

**The Ravi Urban Development Authority  
Delegation Of Financial Power Regulations, 2020 ( Amended)**

**Notification No. CEO/RUDA/16-11-2022/04:** In exercise of powers conferred under Section (55) read with section 4 A (2) and with Section 6 (xxvi) of the Ravi Urban Development Authority Act, 2020 (amended and updated), Ravi Urban Development Authority approved the amendments in Delegation of Financial Powers Regulations with effect from 16<sup>th</sup> November 2022.

**1. SHORT TITLE AND COMMENCEMENT**

- (i) These regulations will be called “Ravi Urban Development Authority Delegation of Financial Power Regulations, 2020 (amended)”.
- (ii) These delegations shall come into force at once.

**2. DEFINITIONS**

- 1) In these delegations, unless the context otherwise requires:
  - a) “Act” means Ravi Urban Development Authority Act XVII of 2020 (Amended)
  - b) “Administrative approval” means the concurrence and formal acceptance by the competent authority of a proposal to incur expenditure subject to availability of funds for the said proposal in a financial year
  - c) “Authority” means Ravi Urban Development Authority established under Section 4 of the Act;
  - d) “Board ” means the Board of the Authority established under Section 4A of the Act.
  - e) CEO means “Chief Executive Officer” of the Authority appointed under Section (9) of the Act.
  - f) “Chairman” means the Chairman of the Board appointed in terms of Section (8) of the Act.

- g) "financial year" means the year commencing on the 1st day of July of a calendar year and ending on 30th June of the following calendar year, both days inclusive;
- h) "re-appropriation" means internal transfer of savings from one object to another object(s) in the appropriations of the same function to meet anticipated excess expenditure in other object(s)
- i) Sanction means the sanction of an authority to which power has been delegated to incur expenditure of money for a specified purpose, and is subject of appropriation of funds, and
- j) "Technical sanction" means an order of a competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out

- 2) An expression used in these delegations but not defined in these, shall have the same meaning as assigned to it in the Act.

**3. Controlling Officers and Drawing & Disbursing Officers.**

(1) The Chief Executive Officer, or Chief Operating Officer and the Executive Director of the concerned Directorate shall act as the Controlling Officer of that Directorate.

(2) Director Finance shall act as the Drawing and Disbursing Officer of the Authority.

**4. DELEGATION OF FINANCIAL POWER REGULATIONS, 2020**

**[Revised]**

- 1) The authorities specified in column 3 of the Schedule shall exercise the powers conferred in column 2, to the extent mentioned in column 4 thereof.
- 2) Notwithstanding anything contained in sub-clause (1) –
  - a) U/s 10 of the Act, The Board of the Authority may delegate its powers subject to such conditions as it may deem fit;

5. Notwithstanding anything contained in clause 3, the higher authority shall have the same powers as have been delegated to an authority subordinate to it under these delegations. The powers conferred under these delegations on a higher authority shall not be in derogation of, but in addition to, the powers of the subordinate authority.

6. The powers delegated under clause 3 shall be exercised subject to any general or specific conditions laid down in the Schedule to these delegations or in any other clarifications / notifications / policies issued by CEO of Ravi Urban Development Authority.





7. The CEO may from time-to-time frame, approve and implement such policies or procedures to supplement these regulations for the smooth and efficient running of the financial affairs of the Authority in line with best corporate practices

**8. General Principles and Supplementary Provisions.**

(1) A proposal to accord sanction to incurrence of expenditure sent to a competent authority by a Drawing & Disbursing Officer, through proper channel, must accompany a statement showing, inter alia, (i) budget provision on account of the expenditure so far proposed, (ii) expenditure so far incurred, (iii) expenditure involved in the present proposal, and (iv) balance of funds provided for in the budget after meeting the proposed expenditure

(2) The CEO may pursuant to Regulation,6 issue such policy, circular or SOP that may be deemed necessary to supplement and provide a detailed mechanism and procedure for the control, sanction, use, transfer, appropriation, re-appropriation, and expenditure of funds from the Ravi Urban Development Authority Fund – Or from its Own Operational Resources, which promote and encourage the adoption of best corporate practices and are in line with these regulations

**9. Annual Report.**

(1) Each Controlling Officer shall prepare an annual report detailing therein, inter alia, amounts spent, moneys collected, liabilities incurred, performance, policies, programs etc. of his/her office and the offices subordinate to him/her for presentation to the Chief Executive Officer.

(2) The CEO will prepare a consolidated annual report of the Authority for submission to the Board which shall include any policies, circulars or SOPs issued pursuant to the powers conferred by these regulations.

**10. Internal Controls.** – The CEO shall be responsible for observance of internal controls in the Authority for preventing irregularities, waste and fraud, and shall exercise internal checks as follows:

- (a) rules on handling and custody of cash are properly understood and applied;
- (b) an effective system of internal checks exists for securing regularity and propriety in various transactions including receipt and issue of stores, if any; and
- (c) a satisfactory arrangement exists for systematic and proper maintenance of Books of Accounts and other ancillary records concerned with the Initial Accounts.

**11. Internal Audit.**

- a) The Internal Audit Head shall report to Audit Committee of the Board.
- b) The Internal Audit Reports shall be submitted to the Audit Committee after obtaining management's response on the observations.



- c) The CEO shall ensure that the internal audit of all Directorates is conducted for each financial year and shall use the Internal Audit Report for taking appropriate action;

**12. Interpretation.** If any question arises in giving effect to these regulations, the matter may be referred to the Board for further clarification and interpretation.

**13. Regulations not be in derogation of other regulations.** – These regulations will not be in derogation of any other regulations framed by the Authority and where any conflict arises between one or more such regulations, the regulations shall be read in conjunction with one another as far as possible.

**14. Prior expenditures deemed approved.** – All expenditures made prior to the coming into force of these regulations shall be deemed to have been made in accordance with these regulations.

(Imran Amin)

Chief Executive Officer

Ravi Urban Development Authority



**SCHEDULE**  
**[See Clause 3(1)]**

**PART-I (ESTABLISHMENT)**

S #	Nature of Powers	To Whom Delegated	Extent
1.	<p><b>Creation / Abolition of posts, appointments, Promotions, Trainings, and other HR related matters</b></p> <p>(a) Creation or Abolition of posts.</p> <p>(b) Appointments / Promotions / Increments / Termination / Acceptance of Resignations / Regularization / Deputation / Pay Fixation/ Transfer/ Suspension of employee.</p>	<p>(i) Board of Authority</p> <p>(ii) Chief Executive Office</p> <p>(i) Board</p> <p>(ii) Chief Executive Officer</p> <p>(iii) Chief Operating Officer</p> <p>(iv) Executive Director Support Services</p>	<p>Full Powers</p> <p>Full Powers from Grade 04-11 as per HR manual</p> <p>Full Powers and for posts from Grade 01-03 as per HR manual.</p> <p>Full Powers for posts from Grade-04 Grade - 11 as per HR manual.</p> <p>Full Powers for posts from Grade-07 Grade - 11 as per HR manual.</p> <p>Full Powers for posts from Grade-10 Grade - 11 as per HR manual</p>
<p><i>Note-I:- Board shall exercise powers to create new posts, abolish old posts, change the nomenclature and up-grade / down grade any post provided the expenditure is met from within overall budget of the Ravi Urban Development Authority.</i></p> <p><i>Note-II:- The posts created to cater to an urgency by the CEO shall be for a maximum period of six (06) months thereafter approval of the Board shall be mandatory</i></p>			
2.	Sanctioning expenditure on Pay & Allowances including Grant of leave encashment and other employee related expenditure	<p>(i) Chief Executive Officer</p> <p>(ii) Chief Operating Officer - COO</p>	<p>Full Powers as approved by the Board.</p> <p>Full Powers as per criteria approved by the CEO RUDA up to PKR 200,000/- in each case per year.</p>





	Engagement of contingent paid staff	Executive Director (Support Services) and Executive Director Concerned.	
3.	Sanctioning expenditure on purchase of items as under:		
	(i) Stationery including Toners, Ribbons, and Computer related stationery.	(i) Chief Operating Officer (ii) Executive Director Concerned	Full Powers upto 0.600 Million in each Case Upto Rs. 0.300 Million in each case.
	(ii) Addition to stores, durable goods etc including furniture, office equipment, instruments, photocopier machines, printers, fax machines, duplicators, laptops, desktops, computer accessories, motor cycles / cycles, and commodities	(i) Chief Executive Officer (ii) COO	Full Powers. Upto Rs.2.500 Million during the financial year for one article / item or class of similar articles of stores / commodities
<i>Note:- Furniture items shall be considered as one article / item.</i>			
	(iii) Powers of sanctioning expenditure on repair of articles of stores etc. mentioned in Sr. No.3(i) above.	(i) Chief Executive Officer (ii) COO	Full Powers. Upto Rs.0.800 Million in each case.
	(iv) Expenditure on utility charges i.e. Electricity, Sui Gas, Water Charges, and Taxes.	(i) Chief Executive Officer (ii) Executive Director (Finance)	Full Powers. Upto Rs.0.200 Million in each case.
	(v) a. Service Postage, charges on Courier Service, Fax.  b. Internet / E-mail, (for official business only), both customized and licensed, and office telephone charges other than those for residential telephone.  c. Publicity & advertisement.	(i) Chief Executive Officer (ii) COO  (i) Concerned Head  (i) Executive Director Commercial (ii) Director Marketing	Full Powers Up to Rs. Two (02) Million per month Up to One (01) Million per month  Up to One (01) Million per month  Up to Rs. Five (05) Million per month Up to Rs. Two (02) Million per month
	(vi) POL Charges	(i) Chief Executive Officer (ii) COO	Full Powers. Upto Rs. (03) Three Million
	(vii) Charges for Printing at Private Presses other than Government	(i) Chief Executive Officer	Full Powers

Press.	(ii) COO (iii) Executive Directors/ Head of Departments of the Concerned Department	Upto Rs. 3.00 Million per purchase order per month. Upto Rs. 2.00 Million per purchase order per month.
(viii) Contributions & Subscriptions in accordance with governmental instructions and availability of funds.	(i) Chief Executive Officer (ii) COO (iii) /Executive Directors or Head of Departments of the Concerned Department	Full Powers. Upto Rs. 5 (Five) Million in each case Upto Rs. 3 (Three) Million in each case
(ix) Conference, Seminars / Workshops / Symposia / Official Ceremonies / Meetings or any other event including tentage, catering, furniture, refreshment etc	(i) Chief Executive Officer (ii) COO (iii) Executive Directors/ Head of Departments of the Concerned Department	Upto Rs. 10.000 Million in each case Upto Rs. 7.000 Million in each case Upto Rs. 5.000 Million in each case
(x) Law Charges including but not limited to , court litigation, arbitration, engagement of external counsel, court fees, stamp papers etc.)	(i) Chief Executive Officer (ii) COO (iii) Executive Director Concerned (iv)	Full Powers. Up to Rs.5 (Five) Million in each case. Up to Rs.3 (Three) Million in each case.
(xi) Fees / Charges in connection with professional examinations / Trainings and development of staff and office	(i) Chief Executive Officer (ii) COO (iii) Executive Directors Concerned/Head of Departments of the Concerned Department	Full Powers for local & international trainings Upto Rs. 5 Million in each case. Up to Rs.3 (Three) Million in each case.
(xii) Compensation payable to any individual under Law / Rules or Regulations or Judgment of Courts.	(i) Chief Executive Officer (ii) COO (iii) Executive Directors or Head of Departments of the Concerned Department	Full Powers. Upto Rs. 0.500 Million in each case Up to Rs.3 (Three) Million in each case.
(xiii) Payment of Scholarships	(i) Chief Executive Officer (ii) COO	Full Powers Upto Rs. 0.200 Million in each case as per criteria approved by the CEO, RUDA.
(xiv) Purchase of Periodicals/Newspapers/ Subscriptions (Printed/Electronic), Purchase of Books, Maps and Teaching Materials, Copying and Photostat Charges including	(i) Chief Executive Officer (ii) COO	Full Powers. Upto Rs. 0.500 Million in each case.

*[Handwritten Signature]*



	binding charges etc.	(iii) Executive Directors or Head of the Concerned Department	Up to Rs.3 (Three) Million in each case.
	(xv) Expenditure on carriage of records and movable assets / property of the Government.	(i) CEO (ii) COO (iii) Director Operations	Full Powers Upto Rs. 0.500 Million during the financial year. Upto Rs. 0.200 Million during the financial year.
	(xvi) Other items not mentioned in Sr. 3 (i) to (xv) or last item above Non-recurring/Recurring Items	(i) CEO (ii) Chief Operating Officer (iii) Executive Directors or Head of the Concerned Department	Full Powers. Upto Rs. 0.600 Million in each case. Upto Rs. 0.400 Million in each case.
<b>Note-I:-</b> The procedure prescribed under RUDA Procurement Regulations as per Regulation shall be adopted while effecting purchases / hiring & renting of the items mentioned therein under Sr. No. 3(i) to (xc) above. <b>Note-II:-</b> No item of expenditure may be sanctioned under Sr. No. 3 and purchased from contingencies on unusual or novel / luxurious items except with the prior approval of Board of Members.			
4.	Purchase and replacement of machinery, tools, plants and vehicles	i. CEO ii. COO iii. ED Engineering/SS	Full Powers including advance payments Upto Rs.10,000 Million for each case Upto Rs.06,000 Million for each case
<b>Provided that:</b> (i) The strength of vehicles to be sanctioned by the CEO of RUDA and the purchase / replacement is required for keeping up the sanctioned strength. (ii) The vehicle, machinery etc. to be replaced has been condemned / declared surplus by the competent authority. (iii) The sanctioning authority is satisfied that the work for which the vehicle / machinery etc. was originally sanctioned has not undergone a substantial reduction making it redundant to replace the vehicle / machinery etc. (iv) Minimum distance of 0.2 million Kilometers for all Motor Cars, 4x4 vehicles and Motor Cycles / Scooter with engine power upto 1600 cc and of 0.250 million Kilometers for all other Motor Vehicles shall be observed as a uniform criterion for replacement of vehicles.			
5.	Powers to sanction and incur expenditure on addition to or repairs / replacement of parts and overhauling, etc. of the machinery, tools and plants and earth moving machines/ mobile equipment.	(i) CEO (ii) ED Engineering	Full Powers. Upto Rs. 0.400 Million in each case
<b>Note-I:-</b> Director Operations, in addition to the powers mentioned above, shall exercise full powers regarding routine maintenance of vehicles involving oil, fuel & air filter change and service charges subject to the prescribed limits of routine maintenance approved by the CEO. <b>Note-II:-</b> Head of Procurement Department and/or Director Procurement shall issue separate work orders for routine maintenance and other repair works.			





6.	Grant of Cash Awards, Incentives, Bonuses and Honoraria etc provided that plausible reasons and budget are there for grant of such awards / bonuses / honoraria. <i>[provided the expenditure is met from within overall budget of the Ravi Urban Development Authority.]</i>	(i) Board of Authority (ii) Chief Executive Officer (iii) COO	Full Powers [for Non Budgeted Expenditure]  Full Powers [For Budgeted Expenditure]  Upto Rs. 300,000/- in each case during the financial year.  Up to 200,000/- in each case during the financial year
7.	(a) Power to declare motor vehicles, machinery, equipment, spares, stores/stocks etc. as surplus or unserviceable on the recommendations of ED Engineering and Head of Internal Audit. (b) Powers to sell surplus or unserviceable motor vehicles, machinery, equipment, spares, stores / stocks etc. by auction on the recommendations of ED Finance and Director Procurement.	CEO	Full Powers.
<p><i>Note-I:- The process of auctioning of unserviceable / surplus items shall be supervised by the ED/Support Services.</i></p> <p><i>Note-II:- In case of motor vehicles, minimum distance of two Lac Kilometers for all motor cars, jeeps and motor cycle / scooter with engine power upto 1600 cc and of 0.250 million kilometers for all other motor vehicles shall be observed as a uniform criterion for replacement / declaring of vehicles as surplus / unserviceable / condemned.</i></p> <p><i>Note-III:- Procedure of auction notified by the CEO shall be followed for the purpose.</i></p>			
8.	Powers to order refund in accordance with the Regulations or in pursuance of decisions of Courts in respect of which no appeal is proposed to be filed.	CEO	Full Powers.
9.	Powers to suspend collection of RUDA dues.	CEO	Full Powers.
10.	To sanction advance to regular employees of RUDA for construction / purchase of a house or purchase of motorcar or any other means of conveyance on the recommendations of the Concerned Directorate Head, ED Finance and ED SS.	CEO	Full Powers.
<i>Notes:- The above powers are to be exercised subject to the availability of funds certified by the Finance Wing of Authority and in accordance with the HR Regulations</i>			
11.	To write-off losses on account of negligence and fraud on the basis of inquiry report.	Board	Full Powers.
<i>Note:- Enquiry report must be sent to the Chief Executive Officer, Head Internal Audit and ED Finance.</i>			
12.	To write-off losses other than those due to negligence or fraud on the basis of inquiry report.	(i) Board (ii) CEO	Full Powers.  Upto Rs.1,000 Million in each case.
<i>Note:- The CEO shall certify that responsibility of the loss does not lie on any individual.</i>			



13.	In the event that, the insurance policy is not in place the Authority shall have the power to sanction reimbursement of medical charges subject to the Human Resource Regulations.  <i>Explanation:- the designated sanctioning authorities shall obtain the sanction of expenditure incurred by them on the medical treatment of themselves or the members of their respective families, as admissible under the Human Resource Regulations, from the authorities under whose administrative control they are working.</i>	(i) CEO  (ii) COO  (iii) ED SS and ED of Concerned Directorate	Full Powers.  Upto Rs. 1.000 Million in each case  Upto Rs. 0.500 Million in each case
14.	(a) Power to enter into contracts / agreements and renewal / extension (lease of official / residential buildings, service agreements including consultancy, legal or any other professional services etc.)	(i) Chief Executive Officer – CEO (ii) Chief Operating Officer - COO	Full Powers.  Up to Rs.10 Million in each case
	(b) Power to sanction Fee to Professionals / Consultants including legal consultant, management consultant, External Auditors, Tax Consultants, or Chartered Accountants, Management Accountants, ERP Consultants etc. (both individual and firms), Financial Arrangements Agreements, including Banking Relationship and Contracts.	Chief Executive Officer	Full Powers.
	(c) Power to sanction expenditure on rent for official / residential buildings and land, including Advance Rental for Three Years.	Chief Executive Officer	Full Powers.
	(d) Power to sanction expenditure for other contracts and service agreements for services rendered, including advance for contracts and Services	Chief Executive Officer	Full Powers.
15.	Power to sanction expenditure for Travel & Transportation.	(i) Chief Executive Officer (ii) COO	Full Powers. Upto Rs. 0.4 Million in each case.
16.	Ex-post Facto sanction of expenses	Board CEO	Full Powers. Upto Rs. 1.000 Million in each case.
17.	Insurance expenses including medical and group life insurance of Staff.	CEO	Full Powers.
18.	Power to sanction advance drawal of funds / payment.	CEO	Full Powers in case of Authority own resources.
19.	Power to declare DDO, Collecting Officer and their Co-signatories if required.	CEO	Full Powers in case of Authority's own resources.
<i>Note:- In case of Assan Assignment and Special Drawing Accounts, DDO shall be got declared from the Finance Department, Government of Punjab as recommended by the Chief Executive Officer.</i>			
20.	Power to sanction Imprest Account and limit	CEO	As per imprest Policy or Rs. 0.5 Million in each case
21.	Power to Open Bank Accounts in the name of the Authority, or for different RUDA Directorates for Imprest Management, and enter into Banking		

	Financing Agreements, contracts and relationships, including Cash Management, E Banking, and Placement of funds or arrangements of Funds	CEO or/and BOD nominee	Full Powers
22.	Re-appropriation of funds out of the Authority's own resources	(i) CEO (ii) COO and Executive Director Finance [Jointly]	Full Powers. Upto 0.7 Million in each case
<i>Note:- No re-appropriation will be made from the allocation meant for Pay &amp; Allowances unless the liabilities of Pay &amp; Allowances for a particular year are fully discharged.</i>			
23.	Purchase of Assets (Land / Buildings) out of the Authority's Funds	Board CEO	Full Powers Under Board mandate - General Supervision and Control of the Board
24.	a) Approval of Business Plan (Short & Long Term) Capital & Operational Budget – [Developmental and Non Developmental Expenditure Budget] b) Develop, Implement, and maintain an integrated accounting, budgeting, financial management, communication and monitoring system under applicable standards and policies. c) Re-appropriation of [Developmental] budget from one major head to another major head d) Re-appropriation of [Non-Developmental] budget from one major head to another major head [Except for Pay & Allowances] e) Re-appropriation of budget within same budget head.	(i) Board (ii) Executive Director Finance (iii) Director Finance (i) CEO (i) Chief Executive Officer (ii) COO (i) Chief Executive Officer (ii) Executive Director Finance	Full Powers Full Powers under superintendence of CEO Full Powers under superintendence of Executive Director Finance Full powers Full powers Rs. 0.20 Million in each case Full powers Rs. 0.20 Million in each case
25.	Business Acquisition / Investment / Divestment Decisions	(i) Chief Executive Officer (ii) COO (iii) Executive Director Finance	Full Powers Full Powers for all Business related matters with Prior approval of CEO and under CEO mandate Full Powers for all Treasury related matters with prior approval of CEO



		(iv) Executive Director Concerned	Full Powers for all Business related matters with prior approval of CEO and recommendations of Executive Director Finance
26.	a) Operate treasury and bank accounts of the Authority	(i) CEO and Executive Director Finance [Jointly]  (ii) Jointly by Any combination of two of following: [However, one of them must be from Finance – ED or Director Level];  CEO, or Chief Operating Officer or  Executive Director Legal or Executive Director Support Services or Executive Director Engineering	Above Rs. 100 Million [Jointly]  Up to Rs. 100 Million [Jointly]
	b) Power to open bank account in the name of the Authority	(i) Chief Executive Officer	Full Powers
	c) Power to obtain and enter into Banking Relationships, Agreements, Arrangement of Financing, Leasing, Transfer Placemnet, and Investment of Funds, Payments and Collection of Funds, Online Funds Transfers, E Banking Arrangements, Nominations of Signatories to the Bank Accounts, LC Opening, and Other Banking Services etc.	(i) Chief Executive Officer and Executive Director Finance	Full Powers [Jointly] Under BOD mandate
27.	Sanction of expenditure against any approved budget head for which administrative approval has already been accorded.	(i) Chief Executive Officer (ii) COO (iii) Executive Director Finance (iv) Director Finance	Full powers. Up to Rs. 100,000 Million in each case Up to Rs. 50,000 Million in each case Up to Rs. 25,000 Million in each case
28	Revenue Collections – Concessions, Fees, Developmental Charges, Commercialization, Auction Proceedings, Sale of Land/Scheme, Properties, Challans, Demand Notices, Fines, Tolls Collection, Disposal of Assets Proceedings, Processing Fees, transfer fees, or Other Authority Business [Regulatory, Developmental] etc] related Revenue/Sales Streams/Proceeds not covered specifically etc. any where	(i) Chief Executive Officer  (ii) COO  (iii) Executive Director D&BC (iv) Executive Director LA&EM	Full power as approved by the BOD under relevant rules and regulations  Full Powers for all business related revenue matters with prior approval of CEO  Full Powers for all business related revenue matters with prior approval of CEO/ COO

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		(iv) Other Executive Director Concerned	
29.	<p>Capital Expenditure; [Other than Specifically Mentioned in Other parts of this Document]</p> <p>Administrative approval on purchase of items as under:</p> <p>All capital expenditure tangibles and intangibles, including but not limited to purchase of office equipment's, computers, laptops, motor car/cycle, additional alterations, Operational Assets, IT Assets - Software, ERP, Integrated Solutions, Hardware, Mobile Apps, Intellectual Property Rights of Software, licenses, fixed assets, etc. [including Capitalization of all Related Pre-Operating Expenditure of Revenue Nature of the Project]</p>	<p>(i) Chief Executive Officer</p> <p>(ii) COO</p> <p>(iii) Executive Director Procurement or Executive Director Operations</p> <p>(iv) Director Concerned</p>	<p>Full Powers.</p> <p>Up to Rs. 12,000 Million in each case, for all Business related matters with prior approval of CEO</p> <p>Up to Rs. 10,000 Million in each case, for all Business related matters with prior approval of CEO</p> <p>Up to Rs.2,000 Million in each case, for all Business related matters with prior approval of Concerned Executive Director</p>



<p>30. Operating Expenditure [Other Than Specifically mentioned in other parts of this document, and if Not Covered in earlier parts]</p> <p>Administrative approval for the following operating expenditures:</p> <ul style="list-style-type: none"> <li>a. Repair and maintenance (General)</li> <li>b. Utilities</li> <li>c. Premium for insurance</li> <li>d. Petrol, Oil &amp; Lubricants - Fuel</li> <li>e. Payment to others for services rendered</li> <li>f. Printing &amp; Stationary</li> <li>g. Vehicles Rental</li> <li>h. Office Rent</li> <li>i. Entertainment Charges</li> <li>j. Communication Charges</li> <li>k. Trainings/Internships &amp; Seminars</li> <li>l. Travelling Expenses</li> <li>m. Corporate Social Responsibility</li> <li>n. Staff Welfare</li> <li>o. Recruitment Expenses</li> <li>p. Security Services</li> <li>q. Professional Charges</li> <li>r. Janitorial</li> <li>s. Insurance</li> <li>t. Financial Charges</li> <li>u. Misc. Expenses</li> <li>v. Honorarium</li> <li>w. Books, periodicals, newspapers, journals, magazines, etc,</li> <li>x. Travelling allowance/ daily allowance (per diem) and other advances to employees</li> <li>y. Rent of machinery, equipment and vehicles</li> </ul>	<ul style="list-style-type: none"> <li>(i) Chief Executive Officer</li> <li>(ii) Chief Operating Officer</li> <li>(iii) Executive Director Concerned or Executive Director Operations</li> <li>(iv) Director Operations or Director Concerned</li> </ul>	<p>Full Powers, Upto 5,000 Million in each case</p> <p>Upto Rs. 3,000 Million in each case.</p> <p>Upto Rs.1,000 Million in each case.</p>
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	z. Upgradation / improvements of intangibles aa. Feasibility studies, research and surveys and exploratory operations bb. Expenditure on Disposal of Properties cc. Any other operating expenditure not mentioned above		
<p><i>Note: 1. All the powers (except for the BOD) under serial No. 1-30 of Part I (Establishment) must pass through Internal Audit for Pre-Audit</i></p> <p><i>2. Head of Department (Internal Audit) shall review and frame its recommendations/ observations and forward the transaction/ case to the concern competent authority to whom power is delegated under the regulation for approval or otherwise.</i></p>			



**PART-II**  
**(DEVELOPMENT SCHEME/WORKS/PROJECTS THROUGH AUTHORITY OWN RESOURCES/FUNDS)**

S #	Nature of Powers	To Whom Delegated	Extent
I.	<b>Administrative Approval</b>		
(a)	Development Schemes/ Works/Projects Through PC-I and PC-II	(i) Board (ii) RUDA Development Working Party Through CEO (iii) Departmental Development Committee Through CEO (iv) Departmental Development Committee [II] through COO	Full Powers. Upto PKR 5000 million in each case Upto PKR 1000 million in each case Upto PKR 500 million in each case
<p><b>Note 1:</b>  <i>RUDA Development Working Party (RDWP) constituted by the Board of Authority shall comprise the following member:</i></p> <ol style="list-style-type: none"> <li>1. Chairman (Chief Executive Officer Cum Board Member)</li> <li>2. Member (Secretary Finance Department (Board Member) or his designated nominee Department of Finance, Government of the Punjab)</li> <li>3. Member (Board Member)</li> <li>4. Member (Chief Operating Officer)</li> <li>5. Member (ED Engineering)</li> <li>6. Secretary (Director from Engineering Wing)</li> </ol> <p><b>Terms of References of the RDWP</b>            RDWP shall review, finalize and may accord the administrative approval through PC-I/PC-II duly scrutinized by Departmental development Committee or refer the matter to Board. In case cost of PC-I exceeds the limit of PKR 5000.00 Million, RDWP shall prepare the recommendations and refer the case to Board of Members for approval. In case of voting, only Board Members at sr. 1, 2 and 3 shall have the voting right.</p> <p><b>Note 2:</b>  <i>Departmental Development Committee (DDC) shall comprise the following member:</i></p> <ol style="list-style-type: none"> <li>1. Chief Executive Officer, RUDA (Chairman)</li> <li>2. Chief Operating Officer, RUDA (Member)</li> <li>3. ED Land Acquisition (Member)</li> <li>4. ED D&amp;BC (Member)</li> <li>5. ED Engineering (Member)</li> <li>6. ED Finance (Member)</li> <li>7. ED Legal (Member)</li> <li>8. Director from concerned Department (Member secretary)</li> </ol> <p><b>Terms of References of DDC</b>            DDC shall review, finalize and accord the administrative approval through PC-I/PC-II. In case cost of PC-I exceeds the limit of PKR 1000.00 million, DDC will prepare the recommendations and refer the case to RDWP.</p>			



S #	Nature of Powers	To Whom Delegated	Extent																
	<p><i>Note 3:</i></p> <p><i>Departmental Development Committee - II (DDC-II) shall comprise the following member:</i></p> <table><tr><td>1. Chief Operating Officer (COO), RUDA</td><td>(Chairman)</td></tr><tr><td>2. ED Land Acquisition</td><td>(Member)</td></tr><tr><td>3. ED D&amp;BC</td><td>(Member)</td></tr><tr><td>4. ED Engineering</td><td>(Member)</td></tr><tr><td>5. ED Finance</td><td>(Member)</td></tr><tr><td>6. ED Commercial</td><td>(Member)</td></tr><tr><td>7. ED Legal</td><td>(Member)</td></tr><tr><td>8. Director from indenting / Concerned department)</td><td>(Member-secretary)</td></tr></table> <p><b>Terms of References of DDC:</b></p> <p>DDC (II) shall review, finalize and accord the administrative approval through PC-I/PC-II UPTO PKR 500 Million. In case cost of PC-I exceeds the limit of PKR 500 Million but less than the limit of PKR 1000, DDC - II will prepare the recommendations and refer the case to DDC.</p>			1. Chief Operating Officer (COO), RUDA	(Chairman)	2. ED Land Acquisition	(Member)	3. ED D&BC	(Member)	4. ED Engineering	(Member)	5. ED Finance	(Member)	6. ED Commercial	(Member)	7. ED Legal	(Member)	8. Director from indenting / Concerned department)	(Member-secretary)
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6. ED Commercial	(Member)																		
7. ED Legal	(Member)																		
8. Director from indenting / Concerned department)	(Member-secretary)																		
	<p><b>General Note:</b></p> <ol style="list-style-type: none"><li>1. Competent authority to whom powers delegated under column III shall exercise power to the extent of limits prescribed in column IV' hereof.</li><li>2. In case the Cost of PC-I is beyond the limit of RDWP, then RDWP shall review and frame its recommendation and forward the case to Board of Authority through CEO.</li><li>3. In case the Cost of PC-I is beyond the limit of DDC, then DDC shall scrutinize the PC-I and frame its recommendation and forward the case to RDWP for approval.</li><li>4. In case the Cost of PC-I is beyond the limit of DDC-II, then DDC - II shall scrutinize the PC-I and frame its recommendation and forward the case to DDC for approval.</li><li>5. All Development Schemes/ Works Projects having a subsidy/ foreign aid element shall be brought to the Board for approval.</li><li>6. Administrative approval shall subject to the availability of funds under respective financial head.</li><li>7. Competent authority shall accord the administrative approval through PC-I/PC-II.</li><li>8. Consultants/Head of line department concerned Director shall Prepare the PC-I/PC-II.</li><li>9. Concerned line Department Director (s) shall check the PC-I.</li><li>10. Head of Concerned Department shall recommend the PC-I and submit the same to Competent Authority.</li><li>11. Where the scheme/s involve creation of new post/s, the staff portion of such scheme/s shall be separately cleared from the Board of the Authority.</li><li>12. Procurement process of Development Schemes/ Works Projects shall be initiated after administrative approval.</li><li>13. Tender notice / LOI / RFP of respective Development Schemes/ Works Projects shall be initiated after the technical sanction where required.</li><li>14. The Internal audit, Pre audit and Post Audit will be performed for the aforementioned point 11 and 12.</li><li>15. Regardless of amount, all PC-I approved by the respective forum shall be communicated to the Board's members for information.</li></ol>																		
(b)	Development Schemes/ Works/Projects (Govt. Funded ADP / Loans)	As per Punjab Delegation of Financial Power Rules 2016 with latest amendments.																	
(c)	Power to approve maintenance and repair works - chargeable to current budget	(i) CEO (ii) ED Engineering	Full Powers, Upto Rs. 5,000 Million in each case.																
<p><i>Note:-</i></p>																			





S #	Nature of Powers	To Whom Delegated	Extent
	<p>(i) These powers may be exercised by the designated officers, in respect of M&amp;R Works;</p> <p>(ii) No approval and technical sanction would be required for M&amp;R Works upto Rs. 200,000/- and Authority may carry out these on requirement basis;</p> <p>(iii) Certificate of satisfactory completion of work from the concerned Wing requisitioning the execution of work shall be required for final payments, in case the role of "the Engineer" is not delegated to third party Consultants, and closing of the accounts by the executing Wing;</p> <p>(iv) 10% and 4.5% cashion admissible for original works for technical sanction and acceptance of tender respectively shall not be allowed for M&amp;R Works; and</p> <p>(v) Approval of works will not be treated as authority for the commencement of work unless clearance regarding availability of the budget is given by the Finance Wing of Authority.</p>		
2.	<b>Technical Sanction:-</b>		
	(a) In case of original works	RUDA Technical Committee	Full Powers.
	(b) In the case of Ordinary and Special Repairs (Non-residential buildings & machinery and equipment).	RUDA Technical Committee	Full powers.
	(c) Power for Ordinary and Special Repairs to Residential Buildings	RUDA Technical Committee	Full powers.
	(d) In case of ordinary and special repairs to roads.	RUDA Technical Committee	Full powers.
<p><b>Note:-</b></p> <p>The powers under Sr. No. 2 (a) are subject to the condition that the excess over the amount for which the administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10 percent fresh administrative approval will be required.</p>			

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S #	Nature of Powers	To Whom Delegated	Extent
<p><i>Note: 1</i>  RUDA Technical Committee (RTC) shall comprise the following member;</p> <ol style="list-style-type: none"> <li>1. Chairman (Chief Executive Officer)</li> <li>2. Member (Executive Director Procurement)</li> <li>3. Member (Executive Director Engineering)</li> <li>4. Member (Executive Director Commercial)</li> <li>5. Member / Secretary (Director Hydrology/ Hyva Technical, and concerned Director from Indenting Department)</li> </ol> <p><i>Terms of References</i>  The committee shall perform the following function;</p> <ol style="list-style-type: none"> <li>1. Review technical specification, reference drawings of work and goods etc.</li> <li>2. Review rate for item of work, analysis of rate where the rate applied are not available in MRS.</li> <li>3. Review description of Services TOR of Consultants etc.</li> <li>4. To evaluate and approve the cost estimate to ensure the appropriateness scope of work and value for money</li> <li>5. To grant technical sanction where required.</li> </ol> <p><i>General Note: Authority may amend and notify the amendment of the TORs of Ruda Technical Committee on the recommendation of respective executive directors Head of department time to time.</i></p>			

3.	<u>Acceptance of Tenders.</u>		
	(a) In case of Original Works	CEO ED (Engineering)	Full Powers. Up to PKR 1000 Million in each case
	(b) In the case of Ordinary and Special Repairs (Non-residential Buildings & machinery and equipment).	ED (Concerned) Director (Concerned)	Full powers. Up to PKR 10 Million
	(c) In case of Ordinary and Special Repairs to Residential Buildings	ED (Concerned)	Full powers. Up to PKR 10 Million

		Director (Concerned)	
(d) In case of Ordinary and Special Repairs to Roads.		ED (Concerned) Director (Concerned)	Full powers. Up to PKR 10 Million.
<p>These powers are subject to the conditions that: -</p> <p>(i) the normal procedure laid down for invitation / acceptance of tenders is followed;</p> <p>(ii) the rates quoted and/or amounts tendered are such that the total cost of a project/work will not exceed the amount for which technical sanction (Work out lay only) has been accorded, by more than 4.5%;</p> <p>(iii) Where competitive tenders are to be invited under the regulations, in case the lowest tender from an approved contractor is not accepted reasons should be recorded in writing and further approval should be obtained from (a) ED Engineering - tenders up to the value of Rs. 1,000 million (b) the CEO, if the value of the tender is more than Rs. 1,000 million.</p>			
(b) Maintenance & Repair: -			
(i) In the case of Ordinary and Special Repairs. (Non-residential buildings & machinery and equipment).	(i) Director Engineering	Full Powers.	
(ii) In case of ordinary and special repairs to Residential Buildings	(ii) Director Contracts	Up to Rs. 3.00 million.	
(iii) In case of ordinary and special repairs to roads.			
<p>These powers are subject to the conditions that:-</p> <p>a) the normal procedure laid down in the RUDA Act 2020 and Rules and Regulations made thereafter, amended from time to time invitation of tenders is followed;</p> <p>b) the rates quoted and / or amounts tendered are such that the total cost of a work will not exceed the amount of technically sanctioned estimates; and</p> <p>c) Where competitive tenders are to be invited, in case the lowest tender from an approved contractor is not accepted reasons should be recorded in writing and further approval should be obtained from (a) Executive Director Engineering for tenders upto the value of Rs. 2.00 million (b) Chief Executive Officer if the value of the tender exceeds Rs. 2.000 million.</p>			
4. Power to sanction fixation of stock limits.	CEO	Full Powers including powers to decrease any stock limit temporarily or permanently.	
5. Powers to sanction Tools and plants, ordinary and special.	(i) CEO (ii) Executive Director Engineering (iii) Director Contracts	Full Powers. Upto Rs. 1.000 Million in each case, Upto Rs. 0.200 Million in each case.	
6. Powers to sanction repairs and carriage of Tools and Plants.	(i) CEO (ii) COO (iii) Executive Director Engineering (iv) Director Contracts	Upto Rs. 1.500 Million in each case. Upto Rs. 0.800 Million in each case. Upto Rs. 0.500 Million in each case. Upto Rs. 0.100 Million in each case.	
7. Payment of compensation under the Workmen's Compensation Act 1923		Full powers to the amount admissible under the said Act, provided that the payment in each case is pre-	





		CEO	audited and all cases in which there is a doubt as to the applicability of the Act are referred to the ED Legal/ED SS for obtaining advice.
8.	Leases of buildings / structures and land-sites for advertisement or other purposes.	(i) CEO (ii) Executive Director (D&BC)	Full powers for a period not exceeding three years after obtaining competitive offer. Full powers for a period not exceeding one year after obtaining competitive offer.
9.	(a) Leases of land for General purpose or for fuel station in the area of Ravi Urban Development Authority at the prescribed rates.	i. Board of Authority ii. CEO	Full powers for a period of 3 years. Full Powers for a period of 2 years
	<p><i>Subject to the conditions that:</i></p> <p>(i) The rates shall be reviewed and approved by the Board of Authority ;</p> <p>(ii) The site is approved by RUDA Lease Committee comprising of the following members</p> <p>a) ED D&amp;BC</p> <p>b) ED L&amp;E</p> <p>c) Director Planning</p> <p>(iii) The land is under the control of the RUDA;</p> <p>(iv) The relevant Oil Company certifies that no Government dues are in arrears from it on account of fueling stations constructed on Government / Private land along Provincial Highways / District Government Roads; and</p> <p>(v) Lease agreement shall be signed.</p>		
	(b) Renewal of leases for fueling stations in the area controlled by Ravi Urban Development Authority at the prescribed rates.	CEO	Full powers for a period of 3 years subject to the conditions as mentioned at 9 (a).

10.	To issue work orders for works & repairs	i. CEO ii. ED Engineering	Full Powers Up to Rs. 1,500 Million in each case
11.	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimates, e.g., stationery surveying equipment, testing instruments, computers, printers, plotters and scientific drawing instruments required for the preparation of estimates, furniture and equipment for site office, etc. for the same work/ estimates.	(i) CEO (ii) ED Engineering (iii)	Full Powers Up to Rs. 1.5 Million in each case.
	<p>Provided that:</p> <p>(i) Expenditure on survey, scientific, drawing and testing instruments and computers, printers and plotters does not exceed 1% of the approved estimates;</p> <p>(ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work/project; and</p>		



	(iii) Diversion would not be for acceptance of tender in any case.		
12.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution/completion of the work.	CEO	Full Powers.
13.	(a) To sanction sale of standing trees whether green or dead by public auction. (b) To sanction sale of fallen trees	CEO	Full Powers.
14.	(a) Power to declare Road / Building structures unserviceable / surplus.	Board CEO	Full Powers. Up to the capital value excluding site of Rs.1,000 Million in each case.
	(b) Power to dismantle and auction unserviceable / surplus Road / Building structures.	CEO	Full Power.
<p><b>Note-I:-</b> A committee headed by Executive Director Engineering, RUDA shall be constituted with the following members:</p> <p>a) ED L&amp;E b) ED D&amp;BC c) Director Planning</p> <p>for recommending to the CEO for declaring a structure as unserviceable / surplus and assessment of the salvage value of the structure.</p> <p><b>Note-II:-</b> The process of dismantling / auctioning of unserviceable / surplus structure shall be supervised by the concerned Director</p>			

15.	<b>Re-appropriation of funds</b> Government Funded Scheme	CEO	Full Powers.
<p>Subject to the following conditions:-</p> <ol style="list-style-type: none"> <li>1. No re-appropriation will be made from one Grant to another.</li> <li>2. No re-appropriation will be made from the funds allocated for a particular financial year after the expiry of that financial year.</li> <li>3. No re-appropriation will be made to meet expenditure not sanctioned by an authority competent to sanction it. (If the authority sanctioning re-appropriation of funds for a particular purpose is authorized to sanction expenditure for that purpose its order of re-appropriation will operate as sanction for such expenditure also).</li> <li>4. Re-appropriation will not be made to meet expenditure on purposes not contemplated in the Schedule of Authorized Expenditure pertaining to a particular financial year. If funds to meet such expenditure are available under the relevant grant, re-appropriation to meet such expenditure may be made but only after a token sum has been authorized through a Supplementary Grant.</li> <li>5. No re-appropriation will be made to meet expenditure for a purpose the allotment for which was specifically reduced or refused by the Provincial Assembly.</li> <li>6. Re-appropriation will not be made out of lump sum provision.</li> <li>7. No authority subordinate to the one which reduced an allocation will increase such reduced allocation by means of re-appropriation.</li> </ol>			



8. *Re-appropriation will not be made so as to divert the provision for specified new items to other purposes.*
9. *No re-appropriation will be made from the sub-head 'Surrenders or Withdrawals within the Grant'.*
10. *No re-appropriation will be made from a unit with intention of restoring the diverted appropriation to that unit when savings become available under other units later in the financial year.*
11. *No re-appropriations will be made from one detailed function to another.*
12. *No re-appropriation will be made to meet any expenditure which is likely to involve further outlay in a future financial year.*
13. *No re-appropriation will be made from or to the units 'Major Works', 'Minor Works' and 'Repairs and Maintenance & Repairs'.*
14. *No re-appropriation will be made from the allotment for a new original major work to any other work or item or vice versa.*
15. *Re-appropriation can be made from an original major work in progress only to a work or works of the same category.*
16. *In the case of development schemes:-*
  - (a) *Re-appropriation will not be made except for approved schemes; and*
  - (b) *The approved cost of the scheme will not be exceeded, through re-appropriation, by more than 10% of the amount for which the scheme has been administratively approved.*
17. *All these powers (except for the BOD) under (Part II Works) must pass through the Internal Audit process of pre-audit and scrutiny before exercising of these delegated powers without any exception. The Head of Department Internal Audit needs to sign off the recommendation for approval or otherwise.*

