

No. NH-11048/2/87-DO I

Dated the 18th May, 1989.

Subject: Level Jumping

Ministry's Office Memorandum of even number dated 5.1.89 and 21-3-89 concerning level jumping contain guidelines about the specific work to be handled at different levels in order to expedite the disposal of cases. It has, however, been brought to notice of DG(RD) & Addl. Secretary that officers at certain levels are refusing to handle work which does not specifically figure against their position in these circulars. This is resulting in dislocation of work in some cases. The spirit behind level jumping is to hasten the disposal of cases and not to subvert the team spirit required for smooth functioning of the work in a zone.

2. It is, therefore, clarified that the technical officers working in a zone will be required to carry out any work assigned to them by the Zonal Head i.e. the Chief Engineer. More specifically, if an Executive Engineer is not in position, then the concerned Asstt. Executive Engineer will be expected to discharge the functions indicated in addition to his own duties, and vice versa. Similarly, if a Superintending Engineer is not in position, the concerned Executive Engineer will handle the duties mentioned in these circulars in respect of SEs in addition to his own duties.

Enclosure to Ministry's Circular No. NH-11048/2/87-DOI dated the 18-5-89

PROCEDURE FOR DELEGATION OF POWERS AND LEVEL JUMPING

S.No. Estimated Cost (Rs. in lacs.)		Level of Processing/Sanction
(1)	(2)	(3)
I. ORIGINAL WORKS:		
1.	Upto Rs. 25 Lacs.	E.E. will verify whether work is included in Annual Plan of sanction and forward the case to US for according Administrative Approval.
2.	More than Rs. 25 Lacs. upto Rs. 50 Lacs.	i) A.E.E will process Technical Proposal and put up to EE for approval. ii) A.E.E. will process Cost Estimates based on approved Technical Proposal and obtain E.E.'s approval. iii) E.E. will handle all queries from Finance Wing. iv) E.E. will handle all references from State PWDs regarding interpretations of specifications contract conditions and progress monitoring.
3.	More than Rs. 50 Lacs. upto Rs. 100 Lacs.	i) A.E.E. will process technical proposals and put up to SE for approval. ii) E.E. will process Cost Estimates based on approved Technical Proposal and obtain SE's approval. iii) S.E. will handle all queries from Finance Wing. iv) S.E. will handle all references from State PWD regarding interpretation of specifications, contract condition & progress monitoring.
4.	More than Rs. 100 Lacs. and upto Rs. 300 Lacs.	i) E.E. will process the technical proposal and put up to CE for approval. ii) E.E. will process Cost Estimates based on approved Technical proposals and refer the case to Finance Wing through CE. iii) C.E. will handle all references from State, PWD regarding interpretation of specifications, contract conditions and progress monitoring. iv) C.E. will handle all queries from Finance Wing.
5.	Above Rs. 300 Lacs. and upto Rs. 1,000 Lacs.	i) S.E. will process technical proposal and put up to ADG (B)/(R) through C.E. for approval. ii) S.E. will process Cost Estimates based on approved technical proposal and obtain technical approval of ADG(B)/(R) through CE and then refer the care to Finance Wing. iii) C.E. will handle all queries from Finance Wing. iv) C.E. will prepare the memo for Standing Committee/EFC and put up to ADG(B)/ (R) for approval. v) C.E. will handle all references from State regarding interpretation of specifications, contract condition and progress monitoring.

6. Above Rs. 1,000 Lacs.

- i) SE will process technical proposal and put up for approval of DG (RD) through CE and ADG(B/R)
- ii) SE will process Cost Estimates based on approved technical proposal and obtain technical approval of DG(RD) through CE and ADG(B/R) and refer the case to Finance Wing.
- iii) CE will handle all queries from Finance Wing.
- iv) CE will prepare the memo for EFC approval and put up to DG(RD) through ADG(B/R) for approval.
- v) CE will handle all references from State regarding interpretation of specifications, contract condition and progress monitoring.

Note: For four-laning projects irrespective of cost, and all works costing over Rs. 2 crores, technical proposals will be got approved from ADG(B/R) in advance before proceeding with the estimates.

II APPROVAL OF DESIGNS:

1. More than Rs. 25 Lacs. upto Rs. 50 Lacs.
2. More than Rs. 50 Lacs. upto Rs. 100 Lacs.
3. More than Rs. 100 Lacs. upto Rs. 300 Lacs
4. More than Rs. 300 Lacs
5. Cases where there are deviations from codal stipulations.

A.E.E. will examine detailed design calculations and plans received from State PWD and obtain E.E.'s approval.

A.E.E. will examine detailed designs calculations and plans received from State PWD and obtain SE's approval.

E.E. will examine detailed design calculations and plans received from State PWD and obtain CE's approval.

E.E. will examine detailed design calculations and plans received from the State PWD and obtain CE's approval through SE.

In all such cases approval of ADG shall be sought.

III SUBSTITUTION OF WORKS:

1. For works costing upto Rs. 300 Lacs.
2. For works costing more than Rs. 300 Lacs.

C.E. will process and refer to Planning Zone for obtaining ADG(B/R)'s approval.

C.E. will process and refer the case to Planning Zone through ADG(B/R) for obtaining (DG(RD))'s approval.

IV STANDARD AND RESEARCH, TRAFFIC AND TRANSPORTATION

1. Standard design for structures.
2. Design of embankments pavement rehabilitation.
3. Inclusion of new projects, studies for research.
4. Approval to project statement
5. Approval of estimates:
 - (i) For projects upto Rs. 100 lacs.
 - (ii) For projects costing more than Rs. 100 lacs

CE(B) S&R will approve at his end after getting the design assumptions approved from ADG (B)

EE(R) will process and submit to CE(R) S&R for approval through SE(R).

CE (S&R), CE (PL) and CE (T&T) will put up through ADG to DG (RD) for approval.

CE will put up to ADG for approval.

EE will process and put up to CE through SE for approval.

CE will put up to ADG for approval

V. PLANNING:

1. Formulation of annual plans and Five Year Plans.
2. Review of annual programme and mid-term appraisal by Planning Commission, and all references from Planning Commission, COS, Finance Ministry & Expenditure Secretary.
3. All matters relating to selection of project appraisal by World Bank, Asian Development Bank Aide Memoires presented by these banks and other related matters.

CE (PL) will associate CEs and SE(s) dealing with projects and put up through ADG(B)/(R) to DG(RD) for approval.

CE(PL) will put up with relevant material through ADG(B)/(R) to DG(RD).

CE(PL) will associate CEs dealing with projects and put up through ADG(B)/(R) to DG(RD) for approval.

VI. MAINTENANCE AND REPAIRS:

1. Abstract particulars for Routine Maintenance (i/c Major Bridges) periodical renewal, urban links.
2. SR/FDR Estimates.

E.E. will process and obtain approval of C.E. irrespective of cost.

i) The Statewise and Zonewise ceiling of allotments and sanctions will be processed by EE(Maintenance) and put up to ADG for approval through CE (Plg) and Project Chief Engineer informed about it.

ii) Estimates upto Rs. 20 Lacs. will be processed by EE and put up directly to C.E. for sanction.

iii) Estimates more than Rs. 20 Lacs. will be processed by SE and put up to ADG through CE for approval.