

ANNEXURE-I

REVISED DELEGATION OF POWERS TO OFFICERS IN BWSSB (AS ON)

Sl. No.	Nature of Powers	Delegation of powers to BWSSB Officers					
		Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer
1	2	3	4	5	6	7	8
I	To accord "Administrative Approval" to works						
I(A)	Original works under Capital Expenditure a) Action Plan Approved works (Cleared in Board) b) Other works (within the approved lumpsum amount in the action plan)	Upto Rs.500.00 lakhs for each work (amount exceeding Rs.500.00 lakhs requires administrative approval by Board)	Upto Rs.50.00 lakh for each work Upto Rs.10.00 lakh for each work	Upto Rs.25.00Lakhs for each work Upto Rs.5.00Lakhs for each work	Upto Rs.10.00Lakhs for each work NIL	NIL NIL	NIL NIL
I(B)	Deposit Contribution Works (On countersigned estimates by the concerned authority and if full deposit amount is received by BWSSB).	Full powers	Upto Rs.100.00 lakhs each work in respect of Deposit Contribution Works if full deposit amount is received by BWSSB.	Upto Rs.50,00,000/- each work in respect of Deposit Contribution Works if full deposit amount is received by BWSSB.	Upto Rs.25.00Lakhs for each work	NIL	NIL
I(C)	Revenue Expenditure. Repairs work, ordinary and special works including water supply and sewerage pipeline, borewells, buildings etc. under	Full Powers	NIL	NIL	Upto Rs.1.00Lakh for each work	Upto Rs.0.50 Lakh for each work	NIL


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1	2	3	4	5	6	7	8
I(D)	Revised and supplemental estimates of original estimates referred to at (A), (B) & (C) above	Full Powers	Upto 15 % over the original estimates or to a maximum of Rs.100.00 lakhs whichever is less	Upto 10% over the original estimate or to a maximum of Rs.25.00 lakhs whichever is less	Upto 10% over the original estimate or to a maximum of Rs.10.00 lakhs whichever is less	NIL	NIL
I(E)	To authorize the utilization of anticipated or actual savings on a sanctioned estimate of a project to carryout additional works not contemplated in the original project or fairly contingent on its actual execution, without material alteration in design.	Full powers in respect of estimate sanctioned by him or by subordinate authority	Rs.5.00 Lakhs each case in respect of estimates sanctioned by him or by subordinate authority	Rs.1,00,000/- each case in respect of estimates sanctioned by him or by subordinate authority	NIL	NIL	NIL
	Note:	<p>1) Administrative approval can be accorded only in respect of works for which budget provision to the extent of 30% of the estimated cost exists.</p> <p>2) Fresh administrative approval shall have to be obtained if the works are not completed within five years.</p> <p>3) Approval of BWSSB Technical Committee is required for works costing more than Rs.500.00 lakhs as per G.O.No.PWD 671 FC-1, 2009 Bangalore dated: 3.2.2010.</p> <p>4) Beyond delegation of powers of Chief Engineer, such cases should be routed through Engineer-in-Chief for obtaining approval of Hon'ble Chairman, BWSSB / Board.</p>					

To accord "Technical sanction" to detailed estimates of works (which are covered by Administrative Approval) or parts of works sanctioned

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		Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	
1	2	3	4	5	6	7	8	
2(A)	Original Estimates of Original works under Capital Expenditure: a) Water Supply & Sewerage works Irrigation, Roads & Buildings etc, b) Works of all Electric Installation, including buildings & lumpsum provision in main estimate. c) Component parts of a project against lump sum provision in the sanctioned estimates	---	Full Powers	Upto Rs.25.00 lakh for each work	Upto Rs.10.00Lakhs for each work	NIL	NIL	
2(B)	Revenue Expenditure. Repairs work (ordinary and special repairs) including water supply and sewerage pipeline, borewells, buildings etc. under	---	Full Power	Upto Rs.2.00 lakh for each work	Upto Rs.1.00Lakh for each work	NIL	NIL	
2(C)	Repairs to Plant & Machinery & Motor Vehicles a). Annual maintenance estimate, any repairs & renewals to Plant and Machinery b) Annual maintenance estimate, any repairs & renewals to Motor Vehicles	---	Full Power	Upto Rs.1.00 lakh for each work	Upto Rs.50,000/- for each work	Upto Rs.0.50Lakh for each work	Upto Rs.10,000/- (under imprest amount) Upto Rs.10,000/- (under imprest amt)	

3. To entrust the sanctioned works either wholly or in part for execution

Delegation of powers to BWSSB Officers						
Sl. No.	Nature of Powers	Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer
1	2	3	4	5	6	7
3(A)	<p>Tender</p> <p>To contractors after calling for tenders & by accepting the lowest of the eligible tenders or the single tender if only one tender is received. (Terms & conditions applicable as prescribed under KPPP)</p>	<p>Upto Rs.500.00 Lakhs for each work irrespective of tender percentage.</p> <p>(amount exceeding Rs.500.00 lakhs requires approval by Board)</p>	<p>Upto Rs.100.00 Lakhs for each work as long as the excess if any over the corresponding amount of the sanctioned estimate recast on the basis of CSR is not more than 15%</p>	<p>Upto Rs.10.00 lakh for each work as long as the excess if any over the corresponding amount of the sanctioned estimate recast on the basis of CSR is not more than 12%</p>	NIL	NIL
3(B)	<p>Entrustment on Piece Works on Nomination basis</p> <p>at the rate not more than CSR with or without invitation of public tenders to the best advantage of Board.</p>	<p>Upto Rs.5.00 lakhs for each work</p>	<p>Upto Rs.3.00 lakhs for each work</p>	<p>Upto Rs.2,00,000/- for each work</p>	<p>a) Upto Rs.50,000/- for each work under Revenue Expenditure. b) Rs.1,00,000/- each for Water meters & Hose pipes for sewer cleaning machines c) Rs.1,00,000/- each for Capital Expenditure work</p>	NIL

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1	2	3	4	5	6	7	8
3(C)	Approval to extra or deviated item (s) EIRL & Workslip: According approval to extra or deviated items in case of works carried out on contract basis.	Upto 20% or Rs.100.00 Lakhs whichever is less of the amount put to tender for each work. (Beyond the powers of chairman the matter should go to Board through variation committee)	Upto 15% or Rs.10.00 Lakhs whichever is less of the amount put to tender for each work.	Upto 12% or Rs.1,00,000/- whichever is less of the amount put to tender for each work	NIL	NIL	NIL
3(C)	To grant Extension of Time beyond the date stipulated in the contract agreement for completion of all works to contractors.	---	Full Powers Irrespective of nature of works.	Upto 50% of the total period stipulated in the contract agreement for completion of work in respect of contracts accepted by the authorities other than Government	NIL	NIL	NIL
3(D)	To order the suspension of commencement or progress of any works pending orders of Board on proposals submitted in this behalf.	---	Full Powers	Nil	NIL	NIL	NIL
	<p>NOTE:</p> <p>1. The above said financial limits is with reference to the amount put to tender and not to the cost as per sanctioned Estimates.</p> <p>2. The Contract made by divisional officer under his power should not be cancelled without prior approval of the Chief Engineer.</p> <p>3. The Executive Engineer in respect of tenders accepted by authorities higher than himself should ensure that a copy of the agreement bond correct in all respects is forwarded by him to FA-CAO for the purpose of audit, as soon as the tender is accepted by the Competent authority. While forwarding the copy he should certify the rate and all the terms and conditions in the copy of the Competent authority.</p> <p>4. No Authority under Board can pass any excess over the revised sanctioned estimate.</p>						

4. To sanction Schedule of Rate

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		Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer
1	2	3	4	5	6	7	8
4(A)	To sanction the schedule of rates (including data rates)	---	Nil	Full powers to SR Committee headed by Additional Chief Engineer(M)-I	Nil	Nil	Nil
	NOTE: SR Committee in BWSSB is constituted under chairmanship of ACE(M)-I comprising of all ACEs and EEs of BWSSB are members of the committee.						
4(B)	Approval to data rates for the items which are not found in BWSSB SR	---	Nil	Full powers	Nil	Nil	Nil


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5. POWERS IN RESPECT OF STORE


Sl. No.	Nature of Powers	Delegation of powers to BWSSB Officers					
		Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer
		1	2	3	4	5	6
5(A)	To sanction against the provisions in sanctioned estimate or for reserve stock the purchase of Tools, plants & machinery, survey instruments, borewell pumps & motors, water meters, oils and lubricants and other articles etc.,	Full Powers	Upto Rs.5.00 Lakhs for each case	Upto Rs.2,00,000/- for each case	Upto Rs.1,00,000/- for each case	NIL	NIL
5(B)	Purchase of spares to sewer cleaning (Jetting & sucking) machines	Full Powers	Upto Rs.5.00 Lakhs for each case	Upto Rs.2,00,000/- for each case	Upto Rs.1,00,000/- for each case	Upto Rs.50,000/- for each case	Upto Rs.25,000/- (under imprest amount)
	Note: Purchase of plant and machinery will be made after the same is approved by the Purchase Committee. All purchase will be made as per SPD rules & subject to adequate budget provision.						
5(C)	To order direct purchase of stores without reference to DGSD or SPD in urgent cases with Janatha Bazar / Co-Operative Organizations etc.,	Full Powers	Upto Rs.2.00 Lakhs for each case	Upto Rs.1,00,000/- for each case	Upto Rs.25,000/- for each case	NIL	NIL
5(D)	To order the disposal of Unserviceable including Hard Rock / Release Materials / T & P Scrap by public auction to the best advantage of Board	Full Powers	Upto Rs.2.00 Lakhs for each work	Upto Rs.1,00,000/- for each case	Upto Rs.25,000/- for each case	NIL	NIL
	Note: 1. In case they have not served the period of life so prescribed, such cases shall be referred to Board. 2. The amounts noted above are the book value of the articles.						

6. Miscellaneous Items

Sl. No.	Nature of Powers	Delegation of powers to BWSSB Officers						
		Chairman	Engineer In Chief / Chief Engineer	Additional Chief Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	
1	2	3	4	5	6	7	8	
6(A)	Fixing hire charges for machinery hired out by the Board fixations being in accordance with the rules in PWD code	Full power	NIL	NIL	NIL	NIL	NIL	
6(B)	To sanction demolish of civil structure, buildings or water supply & UGD structures (based on the capital cost in books), Due to their being in dangerous condition or for any reason	Full Power	NIL	NIL	NIL	NIL	NIL	
6(C)	To sanction expenditure on advertisement tender Notifications in Newspapers	Full Power	NIL	NIL	NIL	NIL	NIL	
6(D)	To sanction charges for taking videos / photographs of works, (big works & other works)	Full Power	Rs.2,00,000/-	Rs.1,00,000/-	Rs.50,000/-	Rs.25,000/-	NIL	
6(E)	To sanction the taking over of lands, buildings on lease.	Full Power	NIL	NIL	NIL	NIL	NIL	
6(F)	Emergency works / procurements such as fabrication, supplying & erection of MS pipes, specials, grill work, wood work, dewatering works, electrical related plumbing & borewell works, labour supply, metering related works, pumps & pumping units, water sampling, laboratory testing equipments etc., through quotations.	Upto Rs.5.00 lakhs	Upto Rs.3.00 lakhs	Upto Rs.2.00 lakhs	Upto Rs.1,00,000/-	Upto Rs.50,000/-	Upto Rs.25,000/- (under imprest amount)	

7. Refund of Deposit

Sl. No.	Nature of Powers	Delegation of Powers to BWSSB Officers	
		Chairman	Financial Adviser-CAO
1	2	3	4
1	All EMD/FSD/Caution deposit/Ordinary deposit and any other deposits	Full power	Upto Rs.25.00 lakh


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ANNEXTURE – II

The process of accounting as per the revised Delegation of Powers may be done as below:

1. Up to Executive Engineer – Existing process continues
2. Payment for all work bills executed by AEE mentioned in the delegation of powers shall be submitted to Executive Engineer and the existing process continues
3. The budget allocated to each Division shall be apportioned according to each sub division by the component authority in the Delegation of Powers.
4. The AE is eligible for drawing imprest amount as mentioned in the delegation of powers per month. The account shall be rendered by AE within the month of drawal of imprest to EE through AEE. No imprest shall be sanctioned without rendering account of the previous imprest drawn. The imprest obtained shall be treated as “MPWA” and if the accounts are not rendered within the stipulated time, the same shall be recovered in the salary of AE in the subsequent months.

Payment Process of bills – RE Nature:

All payment of RE work bills shall be made at division level. The Executive Engineer is responsible for making payment to the respective contractor/supplier/vendor with respect to RE nature work through RTGS only.

Receipt collection (other than water charges):

All receipts collection (other than water charges) viz., Prorata charges and other deposit, GBWASP collected at sub-division level shall be maintained by AEE and he/she shall be responsible for remittance of the same to the divisional office on the next day of collection itself. A delay of remittance to division and sub-division shall lead to interest/penalty on the amount held at sub-division level.

Upon remittance of sub-division collection the division EE shall verify and remit the sub-division collection and division collection to the respective receipt account maintained at newly formed bank accounts.

The Account Superintendent shall verify the Head-wise collection of sub-division and divisional collection of cash book of the division before remittance to the Bank Account.


Periodical re-conciliation of the remittance made to the bank with respect to basic records like receipt book, remittance register, banks Scrolls and sub-division remittance shall happen at division level and it is the sole responsibility of the Account Superintendent of the division.

The Divisional account superintendent shall be authorized to view the daily collection report of their respective bank accounts.

Sanction of water and sanitary connection shall be made only upon clearance of DD remitted by the consumers/applicant.

The receipt collected through sub-division and division shall be recorded in the oracle receivable before remitting to the Bank account.

All deposits of EMD, FSD, Caution Deposit and other deposit shall be refunded to the respective contractor/supplier/vendor only after the approval from the Hon'ble chairman/FA-CAO as mentioned in the Delegation of Powers.


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"ನೀರನ್ನು ಢಿತವಾಗಿ ಬಳಸಿ"

"ಕನ್ನಡದಲ್ಲೇ ವ್ಯವಹರಿಸಿ"



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ಬೆಂಗಳೂರು ನೀರು ಸರಬರಾಜು ಮತ್ತು ಒಳಚರಂಡಿ ಮಂಡಳಿ

BANGALORE WATER SUPPLY & SEWERAGE BOARD

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No : BWSSB

]CAO-S/Est / 1799 /2018-19

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Date

08.08.18

MEMORANDUM


Subject: "Revised Delegation of Powers" to Officers of BWSSB

Ref: 1. Proceedings of the Board meeting held on 01.08.2018

2. O.N. Approved by Hon'ble Chairman Dt: 07.08.2018

The Board in its meeting held on 01.08.2018 has accorded approval to the "Revised Delegation of Powers" to various officers in BWSSB as per the approved Annexure-I enclosed. And also process of accounting as per the Revised Delegation of Powers as per the Annexure-II.

The Revised Delegation of Powers and process of accounting will come into immediate effect and as such all the officers of BWSSB are hereby directed to implement the same scrupulously while processing various cases for Administrative Approval, Technical Sanction, Entrustment of Works, Powers in respect of Stores and miscellaneous items.


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Copy to :

1. Hon'ble Chairman, BWSSB for kind information.
2. EIC, for information and necessary action.
3. All CEs for information and necessary action.
4. FA-CAO for information and necessary action.
5. AC(A/Cs for information and necessary action.
6. All ACEs for information and necessary action.
7. All EEs for information and necessary action.
8. All AEEs, for information and necessary action.