

## ANNEXURE-A

### THE RAJKOT URBAN DEVELOPMENT AUTHORITY

#### (DELEGATION OF POWERS & FUNCTIONS) REGULATION, 1991

In exercise of the powers conferred by item (b) of sub-section (2) of sec. 119 of the Gujarat Town Planning & Urban Dev. Act. 19764 the Rajkot Urban Development Authority hereby makes the following Regulations repealing all previous regulations.

- (1) These Regulations may be called the Rajkot Urban Development Authority (Delegation of Powers & Functions) Regulations 1991.
- (2) These Regulations shall come into force with immediate effect.
- (3) In These Regulations, unless the context otherwise requires :
  - (a) "The Act" means the Gujarat Town Planning & Urban Development Act, 1976.
  - (b) "The Authority" means the Rajkot Urban Development Authority constituted under the Act.
  - (c) "Subordinate Authority" means the Authority/ Officer Sub - ordinate to the Chairman/Chief Executive specified by him.

Explanation : "words" and "Phrase" not defined in these Regulations shall have meaning assigned in the "Act" and "Rules" made there under : -

- (4) General limitations on power to sanction expenditure :
  - (1) It is a primary condition of the exercise of all financial powers that Authority Revenue may spent only on legitimate objects envisaged in the Act.
  - (2) A subordinate authority may sanction expenditure or advance from the Authority fund in those cases only in which it is authorized to do so by :
    - (a) The provision of any law for the time being in force.
    - (b) These or any other regulations sanctioned by the Authority or Government.
    - (c) Any General or special order of the Government or the Authority
  - (3) Nothing Contained in Sub-regulation on (2) above should empower any subordinate authority to sanction without the previous consent of the Chairman, any expenditure which involves the introduction of new principle on new practice likely to lead to increase in expenditure in future.
  - (4) The Exercise by a specified subordinate authority and the power to sanction expenditure is subject to the observance and any general or special direction which the Authority delegating or re-delegating such power may issue them time to time.

(5) Effect of sanction: No expenditure shall be incurring inst a sanction unless funds are made available to meet the expenditure by valid appropriation or re-appropriation.

(6) Power of Authorities :

Subject to the provisions of these regulations, the authority, Chairman, C.E.A. and other specified subordinate officers shall in relation to maintenance of accounts, incurring of contingent expenditure, write off of losses and sanctioning of refund, remission, administrative approval and technical sanction, etc., have the powers respectively specified in Appendix "A", "B", "C" and "D".

Explanation: In these regulations and the Schedule :-

(a) "Contingent Expenditure" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office for the working of a technical establishment but does not include any expenditure which has been specifically classified as falling under some other head of expenditure such as "works", "Stock", 'Tools' and Plants and

(b) 'Miscellaneous expenditure' means all expenditure other than expenditure falling under the category of pay and allowances of employees, leave salary pension contribution, grant-in-aid contribution, works, stock tools plants and the like.

(7) These powers and functions are proposed to be delegated with reference to the present division of works. However, in case of any change in division of work, powers and functions may accordingly be reallocated.

STATEMENT SHOWING THE DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS OF THE RAJKOT URBAN DELVELOMENT AUTHORITY

Sr. No.	Details of Administrative Financial & Misc. Powers.	Chairman	Chief Executive CEA	Dy. Town Planner D.T.P.	Accounts Officer A10	Remarks
01	02	03	04	05	06	07
1	Sanction or Casual Leave (C.L) i) Class III & IV employees ii) Class II Employees iii) Class I officers iv) C.E.A	-  Full Powers	Full Powers  -	For officials of Tech. Branch -	For officials of Accounts Branch -	
2	Grant of leave (Except C.L) Earned Leave, half-pay-leave, commuted leave, etc. i) Class I officers ii) Class II, III & IV employees		Full Powers (with prior approval of chairman) -do-			
3	i) Sanction of L.T.C & Home Town concession ii) Sanction of leave encashment		-do-			
4	Recruitment of staff as per the Selection Committee		Full Powers (with prior approval of Chairman)			
5	Sanction of increments (except deputationists) i) Class I & II officers ii) Class III & IV employees	-do- -do-	Full Powers for Branch	Full Powers Co-for Branch		
6	Sanction of Efficiency Bar (E.B.)	-do-				
7	Sanction of charge allowance for the addl. charge of the respective post	-do-				
8	Power to hold imprest i.e. permanent			Full Powers		

	<p>advance of Rs. 1500</p> <p>Power to pass the bill for the sanctioned expenditure</p> <p>Power for drawing &amp; disbursing Power to sign &amp; Countersign the bills of Class I &amp; Class II employees</p> <p>Power to sign the bills of Class III &amp; IV employees excluding Class I &amp; II</p> <p>Power to maintain the records of cash book of Authority &amp; safe deposit of Bank</p> <p>Power to pass bills include.</p>	-do-				
8	<p>Contd.</p> <p>i) Contingency bills including advance of contingencies</p> <p>ii) Medical reimbursement bills</p> <p>iii) Travelling allowance bills</p> <p>iv) Pay bill including supplementary pay bills</p> <p>Purchase of stamps &amp; expenditure on telegrams, phonograms &amp; Postal, Mo. Commission etc.</p> <p>Expenditure like insurance of Vehicle &amp; building</p> <p>Sanction of demurrage charges</p> <p>Sanction of Vehicle allowance</p>	Full Powers	<p>Full Powers (With prior approval of Chairman)</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>			
9	<p>Power to pass the bills including payment of recurring expenditure like telephone charges, electricity charges, house rent, fuel charges, vehicle taxes, municipal taxes &amp; expense of a/c. of taxi bus, and rickshaw charges Purchase of daily newspapers, books, magazines, sports articles, weekly bi-weekly and monthly publications &amp; disposal of waste powers.</p>	Full powers	Full powers with prior approval of chairman	Upto Rs. 100 at a time & a maximum of 1000/- in a F. Y. for the branch only.	upto Rs. 100/- at a time & maximum of Rs. 1000/- in a F. Y. for the branch only.	Purchase may be made upto Rs. 50/- without any quotation but with proper justification.

10	Fixation of permanent advance		Full Powers with prior approval of Chairman.			
11	Refreshments, entertainment, lunch, to board Members, sub-Committee, meeting & other meeting and, to other official visitors and guests.		Full powers upto Rs. 5000/- p. a. with prior approval of Chairman.			
12	Power to refund the deposit and Earnest money		-do-			
13	Power to enter into contract & sign the agreement for any works except construction works.		-do-			
14	Power to sanction of new telephone connection		-do-			
15	Power to hire building for office, repair, addition & alteration to the office bldg. to sanction the rent of the building		-do-			
16	<p>i) To incur expenditure for repairs of Vehicle &amp; purchase of spare parts and accessories.</p> <p>ii) Repairs &amp; purchase of new spare parts of plants, machinery, ammonia printing machines, typewriters, air - conditioners, water cooler etc.</p> <p>iii) Purchase of stationery articles, drawing materials mathematical instruments.</p>		<p>Full powers with prior approval of Chairman.</p> <p>-do-</p> <p>-do-</p>	<p>Upto Rs. 500/- at a time for repair/ purchase of spare parts.</p> <p>Up to Rs. 200/- at a time for repair &amp; purchase of new spare parts of each item separately subject to a maximum of Rs. 1500/- per annum.</p> <p>-do-</p>	<p>As per col. 05</p> <p>-do-</p> <p>Up to 50/- subject to a maximum of Rs. 500 p.a.</p>	

	iv)	Purchase of furnitures, office equipments, typewriter, duplicating machine, special equipments and other accessories.		-do-		
	v)	To incur expenditure on printing & binding		-do-		
	vi)	Recruitment of part -time full time contingent staff (daily basis driver, typist, clerk, attendant, water bearer, sweeper chowkidar)		Full powers subject to pay of Rs. 400/ - p.m. each as per provisions of Govt. G.R. & with prior approval of Chairman.		
	vii)	Hot and Cold weather equipment.				
	viii)	To incur expenditure on advertisement, publicity.				
	ix)	To sanction expenditure on dresses, umbrellas, sandals, etc. to Class IV employees (as per X Govt. G. R.)		Full powers with prior permission of chairman		Upto ix Rs. 200/ -
	x)	To order write off articles such as tools, plants, dead stock articles, books, waste papers,				Upto Rs. 50/ - Above Rs. 1000/- is required to be intimated to the as Board.

	magazines, etc.					
	xi) Power to grant temporary advance to the subordinate staff and to the contractors as per rules.		Full powers with prior permission on of chairman			
	xii) Power to dispose off unserviceable properties and articles.		-do-			
17	Power to grant administrative approval of the estimated cost of construction		Upto Rs. 5/ - lakhs with prior approval of Chairman.			
18	Power to grant technical sanction of the estimated cost of construction			-		
19	Fees, topleaders, architects, engineers, chartered accountants, and other special consultant		-do-			
20	Petty construction & repairs		Full powers upto Rs. 5000/ - Full			
21	Consumable stores		Full powers			
22	Hiring of Furniture		-do-			
23	Shifting of telephone charges, instrument, repair, etc.		-do-			
24	Hiring of typewriters		-do-			
25	Sanctioning of expenditure for exhibitons, seminars including transport charges, travelling allowances of temporary staff & other contingency.		Full powers with prior approval of Chairman.			
26	Hiring of vehicles in special Circumstance		-do-			
27	Power to install intercom system.		-do-			
28	Power to incur expenditure on		Full powers.			

	guest/ journalist/ VIPs, etc. taken on tour					
29	Power to write off loss on a/c. of buildings or structure owing to natural causes (i. e. old age and other removal from return of buildings		Full powers.			
30	Refund of over collection, of construction recovered u/s. 24, 79 of the G.T.P & U.D. Act. 76		Full powers.			
31	Power to sanction original electrification whether they are in the nature of new works or additions and alteration to the existing installations in the residential & non-resi-dential buildings.					

Note :- Note electric eneging anything continual regulations the provision of the act, 1976 (The Gujarat Town planning & U. D. Act 1976 shall always prevails)



Sr. No.	Nature of power, duty, function conferred or imposed upon or vested in appropriate Development Authority under the Guj. Town planning & Urban Dev. Act. 1976 (Act No. 27)	Section of the Act and the Rules made there under.	Designation of the officers to whom the powers, duties or functions conferred upon or imposed or vested upon.	Remarks.
01	02	03	04	05
1	To acquire land by agreement under the provisions of the Act & the Authority	20	C.E.A	Prior permission of chairman is necessary.
2	To carry out surveys, etc. in development areas.	23(1) (iii)	D.T.P	-do-
3	To guide, direct and assist local authority and other statutory authorities.	23 (1) (iv)	Chairman	-do-
4	To control development activities	23 (1) (v)	D.T.P.	-do-
5	To execute works	23 (1) (vi)	C.E.A.	-do-
6	To acquire, manage and dispose off property	23 (1) (vii)	C.E.A.	
7	To enter into contracts, agreements etc.	23 (1) (viii)	C.E.A.	
8	To carry out development works assigned by state Govt.	23 (1) (ix)	C.E.A.	
9	Power and duty to furnish written acknowledgement of the receipt of the application made by the person for permission h/s. 27 or 28 of the X Act and also for permission to carry out the work mentioned in clause 'A' sub. sec. 1 of sec. 49	29(1) except sub. sec. 1 (ii) & (iii) of the section.	D.T.P.	
10	Power to grant or refuse the permission in case when any person applies for permission to carry on any development work as provided in sec. 27 and 28 of the Act.	Sub. sec. (i), (ii) & (iii) of sec. 29	D.T.P.	With prior permission of the chairman.
11	Power to communicate permission granted with conditions or refusal of permission and its grounds with previous permission of chairman.	sec. 29	D.T.P.	
12	Power to direct the person who dies any	Sec. 29 (5) read with rules	C.E.A	-do-

	development work or retain the use of any building or work or continues to use the land in the contravention of the provision of Sec. 27 or Sec. 28 of any permission granted by notice in writing to stop further progress of such work or to discontinue any such use and power and duty to remove or to pull down and any building or work carried out and restore the land to its original condition or take any measures to stop such case.	made under the Act.		
13	Power to recover the expenses incurred under sub. section 5 of sec. 29 of the Act from a person on default of the owner of the land	Sec. 29 (6)	Mamlatdar	
14	To acquire interest of owners	Sec. 31	C.E.A	
15	Power to revoke and modify permission granted under sec. 29 after giving him an opportunity of being heard as provided u/s. 22 of the act in case of variation made in the final development plan	Sec. 33(1)	D.T.P.	-do-
16	Power to determine compensation for the expenditure incurred in case of revocation or modification in permission granted Under Sec. 29 after giving reasonable opportunity of being heard.	Sec. 33(2)	C.E.A. up to Rs. 50,000/ - with permission of the Chairman.	Above Rs. 50,000/- the matter may be put up before the Board.
17	Power to refer the matter as provided in Sec. 33(3) of the Principal Judge of City Civil Court.	Sec. 33(3)	D.T.P.	With prior permission of Chairman.
18	Power to sanction sub-division of plot or making layout by laying private streets without modification subject to such modification in condition as he considers fit and expedient or to refuse to grant sanction if he is of opinion that division or laying out is not in any way consistent with the proposed development plan.	Sec. 34(1) & (2)	D.T.P.	With prior permission of Chairman.

19	<p>Power to direct the person who does any work in contravention of Sub -Sec. 1 &amp; 2 or in contravention of modification &amp; condition of the sanction granted under Sub -Section 2 or despite refusal or sanction under the said sub-sec. 2 by a notice in writing to stop any work in progress and power and duty to remove or to pull down any work or restore land to its original condition after making an enquiry as prescribed under the rules under the Act.</p> <p>Power to grant or refuse commencement certificate to the person who has applied for permission to carry at work as mentioned in clause (a) sub. sec. (1) of sec. 49.</p> <p>Power to grant the same subject to condition if any which the Town Planning Officer thinks fit to impose as contemplated in clause (n).</p>	<p>Sec. 34 Sub Sec. (4)</p> <p>Sub Clause (b) of Sub Sec. (1) of Sec. 49</p>	<p>D.T.P.</p> <p>D.T.P.</p>	<p>With prior permission of Chairman.</p> <p>With prior permission of Chairman.</p>
20	Power to recover the expenses in the circumstances mentioned in subsec. (4) of sec. 34.	Sec. 34 sub sec. (1)	Mamlatdar	
21	To authorize prosecution for unauthorized construction/ development.	Sec. 35	C.E.A.	In consultation with Chairman.
22	1) To power to issue show cause notice for the unauthorized construction under rule 11.	Sec. 11	C.E.A.	In consultation with Chairman.
	2) Power to issue notice for demolition of unauthorized construction.	Sec. 36(1)	C.E.A.	-do-
	3) Power to remove the unauthorized construction and collection of fine.	Sec. 35,36 (3, 4, 5 & 6)	C.E.A.	-do-
23	Power to remove unauthorized temporary development summarily as described in sec. 37 after due procedure mentioned in the sec. with the help of Commissioner of Police.	Sec. 37	Mamlatdar /A.T.P.	
24	Power to recover expenses in the	Sec. 38	D.T.P.	

	circumstances mentioned in Sec. 37 of the Act.			
25	To appear before the T.P.O. on behalf of the Authority.	Sec. 75	D.T.P. or A.T.P. as Instructed by D.T.P.	
26	Power to communicate the reply incase of development undertaken on behalf of the Govt. as described in Sec. 39.	Sec. 39	D.T.P.	
27	Power to direct the person who contravenes with the provisions contained in Clause (c) or (b) by notice in writing to stop any work in progress and to remove, pull down or alter any building or other work or to restore land in respect of which such contravention is made to its original condition after making the inquiry.	Clause(d) of sub. sec. (1) of sec. 49	D.T.P./ Mamlatdar	
28	Power to recover the expenses incurred for taking action under Clause (c).	Clause (c) of Sec. 49(1)	Mamlatdar subject to approval of C.E.A.	
29	Power to remove, pull down or alter any building or other work in the area included in the area of scheme or in the erection or in the carrying our of which any provision of the scheme has not been complied with as provided in clause (a) sub. sec. (1) of sec. 69 and power to execute any work which it is the duty of any person to execute under the scheme in any case where it appears to the officer that delay in execution of work would prejudice the efficient operation of the scheme as provided under clause (b) of sub sec- (1) of Sec. 69 after giving notice to the person in the prescribed manner and after following the due procedure.	Sec. 59 (1) (a) (b)	Mamlatdar /ATP subject to approval of C.E.A	
30	Power to recover the expenses incurred on carrying out the provisions of clause (a) & (b) of sub. sec. (1) of sec. 69 from the person in	Sec. 69	Mamlatdar/DTP	

	default or from the owner of the plot in the manner provided under sub-sec-(2) of x sec. 69			
31	Power and duty to refer to the state Govt. or any officer authorized by the state Govt. in this behalf if any question as contemplated in sub. sec. (3) of Sec. 69 a rises.	Sec. 69 (3)		Mamlatdar/ATP
32	To make agreement on behalf of the Authority	Sec. 88	C.E.A	With prior permission chairman
33	To recover sums due to Authority	Sec. 89	A.T.P	
34	To rate authorities funds, to invest surplus funds subject to Rules, Regulations and Govt. orders in force	Sec. 91(1) & 91 (3)	C.E.A	-do-
35	To execute documents relating to born owing of money	Sec. 92	C.E.A	-do-
36	To prepare budget, to maintain accounts & to prepare annual accounts and reports	Sec. 94, 95 & 96	A.O.	
37	Power to file complaints as described in Sec. 35 (1) and (2), 36 (5) and (6) and Sec. 98	Sec. 35 (1) & (2), 36 (5) & (6) & Sec. 98	Mamlatdar	With prior approval of C.E.A
38	Power to withdraw any complaint under sec. 98 after obtaining the written approval of Asst. Town planner or D.T.P as the case may be	Sec. 98	Mamlatdar	With prior approval of C.E.A
39	To assess and recover development charges	Sec. 101(Rule 51)	A.T.P	
40	To other into or upon any and with or with workmen for specified purpose	Sec.111	Planning Asstt.	
41	Issues related to all technical works and project under the Act and Rules including technical works and projects.		D.T.P.	In consultation with CEA chairman