

ANNEXURE - 1

REFER PARA. 1.9 (ITEM 7)

DELEGATION OF FINANCIAL POWERS

COMPETENT SANCTIONING
AUTHORITY

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
<u>I. Establishment</u>				
2.01. Fixation of Pay				
i) Group A	Chairman	Chairman	Chairman	
ii) Group B, C & D	IAFA	RO	IAFA	
2.02. Annual Increment in normal cases	DS (Admn. I) HQ	RO (Excluding himself)	DS (Admn.I) HQ	
2.03. Arrears of pay & Allowances	IAFA	RO	JS/DS	
2.04. Wages Security Guards	Secretary	RO	Secretary	
2.05. Yearly Leave Encashment	DS (Admn. I) HQ	RO	DS (Admn.I) HQ	
2.06. Bonus	Chairman	Chairman	Chairman	
2.07. <u>GPF/CPF</u>				
I) Final Payments/Withdrawals				
a) Group A	Chairman	Chairman	Chairman	Payment shall be made Centrally, from the GPF Account operated at the HQ (Delhi)
b) Group B, C and D	Secretary	Secretary	Secretary	
ii) GPF Advance				
HODs	Chairman	Chairman	Chairman	
Group A & B	Secretary	Secretary	Secretary	
Group C & D	DS (Admn.I) HQ	DS (Admn.I) HQ	DS (Admn.I) HQ	
iii) Interest on GPF/CPF balances of staff	Secretary	Secretary	Secretary	
2.08. Leave Salary & Pension Contribution				
i) Group A	Chairman	Chairman	Chairman	
ii) Group B, C & D	Secretary	RO	Secretary	

i) Monthly Medical Allowance as per approved rates/norms ii) Reimbursement of Medical expenses for indoor treatment as per approved norms/rates a) HODS b) Others (including ROs) c) Medical Advance d) Medical Advance to the staff of ROs	IAFA Chairman Secretary Chairman ---	RO Chairman RO (Excluding himself) Chairman RO (Excluding himself) upto Rs. 10000/- in each case	JS/DS Chairman Secretary Chairman -----
2.10. (a) <u>L.T.C. (Including Advance)</u> i) HODs ii) Others including Regional Officers b) Excursion Trips (Excluding Advances) i) Upto Rs. 50,000 in each case ii) Beyond Rs. 50,000 in each case	Chairman Secretary Secretary Chairman	Chairman R.O.(Excluding himself) Secretary Chairman	Chairman Secretary Secretary Chairman
2.11. Children Education Allowance, reimbursement of tuition fee as per approved norms	DS (Admn.I) HQ Branch Officer not below DS (For his own Branch)	RO RO	DS (Admn.I) HQ JS/DS
2.12. Late sitting allowance/OTA 2.13. <u>Reimbursement of conveyance charges</u> i) Upto Rs. 500/- in each case ii) Upto Rs. 1000/- in each case iii) Beyond Rs. 1000/- in each case	DS (For his own Branch) JS HODs	RO RO C.E.	JS/DS JS C.E.
2.14. a) Refreshment charges on approved rates/norms at meetings, seminars, conferences <u>workshops etc.</u> i) Upto Rs. 15,000/- in each case ii) Beyond Rs. 15000/- in each case	HODs Chairman	HODs Chairman	HODs Chairman

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
2.14.				
b) Expenditure incurred on light refreshment served in the meeting held in the office RO/JS/HODs				
i) Upto Rs. 350/- p.m.	--	RO	--	
ii) Upto Rs. 450/- p.m.	JS	JS	JS	
iii) Beyond Rs. 450/- p.m.	HODs	--	--	
2.15. Fixed conveyance allowance to staff as per approved rates/norms	IAFA	RO	JS/DS	
2.16.				
a) TA/DA Advance on Tours/Transfer	HODs	CE	CE	
b) TA/DA Advance to the staff of ROs	-	RO concerned (excluding himself)	-	
c) Misc. Advance for office work				
i) Upto Rs. 5000/- in each case (Against proper administrative sanction of the Competent authority)	JS/DS	RO	JS/DS	
II) More than Rs. 5000/- in each case	HODs	CE	CE	
2.17. Honorarium	Chairman	Chairman	Chairman	
2.18. Rewards	Chairman	Chairman	Chairman	
2.19. Ex-gratia payment in the event of death of the employee or permanent incapacitation while performing official duties	Chairman	Chairman	Chairman	
2.20. Any other benefit	Chairman	Chairman	Chairman	
2.21. Personal Advances				
a) H B A	Chairman	Chairman	Chairman	
b) Motor Car/Scooter Advance				
i) Group A	Chairman	Chairman	Chairman	
ii) Group B & C	Secretary	Secretary	Secretary	
c) Cycle Advance	DS (Admn.I) HQ	RO	JS/DS	
d) Festival Advance	DS (Admn.I) HQ	RO	JS/DS	
e) Fan Adv.	DS (Admn.I) HQ	RO	JS/DS	

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
2.22. GIS PAYMENT TO LIC	DS (ADMN.I) HQ	DS (ADMN.I) HQ	DS (ADMN.I) HQ	
2.23. (i) Pension Fund & Gratuity Fund yearly contribution	Secretary	RO	Secretary	
(ii) Pension Fund and Gratuity Fund Yearly Contribution (PMT)	--	--	JS/DS Concerned	
2.24. Retirement benefits i.e. gratuity, pension/family pension, commutation of pension, accumulation of group Insurance money, leave encash etc.				
i) Group A	Chairman	Chairman	Chairman	Payment shall be made centrally from the pension/Gratuity Fund Account Operated at the HQ. (Delhi)
ii) Group B, C & D	Secretary	Secretary	Secretary	
<u>II. PRINTING, PURCHASES, MAINTENANCE ETC.</u>				
2.25 Uniform to Drivers and non clerical staff	Secretary	RO (As per the approved norms)	Secretary	
2.26. Office Stationery as per the approved Procedure/norms				
i) upto Rs. 5000/- in each case	DS(Admn.II) HQ	RO (As per budget provision)	JS/DS (Upto Rs. 5000/- in each case)	
ii) Beyond Rs. 5000/- in each case	Secretary	RO	Secretary	
2.27. Rent on approved rates	DS (Admn. II) HQ	RO	JS/DS	
2.28. Rates/Taxes on approved rates	DS (Admn. II) HQ	RO	JS/DS	
2.29. Electricity & Water charges on approved Rates in normal cases	DS (Admn. III) HQ	RO (within the budget provision)	JS/DS (Upto Rs. 10000/- in each case)	
2.30. Telephone, Telex, Fax charges on approved Rates in normal cases	DS (Admn. II) HQ	RO (within the budget provision)	JS/DS (Upto Rs. 10000/- in each case)	
2.31. Postages & Telegrams	Secretary	RO (within the budget provision)	C.E.	

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
2.32. Freight				
i) Air	Chairman	Chairman	Chairman	
ii) Other Freight	Secretary	RO	JS/DS	
2.33. <u>Dumurrage</u>	Secretary	Upo Rs.2000/- RO/JS (Cord) beyond Rs. 2000/- C.E.	Secretary	
2.34. Sanction for new Telephones. Telax, Fax etc.	Chairman (If provided in the budget)	Chairman	Chairman	
2.35. Repairs & Maintenance of Boards bldg.	---	RO	JS/DS	
i) Upto Rs. 20,000/- in each case	Secretary	(Upto Rs. 2000/-) Secretary	(Upto Rs. 2000/-) Secretary	
ii) Beyond Rs. 20,000/- in each case	Chairman	Chairman	Chairman	
2.36. <u>Repairs & Maintenance of staff Qtrs.</u>				
i) Upto Rs. 20,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 20,000/- in each case	Chairman	Chairman	Chairman	
2.37. Insurance of Office Bldg. etc. as per approved rates / norms	DS(Admn.II) HQ	RO	JS/DS	
2.38. Repair & Maintenance of Motor Vehicles including petrol oil & Lubricant				
i) Upto Rs. 20,000/- in each case	Secretary	Secretary	Secretary	Abnormal increase to be referred to CM
ii) Beyond Rs. 20,000/- in each case	Chairman	Chairman	Chairman	
iii) Fuel	Secretary	Secretary	Secretary	
2.39. Purchase/replacement of motor vehicles	Chairman	Chairman	Chairman	
2.40. Audit Fee	Secretary	RO	Secretary	

2.41. Legal Expenses	DS (Vig.) HQ	DS (Vig.) HQ	DS (Vig.) HQ	REMARKS
i) at approved rates	DS (Vig.) HQ	DS (Vig.) HQ	DS (Vig.) HQ	
ii) Special cases where the rates are more than the approved rates Rs. 10000/- in each case	Secretary	Secretary	Secretary	
iii) Special cases where rates are beyond Rs. 10000/- in each case	Chairman	Chairman	Chairman	
2.42. Contingencies	HODs	RO	HODs	
2.43. Subscription of COBSE	Secretary	Secretary	Secretary	
2.44. Scholarships to the wards of Boards employees.	Secretary	Secretary	Secretary	
2.45. Printing of forms, pampalets cards, letter heads etc. on approved rates from approved presses.	Secretary	RO (On approved rates and printers)	Secretary	
2.46. <u>Printing o A/Books and approval of presses.</u>	Secretary	Secretary	Secretary	
i) Upto Rs. 50,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 50,000/- in each case	Chairman	Chairman	Chairman	
2.47. <u>Purchase and printing of continious computer stationery</u>	Secretary	Secretary	Secretary	
i) Upto Rs. 50,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 50,000/- in each case	Chairman	Chairman	Chairman	
2.48. <u>Prtg. of Books/Pub. on approved rates for approved printers</u>	Secretary	Secretary	Secretary	
i) Upto Rs. 50,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 50,000/- in each case	Chairman	Chairman	Chairman	
2.49. <u>Purchase of paper for all types</u>	Secretary	Secretary	Secretary	
i) Upto Rs. 50,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 50,000/- in each case	Chairman	Chairman	Chairman	
2.50. Approval of rates for printing & name of presses	Chairman	Chairman	Chairman	

2.53. Publishing & Advertisements	Secretary (Subject to the approval from CE in the matter related to Exams. and Secy. in r/o Admn. matters)	RO	C.E.
2.54. <u>Purchase of Furniture & Equipments.</u> <u>Fixture and Fittings</u>			
i) Upto Rs. 30,000/- in each case	Secretary	Secretary	Secretary
ii) Beyond Rs. 30,000/- in each case	Chairman	Chairman	Chairman
2.55. <u>Repairs & maint. of Furn. & Equ.</u> <u>Fix. Fittings</u>			
i) Upto Rs. 25,000/- in each case	Secretary	RO (Upto Rs. 2000/- at a time) subject to budget provisions	JS/DS (Upto Rs. 500/- at a time)
ii) Beyond Rs. 25,000/- in each case	Chairman	Chairman	Chairman
2.56. <u>Purchase of Electrical Items</u>			
i) Upto Rs. 50,000/- in each case	Secretary	RO (Upto Rs. 2000/- at a time)	JS/DS (Upto Rs. 500/- at a time)
ii) Beyond Rs. 50,000 in each case	Chairman	--	--
2.57. <u>Purchase of Computer and Payment to Computer Agencies.</u>			
i) Upto Rs. 50,000/- in each case	Secretary	Secretary	Secretary
ii) Beyond Rs. 50,000 in each case	Chairman	Chairman	Chairman
iii) Approval of rates	Chairman	Chairman	Chairman
iv) Payment for purchase etc.			
2.58. <u>Construction of office Bldg. Staff Qtrs. addition/alteration etc.</u>			
i) Upto Rs. 50,000/- in each Case	Secretary	Secretary	Secretary
ii) Beyond Rs. 50,000 in each case	Chairman	Chairman	Chairman
2.59. <u>Write off of stores</u>			

EXPENDITURE HEADS

2.58. Construction of office Bldg., Staff Qtrs. addition/alteration etc.

i) Upto Rs. 50,000/- in each Case

ii) Beyond Rs. 50,000 in each case

2.59. Write off of stores

i) Upto Rs. 5,000/- in each case

ii) Beyond Rs. 5,000/- in each case

III. EXAMINATION

2.60 Printing of QP and other secret expenditure

2.61 Remuneration to paper setters, examiner, expenditure on spot evaluation

conveyance, TA/DA contingencies etc.

i) As per Board's approved rules/norms

ii) Special cases where the rates are more than the approved rates/norms

2.62. Expenditure on secrecy work i.e.

Secrecy payment, conveyance etc.

to secrecy officers and other staff, as

per Board's approved rates/norms

2.63. Tabulation, checking of results etc. as

per Boards approved rates/norms

2.64. Checking of Answer Books/Award

lists as per Boards Approved rates/norms

2.65. Refund fo Exams. fee

2.66. Rechecking of results as per Board's approved rates/norms

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C.E.

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JS/DS

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Payment shall be released automatically by the DDO as per the approved rates/norms of the Board

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
2.67. Centre charges i.e. Remuneration Conv., TA/DA, contingency etc. as per approved rates/norms of the Board	—	—	—	No sanction is required payment shall be released automatically by the DDO as per the approved rates/norms of the Board.
ii) Special cases where the rates are more than the approved rates/norms	Chairman	Chairman	Chairman	
2.68. Advances for Exams. Centres	—	RO (Against approved norms)	JS/DS (After approval from C.E.)	
IV. ACADEMIC PROGRAMMES				
2.69. Holding of workshops, refresher charges seminars etc. as per approved rates/norms	HODs	HODs	HODs	
2.70.				
I) TA/DA, Conv. sitting allowance etc. to members of the board and its various committees	HODs	HODs	HODs	
II) Approval of Air Journeys	Chairman	Chairman	Chairman	
V. AFFILIATION OF SCHOOLS				
2.71.				
i) Hon., TA/DA conveyance etc. for inspection of schools for affiliation as per approved rates/norms	—	—	—	No sanction is required payment shall be released automatically by DDO as per the approved rates/norms of the Board.
ii) Special cases where the rates are more than the approved rates/norms	Chairman	Chairman	Chairman	
iii) Approval of Air Journey	Chairman	Chairman	Chairman	
VI. MISC. ITEMS				
2.72. Accommodation hired for pre & Post exam. purposes if any.	Secretary	Secretary	Secretary	
2.73. Approval of rates for hiring of furniture etc. for centres	Chairman	Chairman	Chairman	
2.74. Hiring of new accommodation	Chairman	Chairman	Chairman	
2.75. Approval/payment for orientation/training of staff.	Secretary	Secretary	Secretary	However, it is to be reported to the Finance Committee of the Board.

EXPENDITURE HEADS	HQRS	ROS	PMT	REMARKS
2.76. Fee/Hon. for committees/commissions	Chairman	Chairman	Chairman	
2.77. Expenditure on Transportation	Secretary	Secretary	Secretary	
2.78. Hiring/payment for hiring of vehicles such as Tempo, Lorry Buses etc. as per prescribed procedure/norms	HODS	HODS	HODS	
2.79. Investments/reinvestment/encashment of FDRs	Secretary	Secretary	Secretary	
2.80. Any item not covered in the above delegation of Financial powers or unforeseen expenditure or approval of procedure not covered under the normal procedures.				
i) Upto Rs. 10,000/- in each case	Secretary	Secretary	Secretary	
ii) Beyond Rs. 10,000/- in each case	Chairman	Chairman	Chairman	

NOTE :

- i) The payment shall be released by the DDO against the approved rates/norms or approval of the Competent Authority as per the delegation of Financial powers
- ii) Signing authority of the pay orders DDO
- iii) Signing authority of cheques :- Upto Rs. 5000/- = DDO
Beyond Rs. 5000/- Joint Signature of DDO/plus another authorised officer.
- iv) Payment of GPF withdrawals and advances, retirement benefits, HBA to the employees is to be made centrally at the HQs at Delhi only.
- v) Payments required to be made under the different heads of a/c should not exceed the budget provisions.
- vi) The financial powers delegated to Jt. Secy. may also be exercised by HCC, IAFA and Education Officer. Similarly the System Analyst, PRO are also authorised to exercise the financial powers delegated to the Dy. Secy. for their own branches.