

**SURAT MUNICIPAL CORPORATION**

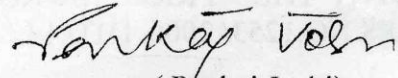
POWERS DELEGATED TO THE MANAGER-GANDHI SMRUT  
BHAVAN, INDOOR STADIUM, & SARDAR PATEL SMRUTI BHAVAN,  
WITH THE PRIOR APPROVAL OF THE STANDING COMMITTEE VIDE  
ITS RES.NO.1253/ 2006, DTD.14 / 09 / 2006

**ORDER NO. DP / 01 / 2006-07**

I, Pankaj Joshi, IAS Municipal Commissioner of Surat hereby delegate under Section 69(1) read with 69(2) of the Bombay Provincial Municipal Corporations Act, 1949, subject to my revision and general control, the powers, duties and functions conferred or imposed upon or vested in me under the said Act, as per schedule appended here under to the **MANAGER OF GANDHI SMRUTI BHAVAN, INDOOR STADIUM & SARDAR PATEL SMRUTI BHAVAN** of the Surat Municipal Corporation. This is in supersession of the previous DP Order No. DP/ 7 /1988-89 issued vide No. CMF/ 28 dtd. 2/7/1988.

*1. k.k.  
keep with  
as a.s.  
Jan  
20/9/2006.*

NO.CMF / 16  
Date :25/09/ 2006

  
( Pankaj Joshi )  
Municipal Commissioner  
Surat Municipal Corporation

**SCHEDULE**

**POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/ S. 69(1)**

SR. NO	POWERS, DUTIES, FUNCTIONS DELEGATED	RELEVANT SECTION OF THE BPMC ACT, 1949
1	2.	3.
1.	Power to grant leave of any kind upto 180 days to the staff working under his control.	Sec.57(1)
2.	Power to initiate correspondence with the members of public for redressal of their grievances, officials non-official institution etc. as well as other section of Municipal Corporation in respect of any matters pertaining to the department placed under his control.	General
3.	Power to supervise and keep general control over all the matters, acts and proceeding of the department placed under his control.	General

4.	Power to issue memo or ask for explanation from the staff below his rank working under his control.	General
5.	Power to warn or censure any employee whose pay scale does not exceeds 5500-9000 or such equivalent pay scale as may be revised from time to time, for reasons to be recorded in writing after due process of law.	Sec.56(2)(c)
6.	Power to fine any employee of the department whose pay scale does not exceeds 5500-9000 or such equivalent pay scale as may be revised from time to time, subject to a maximum of 5 days pay at a time after due process of law of the department placed under his control.	Sec.56(2)(d)

POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/ S. 69(2) WITH THE PRIOR APPROVAL OF THE STG. COMM. VIDE ITS RES.NO.1253/ 2006, DTD.14 / 09 / 2006

7.	Power to grant casual leave upto 7 days at a time to the staff working under his control.	Sec.67(3)(b)
8.	Power to grant regular increment to the member of the staff whose pay scale does not exceeds 6500-10500 or such equivalent pay scale as may be revised from time to time, subject to the condition that there shall be no order under section 56 of the B.P.M.C. Act,1949 withholding the same.	Sec.67(3)(b)
9.	Power to sign daily diary, certificate for vehicle allowances of all the staff working under his control.	Sec.67(3)(b)
10.	To prepare and pass all salary bills, LTC, TA. bills of the departments staff under his control for which funds have been provided under grants sanctioned for the current year.	Sec.67(3)(b)
11.	Power to write confidential reports of the members of the staff under his control.	Sec.67(3)(b)

12.	Power to sign indents of stationery articles and dead stock articles, stock articles and materials for the requirement of the department.	73(c)
13.	Power to sign all pay bills for departments placed under his control sanctioned by the competent authority for which funds have been provided under grants sanctioned for the current year.	Sec.73(C)
14.	Power to Sanction all contingency expenditure not exceeding Rs.1,000/- provided funds are available under grants sanctioned for the current year.	Sec.73(c)
15.	Power to purchase materials at market rates when the same is not available in stock and its urgently required at a cost not exceeding Rs. 1000/- in each instance, reasons to be recorded for in writing.	73(c)
16.	Power to sanction all type of utility services bills Viz.Electric energy bill & Gas consumption Bill etc. of the department placed under his control provided that funds are available under relevant budget head sanctioned for the current year.	<u>73(c)</u>
17.	Power to invite and open quotation of materials required for maintenance of his departments of the amount not exceeding Rs. 5000/- (Rs. five thousand only) and sanction the quotation upto Rs.2000/- in each instance	Sec.73(c)
18.	Power to maintain accounts in respect personal advance and draw the amount upto Rs. 1,000/- from personal advance incurred for miscellaneous expenditure provided that funds are available under the relevant budget head and the grant is sanctioned for the current year for his department.	Sec.73(c)
19.	Power to recoup of personal advance upto Rs. 2000/- and General advance upto Rs. 25000/-	Sec.86
20.	Power to grant refund of only Booking Deposit upto Rs.5,000/-.	Sec.86(2)(d)

21.	Power to give " GANDHI SMRUTI BHAVAN, RANG UPVAN, SARDAR PATEL SMRUTI BHAVAN, INDOOR STADIUM & SUMAN SANSKRUTI BHAVAN on rent after taking necessary fees subject to rules in this behalf and in case of disputes regarding fees with the previous Sanction of Commissioner on fees to be Charged.	79(a)
22.	Power to give a written notice under clause (b) of the proviso of Section 138 of the Negotiable Instrument Act, 1881.	481
23.	Power to file a complaint u/s 142 of the Negotiable Instrument Act, 1881.	481

Surat.  
Dt.25/09/2006

*Pankaj Joshi*

(Pankaj Joshi)  
Municipal Commissioner  
Surat Municipal Corporation

Copy w.cs. to : Advisorshri / All Divisional Heads shri / Municipal Chief Auditor shri / Muni Secretary shri / Dean shri (SMIMER) / I/c. Medi. Supdt. shri (SMIMER)... for information pl.

Copy w.cs. to : Zonal Chief shri - WZ / EZ ... for information pl.

Copy to : All Executive Engineer / All Departmental Heads.. for Information pl.