

# **Punjab Women and Children Development and Welfare Corporation (Expenditure Regulations), 1982**

PUNJAB

India

## **Punjab Women and Children Development and Welfare Corporation (Expenditure Regulations), 1982**

### **Rule**

### **PUNJAB-WOMEN-AND-CHILDREN-DEVELOPMENT-AND-WELFARE-C of 1982**

- Published on 30 April 1982
- Commenced on 30 April 1982
- [This is the version of this document from 30 April 1982.]
- [Note: The original publication document is not available and this content could not be verified.]

Punjab Women and Children Development and Welfare Corporation (Expenditure Regulations), 1982Published vide Punjab Government Notification No. 13/234/80-2SW/3945, dated 30th April, 1982No. 13/234/80-2SW/3945. - In exercise of the powers conferred by section 31 of the Punjab Women and Children Development and Welfare Corporation Act, 1979 (Punjab Act No. 19 of 1979), and with the previous approval of the State Government, the Corporation hereby make the following Regulations, namely :-

#### **1. Short title.**

- These Regulations shall be called the Punjab Women and Children Development and Welfare Corporation (Expenditure Regulations), 1982.

#### **2. Commencement.**

- These Regulations shall come into force from the date of publication in the Official Gazette.

#### **3. Definitions.**

- In these Regulations :-(a)"The Act" means The Punjab Women and Children Development and Welfare Corporation Act, 1979.(b)"Expenditure Regulations" means The Punjab Women and Children Development and Welfare Corporation (Expenditure Regulations), 1982.(c)"Corporation" means The Punjab Women and Children Development and Welfare Corporation set up under

section 3(1) of the Act.(d)"Year" shall mean the financial year i.e., the year ending the 31st March.(e)"Board" means the Board of Directors constituted under section 7(1) of the Act.(f)"Managing Director" in relation to any power exercisable by him/her shall include and shall always be deemed to have included any Director or Officer authorised by the Government of State Punjab to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.(g)"Administrative Officer" in relation to any powers exercised by him includes any Officer authorised by the Managing Director to exercise the powers of the Administrative Office during the temporary absence of the Administrative Officer of the Head Office of the Corporation.(h)Finance and Accounts Officer in relation to any powers exercised by him includes an officer authorised by the Managing Director to exercise the powers of the Accounts Officer during the temporary absence of the Finance and Accounts Officer from the Head Office of the Corporation.(i)Other terms and expressions have the same meaning respectively assigned to them in the Act.

#### **4. Powers not effected.**

- Powers conferred by other regulations not effected. Nothing in these regulations shall limit or derogate from any powers conferred on, or delegated to the Managing Director by or under the General Regulations of the Corporation, nor shall anything herein apply to the granting of loans or advance subscribing to debentures or expenditure incurred in connection therewith or incidental thereto or to the doing of any other act which is done or is required to be done in the prescribed manner by or under the provisions of the Act or by any specific regulation made or to be made thereunder.

#### **5. Control of Managing Director over Administrative Officer and the finance and Accounts Officer.**

- The exercise of powers delegated to the Administrative Officer or the Finance and Accounts Officer as the case may be, by or under these Regulations shall be subject to such general or special orders as may be issued to the Administrative Officer or the Finance and Accounts Officer, by the Managing Director from time to time.

#### **6. Passing Officer to satisfy regarding reasonableness of Claims.**

- Before authorising the payment of any bill or claim the authority empowered to pass the bill or claim shall satisfy that the bill or claim is reasonable and in the case of bill or claim of any article of dead stock, stationery or stores purchased for the Corporation, that the necessary steps have been or will be taken to keep a proper record in respect thereof.

#### **7. Prior verification of bills.**

- No payment may be made on behalf of the Corporation unless the relative bill of claim in respect thereof has been duly verified and has been passed for payment by an authority competent to incur

the expenditure under the Regulations.

## **8.**

Subject to the provisions of these Regulations, the Finance and Accounts Officer is authorised to issue cheques and pass for payment order upto the sum of Rs. 1,000 (in case of contingent bills only) after the bills have been sanctioned by the competent authority.

## **9. When tenders may not be called.**

(1) Except in the circumstances mentioned to in sub-clause (a) or (b) of clause (2) of this Regulation no article of dead stock stationery or stores involving total expenditure of more than one hundred rupees in any one instance may be purchased by or on behalf of the Corporation unless tenders or quotations therefor have been called from at least three reputed firms, suppliers or contractors of Government approved list. (2) It will not be necessary to call tenders or quotations on the following circumstances:-(a) Where the supply is obtained from a Government institution or from contractors approved by Government for supply of such articles at approved rates; or (b) Where articles are required urgently any delay will cause serious inconvenience or dislocation of work if the purchase thereof is deferred until after the tenders or quotations have been called for and examined. (c) The reasons for making purchase without inviting tenders or quotations shall be recorded in writing in every case.

## **10. Exercise of powers of Administrative Officer, Finance and Accounts Officer during his/her absence.**

- The powers exercisable under these Regulations by the Administrative Officer, Finance and Accounts Officer may in his/her absence be exercised by such other Officers as may be authorised in writing in this behalf by the Managing Director.

## **11. Establishment Accounts.**

(1) The expenditure under the following heads of Establishment Account may be incurred by the Administrative Officer as and when claims become payable provided that the payments are admissible under the Rules and Regulations of the Corporation and also terms of appointment of Officers and other employees concerned :- (a) Pay including special pay. (b) Dearness Allowance. (c) Compensatory Allowance. (d) House Rent Allowance. (e) Conveyance Allowance. (f) Contribution of Provident Fund. (g) Leave Salary Contribution. (h) Pension Contribution. (i) House Rent Contribution. (j) Interim Relief/Adhoc relief. (2) Gratuity and payment on compassionate grounds :- All expenditure under this head requires the specific approval of the Board in each case. (3) Medical Reimbursement Bills. - All expenditure under this head shall be incurred with the specific approval of the following officers authorities up to the limit indicated against each :-

Name of the Sanctioning authority	Amount
(i) Administrative Officer	Upto Rs. 50 in an individual case per month.
(ii) Managing Director	Upto Rs. 200 in an individual case per month.
(iii) Chairman	Exceeding Rs. 200 in an individual case per month.

## 12. General Charges Accounts.

(1) Director's Fees and other Allowances may be paid by the Administrative Officer in accordance with the provisions of the rules framed by the Government under Section 32 of the Act. (2) Auditors fees and expenses may be paid by the Administrative Officer on such scale as may be fixed by the Board. (3) Law Charges. - Monthly retaining fees as may be payable to a legal Adviser of the Corporation under the terms of his appointment duly approved by the Board shall be paid by the Administrative Officer. All other Expenditure under this head shall also be paid by the Administrative Officer upto the financial limit of Rs. 250 at a time with the sanction of the Managing Director and Rs. 500 at a time with sanction of the Chairman. Expenditure in excess of these limits shall ordinarily require the specific prior approval of the Board, but in case of urgency and emergency the Managing Director may incur any such expenditure and report/her action in that behalf to the Board at its next meeting for ex-post facto sanction. (4) (i) Rent, Taxes, Insurance, Lighting etc. - (a) Rent, Rates and Taxes. - The Administrative Officer may pay, the rent of premises or other property leased to the Corporation in accordance with the terms of relative leases or agreement executed, entered into, with the prior approval upto Rs. 5,000 per mensem of the Managing Director, upto Rs. 7,000 per mensem with the approval of the Chairman and beyond that with the approval of the Board. (b) Rates and taxes on the scale applicable to the property involved, on presentation of the relative bill, and (c) Such other Rate, Cesses and Taxes as may be levied by the State Central Government or any other authority from time to time. (ii) Insurance : (a) Premia on insurance policies taken to insure the Corporation's premises and their contents against loss or damages by fire and or earthquake may be paid by the Administrative Officer/Finance and Accounts Officer as and when they fall due provided that the taking out of such policies has been approved by the Board. (b) Premia on travel and other policies taken for the benefit of the officers and other employees of the Corporation may be paid by the Administrative Officer or Finance and Accounts Officer in accordance with the respective Rules and Regulations of service of the concerned officer or other employees. (c) Premia on insurance of moveable property including machinery belonging to the Corporation shall be paid by the Administrative Officer provided that the taking out of such policies have been approved by the Managing Director. (iii) Electricity and Water Charges : Bills in respect of electricity and water consumed in the office of the Corporation may be paid by the Administrative Officer or Finance and Accounts Officer, who shall however, be responsible to see that an effective check is maintained to avoid wastage of electricity and water in order to keep the expenditure under this sub-head as low as possible. (5) Postage, Telegrams and Telephones : (i) Expenditure under this head, which must be kept as low as possible may be authorised by the Administrative officer, as and when necessary, provided that the approval of the Board shall also be required before a telephone

line or connection is installed at the office or at the residence of any of the officers of the Corporation.(ii)Regarding the number of total calls permissible to an officer of the Corporation for the telephone provided at his residence, the same practice will be followed as in the case of the telephones, provided by Government at the residence of its officers of equivalent status, with such relaxation or modification as may be approved by the Board from time to time.(6)Printing charges debitable to this sub-head may be incurred by the Administrative Officer when amount involved in any one case does not exceed Rs. 200 and with the prior approval of the Managing Director in other cases.(7)Depreciation and Repairs to Corporation's property :(a)Depreciation on Corporation's property :Depreciation on the Corporation's property on the scale laid down by the Board may be effected by the Finance and Accounts Officer, by adjustment between the Dead Stock account and the General Charges account in accordance with such general or special instructions as may be issued by the Managing Director.(b)Repairs to Corporation's Property :(i)The bill on account of Petrol oil and Lubricants (POL), Repairs of vehicles and purchase of spare parts for use of vehicles may be sanctioned by the Managing Director upto Rs. 300 at a time.(ii)Expenditure under this sub-head upto a sum of Rs. 5,000 in any one Financial year may be incurred by the Managing Director.(iii)Expenditure upto sum of Rs. 7,500 in any one financial year may be sanctioned by the Chairman.(iv)Expenditure in excess of Rs. 7,500 in any one financial year requires the sanction of the Board.(8)Banks and Agency Charges :Any Commission, exchange or other charges payable to any bank or other agent of the Corporation in terms of any arrangement or agreement approved by the Board of to the Post Office on account of money order commission may be paid by the Finance and Accounts Officer but all other expenditure debitable to this head shall require the approval of the Managing Director.(9)Miscellaneous :(a)Books and News Papers :(i)Subscription may be paid by debit to the sub-head by the Finance and Accounts Officer, for the supply of a copy of each of the official gazettes of the Central Government and the State Government and two daily and two weekly financial papers of repute as well as any other periodical or daily/weekly newspapers approved by the Managing Director.(ii)Expenditure upto a sum of Rs. 500 in any one financial year may be incurred by the Managing Director on the purchase of books, market reports or other publications on law, banking, economics or finance for the benefit of the Corporation and its staff;or any development and welfare activity for women and Children.(iii)All additional expenditure under this sub-head requires the sanction of the Board.(b)Uniforms :(i)Subject to the provision of sub-clause all expenditure under this sub-head requires the specific sanction of the Managing Director in each case.(ii)The scale of uniforms and other conditions for their supply to drivers and class IV employees of this Corporation will be the same as applicable to corresponding Punjab Government employees.(c)Advertisement and notices :Expenditure upto Rs. 5,000 in a financial year under this sub-head may be incurred by the Managing Director and for expenditure exceeding this limit and upto Rs. 10,000 (Rupees ten thousand only) prior approval of the Chairman shall be obtained in each case. Expenditure in excess of Rs. 10,000 shall, however, be incurred with the approval of the Board.(d)Travelling and Halting Expenses -Payment may be made under this sub-head by the Managing Director in accordance with the respective Rules and Regulations of service of the Officers or other employees concerned, provided that all travelling and halting allowances bills of the Managing Director may be paid in conformity with the terms and conditions of his/her appointment, as approved by the Govt. Such bills of the Managing Director shall, however, require the counter signatures of the Chairman.(e)Entertainment Expenses -The expenditure under this sub-head shall be incurred by the following officers upto the limits mentioned against each :-

- (i) Accounts Officer ... Rs. 50 p.m.
- (ii) Administrative Officer ... Rs. 100 p.m.
- (iii) Managing Director ... Rs. 500 p.m.

Subject to a maximum of Rs. 7500 per annum

Expenditure exceeding the aforesaid limits shall require the approval of the Board of Directors. This will exclude the luncheons, dinners and expenditures on delegates from other states and other countries visiting this Corporation from time to time, which will be within the competency of the Managing Director. (f) Maintenance of Staff Cares and other vehicles :- Expenditure upto Rs. 200 at a time can be sanctioned by the Administrative Officer or Finance and Accounts Officer, for incurring expenditure upto Rs. 500 at a time sanction of the Managing Director shall be obtained, Chairman's approval will be required to incur expenditure exceeding this limit, at a time. (g) Not enumerated - Any expenditure which is not properly debitable to any other head shall be classified as "Miscellaneous not Enumerated" and may be authorised as follows -

Serial No.	Nature of Powers	Powers to whom delegated	Extent of delegation of powers
1.	To sanction non-recurring contingent expenditure not specifically provided in the existing regulations	Chairman	Full powers
	M.C. ....	Upto Rs. 10,000	
	Admn. Officer ....	Upto Rs. 500	
	Finance & Accounts Officer ....	Upto Rs. 500	
2.	To sanction recurring expenditure not specifically provided in the existing regulations	Chairman ....	Full Powers
		Managing Director	Upto Rs. 5,000
		Admn. Officer ....	Upto Rs. 500
		Finance & Accounts Officer	Upto Rs. 250
		.....	

### 13. Stationery and Stores.

- (i) Every effort must be made to see that the expenditure under this head is kept at minimum and that there is no wastage, pilferage or unauthorised use of the Corporation's stationery and stores. (ii) Subject to the provisions of the foregoing sub-regulations, expenditure under this sub-head may be incurred by the Administrative Officer upto Rs. 500 at a time and in other cases upto the limit of Rs. 5000 at a time with the prior approval of the Managing Director and upto the limit of Rs. 10,000 at a time with the prior approval of the Chairman. Such purchases, shall however, be effected under the close control and supervision of the Managing Director. For the expenditure exceeding Rs. 10,000 at a time prior approval of the Board shall be required. (iii) Loose leaf ledgers, patent binders etc. must not be introduced without the specific approval of the Managing Director in each case.

## 14. Dead Stock Accounts.

(1)(a) Premises, land etc., - The purchase, sale and leasing of all premises, land etc. requires the specific sanction of the Board in each case. (b) Expenditure of a capital nature on additions and alterations to the Corporation's premises, land etc. may be incurred with the specific sanction of the Board. (2) Electric installations, fans and other Equipment. - Expenditure upto a total sum of Rs. 5,000 may be authorized by the Administrative Officer in each case and in excess of Rs. 5,000 and upto Rs. 15,000 in each case by the Managing Director. Expenditure exceeding this limit can be incurred with the approval of the Chairman in a Financial year.

- |  |  |
|--|--|
| Furniture,<br>(3) furnishing and fittings.<br><br>(4) Safes, cabinets, Pad locks etc.<br><br>Typewriters,<br>(5) duplicating machines<br><br>(6) Miscellaneous | Expenditure under sub-heads (3 to 6) shall be incurred by the Managing Director upto the limit of Rs. 25,000 in each financial year. Expenditure beyond this limit shall require the approval of the Chairman. |
|--|--|

## 15. Maintenance of Service Contracts.

- Maintenance of service contracts in respect of the following items or any changes in the terms thereof shall require the sanction of the Managing Director but the recurring charges arising out of such contracts may be paid by the Administrative Officer as and when they fall due :- (1) Corporation's buildings, including leased premises. (2) Electric installations etc. (3) Sanitary and Plumbing installations, and (4) Machines (Accounts Machines, Typewriters etc.).

## 16. (A) Write off the value of priced forms/publications etc.

- Finance and Accounts Officer/Administrative Officer may write off the value of the priced forms/publications upto Rs. 5 in each individual case. In any case where the write off value exceeds this limit, the sanction of the Managing Director will be obtained, who will satisfy himself/herself that value being written off is not due to negligence of any official. However, all losses of the value exceeding Rs. 100 require the approval of the Board. On each such copy of the form issued a specific endorsement to the effect "SPECIMEN COPY NOT FOR USE" should be made.

## 17. Expenditure.

- Expenditure incurred under various heads/sub-heads shall be placed before the Board for their information after every quarter.

## **18. Financial position.**

- The financial position of the Corporation shall be placed before the Board every year after the close of the accounts & the allocation of funds required to be made under the Act and Rules shall be approved before their presentation to the Auditors.

## **19. Claims of Chairman.**

- Managing Director will be Controlling Officer in respect of claims of Chairman viz., pay, T.A./D.A. etc. and other expenditure.

## **20. Board's power to change Regulations.**

- The Board shall have the power to delete, add, alter or substitute, interpret any of the Regulations from time to time in the interest of the Corporation with the previous approval of the Government.