

CAPITAL DEVELOPMENT AUTHORITY
(Coordination Directorate)

Minutes of the
Board meeting.


A special meeting of the Board of CDA was held at 3.00 P.M on Saturday the 13th January 1990 in the Conference Room to review the delegation of Administrative Powers (BOI No.25/85). The following were present:-

1. Chairman.
2. Member Planning.
3. Member Administration.
4. F.A/Member.
5. Member Engineering.
6. Member Services/D.D.G(Services).
7. D.D.G (Planning).
8. Secretary, CDA.
9. Director Audit & Accounts.
10. Dy: Director (Personnel-II).

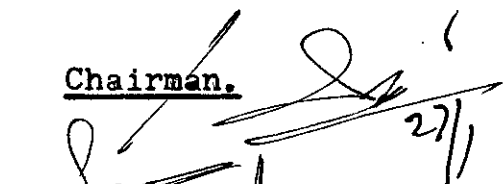
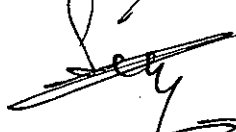
2. The revised draft schedule of Administrative Powers presented by the Personnel Directorate was considered by the Board. The Board approved the draft revised schedule with certain additions, deletions, amendments and modifications. The Board further decided that no relaxation in the approved delegation of Financial and Administrative Powers and the conditions laid down in the schedule would be allowed except with the prior approval of the Board (consisting of not less than two Members and the Chairman). It was further decided that the revised schedule of CDA Service Regulation 1985 relating to

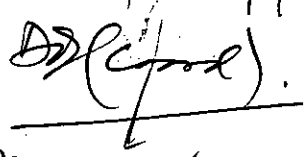
recruitment policy and line of promotion should also be placed before the Board for review at an early date.

3. The final draft schedule of Administrative Powers incorporating the agreed changes has been prepared and is placed below for ratification. The schedule will be circulated internally for implementation but its printing will be held in abeyance till such time Govt. approval to the creation of the post of Member (Services) is received.


(Z.D. Butt)
Secretary
January 27, 1990.

Chairman.


27/1

28/1/90


DD (C/ord).

28/1/90
29/1/90
ACO-I

1080
Coord Dte Disp. No. 1080
Date 27-1-90

Coord Dte: Diary No. 718
Date 28/1/90

1402
27-1-90

SCHEDULE OF FINANCIAL POWERS - CAPITAL DEVELOPMENT AUTHORITY

S.No.	Nature of Power	To whom delegated	Extent of Powers	Remarks
1	2	3	4	5
1.	Administrative approval of schemes.	a. ECNEC. b. CDWP. c. Cabinet Division. d. Chairman, CDA/DDWP.	a. Above Rs.60.00 Million b. Between Rs.20.00 Million & Rs.60.00 Million. c. Below Rs.20.00 Million d. Below Rs.8.00 Million	Schemes will be approved by the committee headed by Chairman, CDA with the following structure:- Chairman Chairman, CDA Co-Chairman FA(M), CDA Members. Member(P), CD. Member(E), CD. Represen- 1.DFA Cabinet tative Division Member. 2.Joint Secy. or Dy:Chief Cabinet Div: 3.Chief/Dy: Chief PP&H section, Planning and Development Division. 4.DFA, CDA. Secretary/ Director Coordinator PE&C, CDA.
2.	a) Accord of expenditure sanction in respect of approved tenders.	Tender accepting Authority.	Full powers.	
	b) Accord of expenditure sanction in respect of pre tendered expenditure relating to approved schemes.	-do-	-do-	

Contd.....P/2.....

1	2	3	4	5
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3. Technical sanction of works. a) Member concerned.

b) DDG

c) Directors

d) Dy: Directors

a) Full Powers.

b) 5.000 Million

c) 2.000 Million

d) 1.000 Million

Conditions.

1. Excess over the amount for which scheme has been administratively approved will not exceed 10%.
2. Deviations/change of specification shall be controlled by respective competent authority subject to codal rules.
3. Director Environment will exercise the powers in respect of temporary buildings, jeep, roads etc. under his admin: Control.

1	2	3	4	5
4.	Acceptance of deposit works.	Member concerned & FA (M).	Full Powers.	
5.	Sanction to undertake works departmentally (original works).	a) Chairman. b) Member concerned & FA (M).	a) Full Powers. b) 1.00 Million.	
6.	Appropriation/Re-appropriation of funds relating to works.	a) Chairman. b) FA (M).	a) Full Powers. b) Rs.5.00 Million	<u>Condition</u> From within the existing allocation and within Sector/Sub-Head.
7.	Sanction for : a) Imprest. b) Permanent Advances. c) Revolving Fund.	a) FA (M) b) Member concerned	a) Full Powers. b) Rs.10,000/-	

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1	2	3	4	5
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8. Acceptance of Tenders and to enter into agreements, including.

Acceptance of tenders.

- a) Chairman.
- b) Member concerned & FA (M).
- c) D.D.Gs & DFA
- d) Directors & DFA
- e) Dy: Directors and AFA.

- a) Full Powers.
- b) Rs.20.000 Million.
- c) Rs.5.000 Million
- d) Rs.2.000 Million
- e) Rs.0.500 Million.

Conditions.

- i) The committee comprising of Member (E), FA (M), D.D.G. concerned and co-opted Member will consider tenders above Rs.20.00 Million
- ii) In other cases the concerned officers will meet as a committee.
- iii) For acceptance of other than the lower tender, cases will be referred to the next higher authority.

9. Acceptance of single tenders.

- i) (a) Without inviting tenders.
- (b) After inviting formal tenders.

- a) Chairman
- b) Next higher Authority other than the Authority to accept tenders.

Full Powers.

- ii) Awarding of work by negotiations.

Chairman.

Full Powers

Condition

All cases will be examined for recommendations by the Standing Committee constituted by the Chairman, CDA.

1	2	3	4	5
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10. Sanction to refund of Security deposit to contractors.

Authority Competent to accept tenders.

Condition

Subject to fulfilment of conditions prescribed for the refund of security deposit.

11. Sanction and purchase of tools and plant/machinery and specials.

- a) Chairman.
- b) FA (M).
- c) Member concerned
- d) DDOs.
- e) Directors
- f) Dy: Directors

- a) Full Powers.
- b) Rs.0.500 Million.
- c) Rs.50,000/-
- d) Rs.20,000/-
- e) Rs.10,000/-
- f) Rs.5000/-

12. Fixation of reserve stock limits.

Member concerned and FA (M).

Full Powers to increase or decrease any stock limit temporarily.

1	2	3	4	5
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13. Purchase of stationery.

- a) FA (N).
b) Member concerned.
c) Directors.
d) D.D.O.

- a) Full Powers.
b) Rs.20,000/- at a time.
subject to Rs.1,50,000/-
in a year.
c) Rs.2000/- at a time
subject to allocation.
d) Rs.1000/- at a time
subject to allocation.

14. a. Sanction repairs, damage
of Tools/Plants and
vehicles excluding passenger
carrying vehicles.

- a) Chairman.
b) Member concerned
c) DDGs
d) Director MFC
e) Directors
f) Dy: Directors

- a) Full Powers.
b) Rs.25,000/- in each case.
c) Rs.10,000/- in each case.
d) Rs.10,000/- in each case.
e) Rs.2,000/- in each case.
f) Rs.1,000/- in each case.

b. All passenger carrying
vehicles.

Member concerned

Full Powers.

1	2	3	4	5
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| 15 . Hiring of furniture for special occasions. | Member concerned | Full Powers. |
| 16 . Purchase of furniture including camp items. | Member concerned | Full Powers. |
| 17 . Hiring of special tools/ plants and vehicles. | Member concerned | Full Powers. |
| 18 . Minor repairs of furniture, typewriters and office machines. | a) Member concerned
b) DDO | a) Full Powers within budget allocation.
b) Rs.2500/- at a time. |

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1	2	3	4	5
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19. Carriage of office records and other office property including freight charges. DDO

Full Powers within the limits of budgetary provision.

20. a) Hiring of non residential buildings for office use. a) Chairman b) Member (A)
b) Hiring of residential buildings. a) Chairman b) Member (A)

a) Full Powers.
b) Rs.0.5 Million
a) Full Powers.
b) Rs.0.1 Million in each case per annum.

Conditions.

- a) Lease should not be entered into for a period of less than 11 months terminable with a notice not exceeding a month.
- b) Advance payment may be made according to current Federal Government Rules as adopted by the Authority.
- c) Hired accomodation should conform to the standards and scale prescribed by the Federal Government and adopted by the Authority.

21. Charges for electricity,gas, water duties and taxes tolls. DDO

Full Powers within budget allocation.

1	2	3	4	5
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22.	Charges for postal, telegraph telex, telephones for office and residential telephone other than installation of telephones.	DDO	Full Powers within the budget allocation.	
23.	Installation of telephones.	Member (A)	Full Powers.	
24.	Shifting of telephones.	Member concerned	Full Powers.	
25.	Purchase of typewriters, duplicators and other office machineries.	Member concerned	Full Powers.	<u>Conditions.</u> Subject to the conditions that specific item-wise provision exists in the sanctioned budget of the office concerned and the committee constituted for the purpose recommends.
26.	Hot and cold weather charges.	Director concerned	Full Powers as per instructions from the Board from time to time.	
27.	Purchase of liveries.	Directors	Full Powers as per laid down scales/rates.	

1	2	3	4	5
28..a).	Printing and binding charges from Government press.	a) Member concerned b) DDGs/Independent Directors	a) Full powers b) Rs.5000/- in each case.	
b).	Printing charges at private press other than Govt. press including copying and translating charges and advertisement bills.	a) F.A.(M) b) Director Concerned	a) Full powers. b) Rs. 1000/- in each case	
29.	Purchase of newspapers, periodicals etc.	Full Powers to all officers in accordance with the number and scale of newspapers and periodicals authorized by the Authority.		
30.	Purchase of photographic materials, production of films, news reels and T.V engagement of technicians and hiring of equipment printing/development of colour display photos, art and design work etc.	a) Chairman b) Member concerned c) D.P.R.	a) Full powers b) Rs.10,000/- per month c) Rs.1000/- per month.	

1	2	3	4	5
35.	Local purchase of stores, tools, plants machinery including scientific survey and drawing instrument through quotations X-ray films and ancillary items.	a) Chairman b) FA (M) c) Member concerned d) DDGs/Directors	a) Full Powers. b) Rs.1.0 Million at a time c) Rs.0.200 Million at a time d) Rs.10,000/- at a time.	
36.	Purchase of stores from abroad.	Chairman	Full Powers.	
37.	Sanction of expenditure demurrage wharfage charges.	a) FA (M) b) Director Procurement	a) Full Powers. b) Rs.5000/-	
38.	Purchase, sale and exchange of birds/animals and their feed.	a) Chairman b) Director Environment	a) Full Powers. b) Rs.5000/-	
39.	Local purchase of contingent items without calling quotations.	a) Chairman b) Member concerned c) Directors	a) Full Powers. b) Rs.5000/- in each case subject to a maximum of Rs.10,000/- in a year. c) Rs.500/- in each case subject to a maximum of Rs.5000/- in a year.	

1	2	3	4	5
40.	Legal charges and fees	a) Chairman. b) Member (A).	a) Full powers b) Rs.11,000/- in each case up to a limit of 0.1 million per annum.	
41.	a)Honorarium and fee to employees for exceptional services or grant of scholarship. b)Examination charges (including setting and marking of papers).	a) Chairman. b) F.A (M)	a) Full powers. b) Rs. 10,000/- in each case.	
		a) F.A (M) b) Director Training.	a) Full powers. b) According to prescribed scale.	
42.	Compensation payable to any employee or individual under law, rules or judgement of a court of law.	a) Chairman.	Full powers.	
43.	Purchase and replacement of vehicle including motorcycle.	a) Chairman b) F.A.(M) Member concerned.	a) Full powers. b) Rs.0.5 Million at a time.	

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| 44. | Purchase of accessories of bicycles. | DDO | Full powers within the sanction budgetary provision and subject to prescribed scales. |
| 45. | Repair of bicycles. | D.D.O. | Upto Rs.100/- at a time. |
| 46. | Write off of losses due to :-

Theft, neglect, fraud or other reasons. | a) Chairman.
b) FA(M) & Member concerned | a) Full powers.
b) Rs. 50,000/- in each case. |
| 47. | Classification of stores as serviceable, surplus, un-serviceable or scrap and their disposal. | a) Chairman.
b) F.A (M)
c) Other Members. | a) Full powers.
b) Upto Rs.0.5 Million.
c) Upto Rs.0.1 Million.

Recommendation to be given by a Committee constituted for the purpose. |
| 48. | Acquisition of land. | Chairman. | Full powers. |

1	2	3	4	5
49.	Disposal of property:	a) Chairman.	a) Full powers.	
	a) Dismantle and sell temporary or unserviceable buildings/structure.	b) F.A. (M) and Member (A)	b) Rs.0.5 Million.	
	b) Lease of land or building and/or portion thereof.			
	c) Dismantled building material.			
50.	a) Sale of grass/weeds and undergrowth, woodcutting, major/minor forest products.	Director Environment	Full powers.	
	b) To sanction lease for grazing cattle/cultivation of lands.	Director Environment	Full powers.	
51.	Reimbursement of medical charges other than medicines prescribed by authorised Medical Officers.	a) Chairman	a) Full powers.	
		b) Executive Director Capital Hospital	b) Rs.15,000/- at a time for each individual.	

Contd.....P/16.....

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3

4

5

52. a) Ceremonial functions,
reception.

Member (A) .

Full powers.

b) Sanction of entertainment
expenses.

Member concerned.

Full powers.

53. Illumination/fire works
on special occasions.

Chairman

Full powers.

54. Purchase of petrol, diesel
and lubricants.

E. D. C

Full powers upto limits
laid down in instructions.

55. Refund in pursuance of
decision of a court of law
of which no appeal is
proposed to be made.

Chairman.

Full powers.

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1	2	3	4	5
56.	Sanction of prizes for competitions, sports or as gifts/tokens to visitors etc: .	Chairman.	Full powers.	
57.	Sanction for purchase of seeds, seedings, plants, fertilizer, manure, composite insecticides, protective material etc: .	a)Chairman. b)Director Env:	a) Full powers. b) Rs.25,000/- at a time subject to maximum of Rs.0.1 Million per annum.	
58.	Sanction for purchase of chemicals equipment and apparatus for research and/or training institutes and other departmental offices.	a) Chairman. b) Member concerned.	a) Full powers. b) Rs.50,000/- per annum.	
59.	Sanction for purchase of livestock.	Chairman.	Full powers.	
60.	Remit/modify liquidated damages where breach of contracts has causes/not caused increased costs to the Authority.	Chairman.	Full powers.	

1	2	3	4	5
61.	Engagement of Lawyers, Consultants, Experts, Advisers and Counsels etc.	Chairman.	Full powers.	
62.	Purchase of medicines including veterinary medicines..	a) Chairman. b) Executive Director Capital Hospital. c) Director Health Services. d) Director Env:.	a) Full powers. b) Rs.50,000/- at a time subject to maximum of Rs.0.1 Million per annum. c) Rs.10,000/- at a time subject to maximum of Rs.50,000/- per annum.	
63.	Service postage and telegraph charges.	D. E. O.	Full powers.	
64.	Sanction to the undertaking work offered by outside agencies and determination of fee to be charged.	Chairman.	Full powers.	
65.	Grant of advance to employees from various provident funds.	Director concerned.	Full powers 1st temporary advance.	
			<u>CONDITION</u>	
			i) For the G.P.F advances as given in the table below items 152 of schedule of Admin: Powers.	
			ii) For C.P.F advances as given in CDA C.P.F Regulation.	

1	2	3	4	5
66.	Grant of advance to employees for the purchase of :-			
a)	Motorcycle/Motor Car.	a)Member (A)	a)	Full powers.
b)	Cycles.	b)Director concerned.	b)	Full powers.
				In accordance with CDA Rule/Regulations laid down and within the allocated budget.
67.	Relaxation of the time limit of one month within which purchase of conveyance should be completed.			
a)	Motorcycle/Motor Car.	a)Member (A)	a)	Full Powers.
b)	Cycles.	b)Director concerned	b)	Full powers.
68.	a) Declaration of Field post for drawal of Fixed Travelling Allowance.	a)Chairman.	a)	Full powers.
	b) Grant of conveyance charges.	b)Director concerned.	b)	Full powers for conveyance charges only.
69.	Honoraria/Fee to External Instructors/Lecturers.	a)Chairman.	a)	Full powers.
		b)Member (A).	b)	Upto a limit of 5,000/- per course.

1	2	3	4	5
70.	Powers to determine recovery charges for electricity, water and gas in respect of non-metered buildings.	Chairman	Full powers.	
71.	Powers to fix/revise conservancy charges.	Chairman	Full powers.	
72.	Grant-in-aids/stipends	Chairman	Full powers.	
73.	Burial of paupers, unidentified persons in Islamabad.	a) Member (S) b) Director (M.A)	a) Full powers. a) upto Rs.500/- (all including) per case.	
74.	Other contingent expenditure not covered by any specific items.	a) Chairman b) Member concerned c) DDG d) Directors	a) Full powers. b) Rs.1000/- c) Rs.500/- d) Rs.300/-	
