

1st EC Meeting dt = 14/11/2007

Minutes approved  
(Copy for 2nd EC Meeting on 7/4/2011)

Agenda for the 1<sup>st</sup> Executive

Meeting

**Annex J**

**Delegation of powers to various officers for the working of the Board**

**SECTION - 1 (GENERAL)**

Sr. No.	Nature of Powers	Existing		Proposed	
		Officer to whom power is delegated	Extent of Powers delegated	Officer to whom power is delegated	Extent of Powers delegated
<b>A.</b>	<b>TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS.</b>				
1.	To sanction expenditure on the purchase of vehicles such as Cars, Jeeps, Pick-up Vans, Trucks, Buses etc.	Member Secretary	Full Powers	Member Secretary	Full Powers
2.	To sanction expenditure on purchase of : i) Furniture and Fixtures including Air Conditioners water Coolers, air coolers and electrical fans, room heaters, water purifier etc. ii) Office equipment such as computers peripherals, fax machine, duplicators, typewriters and cycles	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 1,00,000/- per year	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Full Powers Rs. 5,00,000/- per year Rs. 1,00,000/- per year
3.	To sanction expenditure on purchase of air conditioners, water coolers, air coolers and electrical fans, room heaters, water purifier.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 50,000/- per year	Included in 2(i) above.	
4.	To sanction expenditure on purchase of books and maps.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 5,000/- per year	i) Chief Engineer ii) Joint Secretary	Full Powers Rs. 50,000/- per year
5.	To sanction expenditure on installation of telephones and internal telephone system	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 25,000/- per year	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 25,000/- per year

B.	TO FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE BUDGET.				
5.	To sanction expenditure on the purchase of scientific apparatus, laboratory equipment, mathematical drawings, surveying, electrical instruments, weighing machines, meters equipment etc.	i) Member Secretary	Full Powers	i) Chief Engineer	Full Powers
		ii) Joint Secretary	Rs. 25,000/- per year	ii) Joint Secretary	Rs. 50,000/- per year
C.	TO FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE BUDGET.				
7.	i) To sanction expenditure on printing.	i) Member Secretary	Full Powers	i) Chief Engineer	Full Powers
		ii) Joint Secretary	Rs. 10,000/-	ii) Joint Secretary	Rs. 30,000/- per year
	ii) To sanction expenditure on preparation of project Reports.	i) Joint Secretary	Rs. 5,000/-	i) Chief Engineer	Full Powers
		iii) Executive Engineer	Rs. 2,000/-	ii) Joint Secretary	Rs. 50,000/- per year
				iii) Executive Engineer	Rs. 5,000/- per year
8.	To sanction expenditure on purchase of stationery through shopping.	i) Member Secretary	Full Powers	i) Member Secretary	Full Powers
		ii) Joint Secretary	Rs. 5,000/- on one single occasion and Rs. 50,000/- per year	ii) Chief Engineer	Rs. 50,000/- on single occasion and Rs. 2,50,000/- per year
		iii) Executive Engineer	Rs. 1,000/- on one single occasion and Rs. 10,000/- per year	iii) Joint Secretary	Rs. 10,000/- on single occasion and 1,00,000/- per year

⊗ ⊗ ⊗ Corrigendum - P-87A.

				iv) Executive Engineer	Rs. 1,000/- on single occasion and Rs. 5,000/- per year
9.	To sanction expenditure on account of rent for office accommodation.	Member Secretary	Full Powers	Member Secretary	Full Powers
10.	To sanction expenditure on account of telephone charges, rental charges telephones and other miscellaneous charges.	Joint Secretary	Full powers subject to verifications of telephone bills and within the ceiling imposed by the Board / Government	Joint Secretary	Full powers subject to verifications of telephone bills and within the ceiling imposed by the Board / Government
11.	To sanction expenditure on the purchase of stamps.	Joint Secretary	Full Powers	Joint Secretary	Full Powers
12.	To sanction expenditure on the electricity and water charges bills.	Joint Secretary	Full Powers	Joint Secretary	Full Powers
13.	To sanction supply of liveries to drivers and Class IV employees	Joint Secretary	Full Powers	Joint Secretary	Full Powers
14.	To sanction purchase of periodicals and news papers required for official use.	Joint Secretary	Full Powers subject Rs.25,000/- per year	Joint Secretary	Full Powers subject to Rs. 20,000/- per year
15.	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment fans, charges for carriage of office record.	i) Member Secretary  ii) Joint Secretary	Full Powers  Hiring charges upto 6 months and repair charges upto Rs. 10,000/- per year	i) Chief Engineer  ii) Joint Secretary	Full Powers  Hiring charges upto 6 months and repair charges upto Rs. 50,000/- per year
16.	To incur expenditure on entertainment in the interest of the Board's business activities.	i) Member Secretary  ii) Joint Secretary	Full Powers  Rs. 5,000/- per month.	i) Member Secretary  ii) Chief Engineer	Full Powers  Rs. 20,000/- in a single occasion and Rs. 2,00,000 in a year

				iii) Joint Secretary	Rs. 5,000/- in a single occasion, Rs. 20,000/- in a month and Rs. 1,00,000/- in a year
<b>D.</b>	<b>TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD MISCELLANEOUS EXPENDITURE</b>				
17.	To sanction legal expenditure in connection with Civil Suits / complaints / Appeals for and against the Authority.	Member Secretary	Full Powers	Member Secretary  Joint Secretary	Full Powers  Rs. 50,000/- (as per approved rates)
18.	To sanction expenditure on publicity and on advertisement through the media of the radio and press through the empanelled agencies/Govt. Instructions.	Member Secretary	Full Powers	i) Member Secretary  ii) Joint Secretary	Full Powers  Full Powers (on DPR rates)
19.	i) To sanction expenditure on repair and replacement of parts of vehicles. ii) To sanction expenditure on running of vehicles. iii) To hiring of vehicle for office	Joint Secretary  Joint Secretary	Full Powers  Full Powers, subject to ceiling fixed the Board / Govt.	Joint Secretary	Full Powers, subject to ceiling fixed the Board / Govt.
20.	To sanction expenditure for insurance of vehicles of other capital assets.	Joint Secretary	Full Powers	Joint Secretary	Full Powers
<b>E</b>	<b>TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET</b>				

21.	To sanction pay, traveling, allowance and other claims of the employees.	Joint Secretary	Full Powers. T.A. should be reimbursed after getting the tour programme approved from the next higher officer but not below the rank of Joint Secretary.	Joint Secretary	Full Powers. T.A. should be reimbursed after getting the tour programme approved from the next higher officer but not below the rank of Joint Secretary.
22.	Approval of Compensation package of contractual staff including salary, allowance and other terms and conditions of services.			Member Secretary <del>Rs. 5,00,000/-</del> Chief Engineer <del>Rs. 2,50,000/-</del> Joint Secretary <del>Rs. 1,00,000/-</del>	Upto Rs. <del>2,00,000/-</del> in individual case Upto Rs. <del>1,00,000/-</del> in individual case Upto <del>50,000/-</del> in individual case.
23.	To sanction reimbursement of medical expenses incurred by the employees.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 10,000/- in an individual case subject to Govt. policy.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 20,000/- in an individual case subject to Govt. policy.
<b>F. OTHER ITEMS</b>					
24.	To declare stores and stocks surplus or unserviceable.	i) Member Secretary ii) Joint Secretary	Full Powers Upto Rs. 1,000/- each item (Book value)	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Full Powers Upto Rs. 50,000/- each item (Book value) Upto Rs. 10,000/- each item (Book value)
25.	To sanction sale of articles of stocks and stores declared unserviceable. i) At book value or by private negotiation less than book value. ii) By public auction.	Member Secretary	Full Powers	i) Member Secretary ii) Chief Engineer	Full Powers Rs. 50,000/- each item (Book Value)

✱.✱.✱.✱.✱ Corrigendum. — P-87 A

				iii) Joint Secretary	Upto Rs. 20,000/- each item (Book Value)
26.	To sanction the writing off finally of the unrecoverable value of stores of the Board's money lost by fraud or negligence of individuals or due to any other cause.	Member Secretary	Full Powers	Member Secretary	Full Powers
27.	To write off books.	Member Secretary	Full Powers	Chief Engineer	Full Powers
28.	To write off book value of stores and stocks due to depreciation or any other cause.	Member Secretary	Full Powers	Chief Engineer	Full Powers
29.	To approve the undertaking of defence of the employees in criminal proceedings for actions done in furtherance of Board duties at the expense of the Board	Member Secretary	Full Powers	Member Secretary	Full Powers
30.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies and not otherwise provided for in these regulations.	Member Secretary	Full Powers	Chief Engineer	Full Powers
31	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.	Member Secretary	Full Powers	Member Secretary  Chief Engineer	Full Powers  Rs. 20,000/- on one single occasion and Rs. 1,00,000/- per year
32.	To appoint bankers, to open accounts in banks depositing money in FDRs and withdrawal of moneys from FDRs.	Joint Secretary	Full Powers	Joint Secretary	Full Powers

The above delegation of powers is subject to the provisions in the budget.

SECTION – II (WORKS)

Sr. No.	Nature of Powers	Existing		Proposed	
		Officer to whom power is delegated	Extent of Powers delegated	Officer to whom power is delegated	Extent of Powers delegated
1.	To accord administrative approval / revised administrative approval for original works and maintenance works or projects.	Member Secretary	Full Powers	Member Secretary	Full Powers
2.	To incur expenditure for getting preliminary study reports prepared regarding new projects & related with the functioning of Board & PWD (B&R) Department.	Member Secretary	Full Powers	Chief Engineer	Full Powers
3.	To delegate powers of Member Secretary to subordinate officers and to withdraw the same.	Member Secretary	Full Powers	Member Secretary	Full Powers
4.	To allow release of funds against 1) PMGSY i. Sanctioned projects under PMGSY	----	----	Chief Engineer	Full Powers, within the sanction of amount of the project.
	11) PSRSP i. Interim payment to Consultants, Adjudicators etc.	----	----	Project Director	Full powers but limited to contract amount original & approved variation amount.
	ii. Final payment.	----	----	Member Secretary	Full Powers
5.	To release funds against office modernization to PWD against approved estimates from competent authority.			Member Secretary	Full powers
				Chief Engineer	Rs.5,00,000/-
				Joint Secretary	Rs.2,00,000/-

**Item No. 1.13:**

**Delegation of Powers**

Executive Committee approved the proposed delegation of Financial Powers to facilitate efficient functioning of the Board.

**Item No. 1.14:**

**Audit & Inspection Report of Examiner Local Fund Accounts, Punjab.**

The Committee noted the progress made on Audit & Inspection Report of Examiner Local Fund Accounts, Punjab.

**Item No. 1.15:**

**Income & Expenditure statement for the year 2005-06 & 2006-07 and Budget Estimates for the year 2007-08 relating to Punjab Roads & Bridges Development Board (PRBDB)**

The Income & Expenditure statement for the year of 2005-06 was approved and taken on record. In the Income & Expenditure statement for the year 2006-07, a net surplus of Rs. 976.63 lacs was incorrectly listed against computerization of PWD (B&R). Similarly, the Budget Estimate for the year 2007-08 needs to be corrected by splitting a figure of Rs. 790.23 lacs against office automation appropriately and net surplus be carried forward. Also, the expenditure under non-recurring head at Sr. No. 1 is inadvertently showing the provision for rent of the new office building for the World Bank Project instead of partitioning and creation of cabins (as clarified by Joint Secretary, PRBDB).

The Income & Expenditure statement for the year of 2006-07 and Budget Estimate for the year 2007-08 were approved subject to corrections indicated above.

**Item No. 1.16:**

**Planning & Implementation of Computerization of PWD (B&R)**

Executive Committee noted the progress made so far.