

APPENDIX - 1

FINANCIAL POWERS DELEGATED TO CPWD OFFICERS
(Modified as per OM/MAN/175/183/186/186A & 186B/188/213 and 216)

| SI No. | Nature of Power | Designation of the officer | Extent of power (in Rupees) | Remarks/Reference |
|---|--|----------------------------|--|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | To accord Administrative Approval and expenditure sanction to Minor works for residential and Non residential buildings | EE | 5 lacs | DGW/MAN/188 dated 04.08.2009 |
| SE | | 25 lacs | | |
| CE | | 150 lacs | | |
| ADG | | 250 lacs | | |
| DGW | | 500 lacs | | |
| (Modified as per OM/MAN/186B) Note: 1. All the works related with up-gradation and aesthetic improvement in residential buildings owned by Ministry of Urban development to be charged to CO 4216 (UD) (P). 2. All the works related with up-gradation and aesthetic improvement in non residential buildings owned by Ministry of Urban development to be charged to CO 4059 (UD) (NP). | | | | |
| 2 | Petty works, repairs, addition & alteration to hired and requisitioned buildings | CE | 5,000 p.a. for non-recurring expenditure | CE/Acctt./575 dt. 21.5.84 (SI No.33) |
| | | CE | 1,000 p.a. for recurring expenditure | |
| 3. | To issue orders declaring stores including spare parts of vehicles, other than those not involving losses, as surplus or unserviceable, the original purchase value of articles being estimated if not known | EE/DDH | 7,500 | CE/Acctt./589 dt. 23.9.85 Sl. No. 21(C) & SI No. 12 of DGW/Acctt./1 dt 27.1.87 |
| | | SE/DOH | 40,000 | |
| | | CE | 2,00,000 | |
| | | ADG | 5,00,000 | |
| 4. | Losses due to depreciation of stock. | SE/DOH | 15,000 | CE/Acctt./589 dt. 23.9.85 Sl. No. 21(a) & SI No. 11(a) of DGW/Acctt./1 dt 27.1.87 |
| | | CE | 40,000 | |
| | | ADG | Full powers | |
| 5. | Write off losses: | | | CE/Acctt./589 dt. 23.9.85 Sl. No. 21(b)(i) & SI No. 11 (b) of DGW/Acctt./1dt 27.1.87 |
| | (1) On stores due to theft or negligence of individual | SE/DOH | 4,000 | |
| | | CE | 25,000 | |
| | | ADG | 50,000 | |

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| | (2) On stores not due to theft or negligence of individuals | SE/ DOH | 4,000 | CE/Acctt./589 dt. 23.9.85 Sl. No. 21(b)(ii) & Sl No. 11 (b) of DGW/Acctt./1 dt 27.1.87 |
| | | CE | 25,000 | |
| | | ADG | 50,000 | |
| 6. | Issue of order of disposal of stores declared by competent authority to be unserviceable (subject to any orders, the SE may have passed) where the stores were so declared by himself or by Government. | EE/ DDH | 10,000 | Para 158(d) of CPWD Code 1959 Edn. |
| | | SE/ DOH | Full powers | |
| 7. | Write off from returns of unserviceable T&P of which part value is recovered | EE/ DDH | 10,000 | CE/Acctt./589 dt.23.9.85 Sl No. 21(d) |
| | | SE/ DOH | 20,000 | |
| | | CE | Full powers | |
| 8. | Sale of stores to private parties on full value plus 10% unless waived off by competent authority. | CE | Full powers | Para 158(a) of CPWD Code 1959 Edn. |
| | <p>Notes:</p> <ol style="list-style-type: none"> 1 Recovery in all cases should be made in cash in advance 2. Losses mentioned against S.No.4 above may be broadly attributed to: <ol style="list-style-type: none"> (i) Normal fluctuation of market prices (ii) Fair wear and tear (iii) Lack of foresight in regulating purchases (iv) Neglect after purchase 3. Powers mentioned against S.No.5 (1) & (2) will be exercised in respect of actual losses of stores as opposed to losses of stock due to depreciation. Losses against 5(2) may be due to act of God and other calamities such as fire, enemy action, damages, obsolescence etc. 4. The authority issuing orders against S.No.6 should, after disposal of stores, of which value accounts are kept, determine and intimate to the audit officer concerned, the net amount to be written off to the final head (to be specified) as loss on stocks. <p>Against item No. 8, see also paragraph 120 of CPWA Code.</p> | | | |

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| 9. | Accord of sanction to expenditure on ceremonies connected with laying of foundation stone and opening of public buildings | CE | 2,500 | DGW/Acctt. 7 dt. 11.1.88 & DGW/Acctt. 1 dt. 27.1.87 (Sl. No. 6) & CE/Acctt. 589 dt. 23.9.85 Sl No. 19 |
| | | ADG | 10,000 | |
| 10. | To make advance payment to private firms/autonomous bodies for chemical analysis and testing of materials | CE | *65,000 | DGW/MAN186A dated 24.09.2009 |
| <p>Notes*: In each case out of project contingencies subject to fulfillment of the following conditions:</p> <p>(i) Advance payments are made only in cases where it is considered absolutely necessary.</p> <p>(ii) Advance payments made on the basis of a valid expenditure sanction of the competent authority.</p> <p>(iii) The firm should be well established and have reputation for fair dealings.</p> <p>(iv) The officer drawing the money for making advance payment shall be responsible for its adjustment for which purpose he will send the detailed bills to the Accounts Officer within a period of one month from the date of drawl of the advance. If an advance cannot be adjusted within one month of the drawal, a detailed report should be sent to the competent authority concerned.</p> <p>(v) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on service in question would be debited.</p> | | | | |
| 11. | To write off infructuous expenditure on construction | SE/ DOH | 1% of contract value subject to ceiling of 7500 | CE/Acctt./575 dt. 21.5.84 (Sl No. 19) |
| | | CE | 1% of contract value subject to ceiling of 30,000 | |
| 12. | (a) Grant of extension of time and rescheduling of milestones | AE/ AEH/ADH | Full Powers in respect of contracts amounting upto his power to accord TS | |
| | | EE/ DDH | Full Powers in respect of contracts amounting upto his power to accord TS | |
| | | SE/ DOH | Full powers | |
| | (b) Levy of compensation | SE/ DOH | Full powers | |

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| 13. | Augmentation of electrical power supply to the residences of VIPs upto maximum electrical load sanctioned (a) Ministers (b) Judges of Supreme Court/High Court (c) Members of Parliament (d) Secretaries/Additional Secretaries & equivalent officers | DGW | Full powers | OM No. DGW/MAN/105 dt 23.02.04 |
| 14. | To undertake deposit works (a) at full rates of departmental charges or all Central Govt. works and works of autonomous bodies fully funded the by Central Govt. where no departmental charges are to be levied. | CE | 1350 lacs | DGW/MAN/186A dt 24.9.2009 & DGW/MAN/183 dt. 27.5.09 |
| | | ADG/DG(W) | Full powers | |
| | (b) At rates lower than full rates of departmental charges | ADG | 900 lacs | |
| | | DGW | Full powers | |
| Note: - Delegation of full powers will be subject to the condition that departmental charges to be charged shall not vary by more than 20% of the standard departmental charges and subject to the following conditions. (a) Such Departmental charges will be reviewed at every upward revision of normal departmental charges; and (b) Deposit work will be accepted to utilize spare capacity of the CPWD at the Zonal level and should not in any way affect Departmental working. | | | | |
| 15. | Acceptance of lowest tender with or without negotiations | AE/AEE/ ADH | 3 lacs | DGW/MAN/186A dt 24.09.2009 |
| | Where AE (Planning) is not provided | EE | 30 lacs | |
| | | DDH | 30 lacs | |
| | Where AE (Planning) is provided | EE | 45 lacs | DGW/MAN/186A dt 24.09.2009 |
| | | SE/DOH | 250 lacs | |
| | Under his own powers | CE | 1000 lacs | |
| | With prior approval of ADG | CE | 1300 lacs | |
| | With prior approval of DGW | CE | 1600 lacs | |
| | With prior approval of C.W. Board | CE | Full powers | |
| 16. | Acceptance of single tender with or without negotiations | AE/AEE/ ADH | 75000 | DGW/MAN/186A dt 24.09.2009 |
| | Under his own authority | EE/ DDH | 4.5 lacs | |
| | With prior approval of next higher authority (para 95 of CPWD Code) | EE/ DDH | 30 lacs | |
| | Under his own authority | SE/ DOH | 125 lacs | |
| | With prior approval of next higher authority | SE/ DOH | 250 lacs | |
| | Under his own authority | CE | 500 lacs | |
| | With prior approval of ADG | CE | 800 lacs | |

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| | With prior approval of DGW | CE | 1000 lacs | |
| | With prior approval of C.W. Board | CE | Full powers | |
| | Note: - Full reasons should be recorded by the approving authority who should also Guard against contractors holding out unjustifiably higher rates | | | |
| 17 | Award of work without call of tenders | AE/AEE/ ADH | 60,000 | DGW/MAN/186A dt. 24.09.2009 |
| | | EE/ DDH | 4 lacs | |
| | | SE/ DOH | 12 lacs | |
| | Under his own authority | CE | 25 lacs | |
| | With prior approval of ADG | CE | 100 lacs | |
| | With prior approval of DGW | CE | 180 lacs | |
| | With prior approval of C.W. Board | CE | Full powers | |
| 18 | Award of work to labour co-operative societies without call of tender | | | DGW/MAN/186A dt. 24.09.2009 |
| | | EE/ DDH | 3 lacs | |
| | | SE/ DOH | 6 lacs | |
| Notes: 1. Award of minor works upto 6 lacs. 2. Award of works at current market rates provided the same are certified as reasonable by the officers of CPWD. | | | | |
| 19 | Award of work by negotiation <i>ab-initio</i> after infructuous call of tender or with a firm which has not quoted for execution of the remaining work after rescission of the contract | AE/AEE/ ADH | 60,000 | DGW/MAN/186A dt. 24.09.2009 |
| | | EE/ DDH | 5 lacs | |
| | | SE/ DOH | 12 lacs | |
| | Under his own authority | CE | 30 lacs | |
| | With prior approval of ADG | CE | 150 lacs | |
| | With prior approval of DGW | CE | 300 lacs | |
| | With prior approval of C.W. Board | CE | Full powers | |
| 20 | (i) Splitting up projects/works/ Sub-heads | EE/ DDH | Where sanctioned Cost of work/ Distinct Sub Head to be Split up is up to 30 lac | DGW/MAN/186A dt. 24.09.2009 |

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| | | SE/ DOH | Where sanctioned cost of Work / Distinct Sub Head to be split up is above 30 lac and up to 250 lac | |
| | | CE | Full powers | |
| | (ii) Acceptance of tenders for the split up components | EE/ DDH | Where sanctioned cost of Work / total cost of all split up component against each distinct sub head is up to 30 lac | DGW/MAN/186A dt. 24.09.2009 |
| | | SE/ DOH | Where sanctioned cost of Work / total cost of all split up component against each distinct sub head is above 30 lac and up to 250 lac | |
| | | CE | Where sanctioned cost of Work / total cost of all split up component against each distinct sub head is above 250 lac and up to 1000 lac | |
| | | ADG | Where sanctioned cost of Work / total cost of all split up component against each distinct sub head is above 1000 lac and up to 1300 lac | |
| | | DG (W) | Where sanctioned cost of Work / total cost of all split up component against each distinct sub head is above 1300 lac and up to 1600 lac | |
| | | C.W.Board | Full powers | |

- (i) The tenders for the split up portion shall be accepted by the same competent authority who permitted such splitting for projects/works costing upto Rs. 1000 lacs. The fact that the project/work has been split up for the purpose of inviting tenders should, however, be clearly brought to the notice of the authority competent for split up, explaining the reasons while forwarding the tenders for such works.
- (ii) The tenders for the split up portions of projects/works costing more than Rs. 1000 lacs, shall be accepted by the ADG/DG(W)/CW Board as the case may be. The fact that the project has been split up for the purpose of inviting the tenders should be clearly brought to the notice of the ADG/DG(W)/CW Board explaining the reasons while forwarding the tenders for their consideration/approval.
- (iii) Tenders relating to component parts of the project, if the amount of such component parts appears as distinct sub-head will be dealt with by the authorities concerned according to their powers of acceptance of the tenders and sanction of estimates and not referred to the higher authority even though they may form part of the project beyond their acceptance as a whole.
- (iv) The procedure mentioned in note (iii) above will also apply in respect of tenders for sanitary and water supply and electrical and furniture work for which provision is made under the distinct sub-heads. The tenders for such works need not be submitted to the higher authorities if the amount is within the competence of the authority concerned and the provision exists in the estimates under distinct sub-heads even if the total cost of work may be more.

Explanations:-

For example if sanctioned cost of work (in case of having no distinct sub-head) or a particular distinct sub-head requires to be split up into more than one components is:-

(a) Rs. 1200 lacs (above Rs. 1000 lacs but less than Rs. 1300 lacs):

Suppose such work or a particular distinct sub-head is split up by CE into 2 or more components each costing less than Rs. 1000 lacs, then such tenders of split up components may be having tendered value of as small as less than Rs. 3 lacs (financial powers of AE) shall be accepted by ADG only irrespective of tendered value of each such split up components.

(b) Similarly depending upon sanctioned cost of work or a particular distinct sub-head being above Rs. 1300 lacs but up to Rs. 1600 lacs or above Rs. 1600 lacs, tenders for all split up components shall be accepted by DGW or CWBd as the case may be irrespective of tendered value of each split up component

(c) Similar analogy shall be applicable to other cases as per financial powers delegated to EE and SE.

(d) This is required to ensure that sanctioned work or particular distinct sub-head(s) are not split up by EE/ SE or CE into small components to bring the tenders within their power to avoid the authority competent to accept the tenders without splitting of work or distinct sub head as the case may be. (Added vide OM/MAN/186A)

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| 21 | Acceptance of tenders for smaller works likely to crop up during the execution of work/project and for which no provision exists in sanctioned project estimates. | CE | Full powers to accept tenders for such works subject to availability of funds under sub-head "contingencies" in the sanctioned project estimate. | DGW/MAN/7 dt. 1.1.97 Sl. No. 7 |
| 22 | Award of work order (Annual limit) | AE/AEE/ADH | 6 lacs | DGW/MAN/186A dt. 24.09.2009 |
| | In addition to sub-division powers | EE/DDH | 45 lacs | |
| | In addition to sub-division and Division powers | SE/DOH | 125 lacs (per - division) | |

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| (a) To accept highest tender bid for disposal of Government buildings without land at/and above the reserve price fixed by CE/DG(W) | EE /DDH | 9 lacs | DGW/MAN/186A dt. 24.09.2009 |
| | SE/DOH | 75 lacs | |
| | CE/ADG/DG(W) | Full powers | |
| | EE/SE/DDH/DOH/CE | Decision to be taken by next higher authority | |
| | | ADG/DG (W) | |
| | EE/DDH | 45,000 | |
| | | SE/DOH | |
| | CE | 135 lacs | |
| | CE | 150 lacs | |
| | CE | 200 lacs | |
| | CE | Full powers | |
| | CE | 15 lacs | |
| | | ADG/DG(W) | |
| (ii) Purely temporary structures | EE/DDH | Full powers subject to the conditions mentioned in para 127 of CPWD Code | |
| | SE/DOH | Full powers if the structure is to be sold at lower than reserve price | |

Note: (i) Reserve price shall be fixed on assessed salvage value of dismantled materials only.
(ii) Authority competent to fix reserve price will be competent to fix salvage value of dismantled materials also.

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| Purchase of inspection vehicles | DGW | Only for replacement of vehicles survey reported in accordance with government's instructions on the subject from time to time | DGW/Acctt/19 dt.3.7.92 No. 17013/1/91-EW-1 dt. 9.6.92 |
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| 25 | Accord of technical sanction to detailed estimates (Civil/Electrical Works) | AE/AEE/ADH | 3 lac | DGW/MAN/186A dt. 24.09.2009 |
| | Where AE (Planning) is not provided | EE | 30 lacs | |
| | | DDH | 30 lacs | |
| | Where AE (Planning) is provided | EE | 45 lacs | DGW/MAN/186A |
| | | SE | 250 lacs | |
| | | CE/ADG/DGW | Full powers | |
| Note: This delegation of power is subject to restriction and provision of orders issued by the Ministry of finance from time to time and as also the provision contained in various codes. In this context instructions contained in the Ministry of Finance O.M. F - 10(28)/EE Coord./77 dt. 20.1.1978 should be kept in view. | | | | |
| 26 | Acceptance/Challenge of arbitration awards | CE | 15 lacs | DGW/MAN/186A dt. 24.09.2009 |
| | | ADG | 45 lacs | |
| | | DGW | Full powers | |
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| 27 | Accord of A/A & E/S for construction of houses for CPWD project staff for major projects | ADG | 225 lacs | DGW/MAN/186A dt. 24.09.2009 |
| | | DG(W) | Full powers | |
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| Note: This will be subject to the condition that the cost of construction will be met out of the contingencies of the project where there is no separate provisions for the same. | | | | |
| 28 | (i) Accord of Administrative Approval & Expenditure sanction for construction of houses for CPWD maintenance staff. | ADG | *60 lacs | DGW/MAN/186A dt. 24.09.2009 |
| | | DG(W) | *150 lacs | |
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| *In case of project costing more than Rs. 15 lakh, pre budget financial scrutiny should have been done by the competent authority i.e. Budget Section, MOUD. Note: (i) Due care should be taken to ensure that powers are not used to create separate pool of accommodation and to ensure that DGW/ADG would draw up a list of maintenance staff for whom the quarters near the inquiry office are essential. (ii) Power should be exercised by CE/ADG/DGW in consultation with FO/CCA/MOUD. | | | | |
| 29 | Powers to modify contract conditions | ADG | *15% | DGW/MAN/75 dt. 27.9.01 |
| | | DGW | **25% | |
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| As per MAN/75: * Where financial implication is upto 15% of the contract amount. ** Where financial implication is upto 25% of the contract amount. | | | | |

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| 30 | Acceptance of tender conditions not in line with the standard conditions | DGW | Full powers | DGW/Acctt/19, dt. 3.7.92 No. 17013/1/91-EW-1, dt. 9.6.92 |
| 31 | Purchase of Tools and Plants | DGW | Full powers | DGW/Acctt/19, dt. 3.7.92 No. 17013/1/91-EW-1, dt. 9.6.92 |
| 32 | To allow State PWD contractors to tender for the works of CPWD outside the State in which enlisted | ADG | Full powers | DGW/Acctt./1 dt.27.1.87 Sl. No. 2 |
| 33 | Accord of sanction to extra/substituted items | AE/AEE /ADH | 30% of contract amount or 30% of power to accord TS whichever is lower | DGW/MAN/175 dt. 05.03.2009 |
| | | EE /DDH | 30% of contract amount or 30% of power to accord TS whichever is lower | |
| | | SE /DOH | 30% of contract value or equal to the power to accord technical sanction, whichever is lower. | |
| | | CE | Full Powers | |
| 34 | Accord of sanction to deviation in quantities of agreement items | AE/AEE /ADH | 10% of contract amount or 50% of powers to accord TS whichever is lower | DGW/MAN/175 dt. 5.03.2009 |
| | | EE /DDH | 15% of contract amount or 50% of powers to accord TS whichever is lower | |
| | | SE/DOH | 30% of contract amount | |
| | | CE | Full Powers | |

- Note: 1. Deviation means increase or decrease in quantities of agreement items.
 2. Deviations upto $\pm 10\%$ of agreement quantity will not require any sanction.
 3. Items deviating beyond $\pm 10\%$ of agreement quantity needs sanction for total deviation (including initial $\pm 10\%$)
 4. The amount of a deviation statement shall be the sum of absolute value of deviated amounts of all individual items.

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| 35 | Purchase of Materials from open market through quotations or tenders or through DGS&D rate contracts (Modified as per OM/MAN/186) | | Individual Supply order | Annual ceiling |
| | | AE/AEE/ADH | 10% of Powers to accord TS | Powers to accord TS |
| | | EE/DDH | -do- | -do- |
| | | SE/DOH | -do- | -do- |
| | | CE | 10% of powers to accept the tender under his authority | Powers to accept the tender under his authority |
| | | ADG | | |
| | | (i) Under his own authority | 20% of the power to accept the tender | No limit |
| | (ii) with prior approval of DGW | Full powers | No limit | |
| Explanation:- Para 37.3 & 37.4 under section 37 of CPWD Works Manual 2007 may be referred. Manual Provisions are very clear in this regard that financial powers to purchase materials through DGS&D or through open market shall be as laid down in Appendix – 1. Purchase of the materials from open market may be either by issuing supply order after call of quotations or by call of tenders. Materials can also be purchased by placing supply order through DGS&D contract. But financial powers are same in all situations as mentioned above irrespective of method of procurement. To bring more clarity financial powers under para 35 to approve supply order has now been replaced with Purchase of Materials from open market through quotations or tenders or through DGS&D rate contracts DGW/MAN/186A) | | | | |
| 36 | (a) Local purchase of petty stationery stores | AE/AEE/ADH | Nil | DGW/MAN/186A dated 24.09.2009 |
| | | EE/DDH | 15,000 PA | |
| | | SE/SA/DOH | 70,000 PA | |
| | | CE/CA | 1.2 lac PA | |
| | | ADG | 1.5 lacs PA | |
| | | DG(W) | 1.5 lacs PA | |
| | (b) Local purchase of Drawing Stationery | SE/SA/DOH | 30,000 PA | |
| | | CE/CA | 1.2 lac PA | |
| | | ADG | 1.5 lacs PA | |
| | | DG(W) | 1.5 lacs PA | |
| 37 | (i) Permanent imprest to AE provided imprests are not allowed to JEs at the same time | | 9,000 | DGW/MAN/186A dated 24.09.2009 |
| | (ii) Local Purchase powers of AE out of permanent imprest | | 1500 for petty payments | |
| 38 | Engagement of private Architects/ Consultants | ADG | Full powers | DGW/MAN/107 dated 08/11.3.2004 |
| | | DGW | Full powers | |
| Note:- This power is subject to fulfillment of conditions laid down in Section 6 of the Manual. | | | | |

APPENDIX 1

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| 39 | To sanction mobilization Advance | EE/DDH | Upto 50% of the advance or Rs. 30 lakh, whichever is lower. Balance advance with the prior approval of the SE | DGW/MAN/186A dated 24.09.2009 |
| Note: The mobilization Advance can be sanctioned to the contractors as per term of the contract on their specific request. | | | | |
| 40 | Declaration of specialized items | ADGs | For works in their respective regions. | DGW/MAN/106 dated 05.03.2004 |
| | | ADG(TD) | For works in and around Delhi. | |
| | | ADG (Arch.) | For architecture planning related items (all over India) | DGW/MAN/213 dated 27.04.2010 |