

Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"

Punjab School Education Board, E-Block, 5th Floor, Phase-8, SAS Nagar (Mohali)

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DRAFT OF DELEGATION OF FINANCIAL POWERS

Delegation of Financial Powers of Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab are as follows:-

Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
1	Furniture	Rs. 20.00 lacs	Upto Rs.1.00 lacs Above Rs.1.00 lacs (with prior approval)	Upto Rs. 10,000/-
2	Postage	Full powers	Full powers	Full powers
3	Purchase of Office machines and equipments (e.g Photocopies, Fax machines, Duplicating machines, Typewriters, computers, heaters, Locks, clocks etc.)	Upto Rs.50.00 lacs	Upto Rs.2.00 lacs Above Rs.2.00 lacs (with prior approval)	Upto Rs20,000/- on approval
4	Maintenance of office machines	Full Powers	Full Powers	Upto Rs.20,000/- with approval
5	Electricity & Water Charges	Full Powers	Full Powers	Full powers

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Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
6	Telephone (including mobile)/EPABX, new connection as per norms	Full Powers	Full Powers	Full powers after approval
7	Telephone Bill as per norms	Full Powers	Full Powers	Full powers
8	Carriage of record & other office items	Full Powers	Full Powers	-
9	Stationary articles	Full Powers	Upto Rs.1.00 lacs Above Rs.1.00 lacs (with prior approval)	Upto Rs10,000/- for office use only
10	Demurrage /warfage	Full Powers	Full Powers	-
11	Printing & Binding	Full Powers	Upto Rs.1.00 lacs Above Rs.1.00 lacs (with prior approval)	Upto Rs5,000/-
12	Books & journals newspapers	Full Powers	Full powers	Upto Rs. 25000/-
13	Medical Reimbursement Expenditure on medical expenses of employees of the society and other such expenditure authorized by the Executive Committee	Full Powers	-	Full powers (with prior approval)
14	Rent, Rate & Taxes	Full powers	Full powers	Full powers
15	Publication			

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Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
	Expenditure on printing of office news, letters, course materials manuals, regulations and other documents whether priced or un-priced etc.w	Rs.20.00 lacs	Upto Rs.5 lacs Above Rs.5.00 lacs (with prior approval)	-
16	Advertising and publicity			
	Expenditure on printing of publicity materials etc.	Rs20.00 lacs	Upto Rs.100,000/- at one time	Upto Rs.20,000/- at one time
17	Hospitality and entertainment	Full Powers	Upto Rs.30,000/-	Upto Rs.5,000/-
18	Expenditures on furnishings of offices , & another buildings etc.	Rs.20.00 lacs	Upto Rs.1 lacs Above Rs.1.00 lacs (with prior approval)	Upto Rs.10,000/-
19	Professional and special services			
	Hiring of experts, Legal services, other professional services and consultants	Full Powers	Upto Rs.50,000/- Full powers after prior approval	-
20	Travel allowance			
	Travel allowance to employees & travel related expenditure	Full Powers	Full Powers as per govt. rules	Upto Rs.10,000/- as per govt. rules
21	Maintenance			

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Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
	It records expenditure on repair & maintenance of all works Including wages and materials	Full Powers	Upto Rs. 5.00 lac	Upto Rs. 20,000/- for minor repair and replacement
22	Machinery and equipments			Upto Rs. 25000/-
	It will includes expenditure of all kinds of equipment and machinery of non consumable nature relating to functional need of society office/ units except the items covered under OE M & S etc.	Full Powers	Upto Rs.3.00 lac Above Rs.3.00 laes (with prior approval)	-
23	Material, supply and stores It includes expenditure of all kinds of supply of consumable nature relating to the functional need of the offices/ institutes e.g. raw materials for trainee etc.	Rs.50.00 lac	Upto Rs.5.00 lac Above Rs.5.00 laes (with prior approval)	Upto Rs. 20,000/- And full powers in case of gas, chemicals and other items for labs
24.	Scholarship/ Stipends			
	Expenditure of scholarships/ stipends/ trainees etc.	Full Powers	-	-
25.	Honorariaium Payment to consultants, subject experts and Guest Lectures at Training Institutions/ workshops/ seminars preparation of case study and special projects etc.	Full Powers	Upto Rs. 50,000/- as per norms approved by EC	Upto Rs. 10,000/- as per norms approved by EC
26.	Salary Pay and allowances in all forms to officials	Full Powers	Full powers	Full powers

Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
	including leave establishments etc			
27.	Wages	Full Powers	Full powers	-
28.	Petty local purchase of stores without quotation as per PFR	Full powers	Upto Rs.50,000/-	Upto Rs.10,000/-
	It includes books, journals, stationary, consumable, CD's , Softwares. Batteries, components, printers, scanners and other machines.			
29.	Purchase /procurement by inviting quotation by hand as per PFR	Full powers	Upto Rs. 50000	-
30.	Purchase/ procurement by inviting quotation by hand from pre qualified vendors where pre qualification is done competitive bidding after public notice in Newspapers.	Upto Rs.5.00 lacs	Upto Rs.1.00 lac	-
31.	Insurance coverage and payments of premium	Full Powers	Full Powers	Full Powers
32.	Disposal of vehicles spare parts and other auctionable store articles/materials	Full Powers	Full powers	-
33.	To sanction the hiring of printers of printers, typewriters, computers, projectors and other equipments including audio and video approval patterns for use in his/her own office or officer Subordinate to him/her.	Full Powers	Full Powers	-
34.	Remittance of money order/ DD at the expense of the society to establishments at a distance of more than 8 kms from the remitting office.	Full Powers	Full Powers	-
35.	Maintenance of vehicles (repair and services, fuel charges etc.)	Full Powers	Full Powers	-

Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
36.	Investment in Short term deposits	Full Powers	Full powers	-
37.	To sanction writing off finally of the irrecoverable value of stores or society's money lost by fraud or the negligency of individuals or similar other causes. All writing off will go to Executive Committee for regularization.	Full Powers	Full Powers	-
38.	To sanction expenditure on Seminars/ Workshops trainings etc.	Full Powers	Upto Rs. 50,000/-	-
39.	Minor Works It includes expenditure in minor additions/alteration to existing work or new work classified as minor	Full Powers	Full powers	-
40.	Setting up of new office	Full Powers	-	-
41.	To sanction Expenditure on teaching aid and TLM for teachers and grant to teachers school, VDEC as per norms	Full Powers	Full Powers	Upto Rs. 50,000/-
42.	Advance in connection with Officials Tours.	Full Powers	Full powers	Full powers after approval
43.	Payment of TA/DA, Honorarium/ Expense to resource persons/ Consultants and such other person/ particulars authorized to attend specific assignment/ Training-cum-workshops/conferences/Seminars.	Full Powers	Full powers	Full powers after approval
44.	To incur Expenditure on hiring of taxies for the bonafide work of society.	Full powers	Full powers.	-

Sr. No.	Nature of Expenditure	PSSE/Vice Chairman of executive committee	Project Director	School principal
45.	Telephones, mobile and Internet as per norms PD would be equated with HOD for the use of mobile. New telephone connections for office and residence of officers of society.	Full power	Full power	Full power
46	Composite projects involving various items	PSSE - 2.00 Cr. Executive Committee - 10.00 Cr. Chairman BOG - Full Powers		

Note:-

- 1 The Vice Chairman and PD can further delegate financial powers.
- 2 Project Director will have full powers to incur expenditure for all the activities approved by the Competent Authority. This will include expenditure w.r.t. contacts for mess, uniforms, cleaning, purchase of stationary, extra teaching classes, purchase of books, IT Equipment etc.
- 3 For any item not covered Vice Chairman will have full powers with prior approval of Executive Committee. For this purpose he/she can delegate powers to PD, and if need be but all such items should be brought to the notice of society in this next meeting.
- 4 Project Director is equated with HOD in this Project.
- 5 All procurement must be done as per the procedure laid down in the PFR and as per CVC guidelines.
- 6 Project Director will exercise all financial powers in consultation with the financial wing of the office.



Maj. Gen. KAS Bhullar (Retd.)

Project Director
Society for Promotion of Quality
Education for Poor and Meritorious
Students of Punjab

19 Nov 2014