

DELEGATION OF FINANCIAL POWERS AND RESPONSIBILITIES

I N D E X

SECTION NO.	ACTIVITY / FUNCTION	PAGE
1.	GENERAL CONDITIONS TO FINANCIAL DELEGATIONS/ DUTIES	
2.	WHEAT TRADING ACTIVITY	
3.	PADDY TRADING ACTIVITY	
4.	FERTILISER TRDING ACTIVITY	
5.	COTTON TRADING ACTIVITIES AND GINNING PRESSING FACTORIES	
6.	MARKFED MODERN RICE MILLS, RAJPURA, MACHIWARA, BAGHAPURANA, NAWANSHAHR	
7.	MARKFED KHANNA, KAPURTHALA & GIDDERBAHA PLANTS (BIG SIZE PLANTS)	
8.	MARKFED AGRO-CHEMICAL PLANT MOHALI (MEDIUM SIZE PLANT)	
9.	MARKFED CEMENT PIPE PLANTS AND GRANULATION PLANT DHURI AND HDPE PLANT ANANDPUR SAHIB, MARKFED CANNERIES JALANDHAR (SMALL SIZE PLANTS)	
10.	GENERAL & ADMINISTRATIVE EXPENDITURE	
11.	ESTABLISHMENT EXPENDITURE	
12.	CAPITAL & REVENUE EXPENDITURE PERTAINING CIVIL ENGG. WORKS.	
13.	CAPITAL & REVENUE EXPENDITURE PERTAINING PROJECT ENGG. WORKS.	
14.	TENDER PROCEDURE – STANDING COMMITTEES	

**THE PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING
FEDERATION LIMITED CHANDIGARH
(FINANCE AND ACCOUNTS DEPTT)**

N. LOR/Delegation /Financial Power / 94

Dated: 20.10.94

ORDER

**FINANCIAL POWERS AND DUTIES
D E L E G A T I O N T H E R E O F**

The matter to modify existing financial delegation and duties in line with the budget provided for various heads / items of expenditure / income which is easily understood by concerned Executives and Accounts Officers, and to improve upon and fill the existing gaps, as well as strengthen the system for speedy and efficient work assigned to various level of officers has been under consideration. In recent years, Markfed's business has diversified and increased manifold and number of new posts at higher level have been created. As such, some of the financial powers or limits thereof, have become redundant while others were not meeting the requirement of the administration of work assigned. Similarly, some of the tender committee limits and procedures needed up-dating.

(2) A booklet giving details and up-dated financial powers and duties, delegation and standing Tender Committee Procedure and general standing instructions on issues covering head Office, Plants / Units, District Offices, Branch Offices and other Field Offices, has been finalized with the approval of Administrator. It may please be noted that these order shall supersede all previous delegations orders, and shall take effect from 1st November 1994. It also needs to be noted that financial delegations are not open to further delegation.

(3) It needs to be emphasized that while up-dated delegation / duties confer additional increased power to various categories of officers, it also increases financial duties and responsibilities. It is expected that powers delegated would be used with due care and caution and should also meet statutory audit requirements. On the other hand, the entire exercise of the delegation would become futile if the powers delegated are not exercised by the Officer to whom these are delegated, since the purpose is to bring speed and efficiency in disposal of work at various levels.

(4) There may be certain areas where scope exists for further improvement or the delegation does not meet the requirement of a particular activity / office or officer. Such cases with detailed justification and requirements may be forwarded to Chief Accounts Officer (By name) who shall be coordinating the delegation subject henceforth, and shall issue clarification amendments after getting approval of competent authority wherever required.

(5) All concerned are advised to follow these instructions in letter and spirit.

It is considered important to acknowledge the contribution and initiative of Shri G.S. Virk, Chief Accounts Officer and Sh. Deedar Singh, LO (R) in finalizing these delegations orders in a booklet form.

Sd/-
B.R. Bajaj
IAS
Managing Director

Copy to:

- 1 All Heads of Plants / Units / District Offices / Branch Offices in the State and Cotton Cell. Bathinda & Liaison Office, Delhi.
2. All Chief Managers / Dy Chief Managers / Sr. Managers and Section Officers or equivalent officers in field and Head Office.
3. All Dy. CAOs / SAOs/ AAOs in Head Office and in the field offices in the state.
- 4 AMD (G) / AMD (P) / CAO / C.I.A.
5. Chief Auditor Cooperative Societies, Punjab, Chandigarh.
6. Administrator, Markfed.

LIST OF ABBREVIATIONS

S.NO	NAME OF MARKFED POST	ABBREVIATION USED
1.	Managing Director	MD
2.	Additional Managing Director	AMD
3.	Chief Accounts Officer	CAO
4.	Chief Manager (Personnel)	CMP
5.	Superintending Engineer	S.E.
6.	Chief Manager Project Engg.	CMPE
7.	Chief Manager (Inputs)	CM(I)
8.	Chief Manager (Foodgrains)	CM(FG)
9.	Chief Manager (Cotton)	CM (C)
10.	Chief Manager (Marketing)	CM (MKG)
11.	General Manager	G.M.
12.	Deputy Chief Manager	Dy. CM
13.	Senior Manager	Sr. Mgr.
14.	Deputy Chief Accounts Officer	Dy. C.A.O.
15.	Executive Engineer	XEN
16.	District Manager	DM
17.	Senior Accounts Officer	SAO
18.	Assistant Accounts Officer	AAO
19.	Branch Officer	BO
20.	Fertilizer Supply Officer	FSO
21.	Technical Officer	TO
22.	Liaison Officer (Recovery)	LO (R)
23.	Liaison Officer (Delhi)	LO (D)

GENERAL CONDITIONS TO FINANCIAL DELEGATION / DUTIES

- 1.1 The financial powers / duties delegated to various authorities shall be exercised subject to General guidelines detailed and with the utmost care taking into account the financial interests of Federation. However, all powers delegated to specified activity shall continue to be exercised by MD also.
- 1.2 The tender committee or cases where financial delegation shall be exercised by authority of Distt. Managers, General Manager or Chief Manager (HO), SAOs concerned shall be associated in financial scrutiny and his observations considered. The tender committee or cases where financial delegation shall be required to be exercised by AMD, Dy CAO concerned shall be associated in financial scrutiny and his observation considered. Similarly policy and procedure cases and financial approval cases requiring approval of MD shall be scrutinized by the Chief Accounts Officer and his observations shall be considered by M.D.
- 1.3 All financial powers delegated to an authority shall be exercised with verification of budget provisions by concerned Sr. Accounts Officer of respective plant / unit / distt & HO branch. In cases where budget provisions not available particularly for plants / units / districts and complete case justifying the expenditure is referred to Dy Chief Accounts Officer (Budget) HO within 7 days of exercising financial delegation.
- 1.4 Existing policies, procedure and standing instructions as well as scale by specific order or by practice will continue to apply and operative until they are amended or abolished. It shall be financial duty of Chief Manager of activity/ plant / unit in H.O to update policy and procedures, standing instructions and circulate to all concerned with approval of MD in time. In case of any doubt on issue concerned Chief Manager in HO shall issue necessary clarification.
- 1.5 If there be any head / item on which an existing delegation of power exists but no suitable or corresponding provisions is found in the new delegation of powers as per this order, the officer concerned may exercise that power for a period of three months subject to send report to Chief Accounts Officer a report on the particular case and the reasons why they consider that the new delegation does not meet its requirements. Chief Accounts Officer shall issue a appropriate clarification / amendment at the earliest to all officers where any doubt or question of interpretation in financial delegation of any head / item of expenditure arises.
- 1.6 These financial delegations over all trading activities, plants, units, Distt Offices, Branch offices of field and head office and employees of common cadre and plant cadre and on deputation to Federation.
- 1.7 These financial powers are in addition to those administrative powers delegated.

- 1.8 All powers delegated to an authority may be exercised by an authority higher than him also but are not open to further delegation.
- 1.9 Except as otherwise specifically provided in policy, procedure, guidelines and instructions issued from time to time approved by competent authority or condition attached to delegation in all cases and contracts of purchases, sale and service should ordinarily be awarded on the basis of Public Tender Procedure. In case of any doubt on tender procedure, necessary clarification shall be given by Chief Accounts Officer.
- 1.10 All financial powers delegated by specific order issued from time to time by various authorities or being exercised by practice will now be deemed cancelled and covered under the new delegation of powers.
- 1.11. The financial power / duties delegated to various authorities are to be exercised with utmost care taking into account the financial interest of Markfed.
- 1.12 In case of any overlapping for administrative and establishment expenditure, delegation under specific head of trading activity or plant / unit shall have overriding effect on delegation available under general administrative and establishment expenditure delegation.
- 1.13 The cases where delegated financial authority for approval of expenditure / income is GM / Manager of unit or DM or Chief Manager at HO, SAO supervising the respective accounting section shall be acting as drawing and disbursing officer. It shall be his financial duty to make proper financial scrutiny and appraisal of each financial transaction and apprise delegated authority in time. However, in case he has any major difference of opinion, he shall refer the same to Dy CAO in time. Similarly, in cases where delegated financial authority for approval of expenditure is ADM, Dy CAO respectively shall be acting as drawing and disbursing officer for respective financial transactions.
- 1.14 Financial delegation is subject to sale of products / stocks on cash basis and no credit is to be given to the customers. Similarly no advance to suppliers is to be given on purchases / contractors except as approved in policy procedure of respective activity.

FINANCIAL POWERS AND DUTIES DELEGATED RELATING TO WHEAT TRADING ACTIVITY

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
2.1	Approval of purchase of wheat including payment of market fee, Dami, cess.	DM	<ol style="list-style-type: none"> Purchases must be within frame work of procurement programme and policy and procedure and standing instructions given by Chief Manager (Foodgrains) Receipt of purchase claimed in Bills verified by stock holder, Accountant & Branch Incharge.
2.2	Approval of service charges and incentive to societies.	DM	Rates and policy approved by M.D
2.3	Approval of labour contract for the job to be got done from labour Contractor: a) Fixed Mandi Labour Charges b) Labour and cartage charges	DM	<ol style="list-style-type: none"> Subject to the ceiling of norms fixed in policy and procedure and standing instructions from Chief Manager (Foodgrains) followed. Labour rates are less than DFS/ PUNSUP rates of current year and previous year rates of Markfed. Copy of labour rates endorsed to foodgrains branch Services verified by stock holder, Branch Incharge.
		CM(FG)	Labour rates are upto 10% more than last year and / or rate of DFS/ PUNSUP of Current Year.
		AMD	Labour rates are more than 10% than last year and / or rate of DFS PUNSUP of current year but not disputed.
		MD	Cases of disputed nature
2.4	Special service charges including dara making, segregation and rebagging.	DM	<ol style="list-style-type: none"> Standing instructions from C.M. (FG) followed Expenditure upto Rs. 5,000/- per operation

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		CM (Food grains)	3. Service charges verified by Branch Incharge and TO Expenditure upto Rs. 50,000 per operation
		AMD	Expenditure upto Rs. 1 lac per operation.
		MD	Expenditure above Rs. 1 lac per operation
2.5	Approval of Transport Contracts for the job to be got done through Transporter.	DM	1. Transport contracts are based on the recommendations of Distt committee headed by D.C. and standing instructions from CM (FG) 2. Rates are less than DFS / PUNSUP and previous rates of Markfed. 3. Copy of Transport rates endorsed to Foodgrains Branch. 4. Services verified by stock holder and branch I/C.
		CM (FG)	Transport rates are upto 10% more than last year, rates.
		AMD	1. Transport rates are more than 10% rates of last year. 2. Transporter engaged other than recommended by Distt. Committee headed by D.C.
		MD	Case of disputed rate
2.6	Approval of Gunny Bales Bills	CM (FG)	1. Purchase are within frame work of procurement programme and policy and procedure approved. 2. Purchases made through DFS/DGSD. 3. Receipt of Gunny Bales claimed in bills verified by stock holder, branch I/C & D.M.
		AMD	1. Bardana purchased from market. 2. Administrative approval taken

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
------------	------------------------------------	------------------------	--

from competent authority.

		MD	<p>3. Receipt of Gunny Bales claimed in bills verified by stock-holder, branch I/C & D.M.</p> <p>Bardana purchased contrary to policy and standing instructions of DFS.</p>
2.7	Approval of bardana transportation	DM	<p>1. Policy & standing instructions from CM (FG) followed.</p> <p>2. Rates are at par to previous year rates and less than DFS/ PUNSUP</p> <p>3. Services are verified by stock holder and branch I/C.</p> <p>4. Transportation within Distt.</p>
		CM (FG)	<p>1. Transportation from one distt. to another or</p> <p>2. Transportation rates more than last year.</p> <p>3. Tender committee representative of recipient distt.</p>
		AMD	<p>Transportation rates of disputed nature.</p>
2.8	Approval of bardana consumption, degradation, and declaration of unserviceable	DM	<p>1. Policy procedure, norms and standing instructions from Chief Manager (Foodgrains) followed.</p> <p>2. Bills of inventory record of BO & SAO Distt. reconciled.</p>
		CM (FG)	<p>Norms exceeded amounting Rs. 5000/- per occasion.</p>
		AMD	<p>Norms exceeded amounting to more than Rs. 5000/- per occasion.</p>
2.9	Approval of purchase of fumigants bills	AMD	<p>Purchases are within framework of procurement programme and policy and procedure approved.</p>

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
2.10	Approval of fumigation consumption.	DM	1. Fumigation consumption norms and policy followed.
		CM (FG)	2. Services verified by Branch Incharge and T.O. Fumigation consumption over and above norms upto amounting Rs. 5000/- per occasion.
		AMD	Fumigation consumption over and above norms exceeding Rs. 5000/- per occasion.
2.11	Hiring of godowns including open plinths	DM	1. Policy, rates, norms and standing instructions from CM (Foodgrains) followed.
		CM (FG)	2. Godowns hired are from CMS/ SWCs, CWC Godowns hired from private parties.
2.12	Storage charges bills payment including rent payable to CMS/ CWC/ SWC and private parties.	DM	1. As per approved contract terms & rates. 2. Claims verified by Acctt. & Branch Incharge.
2.13	Approval of security contracts for the watch and ward jobs to be got done through PESCO, Ex-serviceman and other contractors.	AMD	1. Policy & procedure, rates and norms approved followed.
2.14	Approval of security service bills for the watch and ward service of security contractors.	DM	1. Security contracts terms and rates followed. 2. Services verified by Acctt. & Branch Incharge.
2.15	1. Approval of purchase of service equipment i.e. wooden crates polytehen covers. 2. Rental tarpaline charges in case services equipment if any hired from other agencies and / or pvt.	AMD AMD	Purchases are within frame work of procurement programme and purchase approval followed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	Parties.	MD	Over and above policy approved.
2.16	Incidental expenses of services equipment	DM	Within the norms and policy.
	a) and degradation and declaring unserviceable of service equipment.	CM(FG)	Over and above the norms amounting upto Rs. 10,000/- per case.
	b) Repair & maintenance of service equipment.	AMD	over and above the norms and more than Rs. 15,000/-per case
2.17	White washing and emergent repair of godowns	DM	1. Policy procedure and standing instructions from S.E. followed. 2. Local Asstt. Engineer civil associated while engaging contractor for job 3. Expenditure upto Rs 10,000 at a time.
		CM(FG)	Expenditure upto Rs. 25,000/- at a time
2.18	Engagement of clearing agent, commission agents and broker	AMD	Policy procedure and norms approved are to be followed.
2.19	Release of earnest money / security	SAO (Distt)	Payments are due as per agreement.
2.20	Advertisement of Tender Notice	Dy. Director (Publicity & PR)	1. Policy rates and norms of press advertisement approved followed. 2. Tender notice and service approved by CM (FG)
2.21	Approval of sale bills of wheat including realization of payment in time	DM	1. Policy procedure, rates, excess norms approved are followed. 2. Wheat sold to FCI as per policy.
		AMD	Wheat sold to private trade and policy approval obtained.
2.22	Recovery of amount on account of quality cut on	DM	Policy and norms approved, followed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	wheat and gunnies delivered to FCI	CM (FG)	Over norms amounting to Rs. 2500 per case considered and relaxed.
		AMD	Over norms amounting upto Rs. 10,000/- considered and relaxed.
		MD	Over and above norms exceeding Rs. 10,000/- considered and relaxed.
2.23	Gunny bales Rail transit shortages claims	CM (FG)	1. Claims of doubtful nature to be referred to competent authority for write off. 2. Each case to be reviewed on monthly basis and report thereof of submitted to AMD.
2.24	Disposal of damaged wheat	CM (FG)	Policy approval obtained in each case and value of damaged wheat not exceeding Rs 1 lac per case.
		AMD	Value not exceeding Rs. 10 lac in each case.
		MD	Value exceeding Rs 10 lac in each case.
2.25	Dumping of contaminated stocks by floods.	CM (FG)	1. Stocks declared unfit for human & animal consumption by competent authority. 2. Dumping cost upto Rs. 5,000/- per case.
		AMD	Dumping cost Rs. 15000/- per case .
		MD	Dumping cost exceeding Rs. 15,000/- per case.
2.26	Insurance charges	SAO (G)	1. Policy and procedure and standing instructions from CAO followed. 2. Insurance risks and extent covered as per indent of CM (Foodgrains)
2.27	Financial duty of recovery	DM	1. Entry in shortage control

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	of verified cases of shortages of wheat, gunny bales and service equipments.		<p>register as per standing instructions from CAO</p> <p>2. Amount recovered or legal recovery or write off action initiated within month from date of identification.</p> <p>3 Review and report on each case to Chief Manager (FG) on monthly basis.</p> <p>CM (FG)</p> <p>Review and report on each case to AMD and CAO on monthly basis.</p>
2.28	Financial duty of recovery of recoverable due from contractors / customers / suppliers and FCI & employees	DM	<p>1. Amounts recovered or adjusted by due date.</p> <p>2. Legal recovery or write off action initiated in time of recoverable of doubtful nature.</p> <p>3 Review all recoverables on monthly basis including under arbitration / civil proceedings and report on each case to CM (Foodgrains)</p>
		CM (FG)	<p>1. Review and report on each case including under litigation to AMD and CAO on monthly basis.</p> <p>2. Arrange review in monthly DMs meeting.</p>
2.29	Financial duties of maintenance of statutory accounts and stock records pertaining wheat, gunny bales, and service equipment.	DM	<p>1. Records / Accounts are maintained on day to day basis and monthly reconciled.</p> <p>2. Standing instructions from CAO followed and audit compliance given in time.</p> <p>3. Monthly trials prepared and sent to CM (FG) and CAO</p>
		CM (FG)	<p>1. Consolidated control records and trials reconciled on monthly basis.</p> <p>2. Standing instructions from CAO followed and audit compliance given in time.</p> <p>3. Monthly consolidated trials</p>

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
------------	------------------------------------	------------------------	--

prepared and sent to AMD and CAO.

2.30	Casual appointment of labour in the event of failure of regular labour contract at any purchase centre as emergency measure.	DM	<ol style="list-style-type: none"> 1. Standing instructions followed 2. Amount operation at a time upto Rs. 5000/- 3. Report sent to CM (FG)
		CM (FG)	Amount operation at a time upto Rs. 10,000/-
		AMD	Amount operation at a time exceeding Rs. 10,000/-.

2ND AMENDMENT / ADDITION

ORDER

In partial modification to the Delegation Order issued vide LOR/Del.Fin./ 94, dated 20.10.1994, the following amendments modifications additions are made for necessary action and compliance

S.No.	Item of Expenditure Income	Modification / amendment
2.17	White washing and emergent repair of godowns	These items of expenditure stand cancelled as these are covered in No. 12.7.3 of Circular No. Accts/LOR Del. Fin. 7620, dated 16.05.1995.
5.24	White washing and emergent repair of godowns	
6.17	White washing and urgent repairs of godown/ factory Building.	
7.16	White washing and emergent repair to godowns and factory buildings.	
8.18	White washing and emergent repair of godown and factory buildings.	
9.14	White washing and emergent repair of godowns and factory building.	In case of Jalandhar Canneries, the Committee member from accounts will be SAO, Distt. Officer, Jalandhar instead of SAO (P)HO. Similarly for HDPE Plant the committee member will be SAO District Office, Ropar instead of SAO (P) HO.
9.1	Approval of purchase contract for all types of raw material.	
9.2	Approval of all type of packing material.	
9.4	Approval of purchase of spare parts for use in repair maintenance and local repairs of the plant and machinery and service equipments.	
9.6	a) Approval of labour contract for the job to be got from labour. b) Approval of transport contractor for the freight payable on purchase	

S.No.	Item of Expenditure Income	Modification / amendment
	and sale.	
10.14	Repair and maintenance and fees including overhauling of pool and Officer Cars.	<p>The delegated authority in place of Chief Manager of vehicle Branch will be E.O. and the expenditure limit shall be Rs. 5000/-.</p> <p>Similarly the delegated authority will be CH (P) instead of C.A.O. and expenditure limit shall be Rs.10,000/-.</p> <p>Expenditure limit for PWD shall be above Rs. 10,000/-.</p>
11.2	Revision of Pay Scales, DA, HRA and rules thereof and issue instructions thereof.	In these items the delegated authority shall be Chief Manager (Personnel) instead of C.A.O
11.5	Revision of rates and rules regarding Bonus, Exgratia, gratuity, Sukhrana and other special grants / reliefs and related matters and issue instructions thereto.	
11.8	Revising of rates, norms and rules relating medical claims and issue standing instructions.	
11.11	Revision of rates and rules relating to TA, Transfer TA and LTC and issue standing instructions thereof.	
11.15	Formulating Rules, rates and scheme for grant of Housing Building, Loan Conveyance loan and other loan to employees and issue standing instructions thereof.	
14.2A	Constituting Committee	<p>Share purchase expenditure estimate is less than Rs. 25,000/- lower level committee consisting Supdt. And AAO for collecting quotations and making comparative statements shall be constituted.</p>

S.No.	Item of Expenditure Income	Modification / amendment
-------	----------------------------	--------------------------

14.1 Calling tenders

Whereas the expenditure / estimate is less than Rs. 100/- calling there quotations for checking competitive rates is not necessary and the expenditure / purchase on competitive rates shall be certified by the competent authority as per delegation.

10.31 New Delegation
Misc. expenditure concerning repair of locks furniture, fixtures, office equipments Misc. expenditure etc. and purchase of emergent printing and stationery.

Delegated to SA?BO
Conditions:
1. Expenditure upto extent of Rs. 500/- at a time.
2. Expenditure to be justified and attached with expenditure bill.
3. Yearly limit Rs. 5000/-.
4. No administrative approval of Distt. / H.O. required.

Delegation relating to :

1. Soil Testing Laboratories
2. Mobile Testing Laboratory
3. Spray Operations.
4. Packaging Testing Laboratory

S.No.	Item	Delegate d to	Extent & Conditions
-------	------	------------------	---------------------

1. Misc. testing and continent expenditure including payment of bills.

TFS For spray operation and mobile Testing lab.

Manager Mohali Plant. For packing and testing lab

T.O.s For soil Testing Lab.

Conditions:

1. Subject to budget provision.
2. Standing instructions from TFS to be followed.

2. Purchase of equipments, chemicals and classwares

MD Full Powers
As per budget provision.

S.No.	Item	Delegate d to	Extent & Conditions
3.	Consumption of chemicals, glassware and misc. testing material.	TFS	For spray Operation and Mobile Testing Lab.
		Manager Mohali Plant	For Packing Lab.
		T.Os.	For soil Testing Lab.
			<u>Extent & Conditions</u>
			1. Full powers.
			2. Standing instructions from TFS followed.
			3. Proper consumption record shall be maintained.
4.	Approval of payment of purchase bills of chemicals, glassware and equipment.	TFS	The material has been received as per terms and conditions of purchase contract and entered in stock book.
5.	Refund of earnest money security	TFS	As per agreement and tender terms and conditions.
6.	Repair and maintenance of equipment instruments.	TFS	Full Powers Tender terms and conditions.
7.	Hiring of Bldg for laboratories	AHD	Full Powers, as per standing instructions regarding hiring of buildings.
8.	Payment of rent of Lab Building.	TO	As per fixed rent.
9.	To fix up rates of sample Testing on custom basis.	AMD	Full Powers.
10.	To fix up rates of commercial spraying operations.	AMD	Full Powers.
11.	To repair and maintenance	TFS	Full Powers

S.No.	Item	Delegate d to	Extent & Conditions
-------	------	------------------	---------------------

of vehicle under Laboratory.

As per budget provision and standing instructions from CMP.

12. Purchase/ consumption of fuel and oils for Lab vehicles

TFS

Full powers
As per budget provision.
Proper log book to be maintained.

Note: All expenditure, loss, income of Soil Testing Labs, Mobile Testing Lab, Spray Operation and Packaging Testing Lab shall be booked as expenditure transferred to H.O. under head 'Research & Development.

13. Approval of payment of supplier of machinery service equipment to be capitalized

GM/
Manger of
the
concerned
Plant

1. Payments are due as per contract terms and conditions.
2. Machinery received certified as per specifications and terms of contract.
3. Regarding final payment trial runs completed and performance guarantee undertaken as per agreement.
4. Bills scrutinized by Dy. CAO/SAO of concerned plant and his observations considered.
5. Penalty towards default as per contract imposed.

Sd/-
(B.R. Bajaj) IAS
Managing Director

No. Acctts/ LOR/Del. Fin./95/1728

Dated 23rd May, 1995

FINANCIAL POWERS AND DUTIES DELEGATED RELATING TO PADDY TRADING ACTIVITY

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
3.1	Approval of purchase of paddy including payment of market fee, Dami, cess.	DM	<ol style="list-style-type: none"> Purchases must be within frame work of procurement programme and paddy procedure and standing instructions from Chief Manager (Foodgrains) Receipt of purchase claimed in Bills verified by stock holder and Bench Incharge.
3.2	Approval of service charges and incentive to societies.	DM	Rates and policy approved by M.D
3.3	Approval of labour contract for the job to be got done from labour Contractor: a) Fixed Mandi Labour Charges b) Labour and cartage charges	DM	<ol style="list-style-type: none"> Ceiling norms fixed in policy and standing instructions from Chief Manager (Foodgrains) followed. Labour rates are less than rates of PUNSUP of current year and previous rates of Markfed. Copy of labour rate endorsed to foodgrains branch Services verified by stock holder, Branch Incharge.
		CM(FG)	Labour rates are upto 10% more than last year and / or rates of DFS/ PUNSUP of Current Year.
		AMD	Labour rates are more than 10% of previous year and / or rate of DFS PUNSUP of current year.
		MD	Cases of disputed nature
3.4	Approval of special service charges if any on restacking of paddy at storage points and rebagging.	DM	<ol style="list-style-type: none"> Standing instructions of Chief Manager (Foodgrain) followed Expenditure per operation upto Rs. 500/-

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		CM (FG)	Expenditure per operation upto Rs. 2500.
		AMD	Expenditure per operation more than Rs. 2500.
3.5	Approval of Transport Contracts for the job to be got done through Transporter.	DM	<ol style="list-style-type: none"> 1. Transport contracts are based on recommendations of Distt Committee headed by D.C. and standing instructions from Chief Manager (Foodgrains) followed. 2. Rates are less than previous year rates and DFS/ PUNSUP rates. 3. Copy of Transport rates endorsed to Foodgrains Branch. 4. Services verified by stock Holder and Branch Incharge.
		CM (FG)	Transport rates are more upto 10% than last year, rates.
		AMD	Transport rates are more than 10% than last year rates.
		MD	Case of disputed nature.
3.6	Transportation charges on stocks shifted out of District and to MRM (on Mill shifting charges)	CM (FG)	Policy approved followed shifting charges per operation not more than Rs. 10,000.
		AMD	Shifting charges per operation not more than Rs. 50,000/-
	OR	MD	Shifting charges per operation more than Rs. 50,000/-
	Transportation charges from One Miller complex to another under any special and unavoidable circumstances (2 nd shifting charges)		
	OR		
	Transportation charges of shifting paddy from one District to another (Distt. shifting charges)		

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
3.7	Approval of Gunny bales bills and bardana Transportation Bills. Approval of Bardana consumption at the time of Paddy Purchase.		As per delegation under Wheat activity.
3.8	Paddy Shortage / Pilferage, if any, recoverable from Parties / L.C. /TPT Contractor and defaulting stock holder.	DM	1. As per Policy / Procedure and rates conveyed by C.M. (Foodgrains) 2. Inventory record & relevant documents to be verified by Acctt/ Branch Incharge.
3.9	1. Approval of Service equipment i.e. Wooden Crates, Polythene covers, Tarpaulins. 2. Incidental expenses of Service Equipment and degradation and declaring unserviceable of service equipment.		As per delegation under Wheat activity.
3.10	Rental charges on Service Equipment, if any, hired or given on hire from / to other agencies and or Private Parties.	CM (FG)	Policy and norms and rate approved followed.
3.11	Repair & Maintenance of service equipment.	D.M.	Instructions of C.M. (Foodgrains) followed.
3.12	a) Approval of Security Contract for Watch & Ward jobs to be got done through Service Contractor. b) Approval of Security Service bills for watch and ward.	SAO Distt.	As per delegation under Wheat activity.
3.13	Release of dues to suppliers / customers / Contractors.	SAO Distt.	1. Payments are due as per agreement. 2. Amount recoverable adjusted

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			before due payments.
3.14	Milling charges bills	SAO Distt.	<ol style="list-style-type: none"> 1. As per rates fixed by DFS/ conveyed by C.M. (foodgrains) 2. Milling charges are adjusted, if any, dues are recoverable from Miller.
3.15	Driage allowance on Paddy Milling	SAO Distt.	As per out turn ratio and rate and norms fixed by D.F.S. and conveyed by CM (foodgrains)
3.16	Issue Release Order for delivering Paddy to Millers for Milling.	SAO Distt.	<ol style="list-style-type: none"> 1. Policy / instructions from C.M. (Foodgrains) followed. 2. Documents of Rice delivery, guarantees and / or cost of Bardana, quality cuts and other dues recovered.
3.17	Release of Earnest Money / Security	SAO Distt.	<ol style="list-style-type: none"> 1. Payment are due as per agreement. 2. Amount adjusted, if any, dues are recoverable from Mills / Parties concerned.
3.18	Hiring of godowns / open plinths.	CM (FG)	Policy norms approved followed.
3.19	Advertisement of Tender Notice	Dy Director (Pub. & PR)	<ol style="list-style-type: none"> 1. Policy rate and norms of Press Advertisement followed. 2. Tender Notice and Services approved by CM (F).
3.20	Approval of Sale Bill of Rice including realization of payment in time.	DM	<ol style="list-style-type: none"> 1. Policy, Procedure, Rates, norms approved followed. 2. Rice sold to FCI as per policy.
		AMD	<ol style="list-style-type: none"> 1. Rice sold to Private Trade & Policy approval obtained. Bill at cost plus basis.
		MD	Export and sale to financial institutions at subsidized rate.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
3.21	Recovery of amount of any quality cuts on rice and gunnies delivered by Millers to FCI or shortage of paddy	DM	Policy and norms approved followed.
		CM (FG)	Above norms amounting upto Rs. 2500/- per case considered and relaxed.
		AMD	Above norms amounting upto Rs. 10000/- considered and relaxed.
		MD	Norms over and above Rs.10000/- considered and relaxed.
3.22	Waiving off of penalty / interest on account of late milling	DM	Policy and Norms approved followed.
		CM (FG)	Over and above norms amount upto Rs. 2500/- considered and relaxed.
		AMD	Over and above norms amount upto Rs. 10000/- considered and relaxed.
3.23	Extension of Milling Points	MD	Recommended by CM (Foodgrains) CAO and AMD considered.
3.24	Insurance Chages	SAO (G)	1. Policy and standing instructions from CAO followed. 2. Insurance risks and extent covered as per indent of CM (FG).
3.25	Dumping of contaminated stocks by floods.	AMD	Stocks declared unfit for human consumption / Animal consumption Dumping cost upto Rs. 15000 per case.
		MD	Stocks declared unfit for human consumption / Animal Consumption. Dumping cost exceeding Rs. 15000 per case.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
3.26	Financial duty of a) Recovery of verified cases of shortage of paddy, rice, gunny, bales and service equipments. b) Recovery of recoverable due from contractors, customers, suppliers, FCI Miller and employees. c) Maintenance of statutory accounts and stocks records pertaining paddy, rice, gunny bales and service equipments.		As per delegation under wheat activity.
3.27	Casual appointment of labour in the event of failure of Regular Labour contractor at any purchase centre as emergency.	DM	1. Standing instructions followed. 2. Amount operated at a time upto Rs. 5000. 3. Report sent to C.M. (Foodgrains)
		CM (FG)	Amount operated at a time upto Rs. 10000.
		AMD	Amount operated at a time exceeds Rs. 10000.

FINANCIAL POWERS AND DUTIES DELEGATED RELATING TO FERTILIZER TRADING ACTIVITY

SECTION NO	HEAD/ ITEM OF EXPENDITURE/ INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
4.1	Approval of purchase of Fertilizer		
	a) Decontrolled (Imported) Fertiliser	M.D.	1. Purchase and distribution policy and standing instructions from State Govt. R.C.S. and B.O.D. followed.
	b) Controlled & Decontrolled Indigenous Fertiliser.	A.M.D.	1. Purchase & distribution policy of State Govt. and R.C.S. and standing instructions followed. 2. Purchase and distribution and policy programme got approved.
4.2	Approval of payment of Purchase Bills.	C.M. (i)	1. Provided the material has been received as per terms and conditions of purchase contract.
4.3	Approval of Import handling Contract	M.D.	1. Govt. instructions if any to be considered.
4.4	Approval of payment of import handling charges.	C.M. (I)	1. Provided the stocks have been received as per contract and payment due as per terms of contract.
4.5	Approval of Labour Contract for the job to be got done from Labour Contractor.	D.M.	1. Policy norms and standing instructions from C.M. (I) followed. 2. Labour rates at par with Wheat Activity / PSWC 3. Copy of labour rates endorsed to C.M. (I) 4. Services verified by stock holder and Branch I/C
		C.M. (I)	Labour rates upto 10% more than last year rates.
		A.M.D.	Labour rates more than 15% than last year rates.
		M.D.	Only in cases of disputed nature.

SECTION NO	HEAD/ ITEM OF EXPENDITURE/ INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
4.6	Approval of Transport Contracts on fresh receipt.	C.M. (I)	1. Contractor appointed as per policy approved.
4.7	Approval of Transport Contracts on shifting after storage.	C.M. (I)	1. Contractor appointed as per policy approved. 2. The stocks are shifted within the district and sold out.
		A.M.D.	1. Contractor appointed as per policy. 2. Stocks are shifted to other district and sold out.
		M.D.	Stocks shifted from one district to another but not sold out.
4.8	Shifting of Fertiliser from one godown to another.	D.M.	1. Circumstances to be justified by B.O / F.S.O. and recorded. 2. Amount per operation upto Rs.1000/- only.
		C.M. (I)	Amount per operation upto Rs.5000/-.
		A.M.D.	Amount per operation exceeding Rs. 5,000/-.
4.9	Payment of Rebagging & standardization including cost of gunny bags and incidentals thereof.	C.M. (I)	1. Reasons justified and recorded. 2. Amount per case upto Rs.5,000/-
		A.M.D.	Amount per operation exceeding Rs. 5,000/-.
4.10	Approval of rates for adjustment of cost of fertilizer to and by Granulation plants.	C.M (i)	As per Policy approved.
4.11	Storage charges (rent) to be paid to C.M.S's PSWC/ C.W.C. / Private parties.	D.M.	As per policy approved.
4.12	Refund of security / earnest money to the parties	D.M.	As per policy approved As per agreement / tender terms payments due.

SECTION NO	HEAD/ ITEM OF EXPENDITURE/ INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
4.13	Payment of Testing fee, Analysis fee License fee and other rates and taxes as per fertilizer control order.	D.M / C.M (I)	As per actual.
4.14	Incentive / Commission to Member Societies	D.M	As per policy approved.
4.15	Casual arrangement of labour in the event of failure of regular L/C at any branch	D.M	The rates are not more than exiting approved rates. Intimation to be given to C.M(I)
		C.M (I)	Rates are upto 10% more than existing rates.
		A.M.D.	Rates are more than 10% of the existing rates.
4.16	Advertisement of Tender Notice	Dy Director (Publicity & PR)	1 Policy, rates and norms of advertisement followed. 2. Tender Notice and service verified by C.M. (I)
4.17	Sales / Business Promotion Exp.	C.M. (I)	1 As per policy approved. 2. Expenditure upto Rs. 10,000 per season.
		A.M.D.	Expenses upto Rs. 25,000/- per season.
		M.D.	Expenses exceeding Rs.25,000/- per season.
4.18	Disposal of unserviceable bags / rags	C.M (I)	Policy approved followed.
4.19	Approval of sale bills of Fert. Including realization of payments in time.	D.M.	Policy, procedure, rates and norms approved followed.
4.20	Disposal of Sub-standard / damaged fertilizers	C.M. (I)	1. Stock declared unfit or sale / reprocessing by competent authority. 2. Cost of damaged stock upto

SECTION NO	HEAD/ ITEM OF EXPENDITURE/ INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			Rs. 5,000/- per case.
		A.M.D.	Cost of damaged stock upto Rs. 15,000/- per case.
		M.D.	Cost of damaged stock more than Rs. 15,000/- per case.
4.21	Insurance Charges	S.A.O. (G)	1. Policy and standing instructions from C.A.O followed. 2. Insurance risk & extent of covering as per indent of CM(I)
4.22	Recovery of shortages / damages cost of fertilizer from Suppliers / employees	D.M.	Policy and norms approved followed.
		C.M (I)	Above norms and upto Rs.500/- per case condoned and relaxed. \
		A.M.D.	Above norms and upto Rs.5000/- per case condoned and relaxed
		M.D.	Cases of shortages above norms more than 5000/- per case.
4.23	Financial duty of recovery of certified shortage of fertilizers from Suppliers / Stock holders	D.M.	1. Entry in shortage control register as per standing instructions from CAO effected. 2. Amount recovered or legal proceedings initiated or action for write off action intimated within a month from the date of identification. 3. Review and report on each case to C.M. (I) on monthly basis
		C.M (I)	1. Review and report on each case to AMD and CAO on monthly basis. 2. Arrear review arranged in monthly DM's meeting.
4.24	Financial duty of	D.M.	1. Records / accounts are

SECTION NO	HEAD/ ITEM OF EXPENDITURE/ INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	maintenance of statutory accounts and stock records upto trial and profit and loss and Balance sheet pertaining to Fertilizer activity.		maintained on day to day basis and reconciled each month and updated.
		2	Standing instructions from CAO followed and audit compliance made in time.
		3	Monthly trials prepared and sent to C.M (I) & CAO.
		C.M. (I)	1. Consolidated central records and trials prepared and reconciled on monthly basis.
			2. Standing instructions from CAO followed and audit compliance given to audit.
			3. Monthly consolidated trial got prepared and sent to AMD & CAO.

**FINANCIAL POWERS AND DUTIES DELEGATED TO COTTON TRADING
ACTIVITY AND GINNING AND PRESSING FACTORIES, AUTHORITY OSD (C)
COTTON CELL, BATHINDA IS EQUATED TO SR. MANAGER (C)**

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
5.1	Approval of purchase of cotton including payment of market fee Demi-cess.	Sr. Manager (C)	<ol style="list-style-type: none"> 1. Purchase must be within frame work of procurement programme and policy procedure and standing instructions from C.M. (Cotton) followed. 2. Receipt of purchase demand and bills verified by Purchase Centre Incharge.
5.2	Approval of service charges and Incentive of Societies	Sr. Manager (C)	Rates and policy approved.
5.3	Approval of packing material required for Markfed Ginning & Pressing Factories.	C.M. (C)	<ol style="list-style-type: none"> 1. Purchase within frame work of production programme of season; 2. Purchase policy and procedure followed. 3. Purchase Committee consist : Sr. Manager (C) and Local Dy. CAO / SAO and one Manager of G&P Factory.
5.4	Approval of purchase of spare parts directly for use in repair and maintenance and local repair of Markfed G&P Policy.	Sr. Manager (C)	<ol style="list-style-type: none"> 1. Standing procedure followed. 2. In case purchase at a time exceeds Rs. 20,000/- . Project Engineer to be associated
5.5	Approval of Consumable Store for G&P Factory	Sr. Manager (C)	Total quantity in the store requirement of G&P Factory should not exceed requirement of season.
5.6	Approval of electricity and coal bills of G&P Factories	Sr. Manager (C)	<ol style="list-style-type: none"> 1. Bills scrutinized by local Dy. CAO / SAO

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
5.7	Approval of labour contract for the job to be got from Labour at Cotton Purchase Centre & Markfed G&P Factories.	Sr Manager (C)	1. Subject to ceiling of norms fixed in policy and procedure followed. 2. Labour rates are less than CCI rates and / or at par to last year rates.
		CM (C)	Labour rates are upto 10% than last year's rates or CCI rates.
		AMD	Labour rates are exceeding 10% more than last year's rates or CCI rates.
		M.D.	Cases of disputed nature, if any.
5.8	Approval of Transport Contract for the job to be got done through transporter in respect of Raw Cotton and Cotton Seed / Bales.	Sr. Manager (C)	1. Procedure norms and standing instructions from CM (C) followed. 2. Rates are less than CCI rates or upto last year's rate.
		C.M. (C)	Rates are upto 10% rates or upto last year's rates.
		AMD	Rates are more than 10% of last year's rates.
		M.D.	Cases of disputed nature.
5.9	a) Casual arrangement of labour in case of failure of regular labour contractor or casual operation. b) Casual arrangement of transport in case of failure of regular transporter or casual operation.	Sr. Manager (C)	1. Justification recorded and procedure followed. 2. Expenditure amounting upto Rs. 5,000/- per operation.
		C.M. ©	1. Expenditure amounting more than Rs. 5,000/- per operation.
5.10	Approval of local & repair/ maintenance of office and commercial vehicle.	Sr. Manager (C)	1 Norms fixed by Vehicle Branch followed.
5.11	Approval of hiring of	Sr.	1 Policy, rates and norms

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	godowns for storage of cotton seed and bales.	Manager (C) CM(C)	followed. 1. Godown hired over and above norms and rates fixed.
5.12	Approval of purchase of service equipment, wooden crates, polythene covers etc.	C.M. (C) AMD	1 Purchases are within frame work of procurement policy and administrative approval taken. 1. Purchase exceeding policy / norms.
5.13	Shifting of Raw Cotton Cotton bales and stock articles from one place / godown to other	Sr. Manager (C)	1. Policy, norms, if any, fixed followed.
5.14	Approval of testing charges and issue of free samples.	Sr. Manager (C)	1. Norms fixed followed.
5.15	Sale of waste rolls, burnt cotton un-serviceable articles having NIL value.	Sr. Manager (C)	1. Policy & norms fixed, if any, followed.
5.16	Sanctioning expenditure of various heads / items of general administrative and Establishment expenses.	Sr. Manager (C)	1. Ceiling fixed on head of item in financial delegation for general administrative and establishment expenses scheme followed.
5.17	To fix prices of finished products, contract sale of the finished products, rates of commission brokerage and commission agent.	Sr. Manager (C) C.M. (C) A.M.D. M.D.	1. Sales policy, procedure, norms approved followed. 2. Prices fixed on cost plus basis and sales contract reports sent to C.M. (C) and Local Dy. CAO / SAO on daily basis. Sales contracted pertain bales to National Institutions; Prices fixed not meeting the cost; Prices fixed not meeting direct cost; Export of bales.
5.18	Approval of security	Sr.	1. Security contracts with PESCO

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	charges bills for the watch and ward service from security contractor	Manager (C)	/ Ex-Servicemen or other contracts approved by H.O followed
5.19	Insurance Charges	Sr. Manager (C)	1. Standing instructions from CAO followed.
5.20	Appointing Clearing Agent for export;	M.D.	1 Policy, procedure followed.
5.21	Waiving off quality cuts on products imposed by customers.	Sr. Manager (C)	1. Policy & norms approved, followed.
		C.M.(C)	1. Above norms upto Rs. 5,000/- per month considered and norms relaxed.
		A.M.D.	1. Above norms upto Rs. 10,000/- per month considered and norms relaxed
		M.D.	1. Above norms more than Rs. 10,000 per month considered and norms relaxed;
5.22	Declaring service equipments as un-serviceable i.e wooden crates, poly covers etc.	Sr. Manager (C)	1. Norms and policy followed.
		C.M (C)	1. Over and above norms amounting upto Rs. 10,000/- considered and norms relaxed.
		A.M.D.	1. Over and above norms exceeding Rs. 10,000/- considered and norms relaxed.
5.23	Approval of hiring of private G&P Factories	C.M. (C)	1. Policy and norms followed; 2. Previous year contract extended.
		A.M.D.	1 Rates increased or new G&P Factories hired.
5.24	White washing and emergent repair of godowns	Sr. Manager (C)	1. Standing instructions from S.E. followed; 2. Local Asstt. Engineer associated while engaging civil

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			contractor for job.
			3. Expenditure upto Rs. 10,000/- at a time.
		C.M (C)	Expenditure upto Rs. 25,000/- at a time.
5.25	Disposal of damaged cotton seed / bales / cotton	Sr. Manager (C)	Policy, procedure followed and value not exceeding Rs. 1.00 lac per case.
		C.M. (C)	Value not exceeding Rs. 5 lac in each case.
		A.M.D.	Value exceeding Rs. 10 lac in each case.
5.26	Financial duty of product yield target achieved.	Sr. Mgr (C)	Policy and norms achieved.
		C.M. (C)	Norms not achieved upto Rs.5,000/- per G&P factory per month considered and relaxed;
		A.M.D.	Norms not achieved upto Rs.25,000/- per G&OP factory per month considered and relaxed;
		M.D.	Norms not achieved exceeding Rs. 25,000/- per month per G&P Factory considered and relaxed.
5.27	Financial duty of recovery of verified cases of shortages of cotton packing material and cottonseed and bales.	Sr. Manager (C)	1. Entry in Shortage Control Register as per standing instructions from CAO followed.
			2. Amount recovered or legal recovery or write off action initiated within the month of identification
			3. Review and send report on each case on monthly basis to C.M. (C)
		C.M (C)	1. Review and send report on each case to AMD and CAO on monthly basis ;
			2. Arrange review in monthly meeting.
5.28	Financial duty of recovery	Sr.	1. Amount recovered or adjusted

SECTION NO	HEAD/ ITEM OF EXPENDITURE /INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	of recoverable from contractors, customers, suppliers and employees;	Manager (C)	by due date.
			2. Legal recovery or writ off action initiated on recoverable of doubtful nature;
			3. Reconcile, review and send report on each case to C.M. (Cotton)
		C.M. (C)	1. Review and send report on each case to AMD and CAO on monthly basis;
			2. Arrange review in monthly meetings .
5.29	Financial duty of maintenance of statutory accounts record upto preparation of Balance sheet and Profit and Loss A/c sheet for each Markfed G& P Factory	Sr. Manager (C)	1. Inventory and Accounts record maintained on day to day basis;
			2. Standing instructions from CAO followed and Audit Compliance given in time.
			3. Monthly trials and each G&P factory cost-sheet prepared and sent to C.M (Cotton).
		C.M. (C)	1. Consolidated Control Records reconciled on monthly basis.
			2. Standing instructions from CAO followed and audit compliance given in time.
			3. Monthly Profit and Loss A/c and Cost Sheet for each markfed G&P Factory given to AMD & CAO.

FINANCIAL POWERS AND DUTIES DELEGATED RELATING TO MARKFED MODERN RICE MILLS HEADED BY MANAGER AND SUPPORTED BY SAO / AAO

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
6.1	Approval of purchase / transfer of paddy required for the Mill	Manager (MRM)	<ol style="list-style-type: none"> 1. Purchase must be within frame work or production programme approved for the period. 2. In making the purchase / transfers from districts, the policy and procedure and standing instructions from Sr. Manager (P&R) followed.
6.2	Approval of purchase of gunny bales and other packing material including incidental expenses thereof.	Manager (MRM) Sr. Manager I/C A.M.D.	<ol style="list-style-type: none"> 1. Purchase / transfer must be within the frame work of production progrmame approved for the plant for the period. 2. In making the purchase / transfer, the procedure issued in the standing orders from Sr. Manager (P&R) strictly observed. 3. Purchases amounting upto Rs. 1 lac at a time. Purchase ./ transfer at a time upto Rs. 5 lac. Purchase / transfer more than Rs. 5 lac at a time.
6.3	Approval of purchase of consumable stores for the Mill.	Manager (MRM) Sr Manager I/C	<p>Subject to maximum of Rs.25,000/- at a time, following purchase procedure and standing instructions.</p> <p>Purchase exceeding Rs.25000/- at a time.</p>
6.4	Approval of purchase of spare parts for repair and maintenance of plants including annual repair and local repair of plants.	Manager (MRM)	<ol style="list-style-type: none"> 1. Standing instructions and purchase / repair procedure followed. 2. Purchase at a time not exceeding Rs. 25,000/-

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		Sr. Manager I/C	Purchase exceeding Rs.25,000/- at a time.
6.5	Approval of transport contractor for the job to be got done through contractor on purchase / sales.	Sr. Manager I/C A.M.D. M.D.	Rates are less than previous year and DFS/ PUNSUP rates. Rates are upto 10% more than previous year rates. Rates are more than 10% of previous year.
6.6	Approval of rates of freight payable on purchase / sale other than Transport Contractor	Sr. Manager I/C AMD	Amount not exceeding Rs.5000/- per operation at a time. Amount exceeding Rs. 5,000/- per operation at a time.
6.7	Approval of labour contractor for the job to be got done under labour contract a) Fixed Mandi Labour Rates. b) Labour & Cartage for handling and storage milling paddy and storage of products including paddy	Sr. Manager (C) A.M.D. M.D.	1. Ceiling, norms fixed in policy followed. 2. Labour rates are less than DFS/ PUNSUP and previous year's rates of Mill. Labour rates are more but not exceeding 10% of previous year rates of the Mill. Labour rats are exceeding 10% of previous year rats.
6.8	Approval of special service charges if any on re-stacking of paddy rice and bi-products and rebagging and shifting within the mill.	Manager (MRM) Sr Manager I/C A.M.D.	1. Standing instructions followed. 2. Expenditure per operation upto Rs. 500/- Expenditure per operation upto Rs. 2500/- Expenditure exceeding Rs.2500/- per operation.
6.9	Transportation charges of	C.M. (FG)	1. Policy approved is followed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	paddy shifted out of the district to MRM.		2. Shifting charges per operation not more than Rs. 10,000/-.
		A.M.D.	Shifting charges per operation not more than Rs. 50,000/-
		M.D.	Shifting charges for operation more than Rs. 50,000/-.
6.10	Paddy / Rice & Bi-products shortages/ pilferage if any recoverable from L/C TPT. Contractors and / or defaulters / stock holders.	Manager (MRM)	1. As per policy, procedure and rates approved. 2. Inventory record & relevant documents verified by stock Holder and Accounts- I/C
6.11	Approval of purchase / transfer of service equipment i.e. wooden crates, polythene covers, Tarpaulines.	Sr. Manager I/C	1. Purchases are within the framework of requirement. Policy of purchase / transfer followed. 2. Purchase / transfer upto Rs.50,000/- at a time.
		A.M.D.	Purchase / transfer more than Rs. 50,000/- at a time.
6.12	Repair & maintenance of Service equipment	Manager (MRM)	Standing instructions from Sr. Manager (P&R) followed.
6.13	Rental charges on service equipment if any, hired from other agencies / private traders.	Sr. Manager I/C	Policy and norms and rate approved followed.
6.14	Service equipment down gradation and declaring unserviceable	Sr. Manager I/C	Within norms and policy.
		A.M.D.	Over and above norms upto amounting to Rs. 10000/-
		M.D.	Over and above norms exceeding Rs. 10,000/-
6.15	Approval of security contracts for the watch and ward job to be got done through PESCO and other Contractors.	A.M.D.	Policy, procedure, rates and norms approved.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
6.16	Approval of Service Charges bills of Watch and Ward from Security Contractor	Manager (MRM)	1. Security contract terms and rates followed. 2. Service verified by Stock Holder and Accounts I/C.
6.17	White Washing and urgent repairs of Godowns and Factory building.	Manager (MRM)	1. Policy, procedure and standing instructions from S.E. followed. 2. Local Asstt. Engineer (Civil associated while engaging civil contractor for the job. 3. Expenditure upto Rs. 10,000/- at a time.
		Sr. Manager I/C	Expenditure upto Rs 25,000/- at a time.
6.18	Engaging Clearing Agent, Commission Agent & Broker	A.M.D.	Policy, procedure and norms approved followed.
6.19	Approval of power and energy bills.	Manager (MRM)	Payment released on due date after proper scrutiny.
6.20	Advertisement & Publicity	Dy Director (Publicity & PR)	1. Policy, rates, norms of press advertisement followed. 2. Tender Notice & Service verified by S.M. (P&R)
6.21	Sales Promotion	Manager (MRM)	1. Policy procedure, norms & rates approved. Annual expenditure upto Rs.5,000/-
		Sr. Manager I/C	Annual expenditure upto Rs.15000/-
		A.M.D.	Annual expenditure upto Rs.25,000/-
		M.D.	Annual expenditure exceeding Rs.25,000/-
6.22	Waiving off, Quality cuts on Rice delivered to FCI or on sale of other	Manager (MRM)	Policy & norms approved followed.
		Sr.	Above norms upto Rs. 2500/-

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	products.	Manager I/C	PM condoned and relaxed.
		A.M.D.	Above norms upto Rs. 10,000/- P.M . condoned & relaxed.
		M.D.	Above norms above Rs. 10,000/- P.M. condoned & relaxed.
6.23	Insurance Charges	Sr.A.O. (G)	Policy & standing instructions from CAO followed. Insurance Risk & extent covered as per indent of Sr. Manager (P&R)
6.24	Release of dues to Suppliers / Customers & Contractors	Manager (MRM)	Payments are due as per agreed amount due / recoverable adjusted.
6.25	Approval of consumption of Paddy	Manager (MRM)	Daily Consumption register authenticated
6.26	Release of Earnest Money / Security	Manager (MRM)	Payments are due as per agreed amount recoverable adjusted.
6.27	Approval of Sale Bills of Rice & other products.	Manager (MRM) Sr. Manager I/C A.M.D.	1. Policy, procedure, Rats & norms approved followed. Rice and other products sold to private trade. Sale contracted at a time not exceeding Rs. 50,000/- Sales contracted at a time exceeding Rs. 50,000/-
6.28	Purchase of locks and repair of weighing machines and other services equipment.	Manager (MRM)	Subject to norms fixed followed.
6.29	Administrative and Establishment expenses	Manager (MRM)	Norms of heads/ items of expenditure under Estt. And Administrative expenses schemes followed.
6.30	Financial duty of	Manager	1. Norms of policy followed and

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	production yield targets achieved.	(MRM)	achieved.
		Sr. Manager (I/C)	2. Norms not achieved to be reported with amount to Sr. Manager (P&R)
		A.M.D.	1. Norms amounting to Rs. 5000/- per month condoned and relaxed.
		M.D.	Norms amounting upto Rs.25000/- per month condoned and relaxed.
			Norms exceeding Rs. 25000/- per month condoned and relaxed.
6.31	Financial duty of recover of verified shortage of paddy, Rice, Bi-products, gunny bags & service equipment.	Manager (MRM)	1. Entry in shortage control register made as per standing instructions from CAO effected.
			2. Amount recovered or legal recovery or write off action intimated within the month of identification
			3. Review and report on each case on monthly basis sent to Sr. Manager I/C. (H.Q.)
		Sr. Manager I/C	1. Review and report on each case to AMD and CAO on monthly basis.
			2. Arrange review in monthly meetings of the Managers MRM's
6.32	Financial duty of recovery of dues recoverable from Contractors, Customers, Suppliers, and employees.	Manager (MRM)	1. Amount recovered or adjusted by due date.
			2. Legal recovery or write off action intimated on recoverable of doubtful nature.
			3. Reconciliation and review of recoverable on monthly basis. Case under arbitration, administrative or civil proceedings action to be reported to Sr. Manager I/C HQ.
		Sr.	1. Review and report each case

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		Manager I/C	to AMD and CAO on monthly basis.
			2. Arrange review in monthly meetings of the Managers MRM's.
6.33	Financial duty of maintenance of statutory accounts stocks records upto preparation of P&L & Balance Sheet of the Mill	Manager (MRM)	1. Records are maintained on day to day basis and monthly reconciled.
			2. Standing instructions from CAO followed and audit compliance given in time.
			3. Monthly Trials prepared and submitted to Sr. Manager Incharge & CAO.
		Sr. Manager I/C	1. Consolidated central records and trials of mills reconciled on monthly basis.
			2. Standing instructions from CAO followed and audit compliance given in time.
			3. Monthly Trial and Profit statement sent to AMD & CAO.

**FINANCIAL POWERS AND DUTIES DELEGATED TO BIG SIZE MARKFED
PLANTS KHANNA, KAPURTHALA, AND GIDDERBAHA HEADED BY G.M.
SUPPORTED BY DY. CAO.**

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
7.1	Approval of purchase contracts and release of payment of all type of Raw Materials.	G.M. Plant	1. Purchase within the framework of production programme approved. 2. Purchase procedure and standing instructions from CAO followed. 3. Purchase recommended by Committee of Commercial Manager and Dy. CAO.
		A.M.D.	Material received not as per terms and conditions and payments / cuts disputed or to be relaxed.
7.2	Approval of purchase of all type of packing / containers materials and release of payment on due date.	G.M.	1. Purchase within the frame work of production programme approved. 2. Purchase procedure and standing instructions from CAO followed. 3. Purchase recommended by Committee of Commercial Manager and Dy. CAO.
		A.M.D.	4. Material received as per contract terms and specifications or penalty / cut imposed as per terms of the contract. Material received not as per specifications or contract terms and penalty / cuts disputed or to be relaxed.
7.3	Approval of purchase of Spare Parts directly used in repair and maintenance and local repair of the plant and machinery and service equipment.	G.M.	1. Standing procedure followed. 2. In case where purchase at a time exceeds Rs. 40,000/- P.E. to be associated.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
7.4	Approval of purchase of consumable stores.	G.M.	1. Total quantity in the Store should not exceed required for the season.
7.5	Approval of Labour Contract from the job to be got done from contract labour.	G.M	1. Tender procedure followed. 2. Tender committee consists of DY. GM , Dy. CAO & Comm. Manager of the plant.
7.6	Approval of Transport Contract for the freight payable on purchase / sale.	G.M	1. Tender procedure followed. 2. Tender Committee consists of Dy. G.M Dy CAO & Commercial Manager of the Plant.
7.7	Casual arrangement of labour in case of failure of regular labour contractor or casual operation.	G.M.	1. Justification recorded and procedure followed.
7.8	Casual arrangement of Transport in case of failure of regular Transport Contractor or Casual Transport Operations.	G.M.	1. Justification recorded and procedure followed.
7.9	Approval of electrical / coal expenses.	G.M.	1. Norms fixed achieved and bills scrutinized by Dy CAO
7.10	Approval of fuel & repair and maintenance of office and commercial vehicles.	G.M.	1. Norms fixed by Vehicle Branch H.O. followed.
7.11	Transit shortage, storage loss and quality cuts.	G.M.	1. Policy, procedure and norms approved followed.
		A.M.D.	1. Norms not achieved and amounting upto Rs. 25,000/-.
		M.D.	Norms not achieved amount more than Rs. 25,000/-.
7.12	Laboratory/ Testing Charges	G.M.	Norms fixed if any followed.
7.13	To sanction expenditure	G.M.	1. Ceiling fixed on the heads /

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	on various heads of general administration and Establishment		items of expenditure in financial delegation or general administrative establishment expenses followed.
7.14	To fix price of finished products / contract sale of finished goods and rate of commission, brokerage, clearing charges and commission agents.	G.M	1. Price fixed on cost plus basis and daily sale contract report sent to AMD and local Dy. CAO
			2. Sale policy and procedure approved followed.
		C.M (M)	1. Sale through Marketing Branch H.O.
		A.M.D.	Prices fixed not meet costs.
		M.D.	Prices fixed not meet cash sale to Govt. Institutions, Corporations at subsidized rate and export.
7.15	Depot Marketing expenses.	G.M.	Policy, procedure, norms and standing instructions from C.M (Mktg.) followed.
7.16	Whitewashing and emergent repair to Godowns and factory buildings.	G.M.	1. Policy, procedure and standing instructions from S.E. followed.
			2. Local A.E. Civil associated while engaging Civil Contractor.
			3. Expenditure upto Rs. 25,000/- at a time.
7.17	Approval of service charges bills for the watch and ward service from the Security Contractor engaged by HO	G.M.	1. Security contract approved by H.O
			2. Norms of security service followed.
7.18	Waiving off quality cuts on production imposed by Customers.	G.M. A.M.D.	1. Policy norms approved followed.
			2. Above norms upto Rs. 25000/- per month condoned and norms relaxed.
7.19	Write off shortages / contaminated or shelflife of	G.M. / C.M. (Mktg.)	Policy norms approved followed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	products expired.	A.M.D.	Above norms upto Rs. 25,000/- per month.
		M.D.	Above norms exceeding Rs. 25,000/- per month condoned and norms relaxed.
7.20	Appointment of Dealers	C.M. (Mktg)	Policy and guidelines approved followed.
7.21	Approval of Agent, C&F Agent / Depots	A.M.D.	1. Policy & guidelines followed. 2. Financial viability scrutinized by CAO
7.22	Financial duty of recovery of production yield target achieved.	G.M. A.M.D.	Policy and norms achieved. Norms not achieved amount upto Rs. 50,000/- PM condoned and relaxed.
		M.D.	Norms not achieved and expenditure Rs. 50,000/- condoned and relaxed.
7.23	Financial duty of recovery of verified cases of shortages of material, packing , material store, products and service equipment.	G.M Sr. Manager (I/C HO)	1. Entry in Shortage Control register as per standing instructions from CAO effected. 2. Amount recovered or legal recovery or write off action intimated within the month of identification. 3. Review and report on each case to AMD. 1. Review and report on each case to AMD & CAO on monthly basis. Also to arrange to review in monthly meetings of the G.M's.
7.24	Financial duty of recovery of amount recoverable from Contractors, Customers Suppliers and other parties.	G.M.	1. Amount recovered or adjusted by due date. 2. Legal recovery or write off action initiated on recoverable of doubtful nature. 3. Reconciliation, review and report on each case to SR.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			Manager I/C at H.O.
		Sr. Manager (I/C) (HO)	<ol style="list-style-type: none"> 1. Review and report on each case to AMD and CAO on monthly basis 2. Arrange review in monthly meetings.
		C.M. (Mkg)	Ensure recovery of Sale proceeds in terms of sale effected through marketing branch H.O
7.25	Financial duty of maintenance of Statutory accounts records upto preparation of Profit & Loss A/c and Balance sheet of the plant.	G.M.	<ol style="list-style-type: none"> 1. Stock and Accounts Books maintained on day to day basis and monthly reconciled and to ensure Audit Compliance. 2. Standing instructions from CAO followed. 3. Monthly trial and P&L statement sent to Sr. Manager I/C (H.O.)
		Sr. Manager I/C (H.O.)	<ol style="list-style-type: none"> 1. Consolidation of central records reconciled on monthly basis. 2. Standing instructions from H.O. & audit compliance given in time. 3. Monthly Trial & P&L a/c statement given to AMD & CAO.

**FINANCIAL POWERS AND DUTIES DELEGATED TO MARKFED AGRO
CHEMICAL MOHALI (MEDIUM SIZE PLANT) HEADED BY DY. G.M. / SR.
MANAGER SUPPORTED BY SR. A.O**

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
8.1	Approval of purchase contract of all type of Raw Material	AMD	<ol style="list-style-type: none"> 1. Purchase within frame work of production programme approved. 2. Purchase procedure and standing instructions from CAO followed. 3. Purchase recommended by Committee consisting Sr. Manager I/C (HO) Dy. CAO and Sr. Manager Plant.
8.2	Approval of payment of Raw material purchase contracts.	Dy. G.M. (Plant)	<ol style="list-style-type: none"> 1. Material received as per specification terms of contract. 2. Payment due as per contract term.
		Sr. Manager I/C (HO)	<ol style="list-style-type: none"> 1. Material received not as per contract terms and specification and penalty as per contract imposed.
		A.M.D.	Material received not as per contract terms and specification and penalty / cuts disputed or to be relaxed.
8.3	Approval of purchase of all type of packing container machines.	Dy. C.M. Plant	<ol style="list-style-type: none"> 1. Purchase within frame work of production programme approved. 2. Purchase procedure and standing instructions from CAO followed. 3. Purchase Committee consisting of Sr. Manager Plant SAO Plant & SAO (P).
8.4	Approval of payment of packing material purchase contracts.	Dy G.M Plant	<ol style="list-style-type: none"> 1. Packing material received as per contract terms. 2. Payment due as per contract terms. 3. Penalty as per contract wherever applicable imposed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		Sr. Manager I/C HO	Material not received as per contract term and / or specification and penalty / cut disputed.
8.5	Approval of purchase of spare parts directly for use in repair and maintenance and local repair of the plant and machinery and service equipment.	Dy. GM Plant	1. Standing procedure followed. 2. In cases where purchases at a time exceed Rs. 10,000/-, project Engineer to be associated.
8.6	Approval of consumable store for plant requirement.	Dy GM Plant	Total Quantity in the store should not exceed requirement of season.
8.7	Approval of labour contracts for the job to be got from labour.	Sr. Manager I/C Plant	Tender procedure followed and Tender Committee consisting Dy GM Plant, SAO Plant & Dy CAO.
8.8	Approval of Transport contracts for the freight payable on purchase and sale.	Sr. Manger I/C Plant	Tender procedure followed and Tender Committee consisting Dy GM Plant, SAO Plant & Dy CAO.
8.9	Casual arrangement of Labour in case of failure of regular labour contractor or casual operation.	Dy GM Plant	1. Justification recorded and procedure followed. 2. Expenditure amount upto Rs. 5000/- per operation/
		Sr. Manager I/C H.O	Expenditure amounting more than Rs. 5000 per operation.
8.10	Casual arrangement of Transport in case of failure of regular Transport contractor or casual Transport Operator.	Dy. GM Plant	1. Justification recorded and procedure followed. 2. Expenditure amount upto Rs. 5000/- per operation.
		Sr. Manager I/C HO	Expenditure amount more than Rs. 5000/- per operation.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
8.11	Approval of Electricity and Coal expenses.	Dy GM Plant	Bills scrutinized by local SAO.
8.12	Approval of fuel and repair maintenance of office and commercial vehicle.	Dy. GM	Norms fixed by vehicle branch HO followed.
8.13	Transit shortage, storage, losses of material and products.	Dy GM	Policy procedure norms approved followed.
		Sr. Manager I/C HO	Norms not achieved and amt. upto Rs. 5000 PM
		AMD	Norms not achieved and amount upto Rs. 25000 PM
		MD	Norms not achieved and amount more than Rs. 25000 PM.
8.14	Laboratory / Testing Expenses / Issue Samples	Dy. G.M.	Norms fixed, if any, followed.
8.15	Sanction expenditure of various Heads of General Administration and Establishment expenses	Dy GM	Ceiling fixed on the Head / items of expenditure in financial delegation for General Administration and Establishment expenses schedule followed.
8.16	To fix prices of finished goods, contract sale of the finished goods and rates of commission, brokerage, dealer and commission agents.	Dy GM	<ol style="list-style-type: none"> Prices fixed on cost plus basis and daily sales contract report sent to Sr. Manager / C.H.O and local SAO on daily basis. Sale policy and procedure approved followed. Instructions from CM Marketing followed.
		CM (Mktg)	Sale through Markfed Branch / HO
		AMD	Prices fixed not meet costs.
		MD	<ol style="list-style-type: none"> Prices fixed not meet direct costs. Sale to Govt. institutions, corporations and at subsidized rates or exports.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
8.17	Depot / Marketing Expenses	Dy. G.M.	Policy Procedure, norms and standing instructions from CM (Mktg.) followed.
8.18	White washing and emergent repair of godown and factory buildings.	Dy G.M	<ol style="list-style-type: none"> 1. Policy Procedure and standing instructions from SE followed. 2. Local Asstt. Engg. Civil Associated while engaging civil contractor for the job 3. Expenses upto Rs. 10,000 at a time.
8.19	Approval of Service charges bill for the Watch and Ward service for Security Contractor.	Dy. G.M	<ol style="list-style-type: none"> 1. Security Contracts with PESCO, Ex-servicemen as approved by H.O 2. Norms of Security Services followed.
8.20	Waiving of quality cuts on products sold to customers	Dy. G.M. Plant	Policy and norms approved followed.
		Sr. Mgr. I/C	Above norms upto Rs. 2500 per month considered and norms relaxed.
		A.M.D.	Above norms upto Rs. 10,000 per month considered and norms relaxed.
		M.D.	Above norms more than Rs. 10,000 per month, considered and relaxed.
8.21	Products spoiled or contaminated or shelf life expired.	Dy. G.M./ CM (Mktg.)	Policy norms approved followed.
		A.M.D.	Above norms upto Rs. 10,000 per month considered and norms relaxed.
		M.D.	Above norms more than Rs. 10000/- per month considered and relaxed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
8.22	Appointment of Dealers	C.M. (Mktg.)	1. Policy guidelines approved followed.
8.23	Appointment of agent/ CFA / Depots	A.M.D.	1. Policy guidelines approved followed. 2. Financial viability scrutinized by Dy CAO.
8.24	Financial duty of production yield target achieved.	Dy. G.M. Sr. Manager I/C HO A.M.D. M.D.	Policy and norms achieved. Norms not achieved amount upto Rs. 5000/- per month considered and relaxed. Norms not achieved amounting upto Rs. 25000 PM considered and relaxed. Norms not achieved and amount exceeding Rs. 25000 PM considered and relaxed.
8.25	Financial duty of recovery of verified cases of shortages of material, packaging materials, stores, and products and service equipments.	Dy. GM Plant Sr. Manager I/C HO	1. Entry in shortage control Register as per standing instructions from CAO effected. 2. Amount recovered or legal recovery for write off action initiated with the month of identification. 3. Review and report on each case in monthly meeting to Sr. Manager I/C H.O. 1. Review and report on each case to AMD & CAO on monthly basis. 2. Arrange review in monthly Manager meeting.
8.26	Financial duty of recovery of Recoverable from Contractors, Customers, Suppliers, Employees	Dy G.M.	1. Amount recovered or adjusted by due date. 2. Legal recovery or writ off action initiated in recoverable of doubtful nature. 3. Recoverable review report on each case to Sr. Manager I/C H.O

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		Sr. Manager I/C	1. Review and report sent on each case to AMD & CAO on monthly basis.
			2. Arrange review on monthly meeting of Managers.
		C.M. (Mktg.)	1 To ensure recovery of sale proceeds in time of sales effected through marketing wing.
8.27	Financial duty of maintenance of statutory accounts, records upto preparation of profit & loss a/c & Balance Sheet of the Plant.	Dy. G.M. Plant	1. Stock & accounts records maintained on day to day basis and monthly reconciled. 2. Standing instructions from CAO followed & audit compliance given in time. 3. Monthly Trials reconciled and submitted to Sr. Manager I/C H.O.
		Sr. Manager I/C HO	1. Consolidated central records reconciled on monthly basis. 2. Standing instructions from CAO followed and audit compliance given in time. 3. Monthly Trial & P&L statement sent to AMD & CAO.

**FINANCIAL POWERS AND DUTIES DELEGATED TO SMALL SIZE PLANTS I.E.
GRANULATION PLANT DHURI, CANNERIES, JALANDHAR, HDPE
PLANT, ANANDPUR SAHIB AND CEMENT PIPE PLANTS HEADED BY
MANAGER SUPPORTED BY AAO.**

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
9.1	Approval of purchase contract of all type of Raw Material	Sr. Manager H.O.	1. Purchase within frame work of procedure / programme.
9.2	Approval of all type of packing material		2. Purchase procedure and standing instructions from CAO followed. 3. Purchase committee consists Manager Plant / SAO (P) HO.
9.3	Approval of payment of raw material / packing material contracts.	Manager Plant	1. Material received as per contract terms and specifications. 2. Payment due as per contract terms.
		Sr. Manager (HO)	1. Material received not as per contract terms / specifications and penalty as per contract terms imposed.
		AMD	Cases where penalty / cuts disputed or to be relaxed.
9.4	Approval of purchase of spare parts for use in repair and maintenance and local repairs of the plant and machinery and service equipments.	Manager Plant	1. Standing procedure followed and SAOP associated. 2. In cases where purchase at a time exceeds Rs. 10,000/- Project Engineer be associated.
9.5	Approval of consumable items	Manager Plant	1. Total quantity in the store should not exceed requirement of season. 2. In purchase committee AAO Plant associated.
9.6	a) Approval of labour contract for the job to be got from labour.	Manager Plant	1. Tender procedure followed and tender committee consist Manager Plant SAO (P) HO.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
	b) Approval of transport contractors for the freight payable on purchase and sale.		
9.7.	Casual arrangement of labour or Transporter in case of failure of regular contractor for casual operation.	Sr. Manager HO	1. Justification recorded and procedure followed.
9.8	Approval of electricity and coal purchase bills.	Manager Plant.	1. Bills scrutinized by local AAO.
9.9	Approval of fuel, repair, maintenance of office and commercial vehicle.	Manager Plant	Policy, procedure norms of vehicle Branch HO approved followed.
9.10	a) Transit shortages, storage loss of material and products.	Manager Plant / C.M. Mktg.	1. Policy, procedure norms approved followed.
	b) Waiving off quality cuts on products imposed by customers.	Sr. Manager at HO	1. Norms not achieved and amount upto Rs. 5000/- PM.
	c) Products spoiled or contaminated or shelf life expired.		Norms not achieved and amount exceeds Rs. 5000/- PM
9.11	Laboratory / Test expenses / issue samples	Manager Plant	Norms fixed if any, to be followed.
9.12	Sanction expenditure of various heads of general administration and estt. Exp.	Manager Plant	Ceiling fixed on the head / item of expenditure on financial delegation for general administration and establishment exp. Followed.
9.13	Depot / Marketing Expenditure	Manager Pant	Policy, procedure & norms and standing instructions from CM (Mktg.) HO followed.
9.14	White washing and emergent repair of godowns and factory building.	Manager Plant	1. Policy and guidelines from SE followed. 2. Local Asstt. Eng. Associated while engaging civil contractors.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			3. Expenditure upto Rs. 10,000/- at a time.
9.15	Approval of security charges bills for watch and ward service from security contractor.	Manager Plant	1. Security contract with PESCO / ex-servciemen approved by MD 2. Norms of security service followed.
9.16	Appointment of Dealers	CM (Mktg)	Policy guidelines approved followed.
9.17	Appointment of Agent / C&FA / Depot	AMD Plant	1. Policy guidelines approved followed. 2. Financial viability scrutinized by Dy. CAO.
9.18	To fix prices of finished goods, contract sale of the finished products and rates of Commission, brokerage, dealer and commission agents.	Manager	1. Prices fixed on cost plus basis. 2. Daily sale contract report sent to Sr. Manager Incharge HO and local AAO. 3. Sale Policy procedure approved followed. 4. Instruction from CM (Mktg.) HO followed.
		C.M. (Mktg.)	Sale through Markfed Branch, HO.
		AMD	Prices fixed not meet cost
		MD	1. Prices fixed not meet direct costs. 2. Sale to private institutions at subsidized rate or export.
9.19	Financial duty of product yield target achieved	Manager Plant	Policy and Norms acehived.
		Sr. Manager Incharge HO	Norms not achieved upto Rs. 5000/- per month considered and relaxed.
		AMD	Norms not achieved, considered and relaxed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
9.20	Financial duty of recovery of verified cases of shortage of material, packing material, stores / spares and products.	Manager Plant	<ol style="list-style-type: none"> 1. Entry in shortage control register as per standing instructions from CAO effected. 2. Amt. recovered, or legal recovery or write off action initiated within the month of identification. 3. Review and report each case in monthly reports to Sr. Manager Incharge HO.
		Sr. Manager Incharge HO	<ol style="list-style-type: none"> 1. Review and report reach case monthly to AMD and CAO. 2. Arrange review in the monthly Managers Meetings.
9.21	Financial duty of recovery of recoverable from contractors, customers, suppliers and employees.	Manager Plant	<ol style="list-style-type: none"> 1. Amt. recovered or adjusted by due date. 2. Legal recovery or write off action initiated on doubtful nature cases. 3. Reconciliation review and report on each case, monthly report to Sr. Manager Incahrge.
		Sr. Manager Incahrge	<ol style="list-style-type: none"> 1. Review and report each case and report monthly to AMD and CAO. 2. Arrange review in monthly Managers Meeting.
		CM (Mktg.)	Ensure recovery of sale proceeds in time of sales effected through Marketing Branch HO.
9.22	Financial duty of maintenance of statutory stock and account record upto preparation of balance sheet and profit and loss A/c .	Manager Plant	<ol style="list-style-type: none"> 1. Stock and account books maintained on day to day basis and monthly reconciled. 2. Standing instructions from CAO followed and Audit Compliance given in time. 3. Monthly Trial reconciled and Profit and Loss statement sent

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
---------------	---------------------------------------	------------------------------	---

to Sr. Manager Incharge HO.

Sr.
Manager
Incharge
HO

1. Consolidated control record reconciled on monthly basis.
2. Standing instructions from CAO followed and audit compliance given in time.
3. Monthly Trial and Profit & Loss statement sent to AMD and CAO.

FINANCIAL POWERS AND DUTIES DELEGATED TO RELATING GENERAL ADMINISTRATION EXPENDITURE

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
10.1	Recruitment and training to staff claims.	DY CAO	<ol style="list-style-type: none"> 1. Policy and scheme and standing instructions from personnel deptt. followed. 2. Entry in service books verified. 3. Norms of RCS instructions, if any, followed.
10.2	Approval of business promotion expenses of meeting, functions, seminars, trade fair, inaugurations, including lunch, dinner, gift packs and publicity expenses.	GM/DM of concerned Plant / distt. or Chief Manager concerned activity in HO. Chief Manager (HQ Branch) AMD MD	<ol style="list-style-type: none"> 1. Policy procedure, norms and administrative approval of each function/ service approved by MD and standing instructions from H.Q. branch followed. 2. Expenditure upto Rs. 5000/- per occasion / scheme. Expenditure upto Rs. 15,000/- per occasion / scheme. Expenditure upto Rs. 25,000/- per occasion / scheme. Expenditure exceeding Rs.25,000/- per occasion / scheme.
10.3	Approval of entertainment expenses in connection with tenders / negotiations to customers / suppliers and monthly meetings in H.O.	GM / DM/ Chief Mgr. concerned	<ol style="list-style-type: none"> 1. Standing instructions from CAO followed. 2. Expenditure incurred with utmost care taking into account of financial interest of Markfed. 3. Maximum Rs. 500/- per occasion.
10.4	Purchase of books including technical and legal books.	Chief Manger H.Q. Branch	<ol style="list-style-type: none"> 1. Policy and procedure and standing instructions from CAO followed. 2. Request of various Officers particularly technical and business related books considered.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
			3. Entry in Library record made.
10.5	Write off torn books and disposal of used papers / periodicals.	Chief Manager HQ Branch	Norms fixed, if any, followed.
10.6	Insurance expenses	SAO (G) HO/ SAO / Distt. Plants /Unit concerned	1. Policy and procedure and standing instructions from CAO followed. 2. Insurance undertaken as per indent approved by concerned GM/DM/ Chief Manager concerned.
10.7	Audit Fee	SAO (G)	RCS / State Govt. instructions followed.
10.8	House Journal	Dy. Director Public Relations	Administrative approval of policy & procedure from M.D. followed.
10.9	Legal expenses including engaging of advocates	GM/DM/ Chief Mgr. concerned or L.O. upto Rs. 1500/- per case. CM (Personnel) upto Rs. 5000/- per case.	Policy procedure and rates approved by MD followed.
10.10	Rates and taxes , subscriptions and contributions, electricity and water charges.	SAO(G)/ SAO Distt/ Plant / Unit concerned	1. Service verified and recommended by user Manager. 2. Penalty cases are to be referred with justification to Dy. CAO (G).
10.11	Office rent / godown rent	SAO (G) SAODistt/ Plant / Unit	1. Rent claim as per contract agreement approved by competent authority.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		concerned	2. Service verified by user Manager.
10.12	Telephone, Telex, Fax, Postage & telegrams, Wireless, Computers.	SAO (G) SAO Distt Plant / Unit concerned	1. Expenditure bills verified by user Manager. 2. Norms of ceiling limits followed.
		Chief Manager of Equipment Cell, HO.	1. Over and above norms of limits and expenses upto Rs 1500/- per occasion.
		Chief Accounts Officer	1. Over and above norms of limits. 2. Expenses upto Rs. 7500/- per occasion.
		A.M.D. Concerned	1. Over and above norms of limit and expenses exceeding Rs.7500/- per occasion.
10.13	Repairs and maintenance of Telephone, Telex, Fax, Wireless & Computer	SAO(G)/ SAO Distt. Plant/ Unit concerned	1. Standing instructions followed. 2. Services verified by user Deptt. 3. Expenditure within norms.
		Chief Manager of Equipment Cell HQ/ Dy. CAO	1. Expenditure over and above norms of repair limits upto Rs.5000/- per case.
10.14	POL, Repair & Maintenance and fees including overhauling of Pool and Officer Cars.	SAO (G)/ SAO Distt/ Plant / unit concerned	1. Policy procedure and instructions of vehicle branch followed. 2. Bills verified by Incharge Officer of Vehicles. 3. Expenditure within norms.
		Chief Manager of Vehicle Branch	1. Expenditure bills verified by Incharge officer of vehicles. 2. Expenditure over and above norms limit upto Rs. 2500/- per month.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		CAO	1. Expenditure over and above norms limit upto Rs. 5000/- per month.
		AMD	1. Expenditure over and above norms limit of Rs. 5000/- per month.
10.15	Printing & Stationary expenses	SAO (G)/ SAO Distt/ Plant Unit concerned	1. Policy Procedure and norms and standing instructions from Chief Mgr. (HQ) followed. 2. Purchases made through PCU after proper assessment. 3. Bills verified by Stores Section H.O/ User section in field.
		C.A.O.	1. Purchases made from open market following proper procedure after assessment of requirement of H.O. and field office. 2. Bills verified by Chief Manager (HQ) Branch.
10.16	Advertisement and Publicity	Dy Director (Publicity & PR)	1. Publicity of tender and general notice though PCU or as approved by MD.
		Dy Director (Publicity & PR) upto Rs.35000/- per occasion	1. Publicity of commercial advertisement and services verified by user Chief Manager. 2. Policy Procedure & Norms of advertisement followed.
		MD	exceeding Rs. 35000/- per occasion
10.17	Purchase of furniture & fixtures, repairs, and disposal of unserviceable furniture	SAO (G)/ SAO Dist / Plant / Unit concerned	1. Instructions and norms from Chief Manager HQ Br followed. 2. Purchases / repairs verified by HQ Branch / GM / DM concerned
		Chief	Over and above the norms

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		Manager (HQ Branch)	/limits upto Rs. 5000/- per occasion.
		CAO	Over and above the norms / limits exceeding Rs. 10,000/- per occasion.
		A.M.D.	Over and above the norms / limits upto Rs. 10,000/- per occasion.
10.18	Purchase of calculators and other accounting machines and office equipment and repair thereof.	SAO (G) / SAO Distt Plant / Unit concerned	1. Bills of concerned purchase and repairs duly verified and procedure followed.
		Dy. CAO	1. Purchase upto Rs. 5000/- per occasion.
		Manager (HQ)	Purchases upto Rs. 10,000/- per occasion.
		CAO	1 Purchases exceeding Rs.10,000/- per occasion.
10.19	Conveyance facility claims	SAO (G)/ SAO Distt. / Plant/ Unit concerned	1. Policy procedure and norms and standing instructions from CAO followed. 2. Claims made within provided time limit.
		Dy CAO	Claims not within time limit.
10.20	Guest House maintenance expenses	Chief Manager (H.Q)	Pattern of civil rest house and norms, rules fixed, followed.
10.21	Expenses on Board and General Body meetings.	C.A.O.	Policy procedure and norms approved by competent authority followed.
10.22	Expenditure on cut glass / misc. allocation / crockery items required for office guest house and officers.	CM (HQ)	Expenditure norms got approved.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
10.23	Misc. Expenditure / Contingent exp.	Chief Manger / GM /DM	1. SAO concerned has verified that expenditure is not covered under provided head / item of A/c.
		CAO	2. Expenditure not exceeding Rs.500/-per occasion and Rs.5000/- per annum. Expenditure exceeding limits fixed.
10.24	Declaring of persons to be treated as Markfed Guests	Chief Manager of concerned activity	Keeping in view business interest of Markfed and expenditure per occasion upto Rs. 500/-
		AMD	Expenditure per occasion upto Rs. 1000/-.
		MD	Expenditure per occasion exceeding Rs. 1000/-
10.25	Sanction expenditure relating to hiring of taxies in connection with supervision of procurement operation / special inspections.	AMD	1. Policy procedure and rate and norms followed. 2. Proper log book maintained. 3. Expenditure per case not exceeding Rs. 2500/- per occasion.
		MD	Expenditure exceeding Rs.2500/-per occasion
10.26	Hiring of Office accommodation for Markfed Branch Office	DM	1. Only where accommodation not available in Markfed godowns and after proper assessment.
10.27	Purchase of Locks and repairs of Weighing machines and other service equipment.	DM	Subject to norms fixed, followed.
10.28	Release of earnest money of the unsuccessful parties / tenders.	Chief Mgr. / GM DM concerned	After proper check and verification of the parties / tenderers.
10.29	Release of security of the parties deposited.	Chief Mgr/ GM / DM	As per the terms of agreement and after verification and

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		concerned	checking that all dues recovered / adjusted.
10.30	Sanction cash grant / medical aid to Markfed officials meeting with any accident / mishap while discharging duty in Markfed Plant / Unit / Branch Office / Distt.	GM / DM concerned A.M.D.	1. Intimation to Estt. Branch given. 2. Upto Rs. 1000/- in a single case Upto Rs. 3000/- in a single case
10.31	Disposal of unserviceable / obsolete store, bardana, containers, consumed spares parts / service equipment and office equipment having nil value.	Chief Manager / G.M / D.M. concerned	1. Disposal / auction procedure followed. 2. Inventory records reconciled, and unserviceable/ degradation approved by competent authority.

**FINANCIAL POWERS AND DUTIES DELEGATED
RELATING ESTABLISHMENT EXPENDITURE**

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
11.1	Approval of salary and wages bills including basic pay, spl, pay, DA, CA/ HRA and other fixed allowances.	SAO Salary / SAO Distt / Plant/ Unit concerned.	1. Attendance verified by controlling officers. 2. Appointment order and instructions from Personnel Deptt and Chief Accounts followed.
11.2	Revision of Pay scales, DA, HRA and rules thereof and issue instructions thereof.	CAO	1. Common Cadre Rules, RCS and State Govt. instructions followed. 2. Approval of competent authority obtained
11.3	Authentication of individual cases of pay fixation on revision of pay scale, promotion and demotion .	Dy. CAO	1. Standing instructions of personnel Deptt. And CAO followed. 2. Entry in service book verified.
11.4	Approval of claims of Bonus, Ex-Gratia , gratuity, shukrana and other special grants / relief to employees.	SAO Salary / SAO Distt/ Plant / Unit concerned	1. Common cadre Rules and Standing instructions from CAO followed.
11.5	Revision of Rates and Rules regarding Bonus, Ex-gratia, gratuity, shukrana & other special grants / reliefs and related matters and issue instructions thereto.	CAO	1. Common Cadre rules, RCS and State Govt. instructions followed. 2. Approval of competent authority obtained.
11.6	Approval of deduction and submission of returns and maintenance of records relating PF, Income Tax, LPC, Security & other related matters.	SAO Salary / SAO Distt/ Plant / Unit concerned	Statutory requirement of PF Act, Income Tax Act and standing instructions from CAO followed.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
11.7	Approval of Medical Expenses claims	SAO Salary / SAO Distt/ Plant / Unit concerned	Common Cadre Rules and Standing instructions from CAO followed.
11.8	Revision of Rats, norms and Rules relating medical claims and issue standing instructions thereof.	CAO	1. Common Cadre Rules, RCS and State Govt.'s instructions followed. 2. Approval of competent authority obtained.
11.9	Approval of claims of TA	SAO Salary / SAO Distt/ Plant / Unit concerned	1. Tour approved by competent authority and norms followed. 2. Common Cadre Rules & Standing instructions from CAO followed.
11.10	Approval of Transfer TA and LTC claim	SAO (Salary)	1. Transfer / LTC authenticated by Personnel Branch.
11.11	Revision to Rates and Rules relating TA, Transfer TA and LTC and issue standing instructions thereof.	CAO	1. Common Cadre Rules, RCS and State Govt instructions followed. 2. Approval of competent authority obtained.
11.12	Bills of Group Personal Insurance & Misc. perks to employees.	SAO (Salary)	1. Approval of competent authority obtained. 2. Standing instructions from CAO followed.
11.13	Approval of claim of TA over and above norms of limit.	Dy CAO	Justification considered and limit exceeding per month is upto Rs. 2500/-
		CAO	Justification considered and limit exceeding per month is upto Rs. 5000/-.
		AMD	For limit exceeding Rs. 5000/- P.M.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION	
11.14	Grant of House Building Loan, Conveyance Loan and other Loan to employees recoverable on monthly installments and authentication of records / papers thereof.	Dy. CAO	Standing instructions from CAO followed.	
11.15	Formulating Rules, rates and scheme for grant of House Bldg. Loan, Conveyance Loan and other loan to employees and issue standing instructions thereof.	CAO	1.	Common Cadre Rules, RCS and State Govt instructions followed.
			2.	Approval of competent authority obtained.
11.16	Grant of temporary advance against TA/ Medical / Salary claims and imprest to staff.	SAO Salary / SAO Distt/ Plant / United concerned	1.	Controlling officer has recommended the temporary advance / imprest .
			2.	Standing instructions from CAO followed.
11.17	Approval of liveries to staff including Drivers and Technical Staff Bills	SAO Salary / SAO Distt/ Plant / United concerned	1.	Policy of norms, rates colour source of purchase issued by Chief Manager concerned followed.
			2.	Bills verified by Incharge Head Quarter branch in Head Office and GM / DM concerned plant, Unit / Distt.
11.18	Staff Welfare including Sports and recreation	Dy CAO	1	Policy and scheme approved by MD & bills verified by controlling officer of scheme / activity.
			2.	Standing instructions from CAO followed.
11.19	Entertainment expenses bills towards serving Tea / snacks etc. to customer / suppliers and other official visitors.	1. All incharge branch offices in field / Sr. AO or officer of scale SAO & above in field / HO	Rs. 100 PM	1. Policy & procedure & standing instructions from CAO followed. 2. against actual expenditure bills verified.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION	
		2. All incharge plant / units in field / Dist. Manager in field or officer of scale, Dy. CAO & above in field / HO.	Rs. 250 PM	-do-
		3. All GM's/ CMs & Officer of scale thereof in field / HO.	Rs. 500 PM	-do-
		4. AMD / LO (D)/ LO (R) & OSD Cotton Cell BTI.	Rs.1000 PM	-do-
		5. M.D.	Full Power	
11.20	Newspapers & periodicals	1. All Incharge Branch Offices in field.	Two newspaper one in Eng. & other in Pbi.	1. Policy & procedure and standing instructions from CAO followed.
		2. All Distt. Officers / Plants / Units.	Two newspapers & two periodicals	2. Actual expenditure & bills verified.
		3. All GMs/ CMs or officer of scale thereof.	Three newspapers & three periodicals	3. Periodicals shall be of Business / Technical nature concerning activity
		4. A.M.D.	Four newspapers & four periodicals	4. Used papers and periodicals deposited in office.
		Chief Manager i/c Library Branch	Full powers	1. Requirement of office / employees and officers assessed. 2. Actual expenditure bills verified.

SECTION NO	HEAD/ ITEM OF EXPENDITURE / INCOME	DELEGATED TO AUTHORITY	EXTEND & CONDITIONS ATTACHED TO DELEGATION
		MD	Full Powers.
11.21	Entertainment expenses bills over and above fixed limits.	Dy. CAO (G) upto Rs. 500/- per occasion	Details of entertainment and justification for exceeding limit considered
		CAO upto Rs. 5000/- per occasion	-do-
		AMD exceeding Rs.5000/- per occasion.	-do-

**CAPITAL AND REVENUE EXPENDITURE PERTAINING
CIVIL ENGINEERING WORKS**

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.1	Technical approval of Civil Works.	Xen	1. Upto works estimate Rs. 50,000 2. Rules of Pb Govt. PWD (B&R) as amended upto date wherever possible has been followed.
		SE	1. Work estimate above Rs.50,000/- full powers. 2. Rules of Pb. Govt. PWD (B&R) as amended upto date wherever possible has been followed.
12.2	Contracts approval of Civil Works on percentage basis of evaluated technical estimates.	XEN	1. Upto work estimate Rs.50,000/- (fifty thousand only) 2. Amount of civil work is within budget provisions. 3. The standing instructions on purchase and engaging contractors from CAO has been followed. 4. Tender Committee in case of field shall consist of Asstt. Engg. / SAO / DM / Manager of Unit and in case of H.O. Functional Head / Asstt. Engineer / SAO
		SE	1. Upto work estimates Rs. 5 lacs (Rs. Five lac only) 2. Conditions 2 to 4 above followed. 3. Tender committee in case of field shall consist of XEN / SAO DM or Manager and in case of HO Dy. CAO / Functional Head / XEN.
		MD	1. Amount of civil works within budget provision. 2. Tender committee will consist of one AMD / CAO /SE and concerned XEN. 3. For work estimates exceeding

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
			Rs. 5 lacs.
12.3	Approval of modifications / amendments in civil contracts including enhancement of work completion period.	XEN	<ol style="list-style-type: none"> 1. Penalty as per contract term imposed. 2. Upto work estimate Rs.50,000/-
		SE	<ol style="list-style-type: none"> 1. Penalty imposed may be waived off subject to observations of CAO have also to be considered. 2. Upto work estimate Rs.50,000/-
		SE	<ol style="list-style-type: none"> 1. Penalty as per contract term imposed. 2. Upto work estimate Rs. 5 lacs.
		MD	<ol style="list-style-type: none"> 1. In case where penalty is to be waived off, observations of SE & CAO have been considered. 2. Above Rs. 5 lac full powers.
12.4	Misc. Job/ Assessment / Expenditure. This may include expenditure on temporary civil installation and erections concerning functions, seminars, exhibitions, inaugurations etc.	SE	<ol style="list-style-type: none"> 1. Administrative approval of MD obtained. 2. Expenditure is within budget provision. 3. Procedure / Work allotment standing procedure from CAO followed. 4. Upto work estimate Rs. 50,000/-.
		MD	Above Rs. 50,000/- Full Powers.
12.5	Sanction of recurring expenditure. This shall consist statutory payments, concerning Civil Engg. Wing such as rent bills, electricity bills, Bills of repairs of furniture & fixtures, Office equipments etc. expenditure towards testing fees etc.	XEN	<ol style="list-style-type: none"> 1. On actual basis to be booked in civil engg. Deptt. 2. Expenditure within budget provision. 3. Upto Rs. 10,000 (ten thousand only) 4. Standing instructions from CAO followed.
		SE	Full Powers

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.6	Approval of expenditure and payments order.	XEN	<ol style="list-style-type: none"> 1. Payments are due as per contract terms. 2. Proper work / purchase record has been maintained by Asstt. Engineer. 3. Bills / Claims have been scrutinized and observations, if any of SAO (CW) have been considered. 4. Full powers for final payment for work estimate upto Rs.50,000/-. 5. Full powers for provisional payment for work estimate above Rs. 50,000/-.
		SE	<ol style="list-style-type: none"> 1. Payments are due as per contract terms and standing instructions from CAO followed. 2. Proper work / Purchase record has been maintained by A.E. and observations of XEN if any, have been considered. 3. Bills / claims have been scrutinized and recommended by CAO 4. Full powers for final payment for work estimate above Rs.50,000/-
12.7	Disposal of unserviceable stores including consumed spare parts, gunny bags, broken containers, broken sheets, liners etc. relating to Civil Engg. Section having nil value in account books	SE	Disposal shall be made as per existing norms and procedure. Disposal will be made by open auction after due local publicity. In case of disposal on running contract basis, officers are invited from parties dealing in the respective items. Full powers.
12.8	Arbitration proceedings regarding civil contracts.	MD or his nominee	<ol style="list-style-type: none"> 1. Full Powers 2. Preference in nomination in disputed technical matters shall be given to SE/ XEN and other matters to CIA/ CAO / AMD.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.9	Financial duty of recovery of recoverable from contractors / customers / suppliers & employees	SE	<ol style="list-style-type: none"> 1. Amount recovered or adjusted by due date. 2. Legal recovery or write off action initiated in time of recoverable of doubtful nature. 3. Review all recoverable on monthly basis including arbitration and civil proceeding cases and send report / copy to CAO. 4. Arrange review of recoverable in monthly meetings of Functional Managers.
12.10	Financial duty of maintenance of statutory accounting and stock record pertaining civil engg. Branch upto preparation of balance-sheet and expenditure statements.	S.E.	<ol style="list-style-type: none"> 1. Records are maintained on day to day basis and monthly reconciled . 2. Standing instructions from CAO followed and audit compliance given in time. 3. Monthly Tests prepared and copy sent to CAO.
12.11	Financial duty to complete the civil works in time as per administrative approval of civil works.	S.E.	Condition of civil works as per specification of civil contracts are to be physically verified.

Note: Financial delegation of Civil Engg. Wing is subject to additional standing instructions as given below:-

Additional special instructions attached to financial delegation of Civil Engg. Branch.

1. Single file record along with noting for each civil work including administrative approval, approval of technical specifications, drawings and designs, schedule of work, bidding, documents, engagement of Civil contractors and its follow up till contract is completed and payments are passed and released, shall be maintained by XENs and SAO (CW). On completion of the contract / works and releasing full and final payment thereof, the file shall form part of statutory record of SAO (CW) and he shall be responsible to satisfy the audit and attend audit compliance on the issue.
2. All works record shall be maintained as per PWD (B&R) system. However , commercial accounting shall be maintained as per Markfed standing

accounting and payment procedure and all civil work expenditure shall be approved and paid as per financial delegation by SE.

3. Before inviting tenders for engaging civil contractors / purchase of material equipments for civil work / new capital work / repair works, administrative approval of work shall be obtained from competent authority as per financial delegation by S.E.
4. Technical specification, designs, drawings, brands of material / equipment of civil work shall be worked out by Civil Engg. Branch as per rules of Pb. Govt. PWD as amended from time to time. Technical estimates showing quantum of work shall be evaluated as per CSR rules of Pb. Govt. PWD (B&R). However, for the items not covered under CSR rules the rates shall be estimated based on market rates. The work estimates including technical specifications, drawings designs shall be finalized and got approved from competent authority as per delegation before tendering. The work estimate shall form basis for tender calling bidding documents to be used for engaging civil contractors and / or purchase of material / equipment thereof i.e. tender shall be on percentage basis of evaluated technical estimates indicating specifications, items rates for all scheduled and non scheduled items. Tender terms and conditions shall be decided in consultation with CAO by SE.
5. Tenders for engaging Civil Contractors and / or purchase of equipment / material for civil work for amount upto Rs. 50,000/- shall be called by calling sealed quotations from reputed civil contractors or enlisted contractors. Tenders for works amounting more than Rs. 50,000/- shall be called through press advertisement after getting approval from competent authority as per delegation.

(Amendment No 1 – Engg Div)

In continuation to financial delegation issued vide N. LOR/Delegation Financial Power / 94 dated: 20.10.94, amended / revised financial delegation from Sr. No. 12.1 to 12.7 are given below for further recommendation and compliance.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.1	Technical approval of Civil Works.	Xen	1. Upto works estimate Rs. 5 lacs 2. Rules of Pb Govt. PWD (B&R) as amended upto date wherever possible has been followed.
		SE	1. Work estimate above Rs.5 lacs 2. Rules of Pb. Govt. PWD (B&R) as amended upto date wherever possible has been followed.
12.2	Contracts approval of Civil Works on item rate basis of evaluated technical estimates.	DM/GM of concerned district plant / unit	1. All work of repair and maintenance nature upto work estimate Rs. 5 lac. 2. Amount of civil work is within budget provisions. 3. The standing instructions on purchase and engaging contractors from CAO has been followed. 4. Tender Committee in case of field shall consist of Asstt. Engg. / SAO / T.Q/ Manager of Unit and in case of H.O. Functional Head / Asstt. Engineer / SAO
		XEN	1 Upto capital & deposit work estimate Rs. 5 lac. 2. Amount of capita civil work is within budget provisions. 3. The standing instructions on purchase and engaging contractors from CEO has been followed. 4. Tender Committee in case of field shall consist Asstt. Engg / SAO / GM Manager of Unit and in case of HO Functional Head / Asstt. Engg/ SAO.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.3	Approval of modification / amendments in civil contracts including enhancement of work completion period.	SE	<ol style="list-style-type: none"> Capital work estimates upto Rs. 10 (Rs. Ten lac only) Conditions 2 to 4 above followed. Tender committee in case of field shall consist of XEN / SAO DM or Manager and in case of HO Dy. CAO / Functional Head / XEN.
		MD	<ol style="list-style-type: none"> Amount of civil works within budget provision. Tender committee will consist of one CAO /SE and concerned XEN. Capital work estimates exceeding Rs. 10 lacs.
		DM/GM of concerned District Plant	<ol style="list-style-type: none"> Penalty as per contract term imposed. For all repair and maintenance work estimate Rs. 5 lacs (Rs.Five lacs only)
		XEN	<ol style="list-style-type: none"> Penalty as per contract term imposed. Upto work estimate Rs.5 lacs (Rs. Five lacs only)
		SE	<ol style="list-style-type: none"> Penalty imposed may be waived off subject to observations of CAO have also to be considered. Upto all work estimate Rs.5 lac (Rs. Five lacs only)
		SE	<ol style="list-style-type: none"> Penalty as per contract term imposed. All repair/ capital work estimates exceeding Rs. 5 lacs
		MD	<ol style="list-style-type: none"> In case where penalty is to be waived off, observations of SE & CAO have been considered. Above Rs. 5 lac full powers.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.4	Misc. job/ Assessment/ Expenditure. This may include expenditure on temporary civil installation and erections concerning functions, seminars, exhibitions, inaugurations etc.	GM of concerned District / Plant / Xen concerned	<ol style="list-style-type: none"> 1. Administrative approval of MD obtained. 2. Expenditure is within budget provision. 3. Procedure / work allotment standing procedure from CAO followed. 4. Upto Work estimate Rs. 2 lakhs (Two lakhs only)
		SE	<ol style="list-style-type: none"> 1. Administrative approval of MD obtained 2. Expenditure is within budget provision. 3. Procedure / work allotment standing instructions procedure from CAO followed. 4. Upto work estimate Rs. 5 lakhs.
		MD	<ol style="list-style-type: none"> 1. Above Rs. 5 lakh full powers.
12.5	Sanction of recurring expenditure. This shall consist statutory payments, concerning Civil Engg. Wing such as rent bills, electricity bills. Bills of repairs of furniture & fixtures, office equipments etc. expenditure towards testing fees etc.	DM/GM of concerned District / Plant	<ol style="list-style-type: none"> 1. Expenditure within budget provision 2. Upto Rs. 10,000/- (Rs. Ten thousand only) 3. Standing instructions from CAO followed.
		XEN	<ol style="list-style-type: none"> 1. On actual basis to be booked in civil Engg. Deptt. 2. Expenditure within budget provision. 3. Upto Rs. 10,000/- (Rupees ten thousand only) 4. Standing instructions from CAO followed.
		S.E	Full powers.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.6	Approval of expenditure and payments orders.	DM/GM of concerned District / Plant.	<ol style="list-style-type: none"> 1. Payments are due as per contract terms. 2. Proper work / purchase record has been maintained and bills and services verified by concerned Asstt. Engg. 3. Bills / claims have been scrutinized and observations, if any of SAO of Distt. / Plant have been considered. 4. Full powers for final payment for repair and maintenance work estimate.
		XEN	<ol style="list-style-type: none"> 1. Payments are due as per contract terms 2. Proper work / purchase record has been maintained. Bills and services verified by concerned Asstt. Engg. 3. Bills / claims have been scrutinized and observations, if any, of SAO have been considered. 4. Full powers for final payment for capital work estimate upto Rs. 5 lakhs.
		SE	<ol style="list-style-type: none"> 1. Payments are due as per contract terms and standing instructions from CAO followed. 2. Proper work / Purchase record has been maintained by A.E. and observations of XEN if any, have been considered. 3. Bills / claims have been scrutinized and recommended by CAO 4. Full powers for final payment for work estimate above Rs. 5 lakh (Rs. Five lakhs)

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
12.7	Disposal of unserviceable stores including consumed spare parts, gunny bags, broken containers, broken sheets, liners etc. relating to Civil Engg. Section having nil value in account books	DM/GM of concerned District / Plant. SE	Disposal shall be made as per existing norms and procedure. Disposal will be made by open auction after due local publicity. In case of disposal on running contract basis, officers are invited from parties dealing in the respective items. Full powers. Disposal shall be made as per existing norms and procedure. Disposal will be made by open auction after due local publicity. In case of disposal on running contract basis, officers are invited from parties dealing in the respective items. Full powers.
12.7.1	Enlistment of contractors suppliers	MD	Enlistment is by press advertisement and tender committee consist of CAO, SE and XEN.
12.7.2	Emergent civil works XEN execution on departmental works basis.	XEN S.E.	Upto work estimate Rs. 5 lakhs. Work estimate exceeding Rs. 5 lakhs <ol style="list-style-type: none"> 1. Emergency of the work is to be justified and indent from DM/Plant concerned obtained. 2. Standing instructions of purchases and engaging contractors from CAO has been followed. 3. The committee in case of field shall consist of Asstt. Engg / SAO / Manager and in case of M.C. Functional Head /AE/ SAO.
12.7.3	Petty and emergent repairs of Markfed buildings	SAO/BO/ SO of Civil Engg. Branch	<ol style="list-style-type: none"> 1. Upto work estimate of Rs. 500/- at a time. 2. No administrative approval of HO CE branch required. 3. Expenditure shall be on certificate basis.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
			<p>4. Emergency is to be justified and attached with expenditure bills.</p> <p>5. Yearly limit Rs. 5000/-.</p>
		Asstt. Engg.	<p>1. Upto work estimate Rs. 1000/- at a time.</p> <p>2. Item No. 2 to 5 above followed.</p>
		DM/ GM of District / Plant	<p>1. Upto work estimate Rs 10,000/- at a time.</p> <p>2. No administrative approval of H.O. Civil Engg. Branch required.</p> <p>3. Policy decision and standing instructions from SE followed.</p> <p>4. Expenditure in emergency is to be justified and appended to the expenditure bills.</p>

Sd/-
(B.R. Bajaj)
Managing Director

No Acctts/ LOR/Del.Fin./95/7620

Dated 16th May 1995.

FINANCE & ACCOUNTS DEPTT.

ORDER

In continuation to delegation of Financial Powers issued vide No. LOR/Del./Fin.Power / 94, dated 20.10.1994, the delegations made at Section No. 12.1 to 12.6 relating to Civil Engg. Works are revised / amended as under:

SECTION NO	ITEM OF EXPENDITURE / INCOME	Revised Proposals approved.
12.1	Technical approval of Civil Works.	No Change
12.2	Contracts approval of Civil Works on item rate basis of evaluated technical estimates.	<p>i) The standing instructions on purchase and engaging contractors as decided by management.</p> <p>Note: Wherever the word standing instructions on purchase and engaging contractors from CAO exist in the financial delegation book, the same is to be read as standing instructions on purchase and engaging contractors as decided by the management.</p> <p>ii) Upto Rs. 5.00 Lakhs – No change.</p> <p>iii) Full powers upto Rs. 30.00 lakhs of deposit works on PWD pattern delegated to SE on the recommendations of Committee of XEN, AE Incharge and Dy. CAO(G)/CAO</p> <p>iv) Beyond Rs. 30.00 lacs the matter will be placed before the tender committee which shall consist of SE, XEN and CAO / Dy. CAO(G). For more than one committee a Chief Manager, as nominated by MD will be one of the members of the committee for deposit works which must be taken in hand only on receipt of the money from the client department.</p>
12.2A	Execution of agreements/ signing of documents	Agreement to be executed by XEN and Sr. A.O. and also by XEN and Dy CAO in terms of the clarifications to be issued separately from the Legal Cell.

SECTION NO	ITEM OF EXPENDITURE / INCOME	Revised Proposals approved.
12.3	Approval of modifications / amendments in civil contractors including enhancement of work completion period.	<p>i) Penalty imposition as per contract terms. However, relaxation can be made with recommendations of AMD, SE and CAO / Dy CAO .</p> <p>ii) Full powers regarding waiver of penalty to the committee of AMD (G), SE and CAO / Dy. CAO.</p> <p>iii) Extension in the work of tender value upto Rs. 30 lakh in the deposit works with SE but no exceeding one month extension for every six months and beyond this, it will be decided by the committee of AMD, SE and CAO / Dy. CAO.</p> <p>iv) Full powers about variation in specifications upto Rs. 30.00 lakh to SE with reasons to be recorded in the same except earth work. Beyond Rs. 30.00 lakh, it will be decided by the committee of AMD, SE and CAO / Dy. CAO.</p> <p>v) About non-schedule items PWD system to be adopted.</p> <p>vi) Enhancement of agreement upto 20% of the contract value, SE will have full powers provided revised sanction / proposal is approved by the competent authority. Above 20% revised fresh quotations / tenders are to be called.</p>
12.4	Misc. job/ Assessment/ Expenditure. This may include expenditure on temporary civil installation and erections concerning functions, seminars, exhibitions, inaugurations etc.	No change except standing procedures as decided by management instead of CAO as mentioned earlier are to be followed.
12.5	Sanction of recurring expenditure. This shall consist statutory payments, concerning Civil Engg. Wing such as rent bills, electricity bills. Bills of repairs of furniture & fixtures, office equipments etc. expenditure towards testing fees etc.	No change except standing procedures as decided by management instead of CAO as mentioned earlier are to be followed.

SECTION NO	ITEM OF EXPENDITURE / INCOME	Revised Proposals approved.
12.6	Approval of expenditure and payment orders.	No change except standing procedures as decided by management instead of CAO as mentioned earlier are to be followed.

This issues as endorsed by MD.

Sd/-
(G.S. Virk)
Chief Accounts Officer

No. CAO/99/1185

Dated 19th August 1999

Sub: Delegation of powers

Certain delegation of powers have been revised as per the orders issued vide letter No. CAO/99/1195 dated 19.08.99, copy placed below for information.

As per item No. 12.3(v), the S.E. Markfed has been delegated the powers regarding approval of non-schedule items as per PWD norms. I had written a D.O. letter No. 80-81 dated 24.08.99 to Shri G.S. Sodhi, Chief Engineer, PWD (B&R) Deptt. Patiala for intimating the powers of S.E. PWD Deptt. regarding approval of non-schedule items against each contract. The reminder to this effect was also sent vide letter No. 8096, dated 07.09.99. Till date no reply has been received on the subject. I had personally talked to Shri G.S. Sodhi on telephone and I was told that powers of S.E. regarding approval of non-schedule items was decided long back and no revision in this regard has been done in the recent past. Even the old powers of the S.E. regarding approval of non-schedule items are not available. I have been also told that in most of the cases, the approval of NS items is being decided at the level of the SEs. However, in markfed I suggest the following delegation of powers:-

- | | | |
|----|--|---------------------|
| 1. | Non-arrangement items based on CSR with ceiling premium prevailing at the time of tendering or tendered rates quoted by the Contractor whichever is less, subject to the condition that overall expenditure on the work shall remain within administrative sanction. | Full Powers |
| 2. | Non-arrangement items not based on CSR under one contract subject to the condition that the total expenditure on the work shall remain within the administrative sanction. | Upto Rs. 5.00 lacs. |

Submitted for consideration and approval please.

Sd/-
S.E.
16.09.99

The Board of Directors in its meeting held on 16.08.2001 have resolved vide agenda item No. 4 as under:

Item No. 4

To consider and approve the purchase of Fork Lifter for Markfed Canneries, Jalandhar.

Resolved and approved the purchase of Fork Lifter for Markfed Canneries Jalandhar at a cost of Rs. 8,00,000/- (Rupees eight lacs only) and also to delegate powers to MD to make capital expenditure upto Rs. 10 lac in each case.

While approving the item, the Board has felt that as and when any new activity is taken, the Directors may continuously be kept informed about the same

The CM(PF) is requested to please ensure compliance / implementation of the said decision of the B.O.D. and this branch may be informed accordingly within 7 days of the issue of this letter.

CM(PF)
Markfed

Sd/-
Establishment Officer (P)
For Managing Director
MARKFED

U.O. No. EST/SAM/BOD/2001/602

Dated 21.08.2001

The Board of Directors of Markfed in its meeting held on 26.06.2002 have resolved vide agenda item No. 4 as under:

Item No. 4

To consider and approve the construction of non convertible open plinths for capacity of 10,400 MT at Dhandari Kalan, District Ludhiana at a cost of Rs. 29.50 lacs.

Resolved to approve the Ex-post-facto sanction for construction of 10400 MT capacity non convertible open plinths in Markfed H.C. Unit. Complex at Dhandari Kalan, District: Ludhiana at an approximate cost of Rs. 29.50 lacs, for storage of food grains.

However, Shri K.S. Palne, Addl. Registrar Coop. Societies representative of RCS Punjab desired that in future such approvals should be obtained before execution of the work.

Simultaneously, the Board also felt that such decisions should be taken at the level of M.D. Markfed and if need be, the same should be brought to the notice of Board for its information. In case any amendment in bye-laws is required, the same be examined and carried out after following the due procedure.

The XEN (N) Jalandhar is requested to please ensure compliance / implementation of the said decision of the B.O.D. and this branch may be informed accordingly within 7 days of the issue of this letter.

Sd/-
Establishment Officer (P)
For Managing Director
MARKFED

XEN (N) Jalandhar
Markfed

U.O. No. EST/SAM/BOD/2002/751

Dated 08.07.2002

The Board of Directors in its meeting held on 19.04.2004 have resolved vide agenda item No. 7 as under:

Item No. 7

To apprise the Board with the progress of replacement / installation of machinery in Markfed Modern Rice Mills.

Resolved and approved the replacement / installation of machinery at the Markfed Modern Rice Mills, Baghapurana, Machiwara, Nawan Shahr and Rajpura at a Rs. 51,53,890/-.

Further resolved that the existing delegation for capital expenditure available with the MD Markfed of Rs. 10.00 lacs in each case is approved to be enhanced to Rs. 25.00 lacs in each case.

The Chief Manager (PE) is requested to please ensure compliance / implementation of the said decision of the B.O.D. and this branch may be informed accordingly within 7 days of the issue of this letter.

Chief Manager (PE)
Markfed

Sd/-
Establishment Officer (P)
For Managing Director
MARKFED

U.O. No. EST/SAM/BOD/2004/

Dated 12.05.2004

Sub: **Delegation of Financial Powers – Printing of revised edition of Booklet thereof.**

Will Chief Accounts Officer Markfed please refer to his U.O. No. MR/DFP/4869, dated 19/20.06.06 on the subject cited above ?

In a booklet 'Delegation of Financial Powers' 1994 at Page No. 70, section No. 10.16, following powers have been delegated to the Dy. Director (PR):-

Dy Director	1	Publicity of tenders and general notice as approved by MD
Dy Director (Publicity & PR) upto Rs. 35,000/- per Occasion	1.	Publicity of commercial advertisement and services verified by user Chief Manager
	2.	Policy Procedure and Norms of Advertisement followed.

In addition to above, the following jobs relating to Public Relations may please be got printed in the booklet 'Delegation of financial powers:-

Designing Art work, Computer composing, Photography , Photo Coverage, TV, VCR coverage, transparencies, scanning, Photostat, film, visiting cards banners, hiring of a photographer, Developing of pints, mike services, blow ups and other allied services relating to public relations within the above mentioned powers.

Sd/-
Jt. Director (PR)

C.A.O.

U.O. No. Fed/JDPR/6201

Dated: 29.06.2006

CAPITAL AND REVENUE EXPENDITURE PERTAINING PROJECT ENGINEERING WORKS

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
13.1	Contract approval of plant and machinery, service equipment, office equipment to be capitalized for new projects or expansion / modification of existing projects / plant / units.	Project Engineer	1. Administrative and economic cum technical feasibility approval of competent authority obtained.
			2. Standing instructions from CAO followed.
			3. Amount within capital budget provisions.
			4. Amount per contract / project upto Rs. 1 lacs.
			5. Tender committee consist GM & Technical manager of Plant / Unit and SAO (Projects)
		CMPE	1. Conditions 1 to 3 above.
13.2	Approval of payment of supplier of machinery, service equipment and other equipment to be capitalized		2. Amount per contract / project upto Rs. 5 lacs.
			3. Tender Committee – GM Plant / Project, PE & Dy. CAO
		MD	1. Project / Contract more than Rs. 5 lac.
			2. Tender Committee consist AMD, CAO and CMPE / GM Plant / Project.
		CMPE	1. Provisional payments are due as per contract terms and conditions.
			2. Machinery received certified as per specifications and terms of contract.
13.2	Approval of payment of supplier of machinery, service equipment and other equipment to be capitalized		3. Bills scrutinized by SAO (P) and his observations considered.
		CMPE	1. Final payments are due as per contract terms and conditions.
			2. Machinery received and trial runs completed and performance guarantee undertaken as per agreement.
			3. Bills scrutinized by Dy. CAO and his observations considered.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
			4. Penalty towards default as per contract terms imposed.
		MD	1. Conditions 1 to 2 above followed. 2. Bills scrutinized by CAO and his observations considered. 3. Penalty imposed to be waived / relaxed or disputed.
13.3	Incidental expenditure on new projects, machinery and service equipment incurred upto trial runs and to be capitalized	GM Plant / PE	1. Standing instructions from CAO followed. 2. Amount upto 50000/- per occasion/ bill. 3. Full justification recorded and SAO plant / project scrutinized the bills.
		CMPE	1. Standing instructions followed. 2. Amount upto Rs. 20,000/- per occasion / bill. 3. Full justification recorded and Dy. CAO scrutinized the bill.
		MD	1. Exceeding Rs. 20000/- per occasion / bill. 2. Full justification given by CMPE & CAO scrutinized the bill.
13.4	Shifting / dismantling / installation of machinery / equipment from one plant to another.	CMPE	1. Administrative and economic cum technical approval of competent authority obtained. 2. Standing procedure from CAO followed. 3. Bills scrutinized by Dy. CAO.
13.5	Approval of consultancy contracts for the job of detailed economic cum feasibility reports for new projects / scheme.	MD	1. Administrative approval obtained. 2. Technical committee consist AMD / CMPE / CAO
13.6	Approval of payment to consultants engaged.	CMPE	1. Payments are due as per contract terms and conditions.

SECTION NO	ITEM OF EXPENDITURE / INCOME	TO WHOM DELEGATED	EXTENT & CONDITIONS ATTACHED TO DELEGATION
		MD	<ol style="list-style-type: none"> 2. Consultant report considered and accepted by MD. 1. Consultant report not accepted and observations of CMPE and CAO considered.
13.7	Financial duty to install the project in time and capitalized plant and machinery service equipments as per administrative approval of project.	CMPE	<ol style="list-style-type: none"> 1. Receipt / installation of machinery and plant specifications as per contract terms physically verified.
13.8	Declaring unserviceable / obsolete plant & machinery, service equipments of running plant / unit and disposal thereof.	CMPE	<ol style="list-style-type: none"> 1. Administrative approval of competent authority to be obtained. 2. Standing instructions from CAO followed. 3. Tender committee consist GM Plant, CAO and Project Engineer.

OFFICE ORDERS

1. All the Functional Heads
Of Markfed at Head Office,
Chandigarh.
2. All Officers of Markfed at
Head Office as well as Field
Including Plants / Units.

Dear Sir(s),

On the transfer of work of vehicles Branch from Personnel Branch to the Engineering Branch vide office orders No. EST/EAG-4/2649, dated 15.07.2002, Managing Director, Markfed has approved the following delegation of powers for the smooth running of the work of the Vehicles branch:-

(1)	A.E. (HQ) / XEN (HQ)	-	Rs. 5,000.00
(2)	S.E.	-	Rs. 10,000.00
(3)	AMD (G)	-	Above Rs. 10,000.00

As regards delegation to allot the staff cars to the eligible officers for visiting Delhi and other stations outside the State of Punjab and U.T. Chandigarh for official work, the powers shall be enjoyed by S.E. Markfed.

These delegation shall be in force with retrospective effect i.e. 16th July, 2002.

Sd/-
(J.S. Brar)
Executive Engineer (HQ)
MARKFED

**THE PUNJAB STATE COOPERATIVE SUPPLY & MARKETING
FEDERATION LIMITED CHANDIGARH**

With a view to ensure efficient discharge of day-to-day functioning of the activities of the Markfed Grain Testing Laboratory, Ropar, the various powers of financial sanction are hereby delegated to the following officers:-

S. No	Nature of financial sanction	Power delegated	Extent of delegation	Conditions attached to delegation
1.	Make payment of Electric / Water / Telephone / Fax Internet bills	In Charge Lab.	Full Powers	On actual basis
2.	Make payment of octroi charges on Glasswares / Chemicals / Instruments / Equipments / Misc.	-do-	-do-	-do-
3.	Fixing of courier charges (domestic as well as international) and make payment of postage and courier charges (domestic as well as international)	-do-	-do-	On actual basis as per standing instructions
4.	Part-time sweepers charges / wages of daily paid lab staff.	-do-	-do-	On DCs rates of respective district
5.	Other contingent expenditure w.r.t. refilling of gas cylinders, expenditure on detergents, repair of faults, carriage charges, local emergent purchases of lab. Chemicals / Glass wares / stationery items, nails, ropes, polybags, cleaning & polishing of instruments / lab. Equipment etc.	-do-	-do-	Subject to maximum of Rs. 2000/- per month.
6.	Repair of the fine instruments	-do-	-do-	The lab in charge will maintain the record of repair of such instruments. The repair will be got arranged from CSIO / PAU or the original manufacturer of the equipment.
		CMFG	-do-	Upto Rs. 10,000/-
		AMD (G)	-do-	Upto Rs. 20,000/-
		MD	-do-	Beyond Rs. 20,000/-
7.	Award of Annual Rate contract for purchases of consumable such as Chemicals / Glass wares & Filter paper etc.	MD	-do-	
8.	(a) Sanction to make purchases of Lab. Chemicals / Glass wares / Equipments	CMFG	-do-	As per rate contract with dealers mfg approved by AMD/MD
	(b) Payment of bills of Chemicals / Glass	CMFG	-do-	As per term approved

	wares equipments.			by the AMD/ MD for annual rate contract
9	(a) To sanction the purchases of Misc. Lab. Items, fine instruments, spares, promotional items, other unforeseen expenditure	CMFG MD	-do- -do-	Upto Rs. 10,000/- Beyond Rs. 10,000/-
	(b) Payment of bills of purchases of above items 9(a)	CMFG	-do-	Against the purchases approved by MD.
10.	Release of earnest money / securities	CMFG	-do-	After satisfying that the party / supplier have fulfilled the contract according to the terms of the purchase order placed with the party.
11	(a) Approval of tour programme/ TA bills of staff working under Incharge Grain testing lab.	In charge Lab.	-do-	As per TA/DA rules of Markfed subject to budget provision.
	(b) Approval of tour programme / TA bills of incharge Grain Testing lab.	CMFG	-do-	-do-
12.	To sanction and order the payment of repair bills of office furniture / fixtures, re-canning of chairs etc.	In charge Lab	-do-	Upto Rs. 2000/-
13.	Fix testing charges of samples for wheat / rice and other related items for private and institutional clients.	MD	-do-	Rates of competitors to be kept in mind.
14.	Subscribe to make payment for newspaper (3 Nos.) Technical Manuals/ Trade Magazine and other lab. Related literature.	In Charge Lab	-do-	Upto Rs. 500/- PM on actual basis.
		CMFG	-do-	Upto Rs. 2000/- PM on actual basis.
		AMD (G)	-do-	Above Rs. 2000/- PM on actual basis
15.	Purchases of stationery / printing of stationery	In charge Lab.	-do-	Upto Rs. 1000/- PM on actual basis.
		CMFG	-do-	Upto Rs. 10,000/- PM on actual basis.
		AMD (G)	-do-	Above Rs. 10,0000 PM on actual basis (printing to be get done from PUNCOFED) or any approved agency by Markfed.
16.	Obtain one membership of National / international organization and to make payment.	CMFG	-do-	On actual basis.
17	Purchases of BIS books / Standards	In Charge	-do-	On actual basis.

Lab.

- | | | | | |
|-----|--|---------|------|---|
| 18. | Purchases of reference books of Indian & Foreign authors | CMFG | -do- | Upto Rs. 20,000 on actual basis. |
| | | AMD (G) | -do- | Above Rs. 20,000 (Purchase to be made after observing in vogue) |
| 19. | Publications of advertisements for mktg. of laboratory in leading newspapers / journals. | MD | -do- | |
| 20. | Appointments of service provider for running Grain Testing Lab on contractual basis. | MD | -do- | |
| 21. | Sanction expenditure for holding seminars / workshops for promotion of laboratory | MD | -do- | |

This issue is with the approval of Managing Director, Markfed.

Sd/-
Chief Accounts Officer

No MR/Delegation/GTL/05/3994, dated 17.03.2005.

No. MR/Delegation-F. Powers/08/7601

Dated: 07.01.2008

The Incharge
Food Testing Lab.,
Ropar

Sub: **Delegation of Financial Powers regarding Food Testing Lab., Ropar.**

The maximum limit of contingent expenditure in respect of Food Testing Lab., Ropar previously known as Grain Testing Lab., is hereby enhanced from Rs. 2000/- to Rs. 3000/- per month with immediate effect.

This issues with the approval of MD.

Sd/-
Chief Accounts Officer

DELEGATION OF FINANCIAL POWERS TO DELHI

S.No	Head of Account	Delegation	Sanction	Remarks
A.	REPAIR & MAIN TO GEN ASSETS			
1.	<u>Repair & Maintenance to Building</u> 1. Office Building	LO	Rs. 5000/- per annum	Above Rs. 5,000/- upto Rs. 20,000/- concerned Functional head. Above Rs. 20,000/- AMD (G) Budget provision to be followed
2.	<u>Repair & Main. To furniture & fixture</u> 1. Furniture items 2. Electrical items 3. Office equipment 4. Computer	LO	Rs. 25000/- per annum	Above Rs. 25,000/- upto Rs. 40,000/- concerned Functional head. Above Rs. 40,000/- AMD (G) Budget provision to be followed
3.	<u>Repair & Main to Officer Car</u> 1. Repair to Officer Car. (CFS) Fixed Monthly Charges Rs. 1500	LO	As per HO sanction	To be claimed in prescribed Performa
B.	GENERAL & ADMN. EXPENSES			

S.No	Head of Account	Delegation	Sanction	Remarks
1.	<u>Entertainment</u> 1. Fixed limits of LO	LO	Rs. 3500/- PM	1. Expenditure over and above sanction of functional head upto Rs. 50,000/- p.a. 2. Above Rs. 60,000/- sanction of AMD (G) be obtained. Budget provision to be followed.
	2. Tea to Staff			3. Two cups tea daily, as per attendance Budget Provision to be followed
2.	<u>Electricity & Water Exp.</u> 1. Electric bill 2. Water bill	LO	As per Bill	Actual consumption
3.	POL to Gen Set	LO	225 litres per annum	Expenditure over and above, sanction of Functional head upto 500 litres. Log book for consumption of diesel / petrol to be maintained by mentioning time of running of Gen set. Above 500 litres AMD (G) Budget Provision to be followed.

S.No	Head of Account	Delegation	Sanction	Remarks
4.	Legal Expenses	LO		As per approval of CML/LO, CIA/Manager Taxation, HO. Budget provision to be followed.
5.	<u>Printing & Stationery</u> 1. Stationery items	LO	Rs. 5000/- per annum	Over and above upto Rs. 15000/- concerned Functional head. Above Rs. 15,000/- AMD (G) Budget provision to be followed.
5A	<u>Printing & Stationery</u> 2. Photostat	LO	Rs. 5000/- per annum	Over and above upto Rs. 15000/- Functional head. Above Rs. 15,000/- AMD (G) Budget provision to be followed.
6.	<u>Office Rent</u> 1. To regulate payment of rent of office building.	LO	As per HO Sanction	As per HO sanction
7.	<u>Telephone Office</u>	LO	Rs. 5000/- per annum for two telephones (including fax)	Expenditure over and above the limit upto Rs. 50000 to 1.00 lac concerned Functional head. Above Rs. 1.00 lac AMD (G) Budget provision to be followed.
	Residence: (Mobile / Landline telephone) provided to LO		Rs. 36000/-per annum	Over above Rs. 36000/- upto 50,000/- Functional head. Above Rs. 50,000/- AMD (G) Budget Provision to be followed.
8.	<u>Postage and Telegrams</u> 1. Postage Stamps, Courier etc.	LO	Full Powers	Dispatch Register to be maintained. As per budget provisions.
9.	<u>Paper & Periodical</u> 1. Newspapers & Magazines	LO		Only five newspapers Budget Provision to be followed.
10.	Staff Welfare	LO		As per sanction conveyed by HO, for retiring employees.
11.	POL to Officer Car 1. POL to Officer Car (CFS Scheme)	LO	As per HO Sanction	To be claimed in prescribed Performa. TA and Kilometer run to be recorded in the log book and

S.No	Head of Account	Delegation	Sanction	Remarks
	50 litres thereof.			may be maintained.
12.	<u>Maintenance Expenses</u> 1. Engagement of part time Sweeper on need basis and payment thereof.	LO	As per sanction conveyed by HO	Alternative arrangements during leave to be made against the regular employee only i.e. cook. Budget provision to be followed.
13.	<u>Watch & Ward Expenses</u> 1. Engagement of security personal	LO	As per sanction conveyed by HO	Budget provision to be followed.
14.	<u>Horticulture Expenses</u> 1. Engagement of Mali	LO	As per sanction conveyed by HO	Budget provision to be followed.
	2. Plants, Seed, Manure etc.		Rs. 1000/- per annum	Over and above upto Rs 5000/- concerned Functional head. Above Rs 5000/- AMD(G).
15.	<u>General Expenses</u> 1. Flower Bouquet	LO	Rs. 5000/-per annum	Over and above upto Rs. 1000/- concerned Functional head. Above Rs. 1000/- AMD(G). Flower Bouquet is to be given only to Makfed Guests declared by HO including the cost of bouquet. Name and date of visit of VIP to whom the bouquet is given, may be recorded. Budget provision to be followed.
16.	<u>Gifts</u> 1. Gifts including Wrapping charges to be presented to VIPs/ Senior Officers in connection with business activities of Markfed.	LO	Rs. 10000/- per annum	Expenditure over and above the limit upto Rs.20000/- concerned Functional Head. Above Rs. 2000/- AMD (G) and for other products with the approval of AMD (G), HO. Budget provision to be followed.
17.	<u>Guest House Expenses</u> i) Dry cleaning and washing	LO	Rs. 10000/- per annum	Expenditure over and above the limit upto Rs.20,000/- concerned Functional Head. Over and above Rs. 20,000/- AMD (G) Room-wise Washing and cleaning register to be maintained.

S.No	Head of Account	Delegation	Sanction	Remarks
	ii) Up-keep of Guest House		Rs. 10000/- per annum	Stock entry to be made.
	iii) Gas Cylinder		Two cylinders per month Rs. 12000/- per annum	Stock entry to be made.
	iv) Cable Charges	LO	Full Powers	No. of cable connections to be sanctioned by Head Office
	v) Consumable items and purchase of crockery etc.		Rs. 5000/- per annum	Expenditure over and above the limit the concerned Functional head. Stock entry to be made. Budget provision to be followed.
	vi) Purchase of Guest House articles i.e. Bed Sheets, blankets , pillow covers etc.		Rs. 5000/- per annum	Expenditure over and above the limit the concerned Functional Head. Stock entry to be made. Budget provision to be followed.
	vii) Engaging Cook on contract basis.		As per sanction conveyed by HO	As per HO sanction. Budget provisions to be followed.
18.	<u>Computer Expenses</u> 1. Purchase of Cartage, Refills etc.		Rs. 2000/- per annum	Expenditure over and above the limit upto 5000/- the concerned Functional Head. Over and above Rs. 5000/- AMD (G).
C.	<u>SALARY AND PERKS ACCOUNT</u>			
1.	<u>Salary & Perks</u> 1. Travelling Allowance & Dearness Allowance. 2. Airport entry and parking fee			As per T.A. Rules of Markfed. To be claimed in TA Bill.
2.	<u>Travelling Allowance</u>	LO	Rs. 1000/-	To be claimed in prescribed performa. TA and

S.No	Head of Account	Delegation	Sanction	Remarks
	Conveyance Facility Scheme Expenditure Sub Head TA 10000 km @ Rs. 1 per km			kilometer run to be recorded in the log book and may be maintained. Expenditure over and above, sanction of functional head. Budget provision to be followed.
3.	Cancellation of Railway Tickets			To send debit note to HO for the cancellation of tickets of Markfed Officers.
D.	TO DISPOSE OF UN-SALEABLE CONDEMNED ARTICLES			Subject of HO approval and proposal by a committee of LO, AAO, Acctt. Sanction of Functional head may be obtained.
E.	MARKFED GUEST 1. Hiring Taxi 2. Boarding & Lodging 3. Entertainment etc.	LO	As per HO sanction	Prior sanction of MD to be obtained. Register should be maintained, head wise.

Note: All the payments to be entered on a register head wise for the above payments. Page number of that register should be mentioned on the payment

14. STANDING TENDER AND COMMITTEE PROCEDURE FOR THE PURCHASE/ SALE OF MATERIAL AND EQUIPMENT IN MARKFED.

- 14.1 Markfed business consist purchase / sale of numberless items of Industrial, Commercial Trading, State sponsored Trading and Govt. of India sponsored Foodgrains Trading and many transactions run in few crores. In process purchases, machinery, construction of godowns, engagements of contractors, transportation transactions running in crores of rupees are also effected. Markfed physical business is scattered at various places and effected through various District offices and plants / units. In order to make purchase / sale, speedy, efficient and competitive, to the extent possible, procedure available to private trade in respective functions are allowed in principle. For example, purchase of oil at Khanna Plant and sale of Cotton Seed at Cotton Cell Bathinda, running in lacs are contracted on phone through broker. Purchases of fertilizers / pesticides from selected, suppliers is negotiated. However, for functions where specific purchase / sale procedure is not justified, public tender procedure and committee recommending procedure is followed.
- 14.2 In this view, in each head / item financial delegation to specified purchase / sale procedure by issue of policy procedure and standing instructions has been provided which is allowed after considering administrative and financial approval at level of M.D. However, in cases where no specified policy / procedure or standing instructions issued, financial delegation for heads / items expenditure is subject to following standing procedures.

Constituting Committee

- 14.1A The competent authority to which financial power has been delegated shall constitute committee to process tenders and make recommendations and grant approval after considering the recommendations of Committee.
- 14.2A Committee shall consist minimum three members. One committee member shall be representative of Finance and Accounts Section and shall not be below the rank of Sr. Accounts Officer and shall be responsible to make financial comparative statement and appraisal of the tenders indicating the most competitive offer. The other committee members shall be from indent / user department and shall not be below the rank of Technical Officer and shall be responsible to check specifications, quantity, quality and delivery period of transaction ensuring it meet the requirement. The third member may be technical expert of administrative expert depending upon requirement. Additional member of committee can be taken on need basis.
- 14.3A In general where delegated competent authority is General Manager, Sr. Manager of Plant / Unit or Distt. Manager in district Office, tender committee shall be constituted from local Officers. The local Officer of plant to Distt. or vice versa within District in committee can also be taken on need basis. In cases where Deptt Head is the competent delegated authority, tender committee member shall include GM/ Manager of Plant / Unit or DM of Distt. concerned and Sr. Accounts Officer of concerned Branch in Head Office in general. In cases were delegated committee authority shall be AMD, the tender committee member shall consist Deptt. Head concerned and Dy CAO

H.O in general. However, in cases where competent authority shall continue to be M.D. the tender committee shall include AMD concerned, CAO and Deptt. Head concerned.

Calling Tenders

14.1B Whereas expenditure / transaction upto estimated amount Rs. 50,000/- is involved, sealed quotations from reputed suppliers / customers shall be called or collected by committee In all cases more than Rs. 50,000-0 offer shall be invited by press advertisement. Where as supplier / customer are selected and / or quality / reputation of supplier is important, tender for selection, enlisting of the supplier / customers by Press advertisement can be made and up dated on yearly basis and quotation from the enlisted supplier / customers as and when required can be called and considered. Tender / quotation processing shall be made by committee keeping in view the following guidelines.

14.2B Tenders shall be opened by the constituted Committee members on the prescribed date and time in presence of tenderers, if any. Immediately, after opening, the tenders shall be numbered. The comparative statement of tenders showing rates and deviation in terms and conditions shall be prepared and lowest tenderer and rates thereof shall be declared. In order to witness the tender opening, all Committee members shall sign the tender and comparative statement.

14.3B Generally, there shall be no negotiations with individual tenderer and offer of the lowest tenderer as per Markfed terms and conditions and comparative statement shall be accepted. However, if committee observe that lowest tenderer has not accepted the terms and conditions of tender. He shall be given opportunity to accept the tender terms and conditions of Markfed falling which relaxation in tender terms and conditions thereof shall be considered by the Committee and counter offer of the same shall be made available to all tenderers including lowest tenderer. In case, lowest tenderer is not accepting the tender terms and conditions and leading factor, his offer shall be rejected and next lowest tenderer shall be considered.

14.4B In case, Committee find that the acceptance of lowest tenderer is unlikely to mature for meeting quality and time schedule for the reason that the tenderer is not technically or financially sound, rejection of the tender by giving reasons thereof shall be recorded by the committee considering lowest tenderer.

So far technical tenders are concerned, detailed specifications shall be prescribed and in case any improvement / relaxation in technical specifications is to be given, leading factor thereof shall be decided and technical tender qualification shall be considered before considering the financial bid.

1.45B After terms and conditions of the tender and technical specifications and leading factor are considered and finalized, lowest tenderer offer shall be considered. If, it is found competitive, it shall be accepted without any further negotiations. If, offer is not found competitive, rates shall be negotiated with

lowest tender failing committee shall give counter offer of rates to the first lowest tenderer then to second lowest tenderer and so on in writing and if counter offer of rates is accepted by the party, there shall be no more negotiations.

However, if the counter offer is not accepted by any party, committee shall consider the need to give second counter offer or reject all tenders. If second counter offer is given, it shall be offered first to the lowest tenderer and then to second lowest tenderer and so on. If even in second counter offer, neither party accepted, committee shall decide to accept the best available offer from the tenderers or decide for re-tendering.

14.6B In either case, out of turn, negotiations with individual tenderer shall not be conducted.

AMENDMENT NO. 6

ORDER

In partial modification of the procedure for the purchase/ sale of material and equipments in Markfed as incorporated in the delegation of financial powers (Item 14.1 B). It has been considered to reduce the expenditure on press advertisements. Accordingly, it has been decided that press advertisements should be restricted for the purchase / expenditure amounting in Rs. 1.00 lac or more. Expenditure less than Rs. 1.00 lac may be checked by calling sealed quotations from the reputed suppliers / customers. All other conditions attached in the delegation shall remain intact.

These orders may please be followed meticulously and also brought to the notice of all concerned.

This issue with the approval of Managing Director.

Sd/-
(G.S. Virk)
Chief Accounts Officer

No. LOR/ Delegation / F. Powers/98/2804

Dated: 20.04.1998

**THE PUNJAB STATE COOPERATIVE SUPPLY AND
MARKETING FEDERATION LTD., CHANDIGARH**

ORDER

With a view to bring efficiency and transparency in the functioning of Markfed with regard to purchase / Sales through tenders, you are advised to follow the instructions of the Central Vigilance Committee quite meticulously. In this connection a copy of Central Vigilance Committee Circular No. S-1(1)/OS/(1), dated 18.11.1998 along with copy of D.O. letter No. SES/2000/2251-96, dated 21.08.2001 from Chief Secretary Punjab addressed to Secretary (Cooperation) Punjab Government is enclosed for ready reference and implementation in letter and spirit. It may be made a part of the delegation of financial powers inforce.

Please acknowledge receipt.

Sd/-
(N.S. Bal)
Chief Accounts Officer

No. Mdf/Del. Of Financial Powers / 2001/297

Dated: 27.08.2001

No. Mfd/Del./01/9923
19th Oct 2001

1. All D.Ms Markfed.
2. All GMs/ Dy. GMs/ Managers, Plants, MARKFED
3. All Officers at H.O.
4. LO Markfed, Delhi
5. OSD (Cotton), Bathinda.

Sub: Instructions to carry out negotiations with tenderers.

In continuation to H.O. letter No. Dele. Of Powers / 297 dated 27.08.2001 please find enclosed a copy of letter No. 2207-2224, dated 03.10.2001 from Director, Institutional Finance & Banking & Public Enterprises, Pb Govt. Chandigarh.

It is mandatory that the tender notices must invariably incorporate a specific clause that “negotiations shall not be held excepting with the lowest tenderer, if required in case of purchases, and with highest tenderer in case of sales”.

Sd/-
(N.S. Bal)
Chief Accounts Officer

AMMENDMENTS

232

30

MARKFED CHANDIGARH : MANAGER (RECOVERY BRANCH)

Sub: Reg. Delegation of Financial Powers towards purchase of reference books of foreign / Indian Authors- Amendments thereof.

Will CM (FG) may kindly refer to the subject cited above?

MD has accorded necessary approval regarding purchase of reference books of Foreign / Indian Authors at NP-53 ante of the relevant file which is inserted in the Section No.10.4 of the Delegation of Financial Powers relating to General Administrative Expenditure. The following addition have been made in the above said section :

Section No.	Head / Item of expenditure / income	Delegated to authority	Extent and condition attached to delegation
10.4	Purchase of books including Technical and legal books	CM(HQ) branch	1. Policy and procedure and standing instructions from CAO followed. 2. Request of various officers particularly technical and business related books considered. 3. Entry in Library record made.
10.4	Purchase of reference books of Foreign / Indian authors	CM (FG)	Upto Rs.20,000/- on actual basis. The policy and procedure mentioned above should be followed.
		AMD(G)	Above Rs.20,000/- purchases to be made after observing policy and procedure in vogue.

CM (FG)

Chief Accounts Officer

UO No.MR/DFP/09/ 7484

Dated: 20.1.09

- CC: Secy. to MD for the kind information of MD please.
CC: Secy. to AMD(G) for the kind information of AMD(G) please.
CC: Secy. to AMD(P) for kind information of AMD(P) please.
CC: All the Functional heads in HO Chandigarh for inf.
CC: Dy. CAO(IA)/Sr.Manager (Tax.)/SAO(G)/SAO(D)/SAO(S) for inf.

Chief Accounts Officer

252
AMENDMENT No: 7 (31)

ORDER:

In partial modification of the Delegation of Financial Powers as specified at sanction No.14.3 A, the delegated authority of AMD is also extended to Executive Director.

Managing Director

No. MR/Del. F.Powers/09/ 7679

Dated: 11.6.09

- Copy of the above forwarded to :
1. Executive Director, Markfed for information please.
 2. All the GMs/Managers of Markfed Plants/units in the State for inf. & necessary action please.
 3. All officers of Markfed at HO for information please.
 4. All DMs, Markfed in the State for information please.
 5. OSD (Cotton), Markfed, Bhatinda for information please.
 6. Liaison Officer, Markfed, C-212, Defence Colony, New Delhi.
 7. Secy./MD, AMD(P) for the kind information of MD and AMD(P).
 8. Chief Auditor, Coop. Societies, Punjab, Chd. For information please.
 9. Audit Officer (Coop. Societies), Markfed for information please.

Chief Accounts Officer
11/6/09

33

2/2/10

MARKFED CHANDIGARH : (RECOVERY BRANCH)

Sub: Delegation of Financial Powers / Entitlements to the post of Executive Director.

The delegation of Financial Powers / Entitlements to the post of Executive Director shall be at par to the post of AMD's.

Managing Director

No.SAO(R)/Del.F.Powers/2010/7866

Dated: 5/2/10.

Copy of the above is forwarded to :

1. Executive Director, Markfed for information please.
2. All the GMs/Managers of Markfed Plants/units in the State for inf. & necessary action please.
3. All officers of Markfed at HO for information please.
4. All DMs, Markfed in the State for information please.
5. OSD (Cotton), Markfed, Bhatinda for information please.
6. Liaison Officer, Markfed, C-212, Defence Colony, New Delhi.
7. Secy./MD, AMD(P)/ AMD(G) for the kind information of MD/AMD(P)/AMD(G) pl.
8. Chief Auditor, Coop. Societies, Punjab, Chd. For information please.
9. Audit Officer (Coop. Societies), Markfed for information please.

J/c

[Signature]
Chief Accounts Officer

CP-34

MARKFED;CHANDIGARH;(INQUIRY BRANCH):

No. EOI/EAI-5/2011/ 1175

Dated: 25.7.2011
26

All the District Managers,
Markfed, in the state;

All the Assistant Engineers,
Markfed, in the state.

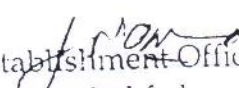
Subject: Execution of Civil Works upto Rs. Five lacs.

Dear Sir(s)

Please refer to the subject cited above.

As per delegation of Financial Powers, Section 12.2, all the Civil Works (including repair works and electrical works) will be executed by the Engineering Section under the control and supervision of S.E., Markfed, within the budget provisions. The tender committee in the field shall consist of XEN, Sr.A.O. and District Manager/Manager of the District/Unit.

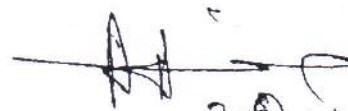
This issues with the approval of M.D..


Establishment Officer (I)
Markfed.

✓ CC: S.E., Markfed, H.O., for inf. & n/action;

CC: C.A.O., Markfed, for inf. & n/action.

Send for to concerned Xen's.


28/7/11

37

MARKFED CHANDIGARH (M.D.OFFICE)

ORDER

Whereas, it has been brought to my notice that the Engineering Branch of Markfed is currently issuing tenders through e-tendering for the works with estimate above Rs.5.00 lacs. For the works with estimate of Rs. 1.00 lac to Rs. 5.00 lacs, e-tendering is not being followed.

It is hereby ordered that the works with estimate above Rs.1.00 lac shall be executed through e-tendering.

This order shall come into force with immediate effect.



Managing Director

No.Secy./MD/2014/ 474

Dated: 16/6/14

A copy of the above is forwarded to the following:-

1. Superintending Engineer, Markfed, Chandigarh for strict compliance of the orders of worthy MD.
2. PS to Additional Managing Director (G) / SSS/Additional Managing Director (P), Markfed, Chandigarh for information of AMD(G) / AMD(P) please.
3. Chief Accounts Officer, Markfed, Chandigarh for information please.
4. Sr.Manager (Law), Markfed, Chandigarh for information please.
5. All the functional heads, Markfed, Chandigarh for information please.


Secretary / M.D.

No. PA/CA/2014/525

dt: 26/6/14

copy of the above is forwarded to all Dy CAOs & Sr AOs, Markfed for information please.

Markfed Head Office Chandigarh (Accounts Branch)

Delegation of Powers

As per Delegation of Financial Powers, the medical bills over and above Rs 25000/- are presently put up to MD for approval. In future, wherever such medical bills are to be approved by Markfed as per the rates prescribed by the Punjab Government, the powers for approval of such medical bills are hereby delegated to the Additional Managing Director (G) with immediate effect.

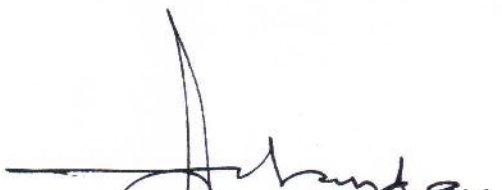
Managing Director

No.Acctts/Recovery/2014/ 455

Dated: 2-12-2014

A copy of the above is forwarded to :

- Secy. to MD for kind information of Managing Director please.
- PS to AMD(G) / AMD(P) for the kind information of AMD(G)/AMD(P) please.
- E.D.Markfed for information please.
- All Functional Heads, Sr.Manager(Pers.), EO(G), EO(P) for information & n/action please.
- All DMs/GMs/Managers, Markfed in the State.
- All SAOs Markfed in the Head Office for information & n/action.
- OSD Cotton, Bathinda for information & n/action.
- LO Markfed New Delhi.


Chief Accounts Officer
Markfed, Chandigarh