

The Punjab School Education Board Financial Regulations, 1979

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THE-PUNJAB-SCHOOL-EDUCATION-BOARD-FINANCIAL-REGULATIONS of 1979

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1. Short title.

- These regulations may be called the Punjab School Education Board Financial Regulations, 1979.

2. Commencement.

- They shall come into force with immediate effect.

3. Definitions.

- In these regulations, unless there is anything repugnant in the subject or context :-(a)"Act" means the Punjab School Education Board Act, 1969.(b)"Competent authority" means the Board or any of the Board authorised by it.(c)"Fund" means the Board Fund, constituted under section 19(1) of the Act.(d)"Year" means the financial year from April 1 to March 31 of the following year.(e)Other terms and expressions used in these regulations but not defined shall have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969.General

4.

The account of the Board shall be maintained yearwise.

5.

(1) All funds and money belonging to the Board shall be kept in the name of the Punjab School Education Board, in the State Bank of India or in such other bank as the State Government may direct. The accounts in the Banks shall be kept under the following heads :-(a) General Account Fund; (b) Provident Fund; (c) Gratuity Fund; (d) Secrecy Fund; (e) Special Endowment Fund; (f) Teacher's Welfare Fund; (g) Any other Account of Fund approved by the Board from time to time. (2) The accounts of the Board shall be kept by the Secretary.

6.

No transfer shall be made from the accounts (b) to (g) specified in regulation 5, to any other account without the previous sanction of the Board.

7.

All property belonging to the Board shall be held in the name of Board.

8.

(1) The Secretary shall take necessary action for drawing interest upon Government securities held by the Board; (2) Any transfer of any Government security held by the Board shall require the previous sanction of the Board.

9.

The Chairman, may order that any uninvested balance to the credit of any particular fund, account may be invested in Government securities or in fixed deposits in the State Bank of India.

10.

All sums paid to, and accepted by the Board, for specific objects such as the establishment of a scholarship or the grant of a prize, a medal or other special award shall be invested wherever practicable, in Government securities or fixed deposit in the State Bank of India.

11.

The Chairman may sanction re-appropriation of amount provided under one sub-head to another sub-head under the same major head. Budget

12.

The budget as estimates recommended by the Finance Committee shall be placed before the Board which shall approve the same by the 31st March each year. These shall show the receipts and expenditure of the Board's accounts of the ensuing year and the investments and special endowments which have been accepted by the Board in such form in accordance with such directions as are given by the Board.

13.

In the budgeted estimates, credit shall be taken for the amount of the interest and profits of the special endowments fund, for the amount of the Government grant, if any, for subscriptions and donations estimated with reference to the average receipts from those sources during the previous three years and for income from fees calculated on the basis of the actual income of the previous two years, revised figures for the current year, and expected estimates for the budget year.

14.

All sums received on behalf of the Board shall be received by the Secretary and sent by him forthwith to the bank for credit to the account concerned, and shall not be used by him to meet current expenditure; provided that the Board may nominate the Board's Cashier and/or such other official(s) as it deems fit for signing the receipts for moneys received on its behalf. Provided further that the overall responsibility for the money received, shall be that of the Deputy Secretary (Finance and Accounts) who is the head of the accounts branch of the Board.

15.

All subscriptions and donations shall be immediately brought into account and reported to the Chairman. Subscriptions and donations exceeding Rs. 1,000 in value, shall also be reported to the Board at the meeting held next after the receipt of the same. The Board shall thereupon decide how the sums so received are to be credited and applied. Payments

16.

All bills shall be checked and certified to be correct by the officer(s) to whom this duty is assigned by the Chairman and signed by the Secretary or any other officer or officers nominated by the Chairman for the purpose. No payment shall be made except as provided in regulation 18 below. Where the sanction of the Chairman of the Board is required to the payment of any bill, the Secretary shall obtain such sanction before payment is made and shall endorse on the bill a reference to the order in question.

17. [[Substituted vide Board's item No. 4(5) dated 21.1.1999.]

Payment shall ordinarily be made by cheques signed by the Secretary. Cheques may also be signed by the Finance & Development Officer, where the amount does not exceed Rs. Ten lacs. The Chairman may authorise any other Officer/Officers to sign cheques upto Rs. Ten lacs. But all the cheques of Salary to Staff (what ever the amount may be) will be signed by the Deputy Secretary, Finance & Accounts or the Finance and Development Officer. All expenditure shall be incurred subject to the budget provision for the year and the rules regulating the power of sanction.]

18.

(1) Except as provided in sub-regulation (2), the Secretary or any other officer authorised by the Chairman in this behalf shall have the power to pass bills and make payments relating to fixed charges for which provision has been made in the budget, bills relating to examinations and text-books and to temporary staff out of ordinary contingencies. He shall also make payment of other bills which are passed by the competent authority. (2) The Chairman or any other officer authorised by him in this behalf shall have the power to pass the bills of the printers for printing of question papers, remuneration to translators of question papers and petty expenses connected with Secrecy work at rates approved by the Chairman. Note. - Pay of staff and all kinds of allowances at the rates fixed by competent authority as also other expenditure such as remuneration to Examiners. Papers Setters, Superintendents, Scrutiners and other persons engaged for Board's examinations and other work on authorised rates are included in "Fixed Charges."

19.

To meet petty expenditure and expenditure of urgent nature the (sic) such permanent/temporary advances to the expending authority as he may consider necessary. The person holding the advance shall be personally responsible for it. The Secretary shall be competent to sanction and pass bills in adjustment of advance so made.

20.

The Chairman shall be competent to sanction creation of temporary posts for a period not exceeding six months out of the budgeted head 'Temporary Establishment'. Accounts

21.

(1) The Deputy Secretary (Finance and Accounts) of the Board shall be responsible for keeping proper account of (1) the General Account Fund, (2) Provident Fund, (3) Gratuity Fund, (4) Special Endowment Fund, (5) Teacher's Welfare Fund, (6) such other Accounts/Fund as may be approved by the Board from time to time. (2) The account of Secrecy fund shall be maintained by the Chairman, in case, under Regulation 5(2), the Chairman has authorised any other officer to operate upon the Secrecy Fund then the accounts shall be maintained by that officer. The accounts shall be

maintained in such manner as may be decided by the Chairman who will also prescribe books and forms in which they are to be maintained.

22. [[Substituted vide Board vide item No. 4(2) dated 6.8.1987.]

The Deputy Secretary (Finance and Accounts) shall be responsible for preparing annually Income and Expenditure Statement showing in detail the state of each of these accounts (and also the balance sheet) which shall be checked and countersigned by the Audit Officer. The Statement and the Balance-sheet shall be submitted by the Secretary through the Finance Committee. After the approval of the Board a copy of the annual audited accounts (together with balance-sheet) shall then be submitted by the Secretary to the State Government as required by Section 17(17) of the Act.]

23.

The Deputy Secretary (Finance and Accounts) shall maintain the following books of account and such other books of account as may be approved by the Chairman, provided that any modification in these books or in the form in which these books are maintained may be made in consultation with the Examiner, Local Fund Accounts :-(i)For General Accounts :-(a)Cash Book.(b)Classified Register of Receipts.(c)Classified Register of Expenditure.(d)Bank Pass Book.(e)Investment Register.(ii)For Provident Fund Account :-(a)Cash Book.(b)Ledger, exhibiting a separate personal account of each subscriber.(c)Bank Pass Book.(d)Liability Register.(e)Investment Register.(iii)For Gratuity Fund :-(a)Cash Book.(b)Bank Pass Book.(c)Investment Register.(iv)For Special Endowment Fund :-(a)Cash Book.(b)Ledger, exhibiting a separate personal account for each fund.(c)Bank Pass Book.(d)Investment Register.(v)Teachers Welfare Fund :-(a)Cash Book.(b)Bank Pass Book.(c)Investment Register.

24.

All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may be destroyed with the sanction of the Chairman provided no audit objection relating the same is outstanding. Account or documents relating to endowment funds shall not, however, be destroyed without the consent of the donor concerned and the specific order of the Chairman.Financial Powers and Delegation

25.

(1)Officers of the Board shall sanction expenditure in such cases only in which they are authorised to do so by these regulations or any other orders issued by or with approval of the Chairman. Subject to the provisions of regulation 33 of these regulations, no officer shall sanction, without the previous approval of the Board, any expenditure, which involves the introduction of a new practice, likely to lead to increase in expenditure in future (hereinafter in these regulations referred to as new expenditure). The powers to sanction expenditure shall be subject to the observance of any general or special directions which the Board may issue from time to time.(2)No expenditure shall be

incurred unless funds are made available by the competent authority to meet the expenditure by valid appropriation or re- appropriation.

26. [Amended vide Board item No. 3(1) dated 27.9.1990.]

No quotation need be obtained for purchases made at a time upto Rs. 500/- and for purchases exceeding Rs. 500 but not exceeding Rs. 10,000/- quotations shall be called. For all purchase exceeding Rs. 10,000/- tenders shall be invited. The head of the concerned branch of the Board shall get prepared a comparative statement of the rates obtained and place order with the lowest quotee/tenderer with the approval of the competent authority. Where the lowest quotation/tender is not accepted, the sanction of the Chairman shall be obtained before placing the order giving reasons for accepting the higher quotation/tender.] Provided that it shall not be necessary to invite quotation/tender in the following case :-(i) On the spot purchases made by a purchase committee of officers appointed by the Chairman for the purpose. (ii) Purchases made from authorised dealers of specific brand i.e. D.C.M. Remington typewriters, Godrej, Philips Electric Goods, Bata, Usha, Gestetner, etc, at the rates fixed by their principals for the whole of the country/region. (iii) Purchases made from Government Department or Institutions, i.e. Jails, Government Work Centres, Government Emporium, Co-operative Stores approved by Government, Super Bazar, etc. and from firms with whom the State Government has entered into rate contract.

27. [

The heads of the Departments i.e. the Secretary, the Controller of Examination and the Director shall be authorised to make purchases concerning their departments upto Rs. 2000/- at a time, involving one or more items. For making purchases exceeding Rs. 2000/- the Chairman shall appoint the following purchase Committees :-

Committee No.	Limit up to which purchase can be made
Committee No. 1 (Consisting of three members headed by a Deputy Secretary or an officer of the same status/Director, Evaluation and Academic Planning/Director, Publication.)	For making purchases exceeding Rs. 2,000 but not exceeding Rs. 8000/- at a time involving one or more items.
Committee No. 2 (Consisting of 4 members headed by the Secretary)	For making purchases exceeding Rs. 8,000/- but not exceeding Rs. 30,000/- at a time involving one or more items.
Committee No. 3 (Consisting of 5 members headed by the Vice-Chairman)	For making purchases exceeding Rs. 30,000/- but not exceeding Rs. 75,000/- at a time involving one or more items.
Committee No. 4 (Consisting of 5 members headed by the Chairman)	

For making purchases above Rs.
75,000/- at a time involving one or more
items.

Note. - If considered necessary in the interest of the Board the Chairman may constitute a special purchase Committee for any purchase. Quorum. - In the case of Committee No. 1, two members shall form the quorum and in the case of 2nd, 3rd and 4th Committees, three members shall form the quorum.

27. Procedure.

- [(2)(i) Each tender will be accompanied by an earnest money @ 2 per cent of the estimated cost of material to be purchased or Rs. 1,00,000/- whichever is less. In case of acceptance of a tender, the tenderer will have to deposit a security equal to 10% of the estimated cost of material. Earnest money may be got adjusted towards the security.] [Substituted vide Board's item No. 5(12) dated 26.3.1998.](ii) Competent Authority may decide that quotation in place of tender may be called while making direct purchase from Government and Semi-Government agencies as also from the firms of repute and standard manufacturers subject to the production of certificate by the suppliers/manufacturers that their rates throughout the country/region are the same.(iii) With the prior sanction of the Competent Authority, in emergent cases, purchase may be made by the purchase Committee by visiting local/outside market from a source other than the manufacturer and it will have to be certified by the Committee that the material has been purchased at reasonable market rate. The quality of the material purchased shall also be kept in view.(iv) The tender/quotations will be opened in the meeting of the concerned Purchase Committee and installed by all the members present including the Chairman of the Committee. A comparative statement will then be prepared before deciding the issue of acceptance/rejection of tender/quotation. The Purchase Committee, for reasons to be recorded in writing, may accept a tender/quotation which may not be the lowest one. Subject to the approval of the Chairman as required under regulation 26 in exceptional circumstances, the Committee may also negotiate with the tenderers/quotationers in the interest of the Board.(v) Every meeting of the Purchase Committee will have written proceedings which will be submitted to the competent authority for information and approval to the incurring of expenditure involved.(vi) The samples of the material recommended to be purchased will be approved by the Purchase Committee and on receipt of full supply, the said Committee will certify that the material received is in order and of same quality and specification for which the order was placed.(vii) The Committee, may, if so required take the assistance of a specialist for the approval of sample and for inspection of the material received. Note. - For the purpose of this Regulation Competent Authority means the authority competent to sanction the incurring of expenditure, 'Quotation' means a simple offer of rates without earnest money for the supply of articles not exceeding Rs. 5,000/- in value; Tender means an offer of rates accompanied by the requisite earnest money for the supply of articles exceeding Rs. 5,000/- in value.(3) Purchase Procedure of Medicines -(i) [The Chairman shall appoint a special committee consisting of the Senior Medical Officer and Medical officer of the Board, Civil Surgeon Ropar, a representative of the Director Health Services, Punjab, not below the rank of Assistant Director and a Senior doctor, serving or retired to be nominated by the Chairman, to approve pharmaceutical firms for the purchase of medicines. Three members shall form the quorum.] [Amended vide Board's item No. 4(6)]

dated 31-8-1988.](ii)In the beginning of each financial year, hospital/trade rates of different pharmaceutical companies should be obtained. Hospital/Trade prices being the lowest rates of the firms, these should be considered as tendered prices of the companies for whole of that financial year.(iii)The companies shall also be asked to inform if there is any subsequent charge in prices of their products during that very financial year.(iv)[The list of Medicines/chemicals will be prepared by the Senior Medical Officer according to the brand names out of the firms approved by the Committee constituted under clause (i), keeping in view the reasonability of price, quality and the psychological acceptance of the medicine/chemical.] [Substituted vide Board's item No. 4(6) dated 31.8.1988.](v)For petty purchases as detailed below, lists shall be prepared by the Senior Medical Officer & the procedure laid down under regulations 26&27(1) be followed:(a)Cotton Bandages gauze.(b)Chemicals for mixtures.(c)Syringes, Needles.(d)Products from a company required in a quantity for which cost falls short of the limit fixed by the company to supply F.O.R. destination.(vi)List prepared shall be got approved from the Chairman while seeking the administrative sanction of approximate expenditure. Subsequently the lists should be placed before, concerned purchase committee if Chairman so desires.

28. Rewards and Honoraria.

- Rewards and honoraria to the employees of the Board will be sanctioned by the Board on the recommendations of the Chairman.Audit

29.

(1)The accounts of the Board shall be got audited for day to day by an Audit Officer assisted by necessary staff on the establishment of the Examiner, Local Fund Accounts, Punjab.(2)The Board shall pay to the Government audit fee as determined by the Examiner, Local Fund Accounts in accordance with the standing orders of the Punjab Government.It shall also be the duty of the Audit Officer to prepare an Annual Audit Report on the accounts of the Board, certified by him to be correct.He shall see :(a)that the accounts of the Board are properly kept;(b)that the balances of funds shown therein agree with the bank balances;(c)that all payments are supported by proper vouchers and are covered by proper sanction; and(d)that all receipts and payments are properly classified ;

30.

The Deputy Secretary (Finance and Accounts) shall take follow up action on the annual audit report and shall submit to the Board annually an annotated copy of the audit report within the three months of its receipt from the Examiner, Local Fund Accounts.Finance Committee

31.

The Finance Committee, constituted under Section 18(1) of the Act, shall function for a term of two years. The elected members on the Committee shall, however, be eligible for re-election.

32.

The meetings of the Committee shall be convened by Chairman whenever considered necessary.

33.

The functions of the Committee shall be :-(i)to examine all financial matters, pertaining to the Board, including the budget estimates and reappropriations and the annual accounts and balance sheet and to advise the Board thereon;(ii)to make recommendations to the Board in regard to its finances and financial matters.(iii)to examine every proposal for new expenditure exceeding Rs. 20,000/- and to advise the Board thereon.(iv)to examine every proposal and make recommendation regarding revision of scales of pay and for determining scales of pay of new posts; and(v)to examine the draft regulations and amendments to regulations affecting the finances of the Board and to make suitable suggestions thereon.

34.

An Accounts Manual for use by the officials of the Board laying down detailed procedure for the maintenance of accounts may be issued by the Chairman, in consultation with the Examiner, Local Fund Accounts.Writing off Losses

35. [[Amended vide Boards item No. 5(1) dated 26.3.1994.]

The following authorities are empowered to write off losses upto the limits noted against each;]

(i) Director/Evaluation and Academic Planning/DirectorPublication/All Deputy Secretaries/Medical Officer	Upto Rs. 200 per item at one time in their own spheres of duty.
(ii) Secretary	Exceeding Rs. 200 but upto Rs. 500 per item at one time.
(iii) Vice-Chairman	Exceeding Rs. 500 but upto Rs. 1000 per item at one time.
(iv) Chairman	Exceeding Rs. 1000 but upto Rs. 2000 per item at one time.
(v) Board	All those exceeding Rs. 2000/-.

(2)The following shall be the procedure for the disposal of losses unserviceable/broken/surplus articles.

Serial No.	Name of Authority	To declare surplus to requirement articles costing upto	To declare unserviceable/ broken articles costing upto	To dispose of by public auction or by inviting sealed tenders(as the case may be) after obtaining approval of the competent authority to declare surplus/ broken/ unserviceable
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	Rs.	Rs.	articles costing upto.
(i) Secretary	*1,000/-	***5,000/-	5,000/-
(ii) Vice-Chairman	2,000/-	***10,000/-	10,000/-
(iii) Chairman	-5000	***25000/-	**100,000/-
(iv) Board			Full Powers

*Amended vide Boards item No. 24 dated 20-10-1987. **Amended vide Boards item No. 6 dated 29-3-1989. ***Amended vide Boards item No. 24 dated 30-6-1990. (i) In all cases, the disposal shall be by public auction or sale by inviting sealed tenders. The articles will be sold to the highest bidder or the highest tenderer, as the case may be. (ii) The articles should not be split up to avoid sanction of the higher authority. (iii) In the case of articles lost, damaged or stolen the value of such articles for the purpose of writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be appointed by the Chairman. The value so determined shall be subject to the approval of the Chairman. (iv) For determining the appropriate value of the articles, the Committee shall take into account the purchase price, possible wear and tear during the period it was used, the probable life of the articles, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a mala fide intention and responsibility is fixed, the committee while assessing the price of the articles, shall also take into account the market price of the article. Loans and Advances

36. [[Substituted vide Boards item No. 4(3) dated 6-8-1987.]

Loans and advances will be granted to the employees of the Board by the Chairman on such terms and conditions as are applicable to the Punjab Government employees; Provided that the employees of the Board may be allowed to draw the advances against indemnity bond with two surities of Board's confirmed employees and they will not be required to mortgage their plots or houses or hypothecate their conveyances.]