction of multi-stories flats/ houses in all the urban estates. Land is also allotted for various other purposes such a construction of schools, Hospitals, Government offices, Petrol Stations, Cattle Pond etc. The Authority also provides infrastructures to the Urban Estates being developed by it.



REGARDING POWERS & DUTIES OF ITS OFFICERS & EMPLOYEES

POWERS OF CHAIRMAN, BDA

<ul style="list-style-type: none">To review and accept the Annual Confidential Report of the Chief Administrator and to accept the ACRs of the All ACAs, ACA (F&A), Chief Engineer.	As per decision taken by the Authority in its 6 th meeting vide agenda item No.6.09 & orders issued vide Endst No.PUDAAdmn-EA-6/1997/8588 dated 11-8-97.
<ul style="list-style-type: none">To preside the meeting of the Authority.	As provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995.
<ul style="list-style-type: none">To approve the minutes of the meeting of the Authority.	As provided in (Committees & Conduct of Business), Regulations 1996 approved by the Authority by exercising the power of Section 182 of Punjab Regional & Town Planning & Development Act, 1995 and orders issued vide Endst No.PUDA-Admn-EA-3/96/21022-92 dated 6-6-96.
<ul style="list-style-type: none">To preside the meeting of Finance & Accounts Committee and Planning & Design Committee by the Hon'ble HUDM as Chairman of above committees who is also the Chairman of the Authority.	-do-
<ul style="list-style-type: none">To approve the minutes of the meeting of the Finance & Accounts Committee and Planning & Design Committee.	-do-
<ul style="list-style-type: none">To approve the Agenda items for consideration of the Authority.	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none">To visit & check from time to time various field officers and operating units of the Corporation within the State.	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none">Second "Appellate Authority" as the case may be.	As provided in BDA Employees (Punishment & Appeal) Regulations 1997.

POWERS OF CHAIRMAN AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DT 18-11-97 & AMENDED FROM TIME TO TIME.

- To grant premature increment to an employee (Group- A & B) in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Volume-I, Part-I.
- To grant increment to the officers (Group-A & B) who go abroad to improve their qualifications.
- To reduce the pay of an officiating employee (Group-A & B).
- To appoint and grant honorarium to the employees (Group A & B) who hold charge of current duty of another post in addition to their own duties.
- To grant or permit an employee (Group-A & B) to receive honorarium.
- To grant permission to an employee (Group-A & B) on leave to accept employment or to take up service.
- To appoint an employee (Group- A & B) to hold temporary post of to officiate in more than one post. To determine the amount of pay and allowances which may be paid to an employee (Group-A & B) under rule 7.3 (4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab CSR, Volume-I, part-I.
- To Sanction Extra ordinary leave to an employee (Group A&B) including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab CSR Vol-1 Part-1.
- To Extend deputation period of an employee (Group A & B).
- To grant of Proficiency/Selection grade/ Senior Scale/ Placement in the higher Scale (Group A & B employees) & Grant of Class-II status to Junior Engineer under Assured Progression Scheme.
- Competent for Posting & Transfer of employees (Group A & B).
- To sanction House Building Advance & Conveyance advance to employees (Group A & B).
- To clear the Probation period of Group A & B employees.
- To incur expenditure upto Rs. 5000/- P.M. on entertainment in the interest of the Authority's business activities.
- Committee consisting of Chief Administrator & Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to write off book value of stores & stocks due to depreciation or any other cause.
- To accord sanction to non-scheduled or extra items.
- To accept a single tender or where tender other than the lowest is accepted.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to dispose off material (Tools & plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) & Chief Engineer under the Chairmanship of Chairman is competent to sanction dismantling of temporary building and structures when purpose for which the construction was under taken has been fulfilled.
- Committee consisting of Chief Administrator and Chief Engineer under the Chairmanship of Chairman is competent to write off articles (Tools & plants), & office furniture's rendered unserviceable through wear &

tear if the original purchase value of the articles is not known.

- To appoint work charged staff (Group-A & B) against sanctioned posts and to punished Work charges Staff.

DUTIES OF CHAIRMAN AS PER CIRCULATION OF GUIDELINES ISSUED BY THE STATE GOVERNMENT VIDE NO: 28-9-78-3PP II/1946 DATED 4-12-1986.

<ul style="list-style-type: none"> • To attend meetings of the Authority. 	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No.28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none"> • To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority. 	-do-
Chairman may visit & check various field officers time-to-time and operating units of the Authority within the state. Points for action arising from such visits shall be endorsed to the Chairman.	-do-
<ul style="list-style-type: none"> • To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority. 	-do-
<ul style="list-style-type: none"> • Chairman is responsible for furnishing reports to Government & correspondence with Government on behalf of Authority. However, in important matters of policy, it shall be open to the Chairman to send a demi-official communication to the State Government. 	-do-
<ul style="list-style-type: none"> • Chairman should confine his powers of general guidelines to matters of Authority management and policy and leave day-to-day administration of the affairs of the Authority to the charge of the Chief Administrator. 	-do-
<ul style="list-style-type: none"> • To listen the public grievances & launch the new policies for the development of the State. 	-do-

POWERS OF THE VICE CHAIRMAN-CUM-SHUD

- Vice Chairman shall be the Chairman of the Authority in absence of Chairman as provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995.
- First & Second “Appellate Authority” as the case may be as provided in BDA Employees (Punishment & Appeal) Regulations 1997.

POWERS OF VICE CHAIRMAN AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME AND ADOPTED BY BDA

- To accord Administrative approval to proposals for original works at projects.
- Committee consisting of Chief Administrator, Chief Engineer, Senior Architect, Addl. Chief Administrator (F&A) and Addl. Chief Administrator (Field) under the Chairmanship of Vice Chairman to be called "THE CONCEPT APPROVAL COMMITTEE" is competent to finalize the Architectural Drawings and specifications for materials (Based on which DNIT).
- To initiate ACRs of CA, to review of ACRs of ACAs, CE and accept the ACRs of LAO, CAO, SEs.

DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATION MADE THEREUNDER.

- To attend all the meetings of the Authority.
- To finalize the appeals under the relevant provisions of the concerned Regulations, Acts, against the orders of the Competent Authority, as the case may be.

POWERS OF CHIEF ADMINISTRATOR

- All powers assigned by the Authority and by the State Government under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 & rules/regulations made there under and powers notified by the State Government under the relevant provision of the Punjab Apartment & Property Regulation Act, 1995, the Punjab Apartment & Property Regulation Rules, 1995 and the Punjab Apartment Ownership Act, 1995 for day to day functioning of the Authority.

POWER OF CHIEF ADMINISTRATOR AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO.6.16 ISSUED VIDE ENDST NO PUDA-ADMN-EA-4425812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME AND ALSO ADOPTED BY BDA.

First meeting of Bathinda Development Authority held on Date 6.08.2009 with Agenda Item 1.01, 1.02, 1.03, 1.04, 1.05.

- Competent to declare drawing & disbursing officers.
- Competent to declare 'Head of Office'.
- "Appellate Authority" in the cases of Group-D BDA employees as provided in (Punishment & Appeal) Regulations 1997.
- To sanction tour program of staff working under his control.
- Competent to act as per provision of section 2 (r) 26, 35, 41, 42, 43, 49, 51, 52,53,54,139,140,141,155,164,167 & 169 of Punjab Regional & Town Planning & Development Act, 1995 vide order issued vide Endst. No. BDA-Admn-EA-4-1997/18180-250 dt 8.8.97 as per decision taken by the Authority in its 3rd meeting vide item No. 3.06.
- Powers issued by the State Government/SHUD vide notification under the relevant provisions of the Punjab Regional & Town Planning & Development Act, 1995, (Punjab Act No. 11 of 1995), The Punjab Apartment and property Regulation Act. 1995 (Punjab Act. No. 14 of 1995), The Punjab Apartment And property Regulation Rules, 1995 and The Punjab Apartment Ownership Act, 1995 (Punjab Act No. 13 of 1995) for day to day working of the Authority.
- To relax the provision of rule 3.22 of the Punjab CSR Vol-I, Part -I.
- To declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Vol-I, Part-I will not be applicable to any particular case.
- To grant pay & allowances to an employee treated on duty under rule 2.16 of the Punjab Civil Services Rules, Vol-I, Part-I.
- To grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 & 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I for group C & D.
- To grant advance increment to the officers who go abroad to improve their qualifications for group C & D.
- To decide whether the officiating pay should not be given in case of clerical and subordinate posts not borne on regular scales of pay.
- To reduce the pay of an officiating employee for group C only.
- To appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties for group C & D.
- To waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes or being house tax or property tax to be recovered from any employee.
- To grant or permit an employee to honorarium for group C & D.
- To sanction the taking of work for which a fee is offered & the acceptance of fee thereof.

- To treat the period of suspension of an employee as a period spent on duty for any specified purpose for group A, B & C.
- To grant leave (including Ex-India leave).
- To grant extension in joining time.
- To grant permission to an employee on leave to accept employment or to take up service for Group C & D.
- To fix pay in Foreign Service.
- To decide the date of reversion of an employee returning after leave from Foreign Service.
- To appoint an employee to hold temporary post or to officiate in more than one post for C & D employees.
- To determine the amount of pay & allowances which may be paid to an employee under rule 7.3 (4) 7.3 (A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Vol-I, Part-I for group C & D.
- Extra ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Vol-I, Part-I for group C.
- Medical Leave under condition clause (II) of rule 8.137 of Punjab Civil Service Rules, Vol-I Part-I group C.
- To sanction advance out of the contributory provident fund for group A & B.
- Issuing of No Objection Certificate, No Dues Certificates for obtaining passport.
- Extension in deputation period of an employee for group C & D (Tech & Non-Tech).
- Grant of proficiency/selection grade and sr. scale/placement in the higher scale and grant of Class-II status to JE under Assured Career Progression Scheme for group C.
- Posting & transfer of employee for group C & D. (Technical & Non-technical).
- To sanction engagement of agencies, staff and professional experts on contract basis for two years at a time.
- To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of CPF & GIS etc to employees of BDA for group C & D officers.
- Clearance of probation period for group C.
- Power to sanction leave travel concession.
- To sanction purchase of periodicals & newspaper required for official use.
- To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans charges for carriage of office record.
- To incur expenditure on entertainment in the interest of the Authority's business activities.
- To sanction legal expenditure in connection with Civil Suits/Complaints Appeals for and against the Authority.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair).
- To sanction expenditure on running of vehicles and generators (excluding repair & replacement of parts).
- To sanction expenditure on running vehicles (excl. repair & replacement of parts).
- To sanction reimbursement of medical expenses incurred by the employees.
- To declare stores & stocks surplus or un-serviceable upto Rs. 20,000/- each item (book value).
- To sanction sale or articles of stocks & stores declared un-serviceable – by Public Auction.

- To write off books.
- Committee consisting under Chairmanship of CA to write off books value to stores and stocks due to depreciation or any other cause.
- To sanction payment of Municipal taxes of the Authority which have been assessed by the Competent Authority.
- To sanction payment of rates or taxes levied by a statute or by local rules or orders (as for instance terminal tax or octroi levied on the Authority).
- To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.
- To reimburse an employee whose conduct has been the subject matter of enquiry for expenditure on account of defense witness.
- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.
- To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.
- To accord Administrative approval to proposal for original works at projects upto Rs. 500.00 lacs.
- Committee consisting of Chief Engineer and ACA (F&A) under the CA is competent to accept tenders for execution of works above Rs 50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest.
- Committee consisting of ACA (Policy), ACA (F&A), SE (P&D), CAO and Chief Engineer under the Chairmanship of Chief Administrative is competent to purchase store for sanctioned works.
- To accord sanction to non-scheduled or extra items.
- To accept of a single tender or where tender other than the lowest upto Rs. 50.00 lacs subject to maximum of 10% of contract value.
- To sanction expenditure under the workmen compensation Act, 1923 and the industrial Dispute Act. 1947.
- To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots auction of sites and the like.
- Committee consisting of Chief Engineer and ACA (F&A) under the Chief Administrator is competent to fix the limit of reserve stocks.
- Committee consisting of CE, ACA (F&A) is competent to sanction repair and carriage of tools and plants construction equipment, scientific equipment and laboratories.
- To sanction carriage and handling of stock material chargeable to stock.
- Committee consisting of Chief Engineer and Chief Accounts officer under the Chief Administrative is competent to declare stores (Tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribe the mode of disposal.
- To incur expenditure for getting preliminary study report prepared.
- Grant of extension of time for completion of work.
- To sanction the purchase of Fero-Chemicals.
- To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons upto amount as admissible to workman under schedule 4 of Workman Compensation Act, 1923
- To appointment of work-charged staff against sanctioned posts and to punished work charged staff for group C &D.
- To delegate powers of the Authority under section-2 sub-section v of the Punjab urban Planning & Dev, Authority (Building Rules, 1996) (i.e. declaring Authorized officers).
- To delegate powers of Chief Administrator to the subordinate officers in order to facilitated day to day working & to withdraw the same if required.
- Committee consisting of CE, Sr. Architect, ACA (F&A) under the Chief

Administrator is competent (new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalized the Architectural Drawings and specifications for materials (Based on which DNIT) for works below Rs. 1.00 crore.

- To fix levy of departmental charges of the projects to be carried out by BDA as deposit works.
- To approve the journeys within jurisdiction of the ACA, CE, Director (QC), Senior Town Planner & Personal staff working with Chief Administrator office.
- To initiate / review / accept the ACRs of the officers/officials of BDA as per delegation issued vide Endst No. BDA-Admn-EA-6/97/18588-917 dated 11-8-1997.
- To allow inter-se-change of posts within the overall sanctioned strength if situation so warrants as per decision taken by the Authority in its 23rd meeting vide agenda item No. 23.07 and orders issued vide Endst No. BDA-Admn-EA-4/2003/42916-43015 dated 27-11-2003.

DUTIES OF THE CHIEF ADMINISTRATOR

The Chief Administrative shall be the Chief Executive of the Authority and shall arrange for the transaction of business of the Authority, authenticate orders and decisions of the Authority and discharge such other functions of the Authority as may be assigned to him by the Authority under its regulations.

POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (FIELD) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME AND ADOPTED BY BDA.

- To declare headquarter of employee within their respective jurisdiction for employees in the scale of Rs. 2200-4000.
- To sanction the absence of an employee on duty beyond his sphere of duty for employees working under their respective control Group D.
- To fix pay for the employees working under their respective control.
- To grant or permit an employees to receive honorarium upto Rs. 500/- during an year in their respective zone.
- To sanction the taking of work for which a fee is offered and the acceptance of fee thereof upto Rs. 50,000/- in their respective jurisdiction.
- To grant leave (excluding Ex-India leave) for employees working under their respective controls.
- To permit the calculation of joining time by a route other than which travelers habitually use.
- To appoint an employee to hold temporary post or to officiate in more than one post for group C & D within their respective jurisdiction.
- Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Services Rules Vol-I, Part-I for staff within their jurisdiction.
- Forwarding of applications to the organization to whom they are addressed as per Government instruction and permission to pursue further studies by the employees in every class through correspondence or privately or any other examination within their jurisdiction.
- To engage lawyers as per fees fixed by the Authority for cases in lower courts within their respective jurisdiction.
- To appoint revenue staff only for 2 years at a time at the rates approved by

the head office.

- To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of CPF & GIS etc. to employees of BDA for workcharged staff in the respective zone.
- To sanction expenditure on purchase of furniture & fixtures upto Rs. 25000/-in a year.
- To sanction expenditure on purchase of type writers, Photostat machines, cycles upto Rs. 50,000/- per item per year.
- To sanction expenditure on purchase of computer and related equipments.
- To sanction expenditure on purchase of Air Conditions, Water Coolers, Air Coolers & electrical fans upto Rs. 30,000/- for AC and Rs. 5,000/- for the rest.
- To sanction expenditure on purchase of books and maps upto Rs. 1,000/- in an individual case non-recurring expenditure.
- To sanction expenditure on purchase of construction equipments such as road roller, mixtures and vibrators etc. upto Rs. 50,000/-.
- To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighting machines, meters equipments upto Rs. 25,000/-.
- To sanction expenditure on printing of brochures only on or less than the rates approved by the PR cell, HQ and within the limit of budget allocation of each zone and Rs. 10,000/- for other printing jobs in an individual case.
- To sanction expenditure on purchase of stationery without obtaining tender upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in a year.
- To sanction expenditure on account of rent of office accommodation within respective zone.
- To sanction expenditure on purchase of postage stamps within respective zones.
- To sanction supply of liveries to drivers and class-IV employees according to scale and conditions laid down by the Authority for its employees.
- To sanction expenditure on purchase of periodicals and newspapers required for official use upto Rs. 5000/- per year.
- To sanction expenditure on miscellaneous office expenses such higher charges and repair of office furniture, office equipments, fans charges for carriage of office record.
- To sanction legal expenditure in connection with civil suits/complaints, appeals for and against the Authority for district level cases as per prescribed rates.
- To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies on the rates approved by the PR Cell, HQ and within the limit of budget allocation of each zone.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair) within their jurisdictions and within sanction estimates approved by the competent Authority as per norms fixed.
- To sanction expenditure of running & maintenance of generator within sanctioned estimates approved by the competent Authority as per norms.
- To sanction reimbursement of medical expenses incurred by the employees working in respective zone.
- To declare stores and stocks surplus or unserviceable committee consisting of SE, A/Cs Officer and EO under ACA concerned is competent upto Rs. 50,000/-each item (book value) and ACA (Filed) is individually competent upto Rs. 5,000/- each item (book value).
- To sanction sale of articles of stocks and stores declared unserviceable by public auction with respective zone.
- To sanction payment of rates or taxes levied by a statute of by local rules or orders (as for instance terminal tax or octroi levied on the Authority) subject to assessment by the Competent Authority.

- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations upto Rs. 25,000/- per item.
- To accord Administrative approval to proposals for works for original works at projects upto Rs. 5.00 Lacs.
- To accord Administrative approval to proposals for works for extension of new works and executed works maintenance or repair upto Rs. 5.00 lacs subject to budget approval.
- To purchase stores for sanctioned works committee consisting of SE & A/Cs Officer (excluding centrally procured item) under the concerned ACA is competent to incur expenditure on the purchase of building material upto Rs. 20/- lacs at a time on one item subject to the ceiling of Rs. 50/- lacs on each item during the financial year.
- Acceptance of a single tender or where tender other than the lowest upto Rs. 10.00 lacs.
- To accord sanction to expenditure on ceremony connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like upto Rs. 25000/- in their respective jurisdiction.
- To fix the limit of reserve stocks upto Rs. 5.00 lacs.
- To sanction repair and carriage of tools & plants, construction equipments, scientific equipments and laboratories upto Rs. 5000/-.
- To declare stores (tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribed the mode of disposal committee consisting of SE & Accounts Officer under ACA concerned is competent upto Rs. 25000/-.
- Grant of extension of time for completion of work for works below Rs. 25.00 lacs.
- To issue certificate of residence proof to the officers/officials of BDA for employees working under their control.
- To initiate / review / accept the ACRs of the officers/officials of BDA as per delegation issued vide Endst No. BDA-Admn-EA-6/97/18588-917 dt.11.8.97.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (FILED)

- Appellant Authority against the orders of Estate Officer as per powers delegated by Government vide Notification No 2/3/98-4Hgl/3861-72 dated 19-8-98.
- To locate the new sites to develop into the Urban Estate within the Punjab State and submit reports for information and proper approval of the competent Authority.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
- To settle/finalize the service matters of the staff working under their respective zones as per their Competency and get it settled from the competent Authority.
- Overall check on the staff of their respective zone being a head of the concerned zone.

POWERS OF THE ESTATE OFFICER

- Estate Officer is competent to exercise the all powers of the Estate Officer

as provided in as provided in section 45, 46, 47, 48 of the Punjab Regional & Town Planning & Development Act, 1995 and notifications issued by the State Government under the relevant provision of this act from time to time.

- All powers assigned by the Authority and Chief Administrator for day-to-day working under the relevant Acts and Regulations/Policies made thereunder.

DUTIES OF THE ESTATE OFFICER

- To allocate commercial/domestic plots/houses/sites/shops to the general public within their respective jurisdiction as per norms/rates fixed by the Authority / Competent Authority as the case may be.
- To make recovery from allottees and to deposit the same in the BDA head account.
- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
- To settle the disputed cases of allotment.
- To initiate / review / accept the ACRs of the officers/officials of BDA as per delegation issued vide

POWERS OF THE SUPERINTENDING ENGINEER/ HEAD OF OFFICE

POWERS OF SUPERINTENDING ENGINEER / HEAD OF OFFICE AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To initiate / review / accept the ACRs of the officers/officials of BDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.
- Power to grant leave excluding ex-India leave upto one month for employees under his control.
- Grant of proficiency / selection grade and senior scale / placement in the higher scale & grant of class-II status to JE under Assured Career Progression scheme for workcharged staff under his control.
- To sanction expenditure on misc, office expenses such as higher charges & repair of office furniture, office equipments, fans charges for carriage of office record. Hiring charges upto 6 months and repair charges upto Rs. 2000/- in an individual case.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair) within his jurisdiction and within sanctioned estimates approved by the competent Authority as per norms fixed.
- To declare stores and stocks surplus or unserviceable upto Rs. 1000/- each item (book value)

- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for these regulations upto Rs. 5000/- per item subject to ceiling of Rs. 25000/- in a year.
- To accord technical sanction to the detailed estimates of works upto Rs.25.00 lacs.
- To accept tenders for execution of works upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher Authority.
- Lower purchase Committee consisting of SE, Estate Officer, DE, SO (W) is competent to incur expenditure on the purchase of building material upto Rs.25000/- at a time subject to the ceiling of Rs. 50000/- on each item during the financial year.
- To sanction T.A of the employees (except tour abroad) working under his control.
- To accord sanction to non-scheduled or extra items upto Rs. 2.00 lacs subject to maximum of 10% of contract value.
- Competent to accept a single tender or where tender other than lowest is accepted upto Rs. 2.00 lacs.
- To dispose off material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 10,000/-.
- To sanction dismantling of temporary building and structures when propose for which the const. was under taken has been fulfilled for temporary const. upto the cost of Rs. 10,000/-.
- Tender Committee consisting at HQ under the chairmanship of the SE project with Accounts Officer and DE concerned, as its member is competent to opening of tender called for execution of works.
- To write off articles (tools & plants) and office furnitures rended unserviceable through wear and tear if the original purchase value of the articles is not know upto Rs. 10,000/-
- SE and Sr. Architect are competent to sanction the purchase of fero-chemicals upto Rs. 10000/- for each office.
- Incur expenditure of testing of samples with a view to enforce quality upto Rs. 7500/-.

DUTIES OF THE SUPERINTENDING ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

POWERS OF THE DIVISIONAL ENGINEER / DDO

POWERS OF DIVISIONAL ENGINEER / DDO AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To initiate / review / accept the ACRs of the officers/officials of BDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.
- Power to grant leave to group – D employees (excluding ex-India leave) working under his control.
- To allow annual grade increment except in the case of proficiency selection

- grad or senior scale or when stopped by the competent Authority
- To sanction expenditure on account of telephone charges rental charges of telephones and other miscellaneous charges subject to verification of telephone bills and within the ceiling limit imposed by the Authority on local calls.
- To sanction expenditure on purchase of postage stamps up to rupees 2000 for their offices in the field.
- To sanction expenditure on electricity and water charges bills subject to verification of bills by concerned officers.
- To sanction expenditure on running & maintenance of vehicle (excluding repairs & replacement of parts) within the ceiling imposed as per instruction issued from time to time.
- To sanction expenditure for insurance of vehicles or other capital assets.
- To sanction pay, traveling allowance & other claims of the employees (except tour abroad) T.A. should be reimbursed after getting tour program approved from the ACA/Chief Engineer & ACA (HQ) for the employees serving under their respective control. In case of T.A. of SE approval of Chief Engineer will be required.
- To sanction reimbursement of medical expenses incurred by the employees upto Rs. 3600/- in an individual case.
- To accept tenders for execution of works upto Rs. 2.00 lacs except for single tender.
- Passing of first and final running bill after pre audit of odd running and final bills.
- To sanction carriage and handling of stock material chargeable to stock at the rates within the scheduled plus premium sanction from time to time.
- To dispose off material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 2,000/-.
- Tender Committee consisting of DE, SO (W) and the office Supdt is competent to opening of tender called for execution of works for tenders called or received in the Division office.
- Passing of bills of workcharged establishment subject to the condition that the appointment is made by the appointing Authority.
- DE and Architect are competent to sanction the purchase of ferro-chemicals upto Rs. 5000/- for each office.
- To sanction the payment of rates and taxes levied by a statute or by local rules or orders as per instance: octroi on Authority's stores, house tax, property tax etc. subject to the budget provision.
- Incur expenditure of testing of samples with a view to enforce quality upto Rs. 2000/- chargeable to the works subject to call of proper quotations and that higher rates are not paid then those contained in common schedule of rates plus sanctioned premium.
- To appoint staff on daily wages on mustroll basis for the execution of departmental works.
- Clearance of probation period for workcharged staff working under his/her control.

DUTIES OF THE DIVISIONAL ENGINEER

- All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

DUTIES OF THE OTHER STAFF OF THE AUTHORITY

- To assist the in-charge of section in disposal of work assigned to them.



THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

In Bathinda Development Authority, the decisions are taken by the Authority itself or Committees/concerned officers authorized by the Authority or the Chief Administrator or any other officer for exercising the powers for taking such decisions. Under Section 175(1) of Punjab Regional and Town Planning and Development Act, the Authority can delegate its powers to any officer, except the power to make Regulations.

On the Administrative side, some decisions are taken by the officers as per Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations, 1997 issued vide No. 29036-130 dated 11-8-03 with amendments made from time to time. A copy of the delegation of powers is at Annexure-I. Where the power has not been delegated, the decisions are taken by the Authority itself. The decisions are mainly based on the Regulations made by the Authority or Rules framed by Government or the instructions of Punjab Govt. issued from time to time. The following Regulations have been made on the administrative side:-

- I. Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- II. Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- III. PUDA Employees (Conduct) Regulations, 1997.
- IV. PUDA Employees (Punishment & Appeal) Regulations, 1997;
- V. PUDA (Committees and Conduct of Business), Regulations, 1996.

Procedure:

On receipt of a reference from Chairman-HUDM, Government or any person, officer, the cases are discussed in detail on respective files. After going through all pros and cons of the cases the files are sent to the competent authority for taking a decision. On approval for making decision,

the decisions are conveyed to the concerned. However, where the competent authority is Finance & Accounts Committee or the Authority itself, the matters are placed before the Authority/ Finance & Accounts Committee by placing an Agenda for discussion and decision. The Agenda is prepared by the concerned branch and before taking to the Authority / Committee the Agenda is approved at the level of Chairman. The following types of cases of employees are decided in Administration Wing of BDA:-

1. Appointments;
2. Promotions;
3. Clearing probation period;
4. Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house,
5. purchase of conveyance;
6. Sanction of advance for meeting with the expenditure for medical
7. Treatment of employee or the dependant member of his family.
8. Sanction of leave;
9. Payment of benefits of deceased employees to the dependent members of his family.
10. Compassionate appointments.
11. Maintenance of Annual Confidential Reports of the employees.
12. Decision on disciplinary action cases.
13. Decision regarding appeals against the order of punishing authority.
14. Any other matter related to service matter of the employee.

STAFF OF THE AUTHORITY:

Under Section 26 of the Punjab Regional and Town Planning and Dev. Act, 1995, it is provided;

- (1) The Authority may appoint such number of officers and other employees including experts for technical and legal work as may be necessary for the efficient performance of its functions and may determine their designation and grades.
- (2) The officers and other employees of the Authority shall be entitled to receive, from the fund of the Authority, such salaries and allowances and shall be governed by such conditions of service as may be determined by regulations made in this behalf by the Authority.
- (3) The exercise of any powers or discharge of any duties or functions under sub –section (1) by any officer or other employee of the Authority shall be subject to such restrictions, conditions and limitation, if any, as may be laid down by regulations of the Authority, and shall also be subject to its control and supervision.

Procedure for making appointments of BDA Employees:

On availability of post(s), of direct recruitment, and keeping in view the

necessity to fill up the same, these posts are advertised in the leading newspapers for inviting applications. Detailed qualifications and experience for each post along with the number of posts meant for general and reserved categories, scale of pay and allowances admissible are also given in the advertisement. On receipt of applications upto the fixed date, the same are scrutinized and the certificates/ testimonials submitted by the applicants are also checked if the same are in consonance with the advertisement. Then a merit list is prepared and the applicants are called for interview/ checking of original certificates. On the basis of qualification/ experience a merit list is prepared and then final selection is made by obtaining the orders of competent authority. Then appointment letters are issued. The appointments are made on probation for a period of two years which is extendable up to 3 years by the competent authority. Before joining the duty, the applicants are required to get themselves medically checked up and submit a fitness report from the Civil Surgeon or Chief Medical Officer concerned. Apart from this, the character and antecedents of the applicant are also got verified from the concerned District Magistrate.

Procedure for making promotions of BDA Employees:

On availability of posts meant for promotion, the cases of promotion are taken up by the Administration Wing. The promotions are made as per criteria mentioned in the PUDA Employees (Service) Regulations, Government instructions issued from time to time. Due reservation is given to reserved categories keeping in view the instructions issued by the Welfare Department, Govt. of Punjab. Promotions are generally made on seniority-cum-merit basis upto class-III posts and merit-cum-seniority for class I & II posts. Panel of officials as per seniority list is prepared. The confidential record of the employees is also considered as per Government instructions. Then the case is submitted to the competent authority i.e. Chief Administrator (for group 'C' and 'D' posts) and Chairman (for group 'A' and 'B' posts) for approval. Pending enquiry/ charge sheets etc. are also kept in view while taking a decision on promotion. The promoted official remains on probation for a period of one year which is extendable upto 3 years by the competent authority.

Procedure for clearing probation period:

The employees appointed by direct recruitment are on probation for a period of two years extendable upto 3 years by the competent authority and

the employees appointed by promotion are on probation for a period of one year extendable upto 3 years by the competent authority. On the eve of completion of initial period of probation, the work and conduct of the employee which is described in the Annual confidential report or the special reports which are got written from the controlling officer of the official is taken into account and the factor of enquiry/ charge sheet pending, if any, against the official is kept in view before clearing the probation period of the official. The employee against whom no serious charges are framed or his/ her work and conduct is found satisfactory, his probation is cleared by the competent authority and in the event of failure to meet with these requirements, the period of probation is extended upto maximum period of three years. However, if the maximum period of probation is over and the work and conduct of the official is not found upto the mark, then the competent authority may take action either to revert him/her to the post from which he was promoted (in case of promotion) or remove him /her from service (in case of direct recruitment). The probation period is also extendable if the employee has failed to pass the departmental examination, if any, prescribed under Service Regulations within a period of 2 and half years from the date of appointment.

Procedure for Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house, purchase of conveyance for BDA Employees:

The applications for these advances are sent to Administration Wing by the employees on the prescribed forms through their controlling officers. On receipt of the application for the above noted advances, the documents submitted by the applicants are checked up as per instructions issued by the Punjab Government and the cases are dealt on the individual files. Before proceeding further, it is checked that:-

1. The advance demanded is as per his entitlement,
2. The documents are in order as per Govt. instructions;
3. The carry home salary of the official is 40% of the total emoluments after deducting normal deductions and proposed monthly installment towards the repayment of advance.
4. If the amount of advance and interest thereon can be easily recovered during the entire service of the official.

After checking the above, the funds are earmarked to each of the applicants. After approval, the necessary sanction is issued. It is also

mentioned here that the advance for construction of house is released in two equal installments. On utilization of first installment, the employee submit an affidavit that he has consumed the amount of first installment released and the 2nd installment is also issued after getting approval of the competent authority. All other advances are released in one installment. After getting advance for the purchase of plot/ built up house, an employee is supposed to submit the original title deed of the property and mortgage the same in favour of BDA. For the purchase of vehicle, the employee is required to submit the documents showing the purchase of vehicle and the same is also mortgaged in favour of BDA by signing a mortgage deed in the prescribed form. Application form and other documents required for this purpose are as given in the PFR.

Procedure for Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family:

If any employee or his dependant family member has to undergo indoor treatment in a Government hospital or private hospital approved by the Govt./BDA and the heavy expenses are required for treatment, then the employee can ask for an advance submitting the estimate of treatment duly signed by the concerned hospital authority. An amount equal to 75% of the estimated cost can be released as advance to the employee which is adjustable at the time of reimbursement of medical expenses. The request of the employee is scrutinized as per Government instructions in the Administration Wing and the cases are decided at the level of Chief Administrator for grant of advance for this purpose.

Procedure for sanction of leave of BDA Employees:

Except casual leave, leave applications for grant of earned leave, commuted leave, half pay leave, extra-ordinary leave or any other leave admissible under CSR are to be submitted well in advance i.e. atleast 15 days before the start of leave. Applications are submitted for sanction of leave to the competent authority. The cases are dealt in the concerned office where the official is working. If the controlling officer is not a competent authority to sanction leave, the same is sent to head office for grant of leave alongwith service book of the official. Before sanctioning leave, it is checked whether the leave applied for is due to the official and in case of leave on medical grounds, the application is to be supported by a medical certificate and recommendations of the medical officer/ doctor concerned. The leave is sanctioned by the competent authority and entry in the service book of the official is made.

Procedure for making Payment of benefits of deceased employees to the dependent members of his family of BDA Employees:

Normally the payment of benefits like CPF and leave encashment is made to the dependant of deceased employee within one month. Before making payment of the dues, death certificate in original and legal heir certificate issued by the competent authority is obtained from the dependant members. Amount of CPF alongwith employee's own contribution is intimated by Accounts Officer(CPF) and the bill for leave encashment is prepared by the Drawing and Disbursing officer concerned and pre-checked by the concerned A.O(CC). After the amount is intimated by the A.O.(CPF) and DDO, sanction to release the amount is obtained at the level of competent authority and order issued. Gratuity is paid after the amount of gratuity is intimated by Accounts Wing of Head office. Group gratuity Scheme of LIC of India has been adopted by BDA and the payment of gratuity is accordingly made. Similarly, the amount of GIS is also paid when the same is intimated by the Accounts Wing at head office. Final sanctions are issued by the Admn. Wing of BDA.

Procedure for Maintenance of Annual Confidential Reports of the employees of BDA :

Every year Annual Confidential Reports are written by the officers under whom the employee is working. The list of the employees working in various offices is sent to head office by the concerned officers. After recording the ACRs the same are sent to the next higher authority for reviewing and after the reviewing authority has recorded his comments, the same is sent to the next higher authority for acceptance. After acceptance, if there is no adverse remarks, the ACR is filed in record. However, if there are some adverse remarks, the same are conveyed to the concerned official.

The employee concerned can represent against the adverse remarks on which comments of Reporting officer/ reviewing authority / acceptance authority are obtained, the adverse remarks contained in the ACR are confirmed by the competent authority as per Government instructions. The power to expunge or not to expunge the remarks is exercised by the competent authority as per delegation of powers.

Procedure of disciplinary action against BDA Employees:

The detailed procedure for proceeding against an employee or a section of employees for mis-conduct or otherwise due to any reason is

contained in the PUDA Employees(Punishment and Appeal) Regulations (Copy at Annexure-III). The competent authority for awarding punishment and the appellate authorities are also described in these Regulations. Procedure for holding enquiry through enquiry officers and awarding punishment and listening to appeal has also been clearly mentioned in these Regulations. Besides employee(s) can also be punished for mis-conduct as per the provisions made in BDA Employees (Conduct) Regulations (Copy at Annexure-II).

Procedure for Any other matter related to service matter of the employee of BDA:

Besides above, all other cases related to the service matters of the employees such as grant of benefit under ACP Scheme, grant of special increments / Scales or grant of honorarium etc. are also decided by the head office (Admn.Wing). The cases are put up to the concerned competent authorities for taking a decision.

Any amendment to the Regulations concerning the service matters of the employees is taken up by the Head Office and Agenda is prepared for consideration and approval by the Authority.

Supervision and Accountability:

Generally, individual cases of employees are dealt in Administration Wing and the files are put up by the concerned Record Keeper to the concerned Sr. Assistant and further files are routed through Supdt(Admn.)/EO /ACA to the ACA (HQ) or to the competent authority for taking a decision. Though the custodian of record is the concerned Dealing Assistant/ Record Keeper, but it is the duty of the Superintendent and Administrative Officer to check the record and instructions quoted by the Sr.Assistant before submitting the case to higher Officers for decision.

Procedure for getting advance out of contributory provident fund:

Any employee can get refundable or non-refundable advance out of his contribution towards CPF. He is required to apply on the prescribed application form devised for the purpose. The purpose for which the advance is required is to be clearly mentioned. The purposes for non-refundable advance and refundable advance are clearly mentioned in the Contributory Provident Fund Rules made by the Govt. for the employees of BDA. The quantum of amount to be released as refundable/ non-refundable is also

mentioned. The competent authority for grant of advance from CPF is the Additional Chief Administrator(F&A). Before sanctioning the advance, the amount lying at the credit of employee in his CPF account is got verified from the CPF Branch. The competent authority has the right to release the lesser amount than applied for.

Procedure for getting various works done on allotment side:

As per Section 43 of the Punjab Regional and Town Planning and Development Act, 1995, Authority is empowered to dispose of land belonging to it on such terms and conditions as are determined by it and the allotment policies are decided by the Finance & Accounts Committee constituted by the Authority in exercise of the powers conferred by section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No.11 of 1995) vide Regulations issued vide No. PUDA-Admn-I-EA-3/96/21021 dated 4.6.96. A copy of such Regulations is at Annexure-II. So far BDA has also not made its Regulations for disposal of Land and Buildings. The allotments for houses/ plots/ sites are made by the concerned Estate Officer after adopting the proper procedure.

On availability of built-up houses/ plots/sites, carved out by BDA in any of its urban estate, a scheme is approved by the Finance and Accounts Committee and a brochure of the scheme is prepared. Thereafter, applications are invited on the prescribed application form contained in the brochure to be had from various offices/ authorized Banks on payment of price of the brochure as fixed by the competent authority and indicated in the advertisement, for allotment alongwith earnest money specified therein. . Normally 10% of the total cost of house/ plots is demanded as earnest money. The applications are received till the closing date of the scheme. After scrutiny of the applications, date of draw is fixed by the concerned Estate Officer and a public notice is given in the press for the information of general public. Before starting of draw, objections are invited and sorted out on the spot. Every applicant has the right to see if his name slip is included in the draw of lot. A list of successful applicants and the applicants in the waiting list is prepared on the basis of draw of lot and published in the news paper. Then allotment letters are issued indicating total price, price already received as earnest money and the amount to be deposited at the time of possession and the amount to be paid in installments alongwith interest payable and other terms and conditions of allotment as per policy adopted by BDA. The person applying for allotment of houses shall only be eligible if he is of 18 years age,

does not own a residential plot/house in his / her name or in the name of his/ her spouse or any dependant member of his family in the urban estate for which he is applying for allotment of house/plot and his monthly income should be within the prescribed income criteria.

Allotment of commercial sites such as SCFs, SCOs, SSS, Booths, School sites etc. and sometime, plots/ houses are also made through AUCTION. On availability of sites, public notices are given in the leading newspapers for the holding of Auction alongwith details of the sites to be auctioned. For participating in the Auction, one is required to pay the eligibility fee before start of auction. Only those persons having deposited the eligibility fee and other eligible, can participate in auction. The Auctions are held in the presence of a committee and the decisions of the competent authority is considered final. The auction is ended in favour of the highest bidder and the higher bidder has to deposit 10% of the bid at the fall of hammer in his favour. On failure to do so, the auction of the particular property is cancelled and can be put to auction in another auction. In such case, the eligibility fee is forfeited. Allotment letter is issued to the successful bidders by the competent authority i.e. the Estate Officer, indicating the total auctioned price, amount payable within 30 days of the Auction and the remaining amount alongwith interest thereon to be paid in installments or in lump sum. Other terms and conditions as per policies of BDA are also incorporated in the allotment letters.

Procedure/Policy for allotment of land to Institutions:

So far as the allotment of land to institutions is concerned, allotment is made as per policy adopted vide Agenda item No. 1.03. According to this policy, the Authority may out of institutional sites available in any Urban Estate, allot all or few sites/ buildings to the institutions provided:-

- (a) it directly serves the interest of the residents of the area in which the site or the building is situated.
- (b) it is generally conducive to the planned development of the area;
- (c) it is society registered under the societies registration Act, 1860 or is an institution which is owned or controlled by the State Government or is constituted or established under any law for the time being enforce.
- (d) It is in possession of sufficient funds to meet the cost of land and the construction of building.

Provided, the total area allotted to such institutions in each case shall be subject to the land use restrictions and zoning plans.

Offer of allotment:

Due publicity is given in respect of the institutions as indicated in the enclosed annexure through two leading news papers indicating specifically their location, number and use purpose and last date for submission of application forms.

Eligibility:

The Authority shall consider the case of each institution on its merits and shall have special regard to the following principles in making the selection.

- a. The objectives and activities of the institution and the public cause served by it since its establishment;
- b. The financial position of the institution;(statement of Bank account for the preceding three years).
- c. The present location of the institution;
- d. The benefits likely to accrue to the general public of the locality by allotment of the institutional site;
- e. The bonafide and genuineness of the institution as made out in the annual reports, audit report etc.
- f. Minimum 10 years experience in the concerned field in responsible capacity.
- g. The need of the institutional site by the Institution for providing the necessary service in question.
- h. Complete layout plan of the area required for allotment indicating all components including further sub components such as in the case a scheme (i) total area required for class rooms, library, playground, office room, principal's office, computer room, laboratory, parking for cycles, scooters, cars etc.(ii) in case of hostel, the area required for rooms, dining room, kitchen, park etc. (iii) list of teaching staff, their qualification and experience(iv) list of the salary paid to the staff for the preceding 3 years (v)enforcement of the provisions of CPF as per the requirement of the law(vi) disbursement of salary of the staff through Banks (vii) fee structure of the school (viii) mode of recruitment of the staff.
- i. Constitution of the society/ Trust/ association and list of executive
- j. members and their interrelationship among them, qualification and experience if any.

Constitution of a committee:

The Authority had constituted a separate committee to be called Scrutiny Committee consisting five senior officers as follow:-

- | | |
|---|-------------------|
| 1) Addl. Chief Administrator, BDA, BTI | Presiding Officer |
| 2) District Town Planner; Bathinda. | Member |
| 3) Superintending Engineer (Civil), BDA.BTI | -do- |
| 4) Estate Officer, BDA,BTI | -do- |
| 5) Account Officer, BDA.,BTI | -do- |

The Committee will examine each and every case on merit and subject to the approved policy guidelines. The recommendation of the committee are placed before BDA for final consideration and approval.

Scrutiny of application:

Each application is examined by the Scrutiny Committee constituted inter-alia having regard to the background of the applicant, the financial standing, the managerial and organizational capability, past experience/ track record, the minimum functional requirement of land and quality and type of services provided and on the basis of guidelines framed in this regard from time to time.

GUIDELINES FOR ALLOTMENT:

1. For allotting land to institutions except the institutions only those applications which are invited through press advertisement are considered. No application which is submitted otherwise, is dealt and examined by the Allotment Committee.
2. The applications so received are examined by the committee and the recommendations of the committee are put up to the Authority and the decision of the Authority is final.
3. Land is allotted on free hold basis except Petrol Pump sites at the rates fixed from time to time.
4. As far as possible, the Authority does not allot land to caste and biradari based organizations.
5. Allotment of land to religious bodies is made only if there is a demand by local residents and suitable site is available for the purpose with the BDA provided further if there are inadequate number of religious places of the concerned religion in the urban estate.
6. Allotment of land to Charitable institution is made only if there is a demand by reputed organization having minimum of 10 years experience in the concerned field and also having no profit motive in running such institutions is considered for allotment.
7. Institutions having sufficient funds to meet the cost of land and building proposed thereon as per project report with a greater public concern and having no profit motive should be given priority over others.

Price of Land: As determined by BDA from time to time and rates of Institutional Sites as approved by Finance and Accounts Committee in 51st Meeting held on 20.07.2006 vide Agenda No. 51.58

Letter of Intent: After final approval by BDA, letter of Intent is to be issued for completion of formalities and necessary documents by the concerned estate officer.

Mode of payment:

Land cost is to be paid by the Institution in easy installments i.e. 1% token money within 30 days of the issue of letter of intent. 50 % of the total cost of land being allotted within 60 days from the issue of allotment letter after adjusting token money and before taking over possession and the balance of 50% amount is to be paid either in lump sum within 60 days from the date of issue of allotment letter or in 4 equal annual installments together with interest @ 12% on balance amount chargeable where development work in the area of the sector have already been completed. The price of land is subject to variation to the extent that any enhancement in the premium of land awarded

by the competent authority under the Land Acquisition Act shall also be payable proportionately as determined by the Authority within 30 days of the receipt of demand notice and all payments shall be made in the form of Bank Draft.

Issue of allotment letter:

After the institution has paid 50% amount of the total cost of land and executed the requisite agreement and completion of all other formalities, the allotment letter is issued which specifies the terms and conditions of allotment.

Possession:

After the completion of all required formalities by the institutions, the possession of land is handed over within three months w.e.f. issue of allotment letter to the institution.

Ownership:

The ownership of land or any building constructed thereon vests in the Authority. The Authority, however, permits the allottee to mortgage; hypothecate the land to the extent the payment of the cost of land is made to the Authority for the purpose of raising loan for execution of construction of building.

Time frame for completion of the project:

The entire project is to be completed within 4 years in a phased manner from the date of allotment of land by the institution.

Cancellation of allotment:

The Authority, may, however, cancel the allotment, if in its opinion, enough progress has not been made. The allotment is also liable to be cancelled in case there is any violation of terms and conditions as decided by the Authority from time to time.

Extension fee and penalty for non completion of the project:

The allottee shall have to complete the building within a period of four years and no extension shall be allowed beyond this period except in exceptional cases for another four years for reasons to be recorded in writing, on payment of extension fee subject to such terms and conditions as determined by the Authority from time to time. In case of non-completion of the project in time, the allotment shall be liable for cancellation and the entire amount deposited shall be forfeited in favour of BDA.

Regulations of construction:

- 1) All development and construction is to be done as per the Regulations, byelaws & Zoning restrictions applicable to the area and as indicated by the Authority to the allottee.
- 2) All the development and building plans are to be got approved in advance from the Authority and development will be done only as per the approved plans. However, to ensure that delays in the grant

of approvals of any kind to the allottee do not cause undue delays in the execution of the project, the Authority undertakes to issue all required approvals promptly .

Inspection by Authority officials:

The allottee will permit the Authority functionaries to inspect any or all works connected with the execution of the project for ensuring that all terms and conditions proposed by the Authority at the time of allotment of land are being observed and that the development is being done strictly in accordance with the approved plans and the quality of works conforms to generally minimum specifications for such projects.

Arbitration:

All disputes and differences arising out of or in any way touching or concerning the allotment or execution of the project shall be referred to the Chief Administrator as a sole Arbitrator or any other officer appointed by him on his behalf. The decision of such an arbitrator shall be final and binding on both the parties.

Appeals:

Under Section 45(5) of the Act, any person aggrieved by an order of the Estate Officer for resumption and forfeiture of breach of transfer, has the right to appeal to the concerned Additional Chief Administrator against the order of Estate Officer within a period of 30 days of the date of communication to him of such order. The Additional Chief Administrators are exercising the powers of Chief Administrator. However, the appellate authority may entertain the appeal after the expiry of 30 days, if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. The appellate authority, may after hearing the appeal, confirm, vary or reverse the order appeal from and may pass such order as he thinks fit.

The appellate authority may either on his own motion or on an application, received in this behalf at any time within a period of six months from the date of the order, call for the record of any proceedings in which the Estate Officer has passed an order for the purpose of satisfying himself as to the legality or propriety of such order in relation thereto as he thinks fit: Provided that the Chief Administrator shall not pass an order under this section prejudicial to any person without giving him a reasonable opportunity of being heard. (Section 44(7)).

Further Under Section 45(8) where a person is aggrieved by any order of the Chief Administrator (Addl. Chief Administrator), deciding the case under subsection (6) or sub section (7) may within thirty days of the date of communication of such order, make an application in writing to the State Government for revision against the said order and the State Government may, confirm, alter or rescind the order of the Chief Administrator.

Procedure for other related works being done by Estate Office:

Besides allotment, some other works related to the allotments are also being done by the Estate Offices which are as under:-

- 1) Transfer of allotment;
- 2) Issue of re-allotment letters.
- 3) Transfer of ownership;
- 4) Issue of No due certificate;
- 5) Issue of No Objection Certificate for the sale of residential house/ plot/ commercial property.
- 6) Issue of Permission to mortgage of property for raising loan from other departments/ banks for making full payment of the plot/ house or construction/ renovation and additional alteration of the house.
- 7) Getting the conveyance deed registered.
- 8) Getting the plans approved from the Estate Officer;
- 9) Getting roof level/ slab level certificates;
- 10) Getting Occupation certificate after completion of building
- 11) Depositing the amount of installments/ other dues with BDA.
- 12) Any other work related to the disposal or maintenance of property allotted by BDA.

For getting these works done, a **SINGLE WINDOW SYSTEM** has been introduced in BDA where prescribed applications forms are available free of cost. The application forms are to be filled by applicants and submitted complete in all respects alongwith prescribed affidavits and documents / fee prescribed for the purpose (if any). Then a slip in token of receipt of the application is given to the applicant indicating therein the date of collection of letter of approval/ sanctions as the case may be. The documents to be submitted with the application form is also indicated in the form.

On receipt of the application form, the cases are marked to the concerned dealing Assistant who gets report regarding payment of dues and about unauthorized construction, if required. After getting all the relevant information, the cases are put up to the A.E.O/Estate Officer for decision / approval. The letters of approval are sent to Single Window Service System from where the applicant can collect the letter on due date. If the applicant does not come on the due date to collect the letter, then the same is despatched to the applicant at the given address. However, if there is any objection the same is also intimated to the concerned applicant so that the objection is removed by doing the needful. The cases are routed through Dealing Assistant/ Superintendent/ AEO.

Procedure for getting sewerage connection:

After getting the Occupation Certificate issued from the Estate Officer, the allottee is required to apply immediately to the concerned Divisional Engineer(PH) on the prescribed form available at Single Window Service System free of cost, for getting the sewerage connection. He is required to complete the required formalities as given in the form.

Procedure for enlistment of contractors for executing development works :

The following categories of contractors for executing Civil/ Public Health/ Electrical/ Horticultural works are enlisted in BDA:-

Class-D Contractor	For executing work upto Rs. 5 lacs
Class-C Contractor	For executing work upto Rs. 25 lacs
Class-B Contractor	For executing work upto Rs. 1.00 crores.
Class-A Contractor	For executing Work for unlimited amount.

The enlistment form is available with the Divisional Engineers' offices in BDA. If the firm is already registered with PUDA , then the firm is not required to get itself enlisted with BDA. The enlistment is allowed by the respective committees constituted for the purpose. The enlistment is allowed, if the contractor/ firm is equipped with the following:-

1. Having Civil/PH/Hort. Engineers/ experts. The Electrical Contractor/firm should have the valid license issued by the Chief Electrical Inspector, Punjab.
2. Should have the required technical staff i.e. Beldars/ Work-Munshies/ Inspectors/ Foreman etc.
3. Should be equipped with the Tools and plants/ machinery required for executing the work;
4. Should submit the list of works executed with value of each work.
5. Should have Income Tax clearance certificate.
6. Should have done the works as per the norms fixed for each category of contractor.
7. Should submit a list of moveable/ immovable properties in the name of contractor/ firm to be enlisted.

The Contractor once enlisted in any Division of BDA, can give tender and get work in any other division also and no separate enlistment is required for this purpose. However, the contractor who is enlisted as Civil Contractor is not entitled to do other stream work such as PH/ Electrical/ Horticulture and vice-versa.

Procedure for allotment of executing development works :

To get the development works executed, quotations/ tenders are called by the concerned Divisional Engineers. Quotations are called for executing the work below Rs.50,000/- and if the value of the work is above Rs.50,000/-, then tenders are called. Quotations are called after wide publicity i.e. sending letters to all the enlisted contractors, all SEs/DEs of BDA for wide publicity and placing a copy of the same on notice board. However, for calling tenders, wide publicity is also given by sending the tender notice to Press atleast in two leading newspapers. Tenders/quotations are given on the prescribed tender form available from the Divisional offices on payment of the prescribed cost of tender form. Tenders/ quotations are opened in the presence of Tender Opening Committee on the fixed date. Comparative statement is prepared by the Divisional Head Draftsman and the works are allotted on the basis of rates quoted to the lowest tenderer. The allotment the work is started by the contractor after getting green signal from the concerned site engineer of BDA. The work is required to be completed within the stipulated time period, failing which action under the relevant clause of the agreement can be taken. However, if in view of the competent authority and on the report of site engineers it is felt that the circumstances were beyond the control of executing agency, then time limit can be granted at the level of Superintending Engineer concerned.

In case, there is any dispute between the parties regarding any clause of the work agreement signed between the parties, the concerned Superintending Engineer works as Arbitrator as provided in the work agreement. But if the concerned SE is anyhow involved in the dispute, then the Chief Administrator can appoint another SE to act as Arbitrator.

Supervision and Accountability:

So far as the supervision and accountability of staff is concerned, on ministerial side, the Superintendent / Administrative Officer or Asstt. Estate Officers are required to supervise the work. On the technical side, the work is done by the contractor. However, supervision of JE / SDE is required and they are accountable for any wrong done in the execution of work. The bills of the contractor for payment of works, are checked by the Drawing staff and Accounts staff and they are liable to check the bills in accordance with the rules/ regulations and rates.

**THE RULES, REGULATIONS,
INSTRUCTIONS, MANUALS AND
RECORDS, HELD BY BDA OR UNDER ITS
CONTROL OF USED BY ITS EMPLOYEES
FOR DISCHARGING ITS FUNCTIONS**

Sr.No.	Description of documents
1.	Punjab Urban Planning & Development Authority Employees (Employees Service) Regulations, 1999
2.	Punjab Urban Planning & Development Authority Employees (Travelling Allowance) Regulations, 1997.
3.	Punjab Urban Planning & Development Authority Employees (Mecial Facilities) Regulations, 1997. (Stayed)
4.	Punjab Urban Planning & Development Authority Employees (House Rent Allowance) Regulations, 1997. (Stayed)
5.	Punjab Urban Planning & Development Authority Employees (.Conduct) Regulations, 1997. (Stayed)
6.	Punjab Urban Planning & Development Authority Employees (Punishment & Appeals) Regulations, 1997.
7.	Punjab Urban Planning & Development Authority (Committees & Conduct of Business) Regulations,1996.
8.	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997.
9.	Punjab Regional & Town Planning & Development (General) Rules, 1995. Issued vide letter No.1204-11 dated 03.10.2008.
10.	Punjab Apartment and Property Regulation Act, 1995 alongwith Punjab Apartment and Property Regulation Rules, 1995 (PAPRA Act)
11.	Punjab Civil Services (Revised Pay) Rules,1998 & Revised pay rules from time to time
12.	Punjab Civil Services (Revised Pay) (First Amendment) Rules,1998 & amended from time to time.
13.	Punjab Housing Development Board (Provident Fund) Rules, 1983.
14.	Punjab Civil Services Rules Vol.1 Part I & amended from time to time.
15.	Punjab Civil Services Rules Vol.1 Part II & amended from time to time.
16.	Punjab Civil Services Rules Vol.II & amended from time to time.
17.	Punjab Civil Services Rules Vol.III & amended from time to time.
18.	Punjab Financial Rules Vol. I & amended from time to time.
19.	Punjab Financial Rules Vol. II & amended from time to time.
20.	Punjab Govt. National Emergency (Concession) Rules, 1965 & amended from time to time.
21.	Punjab Govt – Revised Model Services Rules, 1973 & amended from time to time.
22.	Punjab Civil Services (Pre mature Retirement) Rules, 1975 & amended from time to time.
23.	Punjab Services Medical Attendance Rules, 1940 & amended from time to time.
24.	Punjab PWD Code Manual & amended from time to time.
25.	Punjab PWD (B&R)Manual & amended from time to time.
26.	Punjab Departmental Financial Rules & amended from time to time.

VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY BDA OR UNDER ITS CONTROL

Following documents are kept by the office under its control:-

1. Personal file of every officer/officials
2. Service Book of every officer/official
3. Ledgers containing GPF/CPF accounts of every officer/official.
4. Cash Book containing receipt/payments.
5. Stock Register
6. Policy Files

VII

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF ADMINISTRATION THEREOF

ਬਠਿੰਡਾ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਪਬਲਿਕ ਅਦਾਰਾ ਹੋਣ ਦੇ ਨਾਤੇ ਇਸ ਦਾ ਮੁੱਖ ਮੰਤਵ ਇਸ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿੱਚ ਸਾਮੂਹਿਕ ਵਿਕਾਸ ਕਰਨਾ ਹੈ। ਬੁਨਿਆਦੀ ਸੁਵਿਧਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਉਪਰੰਤ ਮਕਾਨਾਂ, ਰਿਹਾਇਸ਼ੀ ਪਲਾਟਾਂ, ਵਪਾਰਿਕ ਥਾਵਾਂ ਅਤੇ ਸੰਸਥਾਵਾਂ ਆਦਿ ਦੀ ਅਲਾਟਮੈਂਟ ਸਰਕਾਰ ਦੀ ਨਿਯਮਤ ਪਾਲਿਸੀ ਅਨੁਸਾਰ ਕਰਨਾ ਹੈ।

ਪਾਲਿਸੀ ਬਣਾਉਣ ਵਿੱਚ ਸ਼ੁਰੂ ਤੋਂ ਲੈ ਕੇ ਹੁਣ ਤੱਕ ਪਬਲਿਕ ਦੇ ਸੁਝਾਉ ਲਏ ਜਾਂਦੇ ਹਨ। ਇਸ ਉਪਰੰਤ ਪਾਲਿਸੀਆਂ ਤਿਆਰ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਤਾਂ ਕਿ ਲੋਕਾਂ ਨੂੰ ਔਕੜਾਂ ਦਾ ਸਾਹਮਣਾ ਨਾ ਕਰਨਾ ਪਵੇ ਜਿਥੇ ਤੱਕ ਇਹਨਾਂ ਪਾਲਿਸੀਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਦੇ ਦਫਤਰੀ ਹੁਕਮਾਂ ਦਾ ਸਬੰਧ ਹੈ, ਉਹ ਭਾਵੇਂ ਘੱਟ ਹੀ ਹਨ ਫਿਰ ਵੀ ਵੱਖ ਵੱਖ ਕਮੇਟੀਆਂ ਕੰਮ ਕਰਦੀਆਂ ਹਨ।

1. ਅਥਾਰਟੀ ਦੇ ਮੰਤਵ:

ਬਠਿੰਡਾ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਨਾਲ ਸਬੰਧਤ ਮਸਲੇ ਅਥਾਰਟੀ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਸਮੇਂ ਸਮੇਂ ਤੇ ਵਿਚਾਰੇ ਜਾਂਦੇ ਹਨ। ਅਥਾਰਟੀ ਵਿੱਚ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰਾਂ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਮੇਂ 3 ਨਾਨ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰ ਵੀ ਸ਼ਾਮਿਲ ਕੀਤੇ ਜਾਣ ਤਜਵੀਜ਼ ਕੀਤੇ ਗਏ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿੱਚ 2 ਪਬਲਿਕ ਦੇ ਨੁਮਾਇੰਦੇ ਅਤੇ ਇਕ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ ਜੋ ਪਬਲਿਕ ਦੀ ਨੁਮਾਇੰਦਗੀ ਕਰਨਗੇ।

2. ਸੁਝਾਓ:

ਬਠਿੰਡਾ ਡਿਵੈਲਪਮੈਂਟ ਅਥਾਰਟੀ ਦਫਤਰ ਦੀ ਸਵਾਗਤ ਕਰਤਾ ਕਾਊਂਟਰਾ ਦੇ ਨਾਲ ਸੁਝਾਓ ਬਕਸੇ ਰੱਖੇ ਗਏ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਪਬਲਿਕ ਆਪਣੇ ਸੁਝਾਓ ਲਿਖ ਕੇ ਪਾ ਸਕਦੀ ਹੈ। ਇਹਨਾਂ ਪ੍ਰਾਪਤ ਸੁਝਾਵਾਂ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਢੁਕਵੀਂ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

3. ਵੈਲਫੇਅਰ ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੀ ਨੁਮਾਇੰਦਗੀ ਬਾਰੇ:

ਭਾਵੇਂ ਕਿ ਬੀ.ਡੀ.ਏ ਵੱਲੋਂ ਐਡਵਾਈਜ਼ਰੀ ਕਮੇਟੀਆਂ ਗਠਿਤ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ ਫਿਰ ਵੀ ਬੀ.ਡੀ.ਏ. ਵਲੋਂ ਵਿਕਸਤ ਸਾਰੀਆਂ ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਦੀਆਂ ਵੈਲਫੇਅਰ ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਨੂੰ ਬੀ.ਡੀ.ਏ ਦੀਆਂ ਹਰ ਤਰ੍ਹਾਂ ਦੀਆਂ ਉਦਘਾਟਣੀ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਬੀ.ਡੀ.ਏ. ਦੀਆਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਗਤੀਵਿਧੀਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਉਹਨਾਂ ਵਲੋਂ ਦਿੱਤੇ ਸੁਝਾਵਾਂ ਤੇ ਵੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

4. ਭੋ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ:

ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਦੇ ਵਿਸਥਾਰ ਜਾਂ ਇਸ ਨਾਲ ਸਬੰਧਤ ਕਿਸੇ ਮੰਤਵ ਲਈ ਭੋ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ ਤਾਂ ਉਸ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਨੋਟੀਫਿਕੇਸ਼ਨ ਪ੍ਰਕਾਸ਼ਿਤ ਕਰਵਾਉਣ ਉਪਰੰਤ ਭੋ ਪ੍ਰਾਪਤੀ ਐਕਟ, 1894 ਮੁਤਾਬਿਕ ਭੋ ਮਾਲਕਾਂ ਤੋਂ ਇਸ ਦੀ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ ਲਿਖਤੀ ਇਤਰਾਜ਼ ਲਏ ਜਾਂਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਸਿਫਾਰਸ਼ ਸਹਿਤ ਸਰਕਾਰ ਨੂੰ ਫੈਸਲਾ ਕਰਨ ਲਈ ਭੇਜ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਭੋ ਦੇ ਰੇਟ ਜਿਲ੍ਹਾ ਭੋ ਫਿਕਸੇਸ਼ਨ ਕਮੇਟੀ ਵਲੋਂ ਫਿਕਸ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਰੇਟ ਫਿਕਸ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਹੇਠ ਅਨੁਸਾਰ ਹਨ:

1. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਚੇਅਰਮੈਨ
2. ਮੈਂਬਰ ਪਾਰਲੀਮੈਂਟ ਹਲਕਾ
3. ਐਮ.ਐਲ.ਏ.
4. ਐਲ.ਏ.ਸੀ

ਐਮ.ਐਲ.ਏ ਅਤੇ ਐਮ.ਪੀ ਪਬਲਿਕ ਦੇ ਚੁਣੇ ਹੋਏ ਨੁਮਾਇੰਦੇ ਹੁੰਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਪਬਲਿਕ ਦੇ ਹੱਕਾਂ ਲਈ ਪ੍ਰਤੀਨਿੱਧਤਾ ਕਰਦੇ ਹਨ।

5. ਨੀਡ ਬੇਸਿਜ਼ ਚੇਜ਼ਿਜ਼ ਕਮੇਟੀ:

ਨੀਡ ਬੇਸਿਜ਼ ਚੇਜ਼ਿਜ਼ ਕਮੇਟੀ ਬਨਾਉਣ ਲਈ ਸਰਕਾਰ ਨੂੰ ਲਿਖਿਆ ਜਾ ਰਿਹਾ ਹੈ।

VIII

**A STATEMENT OF THE BOARDS, COUNCIL,
COMMITTEE AND OTHER BODIES CONSISTING
OF TWO OR MORE
PERSONS CONSTITUTED AS ITS PART OF FOR
THE PURPOSE OF ITS ADVICE, AND AS TO
WHETHER MEETING OF THOSE BOARDS,
COUNCILS, COMMITTEE AND OTHER BODIES
ARE OPEN TO THE PUBLIC OR THE MINUTES
OF SUCH MEETING ARE ACCESSIBLE FOR
PUBLIC**

Sr. No.	Name of Boards, Council, Committee or other body	Members of the Board, Council, Committee or other body	Function of Boards, Council, Committee or other body	Whether minutes of such meetings are open to public or not	Remarks
1.	BDA Authority	<ol style="list-style-type: none"> 1. Chief Minister, Punjab Chairman 2. Housing and Urban Development Minister Member. 3. Chief Secretary Member 4. Principal Secretary (Finance) Member 5. Principal Secretary (Local Government) 6. Principal Secretary Housing and Urban Development Member 7. Principal Secretary to Chief Minister Punjab Member 8. Chief Town Planner, Punjab Member 9. Chief Administrator Bathinda Development Authority Member 	To discuss all the matters of the Authority as well as Administrative, Civil and Financial matters relating to BDA	All the proceedings of the meeting can be made open to public with the approval of Competent Authority.	As per provision in the Punjab Regional and Town Planning and Development Act, 1995 Chapter-III Clause No.17(3).
2.	Finance & Accounts Committee	<ol style="list-style-type: none"> i. Chief Secretary to Govt. of Punjab Chairman ii. Principal Secretary to CM, Punjab Member iii. Principal Secretary, Finance, Punjab Member iv. Principal Secretary, Local Govt. Punjab. Member v. Secretary Housing & Urban Dev. Punjab Member vi. Chief Town Planner, Punjab. Member vii. Chief Administrator, BDA Member Secretary 	<ol style="list-style-type: none"> i. Scrutiny of budget proposals and annual statement of accounts including balance sheets and to make recommendations before approval of authority. ii. Determining prices/ policies for disposal of lands/plots/houses. iii. Allotment of lands to various Institutions as per policy decision of BDA. iv. Any other duty assigned specifically by Authority. 	-do-	

3.	Planning & Design Committee	<ul style="list-style-type: none"> i. Secretary of Govt. of Punjab Chairman Deptt. of Housing & Urban Development ii. Secretary of Govt. of Punjab Deptt. of Local Govt. or his representative Member iii. Chief Administrator, BDA Member-Convener iv. Chief Town Planner, Punjab Member v. Chief Country Planner, Punjab Member vi. Chief Architect, Punjab. Member 	<p>Scrutinize Proposals of declaring planning areas and preparation of Regional plans, Master Plans, and Town Development schemes under the Act/Rules & Regulations and recommendations to Authority for approval.</p> <p>Scrutiny of layout plans of Sectors and Sub sectors.</p> <p>Discharge any other function as assigned by Authority Specifically.</p>	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No BDA-Admn/ I/EA-3/96-21021 dt.6-6-96
4.	Regional P&D Committee	<ul style="list-style-type: none"> 1. Additional Chief Administrator, BDA, Chairman 2. Estate Officer, BDA Member 3. Divisional Town Planner (Town Planning Wing Pb.) Member 4. The Divisional Engineer (P.H.), BDA, Member 5. Divisional Engineer (C-1), BDA, Member 6. Architect (Town Planning Wing, PUDA). Member-cum-convener 	Approval of building plans of public buildings, special commercial blocks, group Housing Schemes, Zoning Plans of individual buildings/sites and determination of land use of Pockets reserved for public buildings or any other special purposes.	-do-	As per decision taken by the Authority in its meeting dt. 14-5-96 regional P&D Committee constituted vide agenda item No. 4.3.3. Which has been adopted by BDA.
5.	Layout Plans of Colonies approval Committee.	<p>Competent Authority- C.A.</p> <p>Member- Chairman Pb. Pollution Control Board, Patiala.</p> <p>Member-Chief Town Planner (Pb.).</p> <p>Member-Chief Engineer(Comm.) PSEB, BATHINDA.</p> <p>Member-Superintendent Engineer, BDA.</p> <p>Member-ACA, BDA of concerned zone.</p> <p>Member-Senior Town Planner, BDA.</p> <p>Member-Land Acquisition Collector, BDA</p> <p>Member- E.O. of concerned M.C.</p>	Approval of layout plans of various colonies to be developed by BDA approved PROMOTERS.	-do-	Chief Administrator PUDA issued a depth examination of issues regarding layout plans of colonies vide No. PRO-BDA/98/5736-48 dt.2-6-98. Which has been adopted by BDA.

6.	Stationary Purchase Committee	Head office level: - Full Powers Chairman Addl.Chief Administrator Member- Superintendent Engineer(c) Member- Estate Officer Member- A.O.(CC)	To sanction expenditure on purchase of stationary without obtaining tenders.	-do-	Powers
7.	Condemnation Committee	Zonal level (upto Rs 50,000/- per item) Chairman- Addl. Chief Administrator(Zonal) Member- Superintending Engineer Member- Estate Officer Member- Accounts Officer.	To declare stores and stocks unrecoverable	do-	As per delegation of powers Section 1B (General) Clause -24
8.	Writing off Committee(for unrecoverable stores)	Chairman-Chief Administrator BDA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction writing off finally unrecoverable value of stores of authority's money lost by fraud or negligency of individual or due to any other cause		As per deligation of powers Section 1B (General) Clause -25
9.	Writing off committee (Sale of unrecoverable stores)	Chairman-Chief Administrator BDA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction sale of articles of stocks & - stores declared unserviceable at value by negotiation even less than Bookvalue or by public auction.		As per deligation of powers Section 1B (General) Clause -26
10.	Writing off Committee (due to depreciation)	Chairman-Chairman BDA. Member-Chief Administrator. Member-Addl. Chief Administrator	To write off book value of stores and stock due to depreciation or any other cause.	-do-	As per deligation of powers Section 1B (General) Clause -28
11.	Tender opening Committee (for execution of works)	Head Office Level Chairman-Superintending Engineer (c) Member- Divisional Engineer Concerned. Member-Accounts Officer. DIVISIONAL LEVEL:- Chairman-Divisional Engineer Member- S.O. (W) Member-Superintendent	Opening of Tenders for execution of works, in the presence of tenderers or their authorised representatives who may like to do so.	-do-	As per decision taken by the competent authority .
12.	Tender approval Committee (for execution of works)	1. Chairman- Addl. Chief Administrator 2. Member- Superintending Engineer (c) 3. Member-Divisional Engineer.	To accept tenders for execution of works, except single tender or other than lowest , for which approval of next higher authority	-do-	As per delegation of powers Section II (Works) Clause -3.

		4. SO (w) NOTE: For works costing upto Rs. 2 lac D.E. is competent for works costing more than Rs. 2 lac but less than Rs.20 lac S.E. is competent.	is required.		
13.	Purchase Committee (Building materials)	<p>Head office level (Full Powers) Chairman-Chief Administrator BDA. Member-Addl. Chief Administrator Member-Superintending Engineer (C) Member-Divisional Engineer(Concerned) Member- Accounts Officer. Upto 40 lac at one time. Chairman-. Addl. Chief Administrator Member-Superintending Engineer (C) Member-Divisional Engineer(Concerned) Member- Accounts Officer.</p> <p>Zonal level Costing 20 lac at a time (UPC) Chairman –Addl. Chief Administrator Member –Superintending Engineer. Member-Accounts officer. Member-Accounts Officer.</p> <p>Rs. 25000/- at a time (LPC) Chairman –Superintending Engineer. Member –Estate Officer. Member-Divisional Engineer. Member-Sanction officer</p> <p>NOTE: ♦ Ceiling of UPC (HO) is Rs. one crore rupees during the financial year. ♦ Ceiling of UPC (Field) is Rs. 50 lac during the financial years. ♦ Ceiling of L.P.C is Rs. 50000/- per item during the financial year.</p>	<p>To accept tenders for purchase of centrally procured materials against work technically sanctioned</p> <p>To accept tenders for purchase for no centrally procured items against work technically sanctioned.</p> <p>-do-</p> <p>-do</p>	-do-	As per delegation of powers Section II (Works) Clause –4.

PUNJAB URBAN PLANNING DEVELOPMENT AUTHORITY, MOHALI

I, C.A., puda Mohali is pleased to delegate the powers to officers for smooth functioning of BDA as under:-

SECTION 1-A (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5
1.	Power to declare headquarter of an employee	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Full powers for employees in the scale of pay which is less than scale of pay of Rs.2200-4000. (iii) Full Powers for work-charged employees drawing pay in the scale which is less than the scale of pay of Rs.2200-4000.	
2.	Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA (ii) CE/SE	(i) Full Powers for employees working under his/her control. (ii) Full powers for work-charged employees.	
3.	Power to sanction absence of the employees beyond their sphere of duty for training in India	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
4.	Power to dispense with the production of medical certificate of fitness	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	
5.	Power to suspend lien of an employee	(i) CA (ii) ACA	(i) Full Powers for one year only. (ii) Full Powers in respect of Group-D employees for one year only.	
6.	Power to transfer lien of an employee	CA	Full Powers	
7.	Power of relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
8.	Power to declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Volume-I, Part-I will not be applicable to any particular case.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
9.	Power to grant pay and allowances to an employee treated on duty under rule 2.16(b) of the Punjab Civil Services Rules Vol-I, Part-I.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
10.	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers	
11.	Power to grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
12.	Power to grant advance increments to the officers who go abroad to improve their qualifications.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
13.	Power to decide whether the officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay.	CA	Full Powers	

14	Power to reduce the pay of an officiating employee	(i) VC (ii) CA (iii) ACA	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D.
15	Power to fix pay	(i) ACA	(i) Full powers for employees working under his/her control.
16	Power to appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.
17	Power to waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes not being house tax or property tax to be recovered from any employee.	CA	Full Powers
18.	Power to Grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Upto Rs.500/- during an year. (iv) Upto Rs.500/- during an year.

B. GRANT

19	Power to sanction the taking of work for which a fee is offered and the acceptance of fee thereof.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.50,000/-.
20	Power to treat the period of suspension of an employee as a period spent on duty for any specified purpose.	(i) CA (ii) ACA	(i) Full powers for group A, B & C (ii) Full powers for group D
21.	Power to grant leave	(i) CA (ii) ACA (iii) CE/SE (vi) Divisional Engineer	(i) Full powers (including Ex-India leave) (ii) Full Powers (excluding Ex-India Leave) for employees working under his/her controls. (iv) Upto one month (Excluding Ex-India Leave) for all employees working under his control. (vi) Upto one month for Group-D employees (Excluding Ex-India leave)
22.	Power to grant extension in joining time.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.
23.	Power to grant permission to an employee on leave to accept employment or to take up service.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.
24.	Power to permit the calculation of joining time by a route other than, which travelers habitually use.	(i) ACA (ii) CE/SE	(i) Full Powers (ii) Full Powers
25.	Power to fix pay in foreign service	CA	Full Powers
26.	Power to decide the date of reversion of an employee returning after leave from foreign service.	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers in respect of Group-D employees.
27.	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D (iii) Full Powers for group C & D within his/her jurisdiction.
28.	Power to determine the amount of pay and allowances which may be paid to an employee under rule 7.3(4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Vol-I, Part-I	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D

29.	(i) Extra-ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Vol-I, Part-I	(i) VC (ii) CA (iii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C. (iii) Full Powers for group D	
	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Vol-I, Part-I	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for staff within his/her jurisdiction.	
30.	To sanction advance out of the contributory Provident Fund.	(i) CA (ii) ACA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
31.	Issuing of No Objection Certificate, No dues certificates for obtaining Passport	(i) CA (ii) ACA	(i) Full Powers (ii) Full Powers for Group-D employees.	
31-B	Issue of No due Certificate to the PUDA employees	(i) ACA (ii) CE/SE	(i) Full powers for staff except CE/SE. (ii) Full powers for regular work charged staff.	
32.	Extension in deputation period of an employee	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Power for group C & D (Technical & Non-Technical).	
33.	Forwarding of applications to the organization to whom they are addressed as per government instructions and permission to pursue further studies by the employee in every class through correspondence or privately or any other examination.	(i) ACA (ii) CE/SE	(i) Full powers (ii) Full powers for work-charged employees.	
34.	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	Drawing and Disbursing Officer	Full Powers	
35.	Grant of proficiency/ selection grade and senior scale/ placement in the higher scale and grant of class-II status to JE under Assured Career Progression Scheme.	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full Powers for group A & B Officers. (ii) Full Powers for group C employees. (iii) Full Powers for group D employees. (iv) Full Powers for work charged staff under his control. Note:- The cases in which it is to be denied on account of poor record would be put up to C.A.	
36.	Power to engage lawyers as per fees fixed by the Authority for cases in lower courts	(i) ACA	(i) Full powers	
37.	Posting & transfers of employees	(i) Chairman	(i) Full Powers to transfer Officer of the level of SE and above.	
		(ii) VC	(ii) Full powers to transfer group A & B below the rank of SE.	
		(iii) CA	(iii) Full powers for group C & D (Technical & Non Technical)	
		(iv) CE/SE	(iv) Full powers for work charged staff.	
38.	To sanction house building advance and conveyance advance to the employees	(i) VC	(i) Full powers for group A & B.	
		(ii) ACA	(ii) Full Powers for group C & D (Tech & Non-Tech).	
		(iii) CE/SE	(iii) Full powers for work charged staff.	

39.	To sanction Group D posts.	Authority	Full Powers.	
40.	To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA	(i) Full Powers for two years at a time. (ii) Full Powers to appoint revenue staff only for two years at a time at the rates approved by the Authority.	
41.	To sanction post retirement benefits viz, payment of gratuity, leave encashment payment of C.P.F. & GIS etc. to employees of BDA	(i) VC (ii) CA (iii) ACA	(i) Full Powers for Group-A & B. (ii) Full Powers for Group-C. (iii) Full powers for Group-D employees.	
42.	Clearance of probation period	(i) VC (ii) CA (iii) ACA (iv) CE/SE	(i) Full powers for group A & B (ii) Full powers for group C. (iii) Full powers for group D. (iv) Full powers for work-charged staff.	
43.	Power to sanction Leave Travel Concession	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Full Powers for employees under his/her jurisdiction. (iii) Full Powers for work charged staff.	

SECTION 1-B (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5

A. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS PROVIDED IN THE SANCTIONED BUDGET.

1.	To sanction expenditure on purchase of vehicles such as Cars, Jeeps Pick-up Vans, Trucks Buses, etc.	CA	Full Powers	
2.	To sanction expenditure on purchase of:-			
	(i) Furniture & fixtures	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.25,000/- in a year	
	(ii) Office equipment such as fax machine duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.50,000/- per year.	
	(iii) Computers and related equipments	(i) CA	(i) Full Powers	
3.	To sanction expenditure on purchase of air-conditions, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA	(i) Full Powers (ii) Rs.30,000/- for A.C. & Rs.5,000/- for rest	
4.	To sanction expenditure on purchase of books and maps	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Upto Rs.1,000/- in an individual case of nonrecurring expenditure. (iii) Upto Rs.1,000/- in an nonrecurring expenditure	
5.	To sanction expenditure on installation of telephone & internal telephone system.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.10,000/-	

B. TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE SANCTIONED BUDGET.

6.	To sanction expenditure on purchase of construction equipment such as road rollers, mixers and vibrators etc.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.50,000/- (iii) Rs.50,000/-	
7.	To sanction expenditure on purchase of scientific apparatus, laboratory equipment, mathematical, drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.50,000/- (iii) Rs.50,000/-	

C. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE SANCTIONED BUDGET.

8.	(i) To sanction expenditure on printing	(i) CA (ii) ACA (iii) CE/SE	(i) Full Powers (ii) Rs.10,000/- in an individual case. (iii) Rs.1,000/- in an individual case.	
	(ii) To sanction expenditure on preparation and typing of project reports	CE/SE	Full Powers	
9.	To sanction expenditure on purchase of stationery without obtaining tenders	(i) Committee consisting of ACA, EO, CE/SE & A.O. (ii) CA (iii) ACA (iv) CE/SE (v) EO	(i) Full Powers (ii) Upto Rs.15,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.10,000/- on one single occasion and Rs.50,000/- in an year. (iv) Upto Rs.5000/- on one single occasion and Rs.20,000/- in an year. (v) Upto s.5000/- on one single occasion and Rs.20,000/- in an year.	
10.	To sanction expenditure on account of rent for office accommodation	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.3,000/- per month subject to the condition that no lease is entered into for a period of more than one year.	
11.	To sanction expenditure on account of telephone charges, rental charges of telephones and other miscellaneous charges.	ACA, CE/SE , Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Govt./Authority on local calls.	
12.	To sanction expenditure on purchase of postage stamps.	(i) CA (ii) ACA (iii) CE/SE (iv) Estate Officer A.O. (v) DE (vi)	(i) Full Powers. (ii) Full Powers within his/her jurisdiction. (iii) Full Powers. (iv) Upto Rs.2,000/- at one time. (v) Upto Rs.2,000/- at one time. (vi) Upto Rs.2,000/- at one time.	
13.	To sanction expenditure on electricity and water charges bills.	Drawing and Disbursing Officer	Full Powers subject to verification of bills by the concerned officer.	

14.	To sanction supply of liveries to drivers and Class-IV employees	ACA	Full Powers according to scale and conditions laid down by the Govt./ Authority for its employees.
15.	To sanction purchase of periodicals and newspapers required for official use.	(i) CA (ii) ACA (iii) CE/SE (iv) EO	(i) Full Powers (ii) Upto Rs.3,000/- per year. (iii) Upto Rs.3,000/- per year. (iv) Upto Rs.3,000/- per year
16.	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	(i) CA (ii) Head of Office	(i) Full Powers (ii) Hiring charges upto 6 months and repair charges upto Rs.2,000/- in an individual case.
17.	To incur expenditure on entertainment in the interest of the Authority's business activities.	(i) VC (ii) CA (iii) ACA (iv) EO (v) CE (vi) SE (vii) S.T.P. (viii) D.T.P. (ix) ADO (x) Senior Architect (xi) DE (xii) AEO (xiii) A.O	(i) Upto Rs.5000/- per month (ii) Full Powers. (iii) Upto Rs.4000/-per month (iv) Upto Rs.1000/-per month (v) Upto Rs.3000/-per month (vi) Upto Rs.1000/-per month (vii) Upto Rs.1000/-per month (viii) Upto Rs.300/-per month (ix) Upto Rs.300/- per month (x) Upto Rs.1000/-per month (xi) Upto Rs.500/-per month (xii) Upto Rs.300/-per month (xiii) Upto Rs.1000/-per month

D. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD MISCELLANEOUS EXPENDITURE PROVIDED IN THE SANCTIONED BUDGET.

17-A	(i) To incur expenditure on entertainment during the meeting held by the Officers of the Authority.	ACA	Upto Rs.10,000/- PM.
18.	To sanction legal expenditure in connection with Civil Suits/Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.20,000/-
19.	To sanction expenditure on publicity and on advertisement through the media of the radio and press through the empanelled agencies.	CA	Full Powers
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair)	(i) CA (ii) ACA, CE/SE	(i) Full Powers (ii) Full Powers within his jurisdiction & within sanctioned estimate approved by competent authority as per norms fixed.
	(ii) To sanction expenditure on running & maintenance of vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA, CE/SE (iii) Drawing and Disbursing Officer	(i) Full Powers (ii) Full Powers(within the ceiling imposed) (iii) Full powers within the ceiling imposed as per instruction issued from time to time.

21.	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & disbursing officer	Full Powers	
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E. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.

22.	To sanction pay, traveling allowance and other claims of the employees.	Drawing & Disbursing Officer	Full Powers except tour abroad	
			(i) T.A. should be reimbursed after getting the tour programme approved from the ACA/ Chief Engineer for the employees serving under their respective control. In case of Tour Programme of Superintending Engineer, approval of ACA/Chief Engineer will be required.	
			(ii) Superintending Engineer/ Estate Officer within State for the employees working under their respective control.	
23.	To sanction reimbursement of medical expenses incurred by the employees	(i) CA	(i) Full Powers	
		(ii) ACA	(ii) Full Powers for employees working under his control.	
		(iii) CE/SE	(iii) Full Powers for employees working under their control.	
		(iv) Drawing and Disbursing Officer	(iv) Upto Rs.3,600/- in an individual case.	

F. OTHER ITEMS

24.	To declare stores and stocks surplus or unserviceable	(i) Condemnation committee consisting of the CA, ACA, CE/SE	(i) Full Powers	
		(ii) Condemnation committee for respective zone consisting of ACA, CE/ SE, Accounts Officer and DE concerned.	(ii) Upto Rs.50,000/- each item (Book value)	
		(iii) CA	(iii) Upto Rs.20,000/- each item (book value)	
		(iv) ACA	(iv) Upto Rs.5,000/- each item (book value)	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			
	(i) At book value or by private negotiation at less than book value	Committee consisting of: ACA, EO and CE/SE	Full Powers	
	(ii) By public auction	Committee consisting of : ACA, EO and CE/SE	Full Powers	
26.	To sanction the writing off finally of the un-recoverable value of stores of the Authority's money lost by fraud or negligence of individuals or due to any other cause.	Committee consisting of ACA, EO and CE/SE	Full Powers	
27.	To write off books	CA	Full Powers	

28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i)	Committee consisting of VC, CA and ACA	(i)	Full Powers	
		(ii)	Committee consisting of ACA, CE/SE, Accounts Officer and DE concerned	(ii)	Upto Rs.1,00,000/-	
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i)	CA	(i)	Full Powers	
		(ii)	ACA	(ii)	Full Powers	
30.	To sanction the payment of rates or taxes levied by a statute or by local Rules or orders (as for instance terminal tax or octroi levied on the Authority.	(i)	CA	(i)	Full Powers	
		(ii)	ACA	(ii)	Full Powers	
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority		CA		Full Powers	
31-A	To issue certificate of residential proof to the officers/ officials.		ACA		Full Powers	
32.	To reimburse an employee whose conduct has been the subject matter of inquiry for expenditure on account of defence witness.		CA		Full Powers	
33.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	(i)	CA	(i)	Full Powers	
		(ii)	ACA	(ii)	Upto Rs.25,000/- per item.	
		(iii)	CE/SE	(iii)	Upto Rs.25,000/- per item.	
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.		CA		Full Powers	

(SECTION II WORKS)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks	
1	2	3	4	5	
1.	To accord Administrative approval to proposals for works				
	(a) For original works or projects	(i) VC (ii) CA (iii) ACA	(i) Full Powers (ii) Upto Rs.500.00 Lacs (iii) Upto Rs.25.00 Lacs		
	(b) For extension of new works or executed works maintenance or repairs.	ACA	Upto Rs.5.00 Lacs		
2.	To accord technical sanction to the detailed estimates of works.	CE/SE	Full Powers		
3.	To accept tenders for execution of works	(i)	Committee consisting of CA, CE/SE,ACA and A.O.	(i)	Works above Rs.50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest.
		(ii)	Committee consisting of CE/SE, ACA and A.O.	(ii)	Works between Rs.20.00 Lacs to Rs.50.00 Lacs subject to approval of CA in case of single tender or tender other than the lowest
		(iii)	SE	(iii)	Upto Rs.20.00 Lacs except for single tender where it will be submitted to next higher authority.
		(iv)	DE	(iv)	Upto Rs.2.00 Lacs expect for single tender.

HIGHER PURCHASE COMMITTEE

4.	To purchase stores for sanctioned works	Committee consisting of : CA (a) ACA (b) CE/SE (c) A.O. (d)	Full Powers
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UPPER PURCHASE COMMITTEES

		Committee consisting of: (a) ACA (b) CE/SE (c) A.O.	To incur expenditure on the purchase of building material upto Rs.20.00 Lacs at a time on one item subject to the ceiling of Rs.50.00 Lacs on each item during the financial year.
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LOWER PURCHASE COMMITTEE

		Committee consisting of: (a) SE (b) A.O. (c) DE concerned (d) SO(W)	To incur expenditure on the purchase of building material up to Rs.25000/- at a time subject to ceiling of Rs.50000/- on each item during the financial year.
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NOTE: *In the case of Lower Purchase Committee, presence of Superintending Engineer, for the upper purchase committee, presence of Addl. Chief Administrator and for Higher Purchase Committee, presence of the Chief Administrator shall be essential to form quorum.*

5.	To accord sanction to non-scheduled or extra items.	(i) VC (ii) CA (iii) CE/SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs subject to maximum of 10% of contract value. (iii) Upto Rs.20.00 Lacs subject to maximum of 10% of contract value.
6.	Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (iv) CE/SE (v) SE	(i) Full Powers. (ii) Upto Rs.50.00 Lacs (iii) Rs.25.00 Lacs (iv) Upto Rs.10.00 Lacs (v) Upto Rs.2.00 Lacs
7.	Write off infructuous expenditure on construction.	Authority	Full Powers
8.	Passing of first & final running bill.	Divisional Engineer	Full Powers after pre-audit of odd running and final bills.
9.	To sanction expenditure under the Workmen Compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers
10.	To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority building, holding of draw of lots, auction of sites and the like.	(i) CA (ii) ACA	(i) Full Powers (ii) Upto Rs.25000/-
11.	To fix the limit of reserve stocks	Committee consisting of: (a) CA, CE/SE & ACA (b) ACA	(a) Full Powers (b) Upto Rs.5.00 Lacs
12.	To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories	Committee consisting of: (i) CA, ACA and CE/SE (ii) ACA, CE/SE & DE concerned	(i) Full Powers (ii) Upto Rs.1.00 Lacs

13.	To sanction carriage and handling of stock material chargeable to stock	(i) CA (ii) Divisional Engineer	(i) Full Powers (ii) Full Powers at the rates within the scheduled rates plus premium sanctioned from time to time.
14.	To declare stores (Tools & Plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.	(i) Committee consisting of: (a) CA, CE/SE, EO and Accounts Officer ACA, CE/SE & A.O. (b) CE/SE, DE & A.O. (c)	(i) Full Powers (ii) Upto Rs.50000/- (iii) Upto Rs.25000/-

Provided the provision of para 4.4 of the Punjab Public Works Department Code are complied with and it is certified that the material declared surplus will not be required for the execution of any Authority's works in the foreseeable future and the material declared as un-serviceable or obsolete is beyond repair or renovation.

15.	Disposal of surplus Tools & Plants		
	(a) Articles, Surplus Unserviceable or obsolete material or tools & plants articles.	CA	Full Powers
	(b) To dispose of material (Tools & Plants) articles, declared surplus, un-serviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: VC, CA, ACA, CE/SE & AO. (ii) CE (iii) SE (iv) DE	(i) Full Powers (ii) Upto Rs.15000/- (iii) Upto Rs.10000/- (iv) Upto Rs.2000/-

The Authority sanctioning the write off shall satisfy itself that the loss has not resulted from excess or injudicious purchase of stores or on account of negligence of any functionary and shall forward a certificate thereof to the Accounts Section of the Authority.

16.	To sanction dismantling of temporary buildings and structures when purpose for which the construction was undertaken has been fulfilled.	(i) Committee consisting of: VC, CA, CE/SE & A.O. CE/SE (ii)	(i) Full Powers (ii) Temporary construction upto the cost of Rs.20000/-
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) CE/SE	(i) Full Powers (ii) Upto Rs.10000/-
18.	Opening of tenders called for execution of works	(i) Tender Committee under the Chairmanship of SE with Accounts Officer and DE concerned as its members. (ii) Divisional level Tender Committee consisting of DE, SO(W) and the office superintendent	(i) Full Powers (ii) Full Powers in respect of tender called or received in the Divisional Office.
19.	Passing of bills of work charged establishment	Divisional Engineer	Full Powers subject to the condition that the appointment is made by the Appointing Authority.
20.	Grant of extension of time for completion of work	(i) CA (ii) ACA	(i) Full Powers (ii) For works below Rs.25 Lacs
21.	To write off articles (Tools & Plants) & office furniture rendered un-serviceable through wear & tear if the original purchase value of the article is not known.	(i) Committee consisting of VC, CA & CE/SE (ii) CE (iii) SE	(i) Full Powers (ii) Upto Rs.20000/- (iii) Upto Rs.10000/-

22.	To write off actual loss of stocks and tools and plants articles.	(i) Authority (ii) CE/SE	Full Powers Upto Rs.5000/-	
23.	To sanction the purchase of Ferro- Chemicals	(i) CA (ii) CE (iii) SE & Sr. Architect (iv) DE & Architect	(i) Full Powers (ii) Upto Rs.20,000/-. (iii) Upto Rs.10,000/- for each office. (iv) Upto Rs.5000/- for each office.	
24.	To sanction the payment of the rates and taxes levied by a statute or by local rules or orders as per instance octroi on Authority's stores, house tax, property tax etc.	Drawing & Disbursing Officer	Full Powers subject to the Budget Provision	
25.	To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.	CA	Full Power upto the amount as admissible to a workman under Schedule-IV of the Workmen's Compensation Act, 1923 in similar circumstances or cases when monthly wages will be got assessed through the State Revenue Authority or the Gram Panchayat.	
26.	To incur expenditure on testing of samples with a view to enforce quality	(i) CE/SE (ii) SE (iii) Divisional Engineer	(i) Full Powers (ii) UptoRs.7500/- (iii) Upto Rs.2000/- chargeable to the works subject to call of proper quotations and that higher rates are not paid than those contained in common schedule of rates plus sanctioned premium.	
27.	To create posts of work charged staff	Authority	Full Powers	
28.	To appoint Work- Charged staff against sanctioned posts and to punish work charged staff.	(i) VC (ii) CA	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
29.	To appoint staff on daily wages on muster-roll basis for the execution of departmental works & maintenance works.	Committee consisting of: ACA, CE/SE and DE	Full Powers	
30.	To delegate powers of the Authority under section-2, sub-section v of the Punjab Urban Planning & Dev. Authority(Building) Rules, 1996(i.e.) declaring Authorized Officers)	CA	Full Powers	
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.	CA	Full Powers	
32.	To amend these regulations in order to facilitate day to day working	CA	Full Powers	
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalize the Architectural Drawings and specifications for materials (Based on which DNIT).	Committee consisting of: (i) VC, CA, ACA, CE/SE, Sr. Arch (ii) CA, ACA , CE/ SE, Sr. Arch.	(i) Works for Rs.1.00 Crore and above. (ii) Works below Rs.1.00 Crore	

34.		Power to fix levy of the departmental charges of the projects to be carried out by BDA as deposit work.	CA	Full Powers	
35.	(i)	Sanction expenditure on loose papers, printing of Dos, visiting cards, purchase of books, binding misc, purchase like banquet for functions, photography etc.	DE	Upto Rs.1000/- Note: The expenditure should not exceed Rs.10000/- in a year.	
	(ii)	To clear the files regarding release of advts eg. Court notice, Public notice, tender notice, notifications, service matters, corrigendum through the media of radio and press.	(i) ACA (ii) EO (iii) CE/SE	(i) Full Powers (ii) Full Powers (iii) Full Powers	

NOTE:-

- (1) The quorum in the meetings of the Committees constituted in these regulations shall be as under:
- (a) for the committees consisting of three members, two members shall form quorum and
 - (b) for the committees consisting of more than three members, three members shall form quorum.
 - (c) In respect of the financial matters, not specifically stated in these regulations, the provisions of the Financial Hand Book No.3 of the Department of Finance, Government of Punjab shall be applicable and references to the Executive Engineer in the aforesaid Hand Book shall be constructed as a reference to the Divisional Engineer of the Authority.

DIRECTORY OF IT'S OFFICERS & EMPLOYEES

Sr. No.	Name (Sar, Shri/Smt.)	Designation	Telephone No. (office)
1.	Parkash Singh Badal, K.No.45, Sector-2, Chandigarh	Chairman-BDA	0172-2740325 (O) 0172-2740769 (O) 0172-2740737 (R)
2.	S.S.Sandhu, IAS, #65, Sec-7, Chandigarh	SHUD-cum- Vice Chairman, BDA	0172-2215528 (O) 0172-2215529 (O) 0172-2791765 (R) 0172-2665596 (Fax) 0172-5665410 (PIDB offi.) 98725-47247 (M)
3.	Ravi Bhagat, IAS #1, Municipal Colony, Near Rose Garden, Bathinda	Chief Administrator B.D.A.	0164-2212632 (O) 0614-2272632 (R) 0164-2215782 (Fax)
4.	Mohneesh Kumar, PCS, H.No.D-7,Civil Lines, BATHINDA.	Addl. Chief Administrator, B.D.A.	0164-2212532 (O) 0164-2212536 (R) 0164-2215782 (Fax)
5.	Navreet Grewal, #HIG-1275, Model Town, BATHINDA.	A.D.O ./ Estate Officer	0164-2212618 (O) 9888114478 (M)
6.	J.J.Kumar HIG-1403, Model Town, Bathinda	Superintending Engineer, B.D.A.	0164-2240311 (O)
7.	Baldev Singh #273, Phase-I, Model Town, Bathinda.	Divisional Engineer (Civil-1), B.D.A.	0164-2222282 (O) 0164-2212641 (R)
8.	Chanchal Ram #938, Urban Estate, Phase-3, Bathinda.	Divisional Engineer (Electrical), B.D.A.	0164-2240228 (O)
9.	H.S.Pannu, #378, Phase-I, Model Town, Bathinda	Divisional Engineer (Public Health), B.D.A.	0164-2212106 (O)
10.	H.S Sahota C/o SPS Mann, SBOP Building, Village Bibi wala, Bathinda.	Divisional Engineer (Civil-2), B.D.A.	0164-2218832 (O)
11.	Satnam Singh Bhangu #755, Grewal Street, Mansa	Law Officer	98146-94775 (M)
12.	Sohan Lal Bansal LIG-150, Model Town, Bathinda.	SO(w)	94639-37373 (M)
13.	Amit Garg #620, Bhagu Road, Bathinad.	SO (w)	98142-49542 (M)

2. OFFICERS UNDER RTI ACT

Sr. No.	Name (Sar, Shri/Smt.)	Designation	Telephone No. (office)
1.	Sh.J.J.Kumar	Public Information Officer-cum- Superintending Eng.,BDA	0164-2240311 (O) 981728-82715 92577-32282
2.	Sh.Navreet Grewal	Assistant Public Information Officer -cum-ADO, B.D.A.	0164-2212532 (O) 9888114478

Monthly Remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

LIST OF SALARY OF STAFF FOR THE MONTH OF Feb, 2010

Monthly Gross Salary of Employees (Feb,2010) (ACA + Estate Office)

Sr.No.	Name	Designation	Gross Salary
1	Moneesh Kumar	ACA	31523.00
2	Navreet Jashan	ADO/ E.O.	38687.00
3	Davinder Singh	A.E.O.	42165.00
4	Satnam S. Bangu	L.O.	40771.00
5	S.L.Bansal	S.O.(W)	42724.00
6	Sukhpal Singh	SA(A/C)	25283.00
7	Raminder singh	S.A.(A/cs)	33691.00
8	Dharam Chand	A.E	41027.00
9	Ramesh Kumar	J.E/A.E	39619.00
10	Balwinder Singh	A.E.	39619.00
11	Lachhman Singh	J.E	34280.00
12	Balwinder Kaur	S.A.	35919.00
13	Akwinder Kaur	S.A.	32326.00
14	Parveen Lata	S.A.	35919.00
15	Amarjit Singh	Jr.Asst.	20403.00
16	Sukhdev Singh	Clerk/ S.A.	14695.00
17	Harjeet kaur	Clerk	14624.00
18	Varinder Jit	Clerk	15525.00
19	Parminder Singh	Clerk	10473.00
20	Chur Singh	Clerk	10473.00
21	Kamal Singh	Clerk	11784.00
22	Anandpal Tiwari	Clerk	13636.00
23	Bir Bhan	Clerk	19040.00
24	Sham lal	Clerk	17144.00
25	Gobinder Singh	Driver	20483.00
26	Modan Singh	Peon	14978.00
27	Amrik Singh	Peon	19187.00
28	Sh. Arjan Ram	Peon	11270.00
29	Iqbal Singh	Khalasi	17690.00
30	Balwant Singh	Khalasi	17690.00
31	Gurmeet Singh	Khalasi	17690.00
32	Chamkaur Singh	Khalasi	16996.00
Total			797334.00

Monthly Gross Salary of Employees (Feb,2010) (Electric Division)

Sr.No.	Name	Designation	Gross Salary
1	Chanchal Ram Samyal	DE(Elect.)	47687.00
2	Harvinder Singh	JE(Elect.)	18438.00
3	Gurdeep Singh	Supervisor Addl. Charge JE(Elect.)	21317.00
4	Jasbir Singh	Pump Operator Addl. Charge JE(Elect.)	14132.00
Total			101574.00

Monthly Gross Salary of Employees (Feb,2010) (Civil-2)

Sr.No.	Name	Designation	Gross Salary
1	Sh. H.S.Sahota	DE(Civil)	68107.00
2	Sh. Lal Chand	JE(C)	26796.00
3	Sh. Hakam Singh	W/C- Chowkidar	17742.00
Total			101574.00

Divisional Engineer(PH),Pay details of regular staff of month 2/2010

Sr.No.	Name	Designation	Gross Pay
1	Harinder Singh Pannu	Divisional Engineer(PH)	51580
2	Vijay Kumar	SDE(PH)	40133
3	Gurpreet Singh	AE(PH)	34393
4	Charanjit Arora	JE(PH)	33428
5	Rajeev Maankatala	JE(PH)	32618
6	Pancham Singh	Sewadaar	18507
7	Pardeep Kumar	JE(PH)	27350
Total			238009

Divisional Engineer(PH),Pay details of works staff of month 2/2010

Sr.No.	Name	Designation	Gross Pay
1	Joga Singh	Works Supervisor	24044
2	Shashi Bhushan	Works Supervisor	24044
3	Sudagar Singh	Chowkidaar	14452
4	Daulat Ram	Sewerman	18592
5	Tejinder Singh	Beldaar	12217
6	Ram Milan	Beldaar	12117
7	Ram Sakai	Beldaar	12117
8	Baljinder Singh	Beldaar	12117
9	Bhag Dutt	Beldaar	12117
10	Jagjiwan	Beldaar	12117
11	Krishan Dass	Plumber	14660
12	Krishan Lal	Chowkidaar	17870
13	Nachatar Singh	Driver	16780
Total			203244

Divisional Engineer(C-1),Pay details of regular staff of month 2/2010

Sr.No.	Name	Designation	Gross Pay
1	J.J.Kumar	S.E.	86268
2	Baldev Singh	Divisional Engineer(C)	78117
3	Gurdarshan Singh	Senior Assistant	39157
4	Naib Singh	Junior Assistant	26581
5	Bhushan Pal Bansal	Supdt.	34996
6	Baltej Singh	CHD	41915
7	Lal Chand	SDC(C)	41140
8	Gurjant Singh	AE(C)	40442
9	Anil Kumar	AE(C)	40442
10	H.K.Chowdhary	AE(C)	37943
11	Banta Singh	AE(C)	37943
12	N.P.Sharma	JE(C)	32064
13	Jaspal Singh	JE(C)	26710
14	Vijay Kumar	JE(C)	26256
15	Karnail Singh	JE(C)	26852
16	Suresh Kumar	AE(C)	34011
17	Talvinderjit Singh	Steno	18415
18	Amit Garg	SO(W)	42689
19	Rupinder Singh	JE	32377
Total			744318

Divisional Engineer(C-1),Pay details of works staff of month 2/2010

Sr.No.	Name	Designation	Gross Pay
1	Bakshish Singh	Works Supervisor	20932
2	Balvinder Singh	Works Supervisor	24044
3	Anil Kumar	Works Supervisor	23504
4	Gurcharan Singh	Works Supervisor	24144
5	Surjit Singh	Works Supervisor	23504
6	Charanjit Singh	Works Supervisor	23504
7	Sohan Lal	Works Supervisor	23504
8	Ashok Kumar	Works Supervisor	24044
9	Ram Avtar	Chowkidaar	18792
10	Assa Ram	Chowkidaar	18792
11	Gopal Singh	Chowkidaar	18792
12	Lal Chand	Chowkidaar	18792
13	Lachman Dass	Chowkidaar	18792
14	Paramjit Singh	Chowkidaar	12417
15	Parmod Kumar	Mali cum Chowkidaar	12317
Total			305874

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULAR OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Section 52 of the Punjab Regional and Town Planning and Development Act, 1995 read with rule 17 of the Punjab Regional and Town Planning and Development (General) Rules, 1995, specifies that the Authority shall prepare its annual budget for the next financial year showing the estimated receipts and expenditure of the Authority in the form set out in schedule I to the rules before or by the 31st January proceeding the commencement of the said financial year and shall forward five copies of the budget so prepared and sanctioned by the Authority to the State Government within thirty days from the date of its sanction.

A copy the Budget Estimates for the year 2009-10 is to be prepared.

The disbursement of funds to the executing offices i.e. Divisional Engineers / Estate Officers at their authority for execution of works as well as establishment expenditure is made every month on the recommendation of the Superintending Engineer and the Estate Officer.

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Bathinda Development Authority (BDA) has been constituted under the Punjab Regional and Town Planning and Development Act 1995. It has been constituted with the objective of implementing plans and programs under the Act. Planning, development and regulation of Estates & Construction of housing schemes are the main functions of the Authority. Construction of Social Houses includes the construction of subsidized houses for Economically Weaker Section (EWS) and Lower Income Group (LIG) sections of the society.

Income criteria for allotment of houses to weaker section of society is as under; -

Monthly Income

- | | |
|---------------------------------------|----------------------|
| (i) Economically Weaker Section (EWS) | Upto Rs. 3300/- |
| (ii) Lower Income Group (LIG) | Rs. 3301/- to 7300/- |

To allot houses to the above sections of the society at reasonable and affordable prices, the Authority subsidizes the land cost for construction of Economically Weaker Section (EWS) as well as Lower Income Group (LIG) categories of houses.

Institutional Sites

- a) Land to Punjab Government for construction of colleges/schools/ITI/ Technical Institutions is allotted free of cost.
- b) Land to both Punjab and Centre Government for construction of Dispensaries and Primary Health Centres is allotted free of cost.
- c) Land for Cultural and Literary Activities is subsidized by 20% of its cost.

XIII

**PARTICULARS OF RECIPIENTS
OF CONCESSIONS PERMITS OR AUTHORIZATIONS
GRANTED BY IT.**

Nil

XIV

**DETAILS IN RESPECT OF THE
INFORMATION,
AVAILABLE TO OR HELD BY BDA.**

Information Available on BDA's Website www.bda.net.in

THE PARTICULAR OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

1. **Facilities available to citizens for obtaining information:**
 - a) Reception counter operating.
 - b) Introduced Single Window System (Proformas enclosed)
 - c) Introduced own Web site.
 - d) Network such as telephone facility, inter-com system and fax etc.
 - e) Installation of Notice Boards.
 - f) Installation of Complaint Box.
 - g) Introduced IVRS (Proformas enclosed)
 - h) Through Newspapers/ Advertisements and Press Notes.
 - i) Printed Brochures and Hand Bills.
 - j) Publication of Annual Administration reports.
 - k) BDA has own waiting room for the public with the newspapers.

2. **ISO Certified:**

Bathinda Development Authority is the First Authority which is certified by ISO.

3. **Biometric Machine Installed:**

Attendance of the employees marked through the Biometric Machine in shifts.

4. **CCTV Cameras installed:**

CCTV Cameras to detect the activities of the employees and public which is run under the supervision of Chief Administrator, BDA.Bathinda.

5. **Slogan installed:**

Slogans are installed to encourage the employees for the better relation with the public and for the speedy work with the help of these slogans which is installed at the prominent spaces of the Building.

6. **Forms**

All the relevant Forms are available at BDA's Website www.bda.net.in

XVI

**THE NAMES, DESIGNATION AND
OTHERS PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS.**

Under the Right to Information Act 2005, the following officers are designated as **Public Information Officers** and **Asstt. Public Information officers** for the BDA BATHINDA

PIO OFFICER

Sh. J.J.Kumar,
Public Information Officer-cum-Superintending Engineer,
Bathinda Development Authority,
15, Sec-71, SAS Nagar, Mohali

0164-2240311 (O)
98728-82715 (M)

APIO OFFICER

Sh.Navreet Grewal,
Assistant Public Information Officer-cum- Administrator Officer,
Bathinda Development Authority,
HIG-1274, Model Town, Bathinda

0164-2212532 (O)
9888114478 (M)

XVII

**SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED, AND THEREAFTER UPDATE
THESE PUBLICATIONS EVERY YEAR**

Will be updated every year