



पुणे स्मार्ट सिटी डेव्हलपमेंट कॉर्पोरेशन लिमिटेड

RTI Act 2005

Pune Smart City Development Corporation Ltd.

COMPANY	
PUNE SMART CITY DEVELOPMENT CORPORATION LTD.	
Mission / Vision/ objective	<p>VISION</p> <p>Pune aspires to become one of the most livable cities in India, by solving its core infrastructure issues in a “Future-Proof” way, and by making its neighborhoods beautiful, clean, green and livable</p> <p>OBJECTIVES</p> <p>The objective is to promote a city that provides core infrastructure and gives a decent quality of life to its citizens, a clean and sustainable environment, jobs and economic growth through application of ‘Smart’ solutions.</p> <ul style="list-style-type: none"> • Identifying the true needs and views of the citizens through extensive citizen engagement, for which Pune has come up with a Citizen Engagement Model with 9 different phases, probably the largest of its kind in the urban world, reaching out to more than 50% of the city households. • Focus on ‘ More with Less’ initiatives that have a high impact on quality of service and infrastructure but are less capital intensive and are easier to implement. • Focus on city’s raising funds from own sources making the city’s infrastructure projects to become self-sustainable and not dependent on State or Central funds to develop city infrastructure. • Focus on low-cost Information Communication & Technology (ICT) based solutions to improve the quality of infrastructure. • Major degree of ongoing work of Pune Smart City Mission is focused on a) Transportation & Mobility, b) Water supply & Sewage, c) Waste Sanitation, d) Environment & Sustainability, e) Safety & Security and f) Energy
	<p>About Pune Smart City Development</p> <p>Formed as Special Purpose Vehicle and Incorporated under the provision of Companies Act, 2013 as a Public Limited Company with equal shares held by the</p>

	State Govt.of Maharashtra & the Pune Municipal Corporation vide Govt. of
Corporation Ltd.	Maharashtra, Urban Development Govt. Resolution No. Smart city Pune 2016/Pra.Kra. 94/UD23, Date: 14/03/2016 under the Smart City Mission of the Union Government of India
Responsibilities	<p>KEY FUNCTIONS AND RESPONSIBILITIES OF THE COMPANY</p> <p>The Company will plan, design, carry out technical and financial appraisals, structure, construct, execute maintain, manage and operate the projects the envisaged under Smart City Proposal (SCP) of PMC approved by the Central Government under Smart City Mission.</p> <p>The key functions and responsibilities of the Company will include:</p> <ol style="list-style-type: none"> To approve and sanction the local area development projects in the SPV Area- Aundh-Baner-Balewadi (ABB) area approved as per SCP of PMC under the Mission and any other area as approved by PMC in future. To approve and sanction the pan city projects approved as part of SCP of PMC under the mission. To comply with the rules and regulations, guidelines, laws of the Central Government/state government / Pune Municipal Corporation in force from time to time. To mobilize resources for the implementation of the Smart City Plan. To approve and act upon the reports of a third party review and monitoring agency as appointed by the Company, if any. To carry out capacity building activities. To develop and benefit from interlinkages of academic institutions and other organizations. To ensure timely completion of projects according to set timelines. To undertake review of activities of the Mission including budget, implementation of projects, preparation of Smart City Proposal (SCP) and co-ordination with other missions/ schemes and activities of various Ministries/Departments. To monitor and review quality control related matters and act upon issues arising thereof. To enter into turnkey contracts, public private partnership, other agreement/partnership or joint venture or collaboration for the business or its development/ expansion with any party, either Indian or foreign, and to pay in cash or in shares of the Company or both for consideration of such arrangements. To enter into contracts, partnerships and service delivery arrangements with Indian as well as foreign firms, as may be required for the

	implementation of the Mission.
xiii.	To determine and collect user charges as authorized by the PMC.
xiv.	To collect taxes, surcharges, legal charges, fees, deposits, other charges, project impact fee, etc. as authorized by the PMC.
xv.	To coordinate with different parastatal agencies like PMPML and City Traffic Police, etc. for the local area based and Pan city projects.
xvi.	To identify and develop projects and engage professional agencies for risk management, project structuring, financial appraisal, project appraisal, preparation of Expression of Interest/ Request for Proposal/ bid documents. etc., evaluation of bids, bid process management and project management.
xvii.	To undertake due diligence and analyse, examine and appraise proposals and monitor the above projects.
xviii.	To undertake Operations and Management activities post-completion for both local area development projects and pan city projects.
xix.	To earn Revenues from the impact fee and issue PIF based bonds, and other innovative mechanisms.
xx.	To earn revenues from the land monetization rights in the SPV Area and collect property taxes and grant building permissions on behalf of the PMC.
xxi.	To develop land parcels within SPV Area by land pooling under the Town Planning Scheme mechanism.
xxii.	To assist PMC in undertaking key municipal functions in the SPV Area.
xxiii.	To work as a developer for Dr. Babasaheb Ambedkar Vasti slum or any other slum rehabilitation in SPV Area.
xxiv.	To enter into Service Level Agreements (SLAs) with parastatal agencies and concerned PMC departments like solid Waste Management, Water and other municipal services and outsource these functions within the SPV Area.
xxv.	To expand the SPV Area at anytime to include more areas with due approval of PMC.
xxvi.	To develop amenity spaces and PMC land in SPV Area for citizens as per the Master Plan of Pune. PMC will transfer such lands, at nocosts to the company.
xxvii.	To accept deposits, issue bonds, raise loans from external sources, for the purpose of company subject to the provisions of the relevant acts and approval of PMC and other authorities.
xxviii.	To develop and implement an online Management Information System (MIS) for the operation and management of various activities of the Company.
xxix.	Approve and sanction the projects including their technical appraisal.

	<p>xxx. Execute the Smart City Proposal with complete operational freedom.</p> <p>xxxi. Take measures to comply with the requirements of the MoUD/Other Ministries/Departments of the Government of India/State Government rules and regulations, local laws etc. for implementation of the Smart Cities Mission.</p> <p>xxxii. Mobilize resources within timelines and take measures necessary for the mobilization of resources.</p> <p>xxxiii. Develop and benefit from interlink ages of academic institutions and organizations.</p> <p>xxxiv. Ensure timely completion of projects according to set timelines.</p> <p>xxxv. Monitor and review quality control related matters and act upon issues arising thereof.</p> <p>xxxvi. Incorporation of joint ventures and subsidiaries and enter into Public Private Partnerships including with foreign entities as may be required for the implementation of the Smart Cities Mission.</p> <p>xxxvii. Any other functions as delegated by the Central Government/State Government/ULB within the scope of Smart Cities Mission.</p> <p>xxxviii. To carry out any other functions as approved and delegated by the Central Government/ State Government/PMC.</p>
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(i) **The powers and duties of its officers and employees:**

(Details regarding Powers is given in Limitation of Authority Manual (LAM) documents quoted below in Sr. No.iii.)

PUNE SMART CITY DEVELOPMENT CORPORATION LTD.		
S. No.	Designation	Responsibility
1	Chief Executive Officer	<ol style="list-style-type: none">1. Overseeing and managing the general conduct of the day-to-day operations of the Company subject to the supervision and control of the Board.2. Entering into contracts or arrangements for and on behalf of the Company in all matters within the ordinary course of the Company's business.3. To formulate and submit to the Board of Directors for approval, a Human Resource Policy that will lay down procedures for creation of staff positions, qualifications of staff, recruitment procedures, compensation and termination procedures.4. Recruitment of the management of the Company and the creation of new positions in accordance with the Company's approved budget and the recruitment of officers and employees in accordance with the Human Resource Policy approved by the Board.5. Supervising the work of all employees and managers of the Company and the determination of their duties, responsibilities and authority.6. Any other work assigned / powers given by the Board, relating to the affairs of the Company.

2	JOB DESCRIPTION / KRAs – PSCDCL EMPLOYEES	<p><u>Chief Knowledge Officer</u></p> <ul style="list-style-type: none"> • Provide overall leadership in formulating Knowledge Management strategy and plan for PSCDCL • Develop tools and frameworks for identifying and documenting learning from the project • Explore and build knowledge partnerships with urban development think tanks and expert institutions across the globe • Represent PSCDCL in knowledge sharing sessions and seminars in India and abroad • Develop a compendium of smart city projects and best practices that are successfully tested, for the purpose of replication across Pune and other cities in India • Provide leadership in design and implementation of e-Governance and ICT projects under the Pune smart city project • Be primarily accountable to the CEO and the Board of PSCDCL for all knowledge management activities, and for implementation of e-Governance and ICT based projects • Engage with the General Consultant in defining the scope, project design, and implementation plan for each e-Governance and ICT projects taken up by PSCDCL • Understand the baseline service levels and connectivity landscape Assess the resource requirements, from technical design consultants to contractors and developers, for implementing e-Governance and ICT projects • Build and nurture relationship with the Pune Municipal Corporation's leadership to influence policy and goal alignment, and to improve coordination for project implementation • Be a member of the sector specific Procurement Committees, and oversee hiring of project consultants and implementing agencies/ contractors for respective sector projects • Support other divisional heads in project implementation by reviewing technical design specifications and blueprints, and ensuring that specifications meet the sector specific objectives of the project • Ensure timely completion of implementation sub activities throughout the project lifecycle from design to construction review, and lead corrective measures to address delays • Oversee the functioning of general consultants and project consultants • Review and approve the reports and other advisory documents prepared by project consultants • Receive and respond to feedback, ideas, and concerns related to ICT and e-Governance service provisioning in Pune, from various stakeholders, including general public. • Manage contractual relationship with domain consultants and implementing agencies involved in implementation of urban development projects • Review and approve periodic M&E reports • Function as the in-house ICT and IT expert to support other divisional heads in project implementation <p><u>Chief Finance Officer</u></p>
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		<p>record of proceedings</p> <ul style="list-style-type: none"> • Attend the broad meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary • Prepare, in consultation with the chairman, the agenda and other documents for the general meetings • Arrange with the consultation of Chairman the annual and extraordinary general meetings of the Company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof • Carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory registers and conducting the appropriate activities connected with share transfers • Draft, vet and implementation of all internal policies, processes, rules, documentation management including filing etc. <p>LEGAL</p> <ul style="list-style-type: none"> • Prepare, approve, sign and seal agreements leases, legal forms, and other official documents on Company's behalf, when authorised by the board of the directors or the executive responsible • Advise, in conjunctions with the Company's Solicitors, the chief executive officer or other executive, in respect of the legal matters, as required • Engage legal advisors and defend the rights of the company in Courts of Law • Maintain custody of the seal of the Company <p>HUMAN RESOURCE & ADMINISTRATION INCLUDING PR</p> <ul style="list-style-type: none"> • Recruitment related functions • Appointment / Promotion / Removal / Resignation of employees related matters • Salary Management • Sanction and management of Leave of employees • Contract / Agency hiring for - administrative / housekeeping services • Deployment of General Consultants and record keeping • Transport facility management • Infrastructure related works • Organization and management of conferences / meetings / programs / projects • Overall administrative functional supervision <p><u>Chief Engineer</u></p> <ul style="list-style-type: none"> • Shall be overall in-charge of Engineering section • Shall be responsible for distribution of duties to Site Supervisors, Junior Engineers and Deputy Engineers with the approval of Chief Executive Officer. • Shall visit sites at least once a week and as and when required • Shall be responsible for monitoring of all projects • Shall be responsible for attending meetings at higher levels • Shall be responsible for disposal of dak of engineering section. • Shall be responsible for checking of the bills received from Site engineers/ Deputy Engineers and to recommend payment of bills to Chief Executive
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		<p>Officer.</p> <ul style="list-style-type: none"> • Shall monitor his subordinates work related to Right to Information, Legislative Assembly and Legislative Council Question – Answers, Grievances and all Govt and public issues related to Smart City Civil and Electrical Project. • Any other duty assigned by Chief Executive Officer. <p><u>Area Development Officer</u></p> <ul style="list-style-type: none"> • Office management as Administrative Head. (Overall incharge of Admin.) • To inspect the projects of Pune Smart City Development Corporation Ltd. and expedite the work to complete the project. • Monitoring of tender proceedings of the projects. Coordinating between the concerned officers / employees so that no error remains in the tenders. • To inspect the projects of Pune Smart City Development Corporation Ltd. and expedite the work to complete the project • To take follow-up of the projects as coordinator for the projects under Pan City(Civil) • with various departments of Pune Municipal Corporation and Government for the completion of the projects. • Have a dialogue with concerned citizens and organizations to resolve the problems in completing the projects. Increase citizens' participation in smart city projects by organizing Citizen Engagements. • Correspondence with government, local bodies and citizens in accordance with smart city projects. • To attend the meetings organized by various departments of the Pune Municipal Corporation and the Government from time to time, according to the orders of Chief Executive Officer. • Sign bills of the projects after inspection of the sites, as well as technical and non-technical works & services bills send them to superior for sanction. • Look after functioning of Right to Information / State and Central Commission, Starred / Unstarred Questions • Address the Citizens' grievances received on various 'grievance redressal portals'. • • Function according to the orders of Chief Executive Officer from time to time. • Organizing meetings as per the instructions of Chief Executive Officer. • To grant leave to the officers / employees under his control (Admin), to sanction extra work bills, reimbursement bills. • To survey the locations for projects of Pune Smart City Development Corporation Limited and submit report on the possibility of implementation of the project. • Follow-up and coordination with various departments of Pune Municipal Corporation and Government for the completion of the projects. • Organize and implement programs with the help of Public Relations Department to imbibe the concept of Smart City. • Function as Chief of Purchase Dept. / PPC for all types of purchases. <p><u>Asst. Company Secretary</u></p> <ul style="list-style-type: none"> • To assist the Company Secretary & Head Legal in all secretarial / legal, HR tasks including documentation, filing etc. • To do all other related activities as may be advised by Company Secretary / other officials from time to time
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Jr.Clerk 1

- To assist the work as per order, directions of Company Secretary from time to time in all Legal, Secretarial, Human Resource related work
- To assist in file management system of PSCDCL including nomenclature of files, preparation of files, numbering of files etc.
- To preserve Govt. GR/ Circulars / Orders / Memorandum / PSCDCL policy decision.
- To look after maintenance of all computers, Printer, Xerox machine and any other electronic equipment
- Typing in English and Marathi on computer
- To look after the Inward - Outward of documents as and when required
- To maintain Petty Cash Records including issuance thereof
- To assist in Filing / record keeping of documents for the Legal/HR/Secretarial Department
- To maintain attendance records of the employees

Finance & Accounts Manager

- To keep accounts for expenditure on projects and other works
- Manage all accounting operations based on accounting principles
- Conduct month-end year-end close process
- Collect analyze and summarize account information
- Publish financial statement in time
- Compute taxes and prepare tax return, profit and loss statement balance sheet etc.
- Develop periodical reports for management
- Keep information confidential and secure them with random database backup
- Keep up with financial policies, regulation and legislation
- To handle, prepare, compute, manage, research and analyze all account data in order to provide quantitative information on performance, financial position, solvency, liquidity
- To do any other work as per orders, direction of CAFO from time to time

Jr.Clerk 2

- Working Under Chief Accounts & Finance Officer (CFO)
- Prepare Cash Book, Budget Register & prepare expenditure Register etc.
- To keep accounts for funds received from Central Govt., State Govt., PMC & from Private Organization
- Typing in English and Marathi on computer
- To do any other work as per order & directions of CFO from time to time

Administrative Officer

- Look after entire office administration of PSCDCL
- Look after entire procurement process - all procurement (i.e. project & stationery) file pre-scrutiny and place for approval of Chief Executive Officer
- To act as PIO (Public Information Officer), reply to RTIs and queries

		<p>received from other government forums</p> <ul style="list-style-type: none"> • To follow up on letters, cases allotted to Chief Finance Officer/ Legal Head/CS/CKO etc. • To sanction casual leave and to recommended earned leave of all clerical staff in administration department • To keep updated information in respect to projects completed and projects in progress • To look after and respond to the grievances/ queries of general public / govt. authorities and departments, received in person /mail /various portals, and taking steps to resolve the same • To act as a Nodal Officer in certain situations • Conduct all the communications through letters to all Govt. (Central, State & PMC) and other Govt. offices with prior draft approval from CEO • To reply to all other official letters received by company with prior draft approval from CEO • To look after Parliament, Assembly questions, etc. and to follow up it up to finalization and dispatch of the answers along with short notes • To attend meetings as per order of CEO • To look after Stationery and Stores Register • Transport Facility Arrangement • To supervise and manage the filing system of all data and information of the Company • To do any other work as per orders, direction of CEO from time to time <p><u>Office Superintendent</u></p> <ul style="list-style-type: none"> • To put remarks on daily mail and to put it for orders of CEO • To look after communications with PMC's general body/ standing committee /other committees and PMC offices • To maintain confidential inward and outward register • Looking after Govt. GR, Circulars, Orders, and Memorandums • To prepare /to check draft and letters to be sent to Central/ State Govt./PMC/any other offices • To check the information to be given through RTI/ Parliament / Assembly questions • To do any other work as per order, directions of CEO from time to time <p><u>Jr. Clerk 3</u></p> <ul style="list-style-type: none"> • Typing in English and Marathi on computer • To assist AO on all jobs as may be required • To make draft replies under directions of AO in relation to Right to Information applications, Legislative Assembly Questions and other required information from any other governmental/non-governmental forum <p><u>Sr.Clerk</u></p> <ul style="list-style-type: none"> • Looking after the Tender / Quotation procedures • To refund Tender / Quotation / Deposits • To keep up-to-date information of all Tender projects
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		<p>and non-media publicity material prepared by PR team on various social media handles</p> <ul style="list-style-type: none"> • Cross media promotion of types of information & links through social media handles • Promoting and increasing brand awareness of PSCDCL by inviting citizens to like- follow social media handles through: @ tags and #tags, arranging Face Book 'live' etc. • Providing feedback and giving appropriate responses to comments posted by citizens • Maintaining records of feedback and responses of citizens for future references • Work in co-ordination with Graphic Designer, Photographer & Videographer, Content Writer and translator to deliver rich types of creative • Helping the other PR team members as per emerging needs & requirements or as team may feel necessary • To do any other work as per orders, direction of PRO from time to time <p><u>Graphic Designer</u></p> <ul style="list-style-type: none"> • Making Graphic Designs for PSCDCL's various type of creative, media and non-media publicity materials includes : Press Notes, Articles, Advertising: print, electronic & web based, short films/audio visuals/documentaries telling stories of PSCDCL's proposed, undergoing & emerging plans; hoardings, banners, booklets, brochures, flyers, handbills, standees for conferences, convention, PowerPoint presentations, timely updating company' website designs and various social media handles • Work in co-ordination with Social Media & IT Specialist, Photographer & Videographer, Content Writer and translator for making rich Graphical Design of above said material • Co-ordinate with Printers for the rich final output and timely delivery • Maintaining records of Graphic Designs for future references • Helping the other PR team members as per emerging needs & requirements or as team may feel necessary • To do any other work as per orders, direction of PRO from time to time <p><u>Photographer & Videographer</u></p> <ul style="list-style-type: none"> • Covering and Video shooting of various events and activities of PSCDCL • Work in co-ordination with Graphic Designer, Social media expert, Content Writer and translator to produce rich types of creative • To maintain digital records of photos, visuals, various types of creative, press notes and published stories etc. • Providing photo/video content to prepare various non- media publicity material as per necessities includes - • Advertising: print, electronic & web based, short films/audio visuals/documentaries telling stories of PSCDCL 's proposed, undergoing & emerging plans; hoardings, banners, booklets, brochures, flyers, handbills, standees for conferences, convention, PowerPoint presentations, timely updating company' website and social media
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		<p>timely updating content on company' website and social media</p> <ul style="list-style-type: none"> • Maintaining records of Content provided • Helping in Daily news tracking • Work in co-ordination with Social Media & IT Specialist, Photographer & Videographer and translator • Helping in co-ordination with team of consultant and other concern government and non-government authorities • Helping in maintaining healthy relations with media • Helping the other PR team members as per emerging needs & requirements or as team may feel necessary • Attending public meetings and events • Public interaction as per emerging situations and company's requirements • To do any other work as per orders, directions of PRO from time to time <p><u>Jr. Clerk 4</u></p> <ul style="list-style-type: none"> • To assist OS in general administration of SCOC Office and supervise housekeeping staff for daily cleaning of office and meeting hall • To maintain Stationery register & keep record as per Govt. 6 bundles system • To maintain stationary Distribution Register, keep entries of stationary received, to demand stationary and toner to Printer, Xerox machine • To keep Dead stock Register • To look after maintenance of all computers, Printer, Xerox machine and any other electronic equipment • Typing in English and Marathi on computer • To do any other work as per order, directions of PRO from time to time. • To provide all the necessary clerical support to Public Relation Team • To maintain a track of daily news from all the newspapers and keep a daily record of the same <p><u>Technology Program Manager</u></p> <ul style="list-style-type: none"> • To make sure that all project within Technology Program are governed within triple constraint of Scope, Cost, Schedule and Quality and meet the objectives • To make sure all technology projects are governed to follow the processes and plans. (Integration, Scope, Cost, Schedule, Quality Risk, Vendor, Communication, Procurement) • To do stakeholder management and coordinate effective appropriate communication, information to various stakeholders to meet the program and project goals • To make sure that all projects are governed to make various PMC departments and end customers Pune Citizens happy about outcome within the stipulated budgets and Quality objectives • To seek and explore the avenues if the investment into the Smart Technology Projects can eventually be leveraged as products on cloud to reap continuous revenue to company • To make sure all employees, stakeholders, consultants service provider are
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		<p>strictly following IT and security policy and guideline and brand PSCDCL is always upheld highly</p> <ul style="list-style-type: none"> • To make sure all assets, information, data, IP is protected, maintained and is kept operational in it's best form to serve long term interest of PSCDCL, PMC, Pune Citizens • To leverage prior experience and bring in lessons Learnt and Best practices to enhance PSCDCL Technology Capability • To play as effective team member and to interface with other Teams (AO, PRO, CFO, CS, HR, Operations, CEO) to excel in use to Technology to support them excel in their job, function and processes <p><u>Jr. IT Engineer 1</u></p> <ul style="list-style-type: none"> • To do all other work as per orders, direction of CKO from time to time. • RAMS project <p>a) Overseeing the IT aspects of RAMS project; checking whether the project execution is as per the requirements</p> <p>b) Understanding the structural aspects for IT implication son the project.</p> <p>c) Checking software requirements specifications, functional requirements specifications, software design document, and user acceptance testing execution</p> <p>d) Participating in the data validation and validation and verification which is digitally collected</p> <p>e) Co-coordinating with different departments in PMC for their requirements</p> <ul style="list-style-type: none"> • Smart Elements project <p>a) Accompanying TPA for smart elements functional testing</p> <p>b) Field survey / testing for smart elements / SCOC for their efficiency</p> <p>c) Requirements gathering for reports and Dashboard</p> <p>d) To do any other project work as per orders, directions of CKO from time to time</p> <p>To provide all necessary IT support to all employees of the Company as and when required</p> <p><u>Deputy Engineer (Civil)</u></p> <p><u>Project Planning & Management</u></p> <ul style="list-style-type: none"> • Evaluating of project and conduct project cost / benefit analysis at project decision points during pre-construction .During Construction and Post Construction. • Participating in project review meetings for evaluating project progress and preparing, project reports • Conducting feasibility studies, assessing capital cost involved and evaluating the viability of new projects using project evaluation techniques. • Take part in finalizing the requirements and specifications in consultation with collaborators /PSCDCL/PMC • On-site construction activities to ensure completion of project within the time & cost parameters. • Participating in project review meetings for evaluating project progress and preparing, project reports, on-site construction activities to ensure completion
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		<p>of project within the time & Quality, cost parameters and effective resource utilization to maximize the output.</p> <ul style="list-style-type: none"> • Review quantities of work done get certified by consultant regarding bills generated by contractors of civil engineering related work. <p><u>Co-ordination</u></p> <ul style="list-style-type: none"> • Interfacing between the clients and contractors and Project management Consultants. • Interfacing between the clients and consultants • Contract Administration & Management review Tenders. • Evaluating & executing Contracting Works. • Co-coordinating among consultants, contractors and clients. <p><u>Jr. Civil Engineer 1</u></p> <ul style="list-style-type: none"> • First check the availability of budget for the work to be done. If sufficient budget is available then first visit the site where work is to be carried out • As per the budget provisions prepare estimate accordingly • Get the sanction of appropriate authority to the estimate • Float the tender through Tender Cell according to sanctioned estimates. • If sufficient & qualified tenders received then make scrutiny of the tenders under the guidance of Chief Knowledge Officer & Tender Cell • Prepare documents for getting approval to tenders from the rightful authority • After giving work-order get the work done as per tender specification and drawing • Day to day visit the sites of ongoing work for checking quality and quantity of work. • Prepare measurements of work done and accordingly prepare bills to make payment to contractor. • Get the work done from the contractor in stipulated time. • Follow the orders of the seniors and work according to their instructions time to time • Supervision and Inspection of smart city sites. • Co-ordinate with PMC Engineers for smart city projects. • To do any other work as per orders, direction of CKO from time to time. <p><u>Jr. Electrical Engineer</u></p> <ul style="list-style-type: none"> • Implementation of ICT Related Tasks as per assigned by CEO and CKO on field as well as SCOC • Testing of Smart elements installed at different locations in the city • Site Supervision and Inspection of streetlight • Coordinate with MSEB Engineers to finalize Estimates and Drawings • Material Inspection of Work done by the Contractor as per Quality (Specifications) and Quantity
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		<ul style="list-style-type: none"> To do any other work as per orders, directions of CKO from time to time <p><u>Jr. Civil Engineer 2</u></p> <ul style="list-style-type: none"> First check the availability of budget for the work to be done. If sufficient budget is available then first visit the site where work is to be carried out. As per the budget provisions prepare estimate accordingly. Get the sanction of appropriate authority to the estimate. Float the tender through Tender Cell according to sanctioned estimates. If sufficient & qualified tenders received then make scrutiny of the tenders under the guidance of Chief Knowledge Officer & Tender Cell Prepare documents for getting approval to tenders from the rightful authority After giving work-order get the work done as per tender specification and drawing Day to day visit the sites of ongoing work for checking quality and quantity of work Prepare measurements of work done and accordingly prepare bills to make payment to contractor Get the work done from the contractor in stipulated time Follow the orders of the seniors and work according to their instructions time to time Supervision and Inspection of smart city sites Co-ordinate with PMC Engineers for smart city projects To do any other work as per orders, direction of CKO from time to time <p><u>Jr. Clerk 5</u></p> <ul style="list-style-type: none"> To look after all the incidental and administration related issues with respect to all civil projects - ABB area To do any other work as per order, direction of junior Engineer (Civil) and Deputy Engineer (Civil) from time to time in relation to above projects <p><u>Jr. Clerk 6</u></p> <ul style="list-style-type: none"> To look after all the incidental and administration related issues with respect to all information technology projects of the Company To do any other work as per order, direction of Junior Engineer (IT) and IT Program manager from time to time Prepare Reports of Inspection To do any other work as per order, directions of Office Superintendent from time to time <p><u>Data Entry Operator2</u></p> <ul style="list-style-type: none"> To take data entries on computer Working under Technical Branch (Civil, Electrical)
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		<ul style="list-style-type: none"> • Maintaining records of Technical Team's work • Typing Estimates prepared by engineer • Prepare Reports of Inspection in Word or Excel • Typing in English and Marathi on computer • To do any other work as per order, directions of Dy. Engineer from time to time • To collect Out-door duty slips and Daily Progress Reports of Technical, Public Relation Team and submit the same to HR Department <p>Jr. Clerk 7 On deputation to State Government of Maharashtra: to handle day-to-day coordination work at state level relating to Smart Cities Mission</p>
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(ii) The procedure followed in the decision making process, including channels of supervision and accountability:

(Details regarding Powers is given in Limitation of Authority Manual (LAM))

The procedure followed in the decision making process, including channels of supervision and accountability

Guiding documents: Smart City Guidelines, Various Government Orders, Notifications.
Smart City Plan, Memorandum of Association of Company

Decision making matrix comprises of: Board of Directors
Chief Executive Officer
Heads of Departments

Duly supported by Board Committees and internal committees decisions, Limits of Authority Manual and the process mechanism duly established and operational.

Reporting back to each level of authority upto the level of Board, Shareholders and Central Govt.

(Details regarding Powers as mentioned in point ii)

PSCDCL LIMITS (DELEGATION) OF AUTHORITY MANUAL

The Limits (Delegation) of Authority Manual ('LAM') is as a reference guide for all employees of Pune Smart City Development Corporation Limited (PSCDCL).

General Principles:

The key principles upon which this manual is based are as follows:

■ **Practicality**

'Limits of Authority to all employees shall encourage decision making at the appropriate level and reduce the paper movement to the minimum'.

■ **Accountability**

The trail of accountability for decision making needs to be clear and must remain intact (unbroken) at all times.

The delegation of powers is proposed below in such a way that:

1. All Projects are taken up with prior overall scheme and its estimated expenditure sanction within the overall Budget approved by the Board;
2. Monthly expenditure incurred against approved budget shall be controlled within overall limits laid down under Smart Mission Guidelines requiring 93% for planned schemes, 5% on A&OE for capacity building and 2% on A&OE and reported to Board; and
3. Key executives and HODs led by CEO are empowered to handle smooth implementation of the projects approved by Board

The authority vested will be subject to the provisions of the statutory enactments pertaining to the Company, the Memorandum and Articles of Association, and the directives issued by the Government (including General Finance Rules, 2005/2017). The authority may also be exercised to execute works / supplies of goods from empaneled vendors / suppliers / contractors at rates which are already applicable and exist in Pune Municipal Corporation and other government authorities / departments.

The procurement guidelines of Pune Municipal Corporation, State Government shall be followed for project along with the delegation of authority set out vide the internal processes of the Company from time to time.

All HODs are expected to exercise their authority only in their respective area of responsibility. The Manual consists of Sections representing various functions to enable easy reference. These Sections do not pertain to particular departments but represent specific functions/activities. The relevant section numbers should be recorded while exercising the power. The Manual aims at eliminating instances of HODs exercising authorities not commensurate with their responsibility or seeking approvals from authorities higher than necessary.

The authorities covered by the Manual can be automatically exercised by officers higher up in the hierarchy (CEO in respect of all HODs) in the related area of responsibility. ***Any item which is not covered in the manual shall require approval of Board, unless otherwise specified.***

No HOD shall exercise discretion which has not been granted to him under the Limits of Authority Manual or t h e y should not exercise authority in excess of the powers/ jurisdiction mentioned in the LAM. Any such action would be construed as a lapse on the part of the HOD.

Finance concurrence (FC)

It is a concept that is prevalent in the Government as well as in the Public Sector Organizations and mandated by General Finance Rules, 2017 governing use of Public Money. It envisages the need for concurrence of finance personnel, wherever required, as a prerequisite for approval of any contract, transaction or proposal having financial

implications. This is to ensure that policies, procedures and budgetary and process control features specific to the Company are adhered to, so that the interests of the organization are safeguarded. In other words, an independent person who is not directly involved in the process examines from the point of view of protecting individual/group of officers from any errors that might be made inadvertently.

FC should not, therefore, be construed as joint approval, but should be considered as an aid to the approving authority in the exercise of his authority. FC would be provided by Finance functionaries within the organization.

The approving authority should ensure that the requirements pointed out by the Finance functionary are fully met before approval is accorded. However, the approving authority shall have power to overrule the Finance functionary in the interest of PSCDCL. If the approving authority exercises such powers, adequate justification need to be recorded.

Payments:

Administrative and financial sanction for all projects as well non-project related expenditure will be made by as per respective authorities built in this document. All cheques / payment vouchers made from any bank account of the Company shall be under the joint signatures of CKO & CFO as per financial limits herein below, post such expenditure / payment is approved as above. In absence of either of the signatory and over and above the financial limits authorities of either CKO / CFO, the signatures will be jointly by CEO singly / with any one of CKO / CFO.

Emergencies:

Notwithstanding the restrictions contained in this Manual, the Functional Heads may exercise their discretion in emergencies such as fire, flood or major accidents to avoid further loss to person and property. However, it will be necessary to report the matter immediately in writing to the appropriate authority and obtain post facto approval.

Definitions:

Board	The Board of Directors of the Company from time to time constituted in accordance with the provisions of Articles of Association of PSCDCL
Chairman	Chairman of the Board of PSCDCL
Board Sub Committee	The Committee comprising of Board Members as may be appointed by the Board from time to time
CEO	The Chief Executive Officer of the Company appointed by the Board
CFO	Chief Finance Officer
CS	Company Secretary & Head Legal
Head of Departments (HODs)	Head of Departments as given in organogram of PSCDCL

A) DELEGATION OF POWERS

1. Limits of Authority – Personnel (HR):

S. No.	Item	Approving authority	Remarks
1.1	Need based temporary / contractual engagement of personnel - (period not exceeding one year)	CEO	To be reported to the Board
1.2	Appointment of casual labour on daily wages (not exceeding 180 days)	CEO	
1.3	<p>i. Engagement of Consultants / Advisors for one-time specific assignment from Public / Private Sector subject to budget provisions</p> <p>a) Up to Rs.5 Lakh per case</p> <p>b) Above Rs.5 Lakh and up to Rs.25 Lakh per case</p> <p>ii. On monthly payment / retainership / empanelment basis for duration not exceeding 12 months:</p> <p>a) Up to Rs. 50,000/- per month</p> <p>b) Up to Rs.1,00,000 per month</p>	<p>HODs CEO</p> <p>HODs CEO</p>	<p>HOD approvals with FC and under intimation to CEO</p> <p>CEO approvals - each item of engagement/ appointment shall be reported to the Board</p>
1.4	Acceptance of resignation / termination Below HODs / KMPs	CEO / Board	To be reported to the Board
1.5	Appointments, Promotion, Confirmation, and allied matters Below HODs	CEO	To be reported to the Board

2. Limits of Authority – Administration

S. No.	Item	Approving authority	Remarks
2.1	Financial sanction to pay bills and all employee reimbursements	CEO	As per HR policy provisions
2.2	Medical Reimbursement as per service conditions	CEO	As per HR policy provisions
2.3	<p>Business Communication</p> <p>Landline Cell Phone and Data Card / Internet bill reimbursement</p> <p>a) CEO: Rs. 5,000/- p.m. b) HODs: Rs.3000/- p.m. c) Below HODs: Rs.1500/- p.m.</p> <p>Provision of Computers and Cell Phones (every 3 years supplied by the Company) and Tablets</p> <p>a) CEO: Rs.1,50,000/- b) HODs: Rs.1,00,000/-</p> <p>Newspapers/ Periodicals – CEO / HODs: Up to Rs.1000/- per month</p> <p>Any reimbursement of higher than above limits</p>	<p>CS to verify Self - HODs Reporting Officer</p> <p>CS to verify Self - HODs</p> <p>CS/ Self - HODs</p> <p>CEO</p>	Report to CEO

S. No.	Item	Approving authority	Remarks
2.4	Leave a) Grant of leave – Casual Leave - Earned Leave, Floating Holidays, Maternity Leave b) Make officiating arrangements against leave vacancies c) Recall from leave in case of extreme urgency in the interest of work	CEO - Chairman HODs - CEO Others – Reporting Officer/ CEO/ HODs CEO / HODs	
2.5	Business Travel Local Travel - Official vehicle provided by Company (if and when available) Else -approved modes of local conveyance is a mid-size car such as Esteem/ Accent/ Indigo and the approved limit for re- imbursement would be as per PSCDCL's approved rates -Two wheelers / Auto / Bus	HR / Administrati on Officer Reporting Officer Reporting Officer	-Reimbursement subject to submission of bills -Prior approval / intimation to HR / Administrative Officer -As per approved allowances under HR policy

S. No.	Item	Approving authority	Remarks
	<p>Outstation Travel – Domestic</p> <p>a) CEO and HODs: Economy class air fare (by air) or AC 1st (by Rail)</p> <p>b) Below HODs: AC 2 Tier (by rail) or mid-size car such as Innova/ Honda City (by road)</p> <p>c) Accommodation / Travel beyond normal entitlement</p> <p>Outstation Travel – International</p> <p>a) CEO: Business class air fare (by Air)</p> <p>b) HODs or below: Economy class air fare (by Air)</p>	<p>CEO (For HoDs)</p> <p>CEO</p> <p>CEO (For HoDs)</p> <p>Chairman of Board</p> <p>CEO</p>	<p>HR verification for CEO</p> <p>HR verification for CEO</p>
2.6	<p>Expenses on meals and snacks while entertaining official guests such as VIPs / Special Guests / Government Officials, etc.</p> <p>a) CEO: Rs. 15,000/- per month</p> <p>b) HODs: Rs. 10,000/- per month</p>	CEO	HR verification for CEO
2.7	<p>Late / Holidays & off days working hours:</p> <p>Meals and conveyance entitlement as per HR policy</p>	Self - HODs	As per HR policy provisions

2.8	<p>Office lease/running expenses</p> <p>i. Terms of hiring on rent/lease of office accommodation</p> <p>ii. Purchase and maintenance of office equipment including copiers, computers (PCs/ Laptops), Telecom Equipment (excluding mobile phones), Furniture and Fittings for office use</p> <p>iii. To authorize repairs and maintenance of office premises including furniture and fixture</p> <p>a) Up to Rs. 25,000/- in each case</p> <p>b) Beyond Rs. 25,000/- in each case</p> <p>iv) Office rent, electricity, water, statutory taxes / payments, security, maintenance, etc.</p> <p>v. Purchase of software and computer consumables, stationery etc. up to Rs. 10,000 /- on monthly basis</p> <p>vi. Sanction imprest for official purposes upto Rs. 25,000</p> <p>vii. Imprest/Contingencies up to Rs. 50,000/-</p> <p>viii. Grant of Funeral expenses in case of employee's death while on duty: Rs. 25,000/- in each case</p> <p>ix. Promotional expenses on conferences, seminars etc., visits of guests / arrangements of meetings, events, programs</p> <p>x. Office routine expenses - pantry, provisions, meetings, stationery etc.</p>	<p>CEO</p> <p>CEO</p> <p>Administration Officer</p> <p>CEO</p> <p>Administration Officer</p> <p>Administrati on Officer /HR</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>	<p>FC & Head Legal</p> <p>As per approved budget and report to CEO</p> <p>As per approved budget and report to CEO</p> <p>As per approved budget and report to CEO</p> <p>As per approved budget and report to CEO</p> <p>As per approved budget (refurbish upon balance imprest reaching Rs. 3000)</p> <p>As per approved budget and report to CEO</p>
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Sr. No.	Item	Approving authority	Remarks
2.10	Surplus To declare stores / material equipment as surplus and unserviceable and order disposal on competitive tender and acceptance thereof up to Rs.5 Lakh	CEO	
2.11	Acquisition / disposal of immovable property	Board	
2.13	Maintenance, upkeep and repairs of office vehicles	CEO	

3. Limits of Authority – Legal

S. No.	Limits	Approving authority	Remarks
3.1	Sanction legal and other professional charges a)	CEO	Head Legal to verify
3.2	Institution of legal proceedings or defending legal cases	CEO	Head Legal
3.3	Institute simple money suits for the recovery of outstanding dues from outsiders and incur legal fees thereon	CEO	FC and Head Legal
3.4	Sanction payment of penalties /fines etc. (Up to Rs. 5,00,000/- per case)	CEO	FC & Report to Board
3.5	Waive off penalties / fines (Rs.5,00,000/- per case)	CEO	FC & Report to Board
3.6	Authentication of documents including contracts on behalf of PSCDCL	CEO/ CS Other HODs upon delegation of CEO on need basis	Authentication will be subject to prior approval of the proposal by the competent authority and Head Legal

3.7	All legal agreements / contracts / Memorandum of Understanding / NDAs (project / non-project)	CEO / delegated official of Company upon CEO's instructions from case to case	Subject to pre-verification, vetting, review by Head Legal
3.8	Regulatory and routine compliance submissions under various applicable provisions	CEO / HODs	Delegation to HODs by CEO

4. Limits of Authority – Finance

S. No.	Limits	Approving authority	Remarks
4.1	Investment of surplus funds	CEO & CFO	In accordance with GoI and GoM Investment Policy/Guidelines
4.2	Opening, operation and closing of Bank Accounts including signing of cheques	CEO Singly and/or CEO jointly with HODs	Approval / intimation to Board
4.3	Short Term Fixed Deposits with Banks/ Purchase of Govt. Securities as Security Deposit including their renewal/encashment	CEO & CFO	
4.4	Banking arrangements for Collection, Payroll Disbursements, Stop Payments, Statutory Payments viz. TDS etc.	CEO and CFO	
4.6	Lodging of Specimen Signature with Banks and Modification thereof for operation of bank accounts	CFO	
4.7	Miscellaneous charges such as bank charges, demurrage/ wharfage charges	CFO	

5. Limits of Authority – Projects

S. No.	Limits	Approving authority	Remarks
Appraisal and Approvals for Projects/Works			
5.1	Appraisal of Projects	Project Head / CEO (assisted by General /Project Management Consultants	FC shall be limited to financial matters only
5.2	Approval of Projects – general Exceptions: i. Additional items/ scope of work / cost escalation (% of original cost estimate) Up to 25% ii. Approvals for cost over runs other than additional items / scope of work (as % to original cost estimate) Up to 25% iii. Approval for time overruns up to three extensions or maximum one year Over and above	CEO CEO CEO Board	In accordance with delegation to various board / internal committees and Board approval

S. No.	Limits	Approving authority	Remarks
Tenders, Appraisal and Acceptance			
5.3	Approval to documentation for calling RFP/ EoI/ Tenders/ Quotations	CEO	As per procurement process approved by the Board
5.4	Opening of tenders	CEO	Per committee structure approved by Board
5.5	Technical and financial evaluation	Relevant Board Committees	As per limits approved by the Board
Order and Contract Management			
5.6	Issue of Work Order/Supply Order/Purchase Order (Subject to Availability of Uncommitted Fund)	CEO	
5.7	Approval to execution of agreements on behalf of company	CEO	Head Legal to verify and review for legal clauses and Project Head for technical scope
5.8	Sanction of advance as per orders/agreements	CEO	FC & Head Legal
5.9	Sanction of advances/payments not covered by orders/agreements Up to Rs.1 Crores	CEO	FC

5.10	Technical and Administrative approval for bills from vendors/contractors/suppliers	HODs	<p>As per procurement process and billing process approved by the Board</p> <p>For Projects – Project Head to verify</p> <p>For Administrative – Administration Head to verify</p>
5.11	Approval for release of payment - all vendors/ suppliers/ contractors	CEO	FC
5.12	Dispute resolution and settlements with contractors/ vendors/ suppliers (subject to dispute resolution mechanism)	CEO	As per contractual arrangements executed

(iii) The norms set by it for the discharge of its functions:-

<u>Pune Smart City Development Corporation Ltd</u>			
S. No.	Designation	Activity	Time Limit(Optional)
1.	Chief Executive Officer	Complete Administrative approval, Planning, control, execution	Time to Time
2.	Company Secretary	Legal Appeal, Company Administration and HR.	Time to Time
3.	Chief Knowledge Officer	All Project related work.	Time to Time
4.	Chief Finance Officer	All Finance related work.	Time to Time
5.	Administrative Officer	Office Management, Nodal officer, government correspondence, Parliament and Legislative Assembly Question - Answers, Project information update,	Time to Time
6.	Superintendent	Correspondence (Central / State Govt./ PMC), Confidential Report, Right to Information, Parliament and Legislative Assembly Question - Answers, Office Management.	Time to Time
7.	Public Relation Officer	Public and media relations, press release work, daily news, press conference, interview, media related information.	Day to Day& As per CEO's time
8.	Steno / PA	Records of Chief Executive Officer and Chief Knowledge Officer, Chief Finance Officer, Correspondence, File.	Daily & within Maximum 2 working Days
9.	Senior Clerk	Tender process, meeting resolutions, bills (TA, DA), budget information.	Daily & within Maximum 2 working Days
10.	Junior Clerk	Inward, outward, OC File, petty cash, docket, register, bills, records, all official proceedings.	Daily & within Maximum 2 working Days
11.	Data Entry & Computer Operator	Salary bills, records, data entry, all official proceedings.	Daily & within Maximum 2 working Days

12.	Social Media & IT Specialist	Social Media, Non-media management.	Daily & within Maximum 2 working Days
13.	Creative & Graphic Designer	Media, Non-media graphic design, keep record of graphic designs,	Daily & within Maximum 2 working Days
14.	Junior Engineer - Civil	To handle matters related to civil works.	Daily & within Maximum 2 working Days
15.	Junior Engineer - Electrical	Proceedings related to Smart elements, Street lights etc.	Daily & within Maximum 2 working Days
16.	Junior Engineer - IT	Proceedings related to ICT, Smart elements	Daily & within Maximum 2 working Days
17.	Content Writer cum Translator	Press notes writing, draft editing, translations when necessary.	Daily & within Maximum 2 working Days
18.	Photographer/ Videographer	Arrangement of various programs and photography, videography and compilation.	Daily & within Maximum 2 working Days
19.	Technology Program Manager	To play as effective team member and to interface with other Teams (AO, PRO, CFO, CS, HR, Operations, CEO) to excel in use to Technology to support them excel in their job, function and processes. To seek the pleasure of making it happen and enabling Smart City Mission Rising India and Nation Building by working smart to make India Technology Leader.	Daily & within Maximum 2 working Days
20.	Assistant Company Secretary	To assist the Company Secretary & Head Legal in all secretarial and / or legal works including documentation, filing etc. To do all other related activities as may be advised by Company Secretary / other officials from time to time.	Daily & within Maximum 2 working Day

- (iv) The rules, regulation, instruction, manuals and records, held by it or under its Control or used by its employees for discharging its functions.

Pune Smart City Development Corporation Ltd		
S. No	Act / Regulations	Activity/Programme
1.	Pune Smart City Development Corporation Ltd is governed by the rules and regulations of Govt. of India, Govt. of Maharashtra & Pune Municipal Corporation and Companies Act,2013 and applicable tax, labor, land laws.	Various activities / Programs as per Smart City Developments Projects

- (v) A statement of the categories of documents that are held by it or under its control.

<u>Pune Smart City Development Corporation Ltd</u>			
S. No.	Designation	Subject	Type
1	Company Secretary	Legal, Secretarial, Company Administration and HR	Confidential & General
2	Chief Knowledge Officer	All Project related work	Confidential & General
3	Chief Finance Officer	All Finance related work	Confidential & General
4	Administrative Officer	Office Management, Nodal officer, government correspondence, Parliament and Legislative Assembly Question - Answers, Project information update,	Confidential & General
5	Superintendent	Correspondence (Central / State Govt./ PMC), Confidential Report, Right to Information, Parliament and Legislative Assembly Question - Answers, Office Management.	Confidential & General
6	Public Relation Officer	Public and media relations, press release work, daily news, press conference, interview, media related information	Public related
7	Steno / PA	Records of Chief Executive Officer and Chief Knowledge Officer, Chief Finance Officer, Correspondence, File.	Confidential & General
8	Senior Clerk	Tender process, meeting resolutions, bills (TA, DA), budget information.	Confidential & General
9	Junior Clerk	Inward, outward, OC File, petty cash, docket, register, bills, records, all official proceedings.	General
10	Data Entry & Computer Operator	Salary bills, records, data entry, all official proceedings.	General

11	Social Media & IT Specialist	Social Media, Non-media management.	General
12	Creative & Graphic Designer	Media, Non-media graphic design, keep record of graphic designs.	General
13	Junior Engineer - Civil	To handle matters related to civil works.	General
14	Junior Engineer - Electrical	Proceedings related to Smart elements, Street lights etc.	General
15	Junior Engineer - IT	Proceedings related to ICT, Smart elements	General
16	Content Writer cum Translator	Press notes writing, draft editing, translations when necessary.	General
17	Photographer/ Videographer	Arrangement of various programs and photography, videography and compilation.	General
18	Technology Program Manager	<p>To play as effective team member and to interface with other Teams (AO, PRO, CFO, CS, HR, Operations, CEO) to excel in use to Technology to support them excel in their job, function and processes.</p> <p>To seek the pleasure of making it happen and enabling Smart City Mission Rising India and Nation Building by working smart to make India Technology Leader.</p>	Confidential & General
19	Assistant Company Secretary	<p>To assist the Company Secretary & Head Legal in all secretarial and / or legal works including documentation, filing etc.</p> <p>To do all other related activities as may be advised by Company Secretary / other officials from time to time.</p>	Confidential & General
20	Dy. Engineer (Civil)	Project Planning, management, Coordination	Confidential & General