

**DELHI DEVELOPMENT AUTHORITY (POWERS AND DUTIES
OF SECRETARY AND CHIEF ACCOUNTS OFFICER)
REGULATIONS, 1984**

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**DELHI DEVELOPMENT AUTHORITY (POWERS AND DUTIES
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In exercise of the power conferred by clause (b) of sub-section (1) of section 57, read with Sub-section (1) of section 4 of the Delhi Development Act, the Delhi Development Authority, with the previous approval of the Central Government hereby makes the following regulations namely:

1. Short title :-

These regulations may be called the Delhi Development Authority (Powers and Duties of the Secretary and the Chief Accounts Officer) Regulations, 1984.

2. Definition :-

In these regulations, unless the context otherwise equires

1. 'Act' means the Delhi Development Act 1957 (61 of 1957).
2. 'Authority' means the Delhi Development Authority, constituted under Subsection (1) of section 3 of the Act.
3. 'Advisory Council' means the council constituted under sub-section (1) of Section 5 of the Act.
4. 'Chief Accounts Officer' means the Chief Accounts Officer appointed by the Central Government under sub-section 91 of the section 4 of Act.

5. 'Secretary' means the Secretary appointed by the Central Government under sub-section (1) of Section 4 of the Act.

6. Words and expression not defined in these regulations shall have the same meaning as in the Act or rules or regulations framed thereunder.

3. Powers of the Secretary :-

The Secretary shall exercise the following powers, namely;

1. to act as Head of the Office and to exercise such powers as are normally exercisable by the Head of Office of the Central Government;

2. to make appointments to posts in C and D groups in accordance with such procedure or instruction as the Authority may from time to time lay down;

3. to sanction leave to employees in groups C and D;

4. subject to such restrictions and limits as the Authority may by general order impose, to sanction expenditure or the procurement of purchase of stationery articles, forms, furniture, electrical goods, tools, instruments and other articles of office equipment;

5. to execute on behalf of the Authority agreements, lease deeds, sale deeds and such other documents in respect of transaction sanctioned by it or any officer to whom power to sanction such transactions may have been delegated, and

6. to institute or defend suits or legal proceedings instituted by or against the Authority or its predecessor bodies and to withdraw or to compromise the same on such terms and conditions as may be approved by the Vice-Chairman of the Authority.

4. Duties of the secretary :-

The Secretary shall be responsible for performing all or any of the following duties, namely:

1. to fix meetings of the Authority, and the Advisory Council and of such committees as the Authority may from time to time constitute under sub-section (1) of Section 5A of the Act, and prepare and issue agenda and minutes of proceedings of meeting of the said bodies:

2. to produce and supply within such time, if any, as may be specified to the Central Government, the Authority, the Advisory

Council or Committees mentioned in sub-rule (1) as the case may be, such papers or information as may be asked for;

3. to ensure that such directions as the Central Government may issue under sub-section (1) of Section 41 of the Act are carried out;

4. to compile a report on the activities of the Authority in accordance with the Delhi Development Authority (Miscellaneous) Rules, 1959, and, after approval by the Authority, to submit it to the Central Government in accordance with the prescribed time schedule;

5. subject to such general or specific instruction as the Vice-Chairman may issue, to publicise the activities of the Authority in such manner and to such extent as may be laid down;

6. to intimate proposals for the creation of posts and the appointment of officers and employees in the Authority;

7. to send intimation to the Chief Accounts Officers about the creation or continuance of posts and appointment of officers and employees, and otherwise to keep a watch over the requirement of staff;

8. to maintain liaison with and ensure coordination between the various departments, branches and sections of the office of the Authority;

9. to advise on all matters concerning creation of posts, appointment of officers and employees and generally about other matters concerning officers and employees and their service conditions.

10. to deal with all matters relating to the redressal of grievance of officers and employees and matters connected with their welfare;

11. to exercise general superintendance over the staff of the Authority, with a view to ensure that proper discipline is maintained and work is carried on in an orderly and business-like manner;

12. to initiate proposals for the provision of residential housing facilitating for officers and employees; and

13. to arrange for the timely procurement and supply of articles of stationery, furniture, forms, electrical goods, tools, instruments and other office equipment of such value and in such qualities as may

be required for the efficient functioning of the office and to keep effective supervision over all matters connected with day-to-day office management

5. The Chief Account Officer shall exercise the following powers namely :-

1. to check and call for records or information whenever necessary, from the departments, branches or section of the Authority in respect of any matter relating to monetary transaction proposed or executed or relating to the matters being dealt with by him for the time being or get it done by inspection party;
2. to conduct or to get conducted through any person authorised by him in this behalf, physical verifications of cash of the Authority in the custody of any officer or employee of the Authority;
3. to sanction refundable and non-refundable advances to officers and employees of the Authority from the general provident fund or the contributory provident fund, as the case may be;
4. to have adequate staff for the maintenance of accounts and other functions assigned to him and to obtain suitable personnel on deputation under the directions of the Vice-Chairman to fill posts as may be necessary for the efficient functioning of the Accounts Department or such other departments, branches or Sections, as may be charged wholly or in part with the accounting of moneys; and
5. to exercise other powers as may be delegated by the Authority or the Vice Chairman.

6. Duties of the CAO :-

He shall perform the following duties, namely :

1. to ensure timely preparation of a budget in such form and at such time every year as may be prescribed by rules in respect of matters of receipts and expenditure of the Authority;
2. to ensure proper maintenance of accounts and other relevant records and monthly accounts and annual statement of accounts of the Authority including balance sheet in such form as the Central Government may in consultation with the Comptroller and Auditor General of India, by rules prescribe;
3. to ensure maintenance of a register of loans received or raised

by the Authority and to maintain in respect of such loans an account of the sinking fund, if operated;

4. to watch progress of expenditure against estimates and to keep in check the ways and means and position;

5. to advise in all matters relating to accounts and budget and to ensure proper operation of financial rules generally;

6. to advise on the financial aspects of all proposals for expenditure referred to him and to keep a watch over liabilities against the Authority and to see that the orders in force in respect of monetary transactions of the Authority are observed;

7. to advise on the profitable manner of investment of the surplus funds of the Authority and to maintain accounts of and to keep a watch over the maturity of investments;

8. to advise about the requirement of staff of the Accounts Department of the Authority and other branches or Sections of the Authority as may be charged wholly or in part with the accounting of monetary transactions;

9. to report on the admissibility of leave, pension gratuity and other matters effecting the service conditions of officers and employees of the Authority; and

10. to ensure that the annual Accounts are compiled and submitted to the Central Government together with the Audit Report thereon in accordance with the prescribed time schedule.