

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS,  
O/o CHIEF ENGINEER-I,  
DAK BHAWAN, NEW DELHI -110001.

No. 2-1/2014-CWP/14

Dated: 11 /01/2024

OFFICE MEMORANDUM

**Sub: Delegation of revised powers to the Officers of Civil Wing, Department of Posts.**

In supersession of OM No 2-1/2014-CWP/180 dated 14.02.2014 and No 2-1/2014-CWP/216 dated 22.12.2016, the financial powers of the Officers of Civil Wing has been revised with the approval of the Secretary (Posts) with the concurrence of the Integrated Finance Wing as listed in enclosed Annexure with immediate effect.

The exercise of the deiegated powers is subject to the restrictions which might be imposed by orders issued by the Ministry of Finance, Department of Expenditure from time to time and is also subject to observations of the provisions contained in the various codes.


The Financial Powers shall be exercised by the Officers of the Civil Wing with the concurrence of their respective Finance Officer.

These orders may kindly be brought to the notice of all concerned for information. guidance and strict implementation.

  
o/c Superintending Engineer (C) HQ

1. PSO to Secretary (Posts), DoP, Dak Bhawan, New Delhi.
2. PSO to Additional DG (Coordination), DoP, Dak Bhawan, New Delhi.
3. PSO to AS&FA, DoP, Dak Bhawan, New Delhi
4. All CPMGs
5. CE-I/ CE-II, DoP, Dak Bhawan, New Delhi
6. All SEs (Civil)/(Electrical)
7. SE (P&D) DoP, Dak Bhawan, New Delhi
8. The G.M., CEPT, Mysore for uploading in India Post website.
9. Guard File

  
o/c Assistant Engineer (CWP)

  
11-01-24

Schedule showing the Revised Financial Powers delegated to the officers of Civil Wing Department of Posts to be exercised with the concurrence of their respective Finance Officer.

**ANNEXURE**

| S. No. | Nature of power  | Designation of Officer  | Extent of Power/Revised Power delegated   |
|--------|--|---|---|
| 1      | Acceptance of lowest tender with or without negotiations | AE / AEE  | 4.50 Lakh   |
|        |  | EE  | 45 Lakh   |
|        |  | SE  | 300 Lakh  |
|        |  | CE  | 750 Lakh under his own power  |
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 900 Lakh  |
|        |  | Secretary   | Full Power*   |
| 2      | Acceptance of single tender with or without negotiations | AE / AEE  | 1 Lakh  |
|        |  | EE  | 4.50 Lakh under his own authority<br>45 Lakh with prior approval of next authority. |
|        |  | SE  | 100 Lakh under his own authority  |
|        |  | CE  | 375 Lakh  |
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 400 Lakh  |
|        |  | Secretary   | Full Power*   |
| 3      | Award of work with call of quotation                     | AE / AEE  | 30,000/-  |
|        |  | EE  | 2 Lakh  |
|        |  | SE  | 7.50 Lakh   |
|        |  | CE  | 17.50 Lakh under his own authority  |
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 50 Lakh   |
|        |  | Secretary   | Full Power *  |

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A.E (CWP)

| S. No.                   | Nature of power  | Designation of Officer  | Extent of Power/Revised Power delegated   |
|--------------------------|--|---|---|
| 4                        | Award of work by negotiations, ab-initio 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  | Withdrawn   |
|                          |  | EE  |   |
|                          |  | SE  |   |
|                          |  | CE  |   |
|                          |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing |   |
|                          | Secretary  |   |   |
| 5                        | Acceptance of tender for smaller works likely to crop up during the execution of work /project and for which no provision exists in the sanctioned project estimates               | CE  | 100 Lakh to accept tenders for such works subject to availability of funds under sub-head "Contingencies" in the sanctioned estimate. |
| 6                        | Issue of work order (Annual limit for Civil and Electrical Division)   | AE/AEE  | 5 Lakh  |
|                          |  | EE  | 35 Lakh. In addition to sub division powers   |
|                          |  | SE  | 100 Lakh (Per Division) In addition to Division and Sub Division powers   |
| 7                        | (A) To accept highest tender bid for disposal of unserviceable Government Buildings without land   |   |   |
|                          | (i) At/and above the reserve price fixed by CE/Additional DG (Coordination)  | EE  | 7 Lakh  |
|                          |  | SE  | 100 Lakh  |
|                          |  | CE  | 250 Lakh  |
|                          |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 500 Lakh  |
| (ii) Below Reserve price | EE/SE/CE   | Decision to be taken by next higher authority   |   |

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AECWP

| S. No. | Nature of power  | Designation of Officer  | Extent of Power/Revised Power delegated |   |
|--------|--|---|---|---|
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 500 Lakh                                |   |
|        |  | Secretary (Posts)   | Full Power *                            |   |
|        | (B) Acceptance of single tender/bid at/and above reserve price   | EE  | 40,000/                                 |   |
|        |  | SE  | 40 Lakh                                 |   |
|        |  | CE  | 100 Lakh                                |   |
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 300 Lakh under his own power            |   |
|        |  | Secretary (Posts)   | Full Power *                            |   |
|        | (C) (i) Sale/dismantlement of public buildings other than purely temporary structure                                     | CE (Under his own power)  | 10 Lakh                                 |   |
|        |  | (ii) purely temporary structure   | EE                                      | 8 Lakh subjects to conditions mentioned in para 127 of CPWD code    |
|        |  |   | SE                                      | 20 Lakh if the structure is to be sold at lower than reserve price. |
|        |  |   | CE                                      | 40 Lakh   |
| 8      | Accord of technical sanction to detailed estimate and issue of NIT/ Composite NIT for both original and maintenance work | AE / AEE  | 4.50 Lakh                               |   |
|        |  | EE  | 45 Lakh                                 |   |
|        |  | SE  | 300 Lakh                                |   |
|        |  | CE  | 750 Lakh                                |   |
|        |  | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 900 Lakh                                |   |
| 9      | Acceptance/Challenge of arbitration award  | CE  | 20 Lakh under his own authority         |   |

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*Manish Mozar*  
(A-E (CWP))

| S. No. | Nature of power   | Designation of Officer  | Extent of Power/Revised Power delegated  |
|--------|---|---|--|
|        |   | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 30 Lakh  |
|        |   | Secretary (Posts)   | Full Power *   |
| 10     | Purchase of Tools and Plants  | EE  | 4 Lakh   |
|        |   | SE  | 15 Lakh  |
|        |   | CE  | 30 Lakh  |
|        |   | Member, PSB (in charge of Civil Wing)/ Additional DG (Coordination) in charge of Civil Wing | 100 Lakh   |
| 11     | Accord of sanction to extra /substituted items subject to accepted rates not vitiated | AE / AEE  | 15% of contract amount or 15% of power to accord T/S, whichever is lower.  |
|        |   | EE  | 15% of contract amount or 15% of power to accord T/S, whichever is lower.  |
|        |   | SE  | 15% of contract amount or 15% of power to accord T/S, whichever is lower.  |
|        |   | CE  | Full Power   |
| 12     | To sanction Mobilization Advance  | EE  | Max. 10 % of estimated cost of work at specified rate of interest against Bank guarantee with prior approval of SE as per para 5.8 of CPWD Works Manual 2019 |

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Manish Moza  
(A.E.CWP)

| S. No. | Nature of power   | Designation of Officer | Extent of Power/Revised Power delegated        |
|--------|---|------------------------|--|
| 13     | Issue of order of disposal of stores declared by competent authority to be unserviceable by one of the following methods<br>(i) Auction<br>(ii) Sealed quotation<br>(iii) Any other suitable method | SE                     | 15 Lakh  |
| 14     | Contingencies and its utilization (Please refer CPWD Works Manual provision given in Para 3.1.1.3 and corresponding SOP provision)  | EE                     | Full Powers to utilize available contingencies |
|        |   | SE                     | Full Powers to utilize available contingencies |
|        |   | CE                     | Full Powers to utilize available contingencies |

Note: \* Full powers is subject to the limit mentioned at Rule 21 of the DFPR, 1978, which provides that Secretary of the Department have the financial powers upto Rs. 20 Crore for open or limited tender contracts and upto rupees five crore for negotiated or single tender or proprietary contracts and approval of the Minister-in-Charge is required in case the value of the contract exceeds this limit.

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A-E (CWP)