

**DELEGATION OF FINANCIAL POWERS TO VARIOUS OFFICERS OF
BBNDA**

S.O.E	DEFINITION/EXPLANATION	DELEGATION OF FINANCIAL POWERS SUBJECT TO BUDGETARY PROVISION
1. SALARIES	It includes pay, allowances in all forms to personnel including leave encashment but not travel expenses (other than leave travel concession).	<p>Full powers to CEO/Deputy CEO/Joint Controller Finance for payment of salary and allowances of all the staff in position against both permanent, temporary and contractual posts subject to the condition that :</p> <ol style="list-style-type: none"> 1. No new post is to be created without prior concurrence of Council of Ministers after approval of BBNDA in consultation with FD. 2. No payment of any new allowances shall be permitted without prior approval of BBNDA.
2.WAGES	It includes payments to daily waged staff, whole time or part time (other than those charged to SOE Maintenance, Minor & Major works).	<ol style="list-style-type: none"> 1. Full powers to CEO/Deputy CEO/ Joint Controller Finance for daily waged/part time employees in position as on 28th February, of the preceding financial year. Provided that this powers shall not confer the right to fill up any vacancies in daily waged personnel resulting from any causes whatsoever without concurrence of BBNDA. 2. No new posts on daily wages/part-time shall be created without prior concurrence of BBNDA. <p style="text-align: center;">Provided further that the instructions issued by the</p>

		Department of Personnel vide their letter No. PER (AP-II) B (2)5/86-III dated will remain the guiding principle for governing the service conditions of daily waged personnel.
3. TRAVEL EXPENSES	It includes all expenses on account of travel on duty. This will also include. T.A.to non – official members.	<p>Full powers to the designated Controlling Officers for tours within the state (for this purpose tours upto Chandigarh /Pathankot will count as tours within the state).</p> <p>Full powers to Administrative Secretary for tours outside the state but within the country.</p> <p>All foreign tours shall be subject to clearance by F.D. through the AD.</p> <p>Touring by private vehicles shall be governed by instruction issued by state government from time to time.</p> <p>Provided that the delegation providee here may at any time be curtailed by administrative instructions such as the instructions issued by Department of Personnel regarding restrictions on touring during the Vidhan Sabha session.</p>
4. LIVERIES	It includes expenditure on liveries as approved by BBNDA.	Full powers to the Controlling Officers for purchase of livery articles on the rate and pattern approved by BBNDA.
5. OFFICE EXPENSES	It includes all contingent expenses for running an office such as furniture, postage, purchase and maintenance of	Furniture: i) Purchase of new furniture: Administrative Secretary –Full Powers, CEO BBNDA-upto Rs 1 Lakh.

	office machines and equipment (e.g.	Expenditure on this account shall be made only after the approval from BBNDA and subject to the availability of budget under this head. Purchases to be made strictly as per the procedure for the purchase prescribed by the state government from time to time.
	Machines, typewriters, computers heaters locks, clocks etc.) hot and cold weather charges, telephones electricity and water charges, stationery other than that received directly from the Controller, Printing and Stationery, expenditure on labor for carriage of office record materials etc. (where it is not paid out of wages) purchase of books, journals and newspapers for use in offices/ libraries, demurrage/wharfage, printing other than that through Controller, printing and Stationery.	<p>ii) Replacement: In the case of replacements of furniture, full powers to the CEO subject to condemnation of old furniture in accordance with the laid down procedure prescribed by state government.</p> <p>Postage: full powers upto Deputy CEO level.</p> <p><u>Purchase of office Machines and Equipment:</u> All purchases of individual items costing above Rs, 1, 00,000/- shall be affected with prior approval of BBNDA. Power upto Rs, 50,000/- delegated to CEO. Powers beyond Rs 50,000 upto Rs 1, 00,000 with Administrative Secretary. The purchases in these cases shall be subject to the approval of BBNDA.</p> <p><u>Hot & Cold weather charge:</u> -do-</p>
		<p><u>Electsicity and water charges:</u> Full powers to the designated Controlling officers.</p> <p><u>Telephone/EPABX</u></p>

		<p>New connections/New EPABX: No expenditure on account of new telephones/EPABX shall be incurred without prior approval of BBND. Telephone bills: Full powers to the CEO/Deputy CEO subject to the limits of free telephone calls on official phones installed at residences as per instructions issued by the state government from time to time.</p> <p>Carriage of office record: Full powers to CEO/Deputy CEO. <u>Books & Journals:</u> Full powers to CEO/Deputy CEO. <u>Stationer other than that received from CP&S:</u> Full powers to CEO/Deputy CEO. <u>Demurrage/Wharfage:</u> Full powers to CEO/Deputy CEO. <u>Printing other than that done through CP&S:</u> Full powers to CEO/Deputy CEO.</p>
6. Medical Reimbursement	It includes expenditure on medical expenses of Govt. employees and others authorized by Govt. as per procedure approved by Govt.	Full powers to CEO/Deputy CEO subject to instructions/norms fixed by the Govt. from time to time
7 Rent rate & taxes	It includes payment of rent for hired buildings, Municipal rates and taxes etc. It will also include lease charge for land.	<p>Full powers to CEO/Deputy CEO for payment of rent of buildings which have been hired with prior approval of BBND.</p> <p>Full powers of payment of rates and Taxes.</p> <p>For hiring of new office /residential accommodation full powers to the A.D subject to</p>

		approval of BBNDA.
8 PULICATION	It includes expenditure on printing of office codes, manuals and other documents whether priced or unpriced but will excludes expenditure on printing of publicity materials. This will also include discount to agents on sale of publications	Delegations under this head shall be same as under “Other Charges”, clause(vii) Provided that wherever publication are to be printed from any agency other then through the Controller , Printing and Stationary , these shall be subject to NOC from the Controller of Printing and Stationary.
9ADVERTISING&PUBLICITY	It includes costs of printing of publicity material for the BBNDA. Tiis would also include expenditure on organizing of putting up stalls, giving prizes, etc. at exhibitions and fairs.	Full powers to the CEO on the rates and pattern approved by the BBNDA.
10.HOSPITALITY & ENTERTAINMENT EXP.	It includes expenditure on hospitality and entertainment expenses.	Full powers to A.D. to hold official lunches/dinners and provide refreshment at meeting, etc. Powers upto Rs 10,000 delegated to CEO.

11 Furnishings	It includes expenditure on furnishings of such residential and non-residential buildings as are specifically approved by BBNDA.	Full powers to AD on the basis of norms notified by BBNDA.
12 Professional & Special services	It includes charges for legal services, consultancy fees, etc	Full powers to AD. Upto Rs 50 Lakh to CEO.
13 Fixed Travel Allowances	It records expenditure on fixed traveling allowance to concerned Govt. employees	Full powers to the controlling officers in accordance with the rates notified by state government from time to time.
14 Other Charges	It includes expenditure on organizing as well paying delegate fees for conferences, seminars, workshops, short term trainings/ and other camps .Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head.	<ol style="list-style-type: none"> 1. For delegate fees for participation in conferences/seminars/workshops within the country, full powers to the AD and powers upto Rs 25,000 with CEO. 2. For organizing seminar/conference /workshop within H.P. full powers to the AD, and upto Rs 50,000 with CEO. 3. For participation in conference/ seminars/ workshops outside the country, prior

15. Maintenance	It records expenditure on repair and maintenance of all works including wages and materials.	<p>permission of the Finance department shall be necessary.</p> <p>4. Short term training/camps full powers to the CEO subject to expenditure as per norms approved by AD.</p> <p>5. For all other expenditure not classified under any of the SOEs in this list the powers in each such case will be as under:- BBNDA- Full powers. Administrative Secretary – Upto Rs. 1,00,000/- CEO-Upto Rs. 25,000/-</p>
	<p>Full powers to controlling officers subject to</p> <ul style="list-style-type: none"> • the availability of Budget under this head, • The condition that no additional persons shall be engaged beyond the numbers for daily wages workers fixed by the authority. 	<p>All purchases shall be regulated by the procedure outlined for material and supplies such as R/C etc.</p>
16. Interest	It records payment of interest on loans raised by BBNDA.	All cases to be dealt as per the approval of BBNDA.
17. Refunds	It records expenditure specifically provided in budget.	All cases to be dealt as per the approval of BBNDA
18 Write off Losses	It records write off of loans and advances due to BBNDA and waiver of interest	All cases to be dealt as per the approval of BBNDA

19. Sumptuary Allowances	It include expenditure under this head as per the patterns approved by the Govt. for various Govt. functionaries	Full powers to the designated controlling officers as per the norms fixed by the state Govt. from time to time.
20. Compensations	It records expenditure specifically provided in budget	All cases to be dealt as per the approval of BBNDA.
21. Motor Vehicle	It includes expenditure on purchase, repair and running (including POL) of light vehicles, buses, trucks, ambulances, LCV motorcycles, scooters but will not include earth moving and allied machinery such as dozers, rollers, hoppers, tippers, compressors and snow cutters etc.	<ul style="list-style-type: none"> • Purchase of new vehicles including those by way of replacements only with prior concurrence of the council of ministers through FD • For repairs/spare parts/ consumable accessories, full powers to the designated controlling officers.
22. Machinery & Equipment	It includes expenditure on all kinds of equipment and machinery of a non-consumable nature relating to the functional needs of BBNDA and shall not include any other items admissible under any other SOE (e.g. OE, MV, OC, M&S etc.)	<p>CEO will be competent to effect purchases upto Rs. One lakh under this SOE for purchases from sources and at rates duly approved by Govt. through controller of stores, DGS&D and any specific orders in this regard.</p> <p>There shall be a purchase committee for all purchases and authorization of expenditure of M&E in excess of Rs. one lakh. The purchase committee structure shall be as under with the powers mentioned thereto:-</p> <p>At the CEO level upto Rs. 50 lakh per annum cumulatively except purchase of vehicle of any kind. The committee shall comprise CEO as the Chairman, Deputy CEO, Joint Controller Finance and officer In charge of the procuring division.</p>

It includes expenditure on material and supplies of a consumable nature pertaining to the functional needs of a BBNDA. It shall not include any item covered under any other SOE (eg. OE M&E, MV etc.). It should not also include expenditure on such supplies/materials as are chargeable to maintenance/ minor works, major works. These should be charged to suspense SOE.

25. Major Works

CEO will be competent to effect purchases upto Rs. One lakh under this SOE for purchases from sources and at rates duly approved by Govt. through controller of stores, DGS&D and any specific orders in this regard.

There shall be a purchase committee for all purchases and authorization of expenditure of M&E in excess of Rs. one lakh. The purchase committee structure shall be as under with the powers mentioned thereto:-

At the CEO level upto Rs. 50 lakh per annum cumulatively. The committee shall comprise CEO as the Chairman, Deputy CEO, Joint Controller Finance and officer In charge of the procuring division.

At the Administrative department level full powers.

It is classified with reference to financial limits as per classification of major works in PWD Code. This will also include cost of acquisition of land and structure.

At the Administrative department level full powers except purchase of vehicle of any kind.

24. Minor Works It includes expenditure on minor additions/alternation to existing works or new works classified as minor with reference to financial limits

24. Minor Works

Full powers to AD to accord administrative approval and expenditure sanction. The CEO shall have powers upto Rs 200 Lakh under this SOE. All purchases shall be in accordance with procedure laid down under SOE machinery and equipment and M&S.

26. Pensions	It includes donations to service funds and contributory provident funds in addition to payment of pensions and gratuity in all forms to Govt. servants.	Full powers to the Designated officers.
27. Investment	It includes equity contribution by BBNDA in any incorporated body.	All cases to be referred to BBNDA.
28. Loans & Advances	It includes all loans and advances granted to state government, Public Sector Enterprises, undertakings and other Govt. bodies etc. but will exclude repayments of borrowings. This will also include loans and advances to Govt. servants and other categories.	All cases to be referred to BBNDA.
29. Repayment of Borrowings	It records repayment of borrowings undertaken by BBNDA.	All cases to be referred to BBNDA.
30. Suspense	It records material and supplies purchased for issue to maintenance, minor and major works and which are not immediately charged to the works.	As per the details given against SOE M&S/M&E.
31. Honorarium	It includes disbursements to categories like Surveyors, enumerators as well as, preparation of case studies, honorarium for enumeration or supervision of census and similar work to Govt. servants.	Full powers to CEO on the rates and pattern approved by the BBNDA.

All the above delegated financial powers are subject to budget availability under the relevant SOE. The expenditures shall be subject to approval by BBNDA.

