

संचालनालय नगर तथा ग्राम निवेश, मध्यप्रदेश
पर्यावरण परिसर, ई-5 अरेरा कालोनी, भोपाल
क्रमांक- /स्था./नग्रानि/2016 भोपाल दिनांक-

//कार्यालयीन आदेश//

कार्य निष्पादन की सुविधा हेतु संचालक के प्रशासकीय एवं वित्तीय अधिकार प्रयोग करने हेतु पूर्व में जारी आदेश क्रमांक-3472/स्था./नग्रानि/2008 भोपाल दिनांक-25.6.2008 में आदेश में आंशिक संशोधन कर संलग्न परिशिष्ट "अ" एवं "ब" में दिये अनुसार संयुक्त संचालक/ उप संचालक/ सहायक संचालक (स्था.) को अधिकृत किया जाता है।

संचालक द्वारा आदेशित

संयुक्त संचालक
नगर तथा ग्राम निवेश,
भोपाल

पृष्ठा. क्रमांक- 915 /स्था./नग्रानि/2016 भोपाल दिनांक- 25-2-16
प्रतिलिपि:-

- 1 अपर संचालक (1) (2) नगर तथा ग्राम निवेश, भोपाल ।
- 2 संयुक्त संचालक/उप संचालक/सहायक संचालक, नगर तथा ग्राम निवेश, भोपाल।
- 3 संयुक्त संचालक/उप संचालक/सहायक संचालक, नगर तथा ग्राम निवेश, जिला कार्यालय.....मध्यप्रदेश।
- 4 स्थापना/लेखा/बजट/सामान्य शाखा नगर तथा ग्राम निवेश, भोपाल।

(संयुक्त संचालक)
संयुक्त संचालक
नगर तथा ग्राम निवेश,
भोपाल

Administrative Powers

S.N.	Nature of Powers	Authority to whom the powers delegated	Extent of delegation
1	2	3	4
1	Grant of permission to leave head quarters	Concerned /Joint Director (Directorate)	Full powers in respect of all officers up to Dy. Director
2	Grant of leaves other than study leave special Disability leaves & leaves out of India	Concerned /Joint Director (Directorate) Asst. Director (Estt.)	In respect of all class II officers up to 90 days & Class III, IV, above 30 days up to 120 days. All class III, IV, employees up to 30 days.
3	Powers to permit a Govt. servant to return to duty before expiry of the period of the leave granted to them	Joint Director (Directorate)	Full powers within his jurisdiction.
4	Powers to extend leave in the case of overstay leave FR-3	Joint Director (Directorate)	Full powers up to class II provided that Govt. servant on leave on his return to daily continuous to be under his control.
5	Powers to accept certificate signed by any registered medical practitioner in lieu of medical certificate as an evidence of the fitness of a non-Gazetted Govt. servant to return to duty (FR 71)	Joint Director (Directorate)	Full powers within his jurisdiction.
6	To grant casual leave.	Joint Director (Directorate) Asst. Director (Estt.)	Up to Dy. Director in serving Directorate. Full power of Class III & IV.
7	To fix pay of Govt. servant treated as on duty under FR 9-6(b)	Joint Director (Directorate)	Full powers in respect of class III, class IV govt. servant subject to the principal laid down in the S.R. under FR 20.
8	To permit the calculation of joining time by a route other than that which travelers ordinary use (FR 100 SR-4)	Joint Director (Directorate)	Full powers in respect of officers whose TA bills he can countersign.
9	Purchases & sale Of Properties (House, Plot, Land & vehicles)	Joint Director (Directorate)	Full powers within his jurisdiction.
10	Higher studies & apply to Competition Exam. Except Public Service Commission	Joint Director (Directorate) Concerned Joint Director, Deputy Director	Full powers within his jurisdiction. Upto Class III



Director

Town & Country Planning

M.P. Bhopal

Financial Powers

S.N.	Nature of Powers	Authority to whom the powers delegated	Extent of delegation
1	2	3	4
1	Sanction of recurring contingent Expenditure	Joint Director (Directorate) Concerned DDO/ Asst. Director	Above Rs.1501/- to Rs. 5000/- at time single item subject to budget provision. Upto Rs.1500/- at at time single item subject to budget provision
2	Sanction expenditure on Maintenance upkeep repairs of govt. vehicle.	Joint Director (Directorate) Concerned DDO/Asst. Director	Above Rs. 1501/- up to 5000/- per annum. upto Rs. 1500/- per annum
3	Sanction of non-recurring charges on account of shifting of telephone.	Joint Director (Directorate)	Full powers.
4	Sanction repairs of furniture and computer.	Joint Director (Directorate) DDO/Assistant Director	Above Rs. 1501/- to 5000/- Upto Rs. 1500/-
5	Sanction of liveries to class IV Govt. servants.	Joint Director (Directorate)	Full powers.
6	To counter sign T. A. Bill/Medical Bills	Joint Director (Directorate) DDO/Assistant Director	All class II officers working in Directorate & District Office Up to class III & IV
7	Issue certificate of time barred claims vide SR 115 of MPTC	Joint Director (Directorate) DDO/ Assistant Director	Up to class II Up to class III & IV
8	To sanction of pay advance/T.A. advance.	Joint Director (Directorate) DDO/ Assistant Director	All class I, II officers (except his own) All class III & class IV
9	Sanction Grain/Festival advance	DDO/ Assistant Director	Full powers.
10	To sanction Temp GPF advance/ part final withdrawal from GPF as per rules	Joint Director (Directorate)	Full powers of class III and IV employees. Directorate & District Offices
11	Sanction Medical Reimbursement Bill.	Joint Director (Directorate) DDO/ Assistant Director	Above Rs. 501/- to Rs.1500/- Upto Rs. 500/-


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