



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA - 134112  
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TAX: 0172-2578481.

No. HSWC/Admin./EA-6/2016/ 109-1160

Dated

10 JAN 2017

To

1. All the Officers at Head Office/ in the field
2. All the Managers/ Incharges of the Warehouses

Sub:- Delegation of powers- Revision thereof

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An agenda Item No. 10, on the subject cited was placed before the Board of Directors in its 201<sup>st</sup> meeting held on 26.9.2016 upon which, the Board of Directors have passed the order as under:

"The Board approved the agenda item with the modification given in Annexure-I".

Accordingly, copies of agenda Item No. 10 and the proceedings of the meeting of the Board of Directors referred above are enclosed for your information and necessary action

Yours faithfully

DA As above

MANAGER(PERSONNEL)  
FOR MANAGING DIRECTOR

Endst. No. HSWC/Admin./EA-6/2016/

Dated

A copy of the above alongwith enclosures is forwarded for information and necessary action to

1. All the Supervisors at Head Office
2. All the Accountants/ Accounts Assistant/ Assistants at Head Office

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MANAGER(PERSONNEL)  
FOR MANAGING DIRECTOR

O/L

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector-2, Panchkula

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AGENDA ITEM NO 10

Sub: Delegation of powers- Revision thereof.

The Board of Directors in its 200<sup>th</sup> meeting held on 26.4.2016, while deciding the agenda item No. 12 i.e. "Delegation of powers in respect of Superintending Engineer" has passed order as under:

"The Board considered the matter at length. After detailed deliberation, the Board decided that comprehensive proposal along with delegation of powers of other officers indicating existing and proposed powers be put up to the Board in the next meeting".

Accordingly, the revised delegation of powers i.e Existing Powers and Proposed Powers, in respect of the officers/officials of the Corporation have been prepared and are enclosed at Annexure-I.

The Board of Directors may kindly see for consideration and approval.

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Bh  
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Assistant Manager (Exe)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Pinchaur

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## Delegation of Powers

Annexure-1

Sr. No.	Authority whom delegated	Nature of power	Existing Powers	Proposed Powers
1	Secretary	A Approval of tour programme	Full powers in respect of staff working under her/him upto 10 days in a month within the State. The Board while approving the agenda observed that concerned sectional head/branch head should approve the tour programmes of the staff working under him/her	No change
		B Grant of casual leave	Full powers upto 3 days in respect of staff working under him	No change
		C Signing cheques	Manager(A) or Secretary (singular) upto Rs. 2,00,000/- Manager (A) & Secretary (Jointly) above Rs. 2,00,000/- upto Rs. 5,00,000/- MD with Secretary or Manager (A) above Rs. 5,00,000/-	No change

(Signature)  
Haryana Board  
Regd. No. 14/1

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	J	Expenses on official functions / meetings.	Upto Rs. 5000/- at a time.	Upto Rs. 10000/- at a time per function/meeting.
	K	Advertising Bill	Full power	No change
	L	Sanctioning of expenses on Publicity / Exhibition	Upto Rs. 10,000/- each case	
	M	Books periodicals journals / news papers.	Upto Rs. 500/- in a month.	Upto - Rs. 10000 at a time subject to maximum of Rs. 60000/- in a calendar year
	N	Release of claim of insurance in respect of employees.	Full powers as per claims settled by the Insurance Companies in respect of employees.	No change
	O	Medical Bills.	Chronic outdoor ailments/indoor upto Rs. 50,000/-	No change

*P.S.*  
Assistant Manager (P.M.M.)  
Haryana State Warehousing Corporation  
Bld No. 15-16, Sector 12, Chandigarh

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	D	Entertainment Expenses on official guests/visitors	Upto Rs. 1500/- in a month	Upto Rs.2000/- in a month
	E	Sanctioning of expenditure of recurring nature of items like postage stamps, store material, stationary, hot and cold weather charges, freight and cartage, repair of vehicles / telephones etc Purchase / Repair of office equipments / furniture and other misc expenses	Expenditure of recurring or non recurring nature upto 25,000/- on each item at a time and up to maximum of Rs. 2,50,000/- in a year on each item	No change
	F	Inviting of tenders for purchase of stationery, store articles etc	Full powers subject to approval of competent authority	No change
	G	Release of security / earnest money of suppliers	Full powers	No change
	H	Grant of Cycle advance, Scooter/ Motor Cycle, Car Advance/ Marriage Advance / HBA	Full powers as per eligibility	
	I	Release of I, II, III and IV instalment of HBA	Full Powers	No change

  
 Assistant Manager (Finance)  
 Maryland State Warehousing Corporation  
 Box No. 15-13, Sector - 2, Pinchukia

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Sr. No.	Authority whom delegated	Nature of power		Existing Powers	Proposed Powers
2	Manager (Legal)	A	Entertainment Expenditure	Upto Rs.1000/- per month	Rs.1500/- P.M
		B	Casual leave	Full powers upto 3 days in respect of staff working under him	No change
		C	Tour Programme	Full powers in respect of staff working under him within the state	No change
		D	Misc. expenses on legal matters	Upto Rs.5000/- per case	No change
		E	Signing of plaints, written statements, petitions, affidavits and other documents connected with legal proceedings	Full powers	No change

RQ  
Assistant Manager (H.M.)  
Haryana State Vocational Corporation  
Ray No. 15-18, Sector - 7, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power		Existing Powers	Proposed Powers
3	Sr. Systems Analyst	A	Grant of Casual leave	Full Powers upto 3 days in respect of staff working under him.	No change
		B	Approval of tour programme.	Full powers in respect of staff working under him upto 10 days in a month within the State.	No Change
		C	Entertainment expenses on official visitors / guests.	Upto Rs. 1000/- per month and Upto Rs. 700/- PM for Systems Analyst.	Upto Rs. 1500/- per month and Upto Rs. 1000/- PM for Systems Analyst.
		D	Misc. Expenses on Consumables relating to Computers.	Upto Rs. 10,000/- PM and upto Rs. 5000/- PM in case of Systems Analyst.	Upto Rs. 20,000/- PM.

R.D.  
Assistant Secretary (Admin.)  
Haryana State Water Supply Corporation  
Bldy No. 15-16, Sector-2, Panipat

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
4	Manager (Personnel)	A. Grant of casual leave	Full powers upto 3 days in respect of staff working under him and field offices	No change
		B. Grant of earned leave	Full powers for Class-III & IV staff	No change
		C. Approval of Tour Programme	Full powers in respect of staff working under him upto 10 days in a month within the state.	No change
		D. Efficiency Bar	Full powers in respect of Class-III and Class-IV employees Orders of stopping EB will be passed by M.D	To be omitted
		E. Clearance of probation period of Class-III & Class-IV staff	Full powers (if an adverse decision is to be taken, this will be with due approval of M.D)	No change
		F. Pay fixation on the eve of promotion/ACP	Full powers in respect of Class-II, III and IV employees (after getting it pre-audit)	No change

RJD

Assistant Manager (Admin.)  
 Haryana State Water Supply Corporation  
 Box No. 15-18, Sector 1, Panchnula

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Sr. No.	Authority whom delegated	Nature of power	Existing Powers	Proposed Powers
		G Grant of Personal Pay for adopting small family norms	Full powers in respect of Class-II, III and IV employees (after getting it pre-audit)	No change
		H LTC by Class-III & IV staff	Full powers	Full powers in respect of Class-III & IV of HO & to be delegated to concerned DM for staff working under him
		I Forwarding of application for employment outside Deptt./ Organization	Full powers in respect of Class-III and Class-IV employees	No change
		J Completion and attestation of service books of Class-I Officers	Full powers	No change
		K Grant of annual increments to Class-III & IV officials posted at Head Office	Full powers	No change
		L Entertainment expenses on official guests	Upto Rs. 1,000/- per month	Rs. 1500/- per month

Assistant  
Haryana State Water Supply Corporation  
Eav No. 15-16, Sector 10, Chandigarh

Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
5	Manager (S&T)	A Grant of Casual Leave.	Full powers upto 3 days i.r.o staff working under him	No change
		B Approval of Tour Programme	Full powers in respect of staff working under him/ Distt Managers/ AM(QC) and Managers of warehouses upto 10 days in month with in the state.	Full powers for the staff working in Technical section/DY Manager (QC) AM (QC) TA/JTA posted in the H.O / Distt Offices/warehouses upto 10 days in a month and with in Haryana.
		C Entertainment expenses on official visitors/ Guests.	Upto Rs 1000/- in a month.	Up to Rs 1500/- in a month
		D Purchase/Repair of Technical/Laboral ory equipment viz sprayers sample bags, grading sets, parkhi, sample plate, ropes etc	Upto Rs 2000/- on each item/per warehouse subject to work of Rs 10,000/- i.r.o each warehouse in one calendar year	Upto Rs 10,000/- on each item/per warehouse subject to work of Rs 50,000/- i.r.o each warehouse in one calendar year
		E Inviting of tenders for purchase of insecticides dunnage and Warehouse equipments.	Full Powers subject to budget provision and sanction from the competent authority	No change
		F Release of security earnest money of suppliers	Full powers	No change

R.P  
Assistant Manager (Admin.)  
Haryana State Mineral & Land Corporation  
Bldg No. 1, Sector 12, Chandigarh

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Sr. No.	Authority to whom delegated	Nature of power		Existing Powers	Proposed Powers
		G	Replacement of Gunnies	Full powers as per norms approved by Board	Full powers
		H	Signing of agreement with suppliers	Full powers	Full powers
		I	Advertisement bills pertaining to inviting of tenders for purchase of Insecticides, dunnage and Warehouse equipment	Full powers	Full powers

R.D.  
Assistant Manager (Adm.)  
**Haryana State Water Supply Corporation**  
Bld No. 15-18 Sector - 2, Panchkula

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Sr. No.	Authority whom delegated	to	Nature of power	Existing Powers	Proposed Powers
6	Manager (Accounts)	A	Grant of Casual leave	Full powers upto 3 days in respect of Accounts Branch.	No change
		B	Passing of TA bills	Full powers in respect of Class-I and Class-II officers subject to the condition that the TP has been approved by the Competent Authority.	No change
		C	Passing of Recoupment Statement	Full Powers	To be omitted
		D	Passing of supplier bills	Full Powers	No change
		E	Passing of handling & transportation charges bills	Full Powers	To be omitted
		F	Passing of rent bills	Full Powers	No change
		G	Passing of water bills	Full Powers	No change
		H	Signing of cheques/ Authority letters	1. Up to Rs 2 lakh singly 2. Above Rs 2 lakh and upto Rs 5 lakh jointly with Secy 3. Above Rs 5 lakh MD with Secretary or Manager(A) 4. Full powers in respect of transfer of funds for procurement	No change

*R.D.*  
 Assistant Manager (Admin.)  
 Haryana State Urban Housing Corporation  
 Bay No. 15-17, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
		I Signing of cheques/ Authority letters etc. in respect of Construction work.	i) Upto Rs 2.00 lakh singly. ii) Above Rs 2.00 lakh jointly with concerned XEN.	No change
		J Entertainment expenses on official guests.	Upto Rs. 1000/- in a month.	Upto Rs. 1500/- in a month
		K Passing of LTC bills of Head/Office staff.	Full Powers	No change
		L Approval of Tour Programme.	Full powers in respect of staff working under him upto 10 days in a month.	No change
		M Pre-Audit of Construction work/ repair works.	Full powers	No change
		N Passing of Medical bills.	Upto Rs. 20,000/- in each case	No change
		O Passing of Salary	Full Powers	No change
		P Passing of allowances	Full Powers	No change
		Q Passing of Arrear bills	Full Powers	No change
		R Advance to employees	Full Powers in respect of Class-I & Class-II	No change
		S Passing of Telephone/ Electricity	Nil	Full powers
		T Passing of claims of reimbursement of conveyance charges to employees of Head Office Staff.	Full powers	No change
		U Passing of claims	Full powers	No change

Assistant Manager (Admin)  
 Haryana State Accounting Corporation  
 Bay No. 15-18, Sector - 2, Panchnkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
		of reimbursement of entertainment charges of Head Office Staff.		
	V	Passing of bills pertaining to store connected items/ vehicles repairs/ petrol/ advertisement/ publicity.	Nil	Full powers

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Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector-2, Panipat

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
7	Manager (Business)	A. Grant of Casual leave.	Full Powers upto 3 days in respect of staff working under him.	No change.
		B Approval of tour programme.	Full powers in respect of staff working under him upto 10 days in a month within the State.	Full powers in r/o staff working in Business Branch, AM(B), Managers, GK posted in HQ/ Distt Officers/ Warehouses upto 10 days in a month.
		C Entertainment expenses on official visitors / guests	Upto Rs. 1000/- per month.	Upto Rs. 1500/- per month.
		D Release of security of HTC	Full powers	No change
		E Inviting of tenders for appointment of HTC	Full powers	No change
		F Inviting of rates for insurance of stocks / building	Full powers	No change
		G Reservation of space in Warehouses	Full powers	No change
		H Internal Handling of stocks/ dead stock articles.	Upto Rs. 50,000/- in each case.	No change

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector 22, Chandigarh

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
B	Superintendent Engineer (Civil)	A Approval of tour programme	Nil	Full powers in respect of personal staff working under him and Executive Engineer & SOE
		B Grant of causal leave	Nil	Full power upto 3 days in respect of personal staff and Executive Engineer
		C Inviting of tenders	Nil	
		D Grant of one time extension to the contractors in the execution/repair/completion of the work of construction	Nil	Upto three months for works with time limit of six months or more & two months for work below 6 months
		E Administrative approval of works	Nil	Upto Rs 5.00 lacs
		F Acceptance of tenders	Nil	Full power upto Rs 5.00 lacs when tendered rates are not more than 10% over HSR + sanctioned premium & non schedule items do not exceed 10% of estimated cost
		G Technical sanction of estimates before calling tenders	Nil	Full powers
		H Revised technical sanction after completion of work	Nil	As per PWD code
		Purchase of construction equipment for testing/surveying etc	Nil	Rs 20,000/- at a time subject to maximum of Rs 5.00 lacs in a year

Ranbir Singh  
Assistant Engineer  
Haryana State Water Supply  
Bld No. 15-16, Sector 17, Chandigarh

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	J	Purchase of reference books, maps and Newspapers.	Nil	Full powers upto Rs.10,000/- in each case and Rs.2.00 lacs in a year
	K	Approval of lay-out and specification of godowns and other building to be constructed	Nil	Full powers
	L	Entertainment expenses on official guests/ visitors	Nil	Upto Rs.1500/- in a month
	M	Shifting of Cement / other construction material	Nil	Upto Rs.50,000/- in a calendar year only in exceptional circumstances.
	N	Purchase of stationary items office equipments and consumable store articles	Nil	Up to 10,000/- in one case subject to Rs.3.00 Lacs in a year for requirement of construction branch
	O	Expenses in testing of materials	Nil	Upto 25,000/- at a time and Rs.10.00 lacs in a year for all requirements of construction branch.

ASSISTANT SECRETARY OF STATE  
Maryland State Responsibility Corporation  
Box No. 15-18

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Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bldg No. 95-96, Sector 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
9	Executive Engineer	A Approval of tour programme	Full powers in respect of construction staff working under him as per Govt. instructions within the state	Full powers in respect of construction staff working under him as per Govt. instructions within the state i.e ASDE, JE & personal staff
		B Grant of causal leave	Full power upto 3 days in respect of staff working under him at H.O and SDEs in the field	No change
		C Inviting of tenders	Full powers	No change
		D Grant of one time extension to the contractors in the execution/repair/completion of the work of construction	Upto one month for works with time limit of six months & two months for work above 6 months	Nil
		E Administrative approval of works	Upto 1.00 Lakhs	No change
		F Acceptance of tenders	Upto Rs.1.00 lacs	Upto Rs.1.00 lacs when tendered rates are not more than 10% over HSR + sanctioned premium & non schedule items do not exceed 10% of estimated cost
		G Technical sanction of estimates before calling tenders	Nil	Full power for works upto 1.00 lacs

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Assistant Engineer (Arch.)  
Haryana State Engineering Corporation  
Bld No. 15-16, Sector - 2, Panchkula

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Sr. No.	Authority whom delegated	to	Nature of power	Existing Powers	Proposed Powers
		H	Purchase of construction / equipment, for testing/surveying etc.	Upto Rs.20,000/- at a time subject to maximum of Rs.5.00 lacs in a year. Subject to the condition that proper procedure is followed for effecting purchases	Nil
		I	Purchase of reference books, maps and Newspapers.	Upto Rs.500/- in each case and upto 2,000/- in a year	Nil
		J	Approval of lay-out and specification of godowns and other building to be constructed	Full powers	Nil
		K	Entertainment expenses on official guests/ visitors	Upto Rs.1000/- in a month	No change
		L	Shifting of Cement / other construction material	Upto Rs.10,000/- in a calendar year only in exceptional circumstances	Nil
		M	Passing of bills	Full powers	No change
		N	Release of security/earnest money	Full powers as per agreement	No change
		O	Signing of Cheque/authority letter in respect of construction works/material only	Full powers above Rs.2.00 Lakhs jointly with Manager(A)	No change

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-16, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	P	Purchase of stationary items office equipments and consumable store articles	Upto Rs. 500/- at a time subject to a maximum of Rs. 5000/- per year	Nil
	Q	Incurring of office expenditure viz; postage, stamps, water and electricity charges, etc.	Full Powers	Full powers
	R	Expenses in testing of materials	Full Powers	Nil

*Reo*  
 Assistant Manager (Admin.)  
 Haryana State Water Supply Corporation  
 Bay No. 15-16, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
10	Sub Divisional Engineer.	A Approval of tour programme	Full power in respect of Work Mistry & personal staff	Full power in respect of Work Mistry & personal staff
		B Grant of causal leave	Full power upto 3 days in respect of ASDE/JE, personal staff & Work Mistry	Full power upto 3 days in respect of ASDE/JE, personal staff & Work Mistry
		C Inviting of tenders	Calling quotations upto 20,000/-	Calling quotations upto 20,000/-
		D Administrative approval of works	Rs 10,000/-	Rs 20,000/-
		E Acceptance of tenders	Rs 10,000/-	Rs 20,000/-
		F Technical sanction of estimates before calling tenders	Upto Rs 20,000/-	Upto Rs 20,000/-
		G Purchase of construction equipment, for testing/surveying etc	Nil	Rs.500/- at a time upto Rs 5,000/- in a year
		H Entertainment expenses on official guests/ visitors	Upto Rs 700/- in a month	Upto Rs 700/- in a month
		I Passing of bills	Upto Rs 20,000/-	Upto Rs 20,000/-
		J Purchase of stationary items office equipments and consumable store articles	Upto Rs 500/- at a time subject to a maximum of Rs 5000/- per year	Upto Rs 500/- at a time subject to a maximum of Rs 5000/- per year
		K Incurring of office expenditure viz. postage, stamps, water and electricity charges, etc	Full powers in respect of Sub Division	Full powers in respect of Sub Division

  
 Assistant Manager (Admn.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector - 2, Panchkula



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Sr. No.	Authority to whom delegated	Nature of power		Existing Powers	Proposed Powers
11	DM(QC)	A	Grant of Casual Leave	Full powers upto 3 days i.e. staff working under him.	No change
		B	Entertainment expenses on official visitors/Guests	Up to Rs 700/- in a month	Up to Rs 1000 in a month

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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Sr. No.	Authority whom delegated	Nature of power	Existing Powers	Proposed Powers
12	District Manager	A Approval of tour programme.	Full powers in respect of staff working under him in District Office and Warehouses for journeys upto 10 days in a month within the district.	No change
		B Grant of Casual leave.	Full Powers upto 3 days in respect of staff working under him	No change
		C Incurring expenditure on transportation of dunnage/ insecticides and other office/ warehouse equipments	Upto Rs. 5000/- at a time.	Upto Rs. 10,000/- at a time
		D Petty works including electrical works	Upto Rs. 5000/- at a time for each warehouse and maximum of Rs. 20,000/- in a year for each Warehouse.	Upto Rs. 10,000/- at a time for each warehouse and max. of Rs. 30,000/- in a year for each Warehouse.
		E Hiring of casual labour at Warehouses i) For preservation / Technical Work ii) For watch & ward.	As per norms approved by BOD As per policy guidelines of Head Office	As per norms approved by BOD As per policy guidelines of Head Office

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Box No. 15-18, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
		F Sanction to the incurring of expenditure on item like purchase of sample bags purchase of small Warehouse equipment and internal handling.	Upto Rs 1000/- at a time in respect of for each warehouse subject to maximum of Rs.5,000/- per month	Upto Rs. 2000/- at a time in respect of for each warehouse subject to maximum of Rs 10,000/- per month
		G Purchase of Consumable / non consumable articles for his office	Upto Rs. 500/- at a time subject to maximum of Rs.5,000/- in a year	Upto Rs 1000/- at a time subject to maximum of Rs.10,000/- in a year
		H Internal adjustment of staff other than Manager & Incharge.	Upto maximum of 10 days within his circle	No change
		I Entertainment expenses on official visitors / guests	Upto Rs. 1000/- in a month	Upto Rs. 1200/- in a month
		J Sanctioning and Passing of medical reimbursement claims.	Upto 1000/- month per official in respect of staff working under him and at the warehouse under his jurisdiction	No change
		K Signing cheques.	Full Powers jointly with Accountant for procurement of food grains under MSP In other cases Rs.1,00,000/- individually and upto	No change

Ex-Change vide  
Letter HSWC/  
Admn/6A-6/  
2-17/9490-  
Date 29-3-1

  
 Assistant Manager (Admin)  
 Haryana State Warehousing Corporation  
 Bay No. 15-16, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
			Rs. 5,00,000/- jointly with Accountant	
	L	Passing of H&T/ MLC bills/ salary/ arrears/ Ex-gratia/ TAV/ Telephone/ water/ Electricity & rent bills	Full powers	Full powers
	M	Refund of earnest money of unsuccessful tenders.	Full powers	Full powers
	N	Sanctioning to the incurring of expenditure on item like purchase of postage stamp, store material, Stationery hot & cold weather charges, freight, cartilage & petrol etc.	Upto Rs. 10,000/- in a month.	No change
	O	Signing of Agreement with Millers for CMR and finalization of their milling accounts including release of security	Full powers	Full powers
	P	Cleaning of Warehouse campus & District Offices	Full powers	Full powers
	Q	Passing of LTC bills of staff working under his jurisdiction	Full powers subject to approval of LTC by Competent Authority and as per entitlement	Full powers subject to approval of LTC by Competent Authority and as per entitlement

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	R	Entertainment for monthly meeting.		Upto Rs.1500/- per month
	S	Expenditure on Mass contact program.		Upto Rs.2500/- per program
	T	Petty expenditure on minor repair/maintenance of WH & equipment.		Upto 10,000/- per case
	U	Purchase of tonner / refilling of toner for Distt. Office		Upto 10,000/- per purchase & Rs.

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panunkula

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Sr. No.	Authority to whom delegated	Nature of power		Existing Powers	Proposed Powers
13	Internal Audit Officer	A	Grant of Casual leave	Full powers upto 3 days in respect of staff working under him.	No change
		B	Entertainment expenses on official guests	Upto Rs.700/- in a month.	Upto Rs.1000/- in a month.
		C	Approval of Tour Programme	Full powers in respect of staff working under him to maximum of 10 days in a month within the State.	No change

RK  
Assistant Manager (Admn.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
14	ASSISTANT MANAGER (ADMN.)	A. Grant of casual leave to the staff working under him	Upto 3 days to the staff working under him	No change
		B. Completion and attestation of entries in the service books of employees	Full powers in respect of Class-II, III and IV employees	No change
		C. Signing of sanctions/letters relating to grant of increment, leave, LTC & pay fixation etc	Subject to the approval of MD/Manager (P)	No change
		D. Entertainment expenditure on official visitors/guests	Upto 400/- p.m	Upto 600/- p.m
		E. Attestation of documents/other related papers required to be submitted in various courts in connection with the court case or otherwise	NIL	Full powers

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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-81-

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Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
15	Sr. Assistant Manager (Accounts)	A Grant of Casual leave	Full powers upto 3 days in respect of staff working under him.	No change
		B Passing of TA bills	Full powers in respect of Class-III & Class-IV officials	Full powers in respect of Class-II, Class-III & Class-IV officials
		C Passing of supplier bills	Upto Rs. 10,000/-	Upto Rs. 15,000/-
		D Passing of rent bills	Nil	Full power
		E Passing of water bills	Full power	No change
		F Signing of cheques/ Authority letters	1. Upto Rs. 1,00,000/- singly 2. Full powers in respect of transfer of funds for procurement in absence of M(A)	No change
		G Entertainment expenses on official guests	Upto Rs. 700/- p.m.	Upto Rs. 1000/- in a month
		H Approval of Tour Programme	Nil	Full powers in respect of staff working under him upto 5 days in a month
		I Passing of Medical bills	Upto Rs. 10,000/- in each case in respect of H.O. staff	No change
		J Passing of salary	Upto Rs. 50,000/-	Upto Rs. 1.00 lakh
		K Passing of Arrear bills	Upto Rs. 50,000/-	Upto Rs. 1.00 lakh

  
 Assistant to the Admin.  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector 2, Panchkula

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(30)

Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
	L	Advance to employees	Full powers in respect of Class-III & Class-IV	No change
	M	Passing of Telephone/Electricity	Full powers	No change
	N	Passing of claims of reimbursement of conveyance charges to employees of Head Office Staff.	Upto Rs 400/-	Upto Rs. 500/-
	O	Passing of claims of reimbursement of entertainment charges of Head Office Staff	Full powers	No change
	P	Passing of bills pertaining to store connected items/ vehicles repairs/ petrol/ advertisement/ publicity	Upto Rs.10,000/-	No change
	Q	Passing of recoupment of expenditure in respect of Head Office staff	Upto Rs 2,000/-	To be omitted

*R.D.*  
Assistant Manager (Adm.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector -2, Panchkula

H

- 31 -

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(31)

Sr. No.	Authority to whom delegated	Nature of power		Existing Powers	Proposed Powers
16	Accountant at H.O.	A	Entertainment expenses on official guests	Upto Rs 400/- in a month	Upto Rs 600/- in a month

*AC*  
Assistant Manager (Admin.)  
Haryana State Windmilling Corporation  
Bay No. 15-IR, Sector -2, Panchkula

*M*

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- 84 -

(32)

Sr. No.	Authority whom delegated	to	Nature of power	Existing Powers	Proposed Powers
17	Accountant in field	A	Entertainment expenses on official guests.	Upto Rs.400/- in a month.	Upto Rs.600/- in a month.

  
Assistant Manager (Admn.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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- 85 -

(33)

Sr. No.	Authority to whom delegated	Nature of power	Existing Powers	Proposed Powers
18	Addl. SDE/JE	A Inviting of tenders	Calling quotations upto 5,000/-	Calling quotations upto 5,000/-
		B Administrative approval of works	Rs.5,000/-	Rs.5,000/-
		C Acceptance of tenders	Rs.5,000/-	Rs.5,000/-
		D Technical sanction of estimates before calling tenders	Rs.5,000/-	Rs.5,000/-
		E Entertainment expenses on official guests/ visitors	Upto Rs.400/- in a month	Upto Rs.400/- in a month
		F Passing of bills	Upto Rs.5,000/-	Upto Rs.5,000/-

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula.

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**HARYANA STATE WAREHOUSING CORPORATION**  
 BAY NO. 15-18, SECTOR - 2, PANCHKULA - 134112  
 E-mail: hswc@hry.nic.in  
 TELEPHONE: 0172-2578830-32 FAX: 2586900

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No. HSWC/Secy/JEA-10/ 2016/38223-233  
 To

Dated: 22-11-2016

1	Sh. Shrinivas Goyal, Chairman, Haryana State Warehousing Corporation, Panchkula	7	Sh. V.R.Gupta, Director Finance, Central Warehousing Corporation 411, Siri Institutional Area, Hauz Khas Warehousing Bhawan, New Delhi
2	Sh. Bhupinder Singh, HCS, Director Agriculture and Farmers Welfare Department, Haryana, Panchkula	8	Sh. G. Prasanna Kumar, IAS (Retd.), T 2/1, DLF Phase III, Gurgaon 122002
3	Sh. Sunil Sharan, IES, Secretary to Govt. Haryana, Finance Department, Haryana, Chandigarh	9	Sh. Pawan Kumar Kedia, Deputy General Manager (Business & Operations), State Bank of India Haryana Zone, A.O. Panchkula
4	The Director General, Food & Supplies Department, Haryana	10	Sh. Manjeet Krishan, Regional Manager, Central Warehousing Corporation, Sector-4, Panchkula
5	The Managing Director, Haryana State Co-operative Supply & Marketing Federation (HAFED), Sector-5, Panchkula	11	Sh. Brijendra Singh, IAS, Managing Director, Haryana State Warehousing Corporation, Panchkula
6	Sh. Manoj Kumar Gupta, Director (FC A/cs), Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India, Krishna Bhawan, New Delhi.		

Subject: - 201<sup>st</sup> Meeting of the Board of Directors – Proceedings thereof

Sir,

I am to enclose herewith proceedings of the 201<sup>st</sup> meeting of the Board of Directors of the Haryana State Warehousing Corporation held on 26 September 2016 in the corporate office (Bay No.15-18, Sector-2, Panchkula) for information and necessary action.

Yours faithfully,

Secretary

DA: As above

For Managing Director  
 Dated: 22-11-2016

- Encl.No. HSWC/ Secy/JEA-10/ 2016/38234-236  
 A copy of above is forwarded to the following for information and necessary action .
1. The Managing Director, Central Warehousing Corporation, 411, Siri Institutional Area, Hauz Khas, Warehousing Bhawan, New Delhi
  2. The Principal Secretary to Government Haryana, Agriculture and Farmer Welfare Department, Chandigarh
  3. The Additional Chief Secretary to Government Haryana, Finance Department (Public Enterprises), Chandigarh.

Secretary

For Managing Director  
 Dated: 22-11-2016

*Rao*  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector - 2, Panchkula

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PROCEEDINGS OF THE 20<sup>th</sup> MEETING OF THE BOARD OF  
DIRECTORS OF HARYANA STATE WAREHOUSING  
CORPORATION HELD ON 26-09-2016 AT PANCHKULA.

PRESENT

1. Shri Shrinivas Goyal	Chairman
2. Shri Mavie Krishan	Director
3. Shri G. Prasanna Kumar, IAS (Retd.)	Director
4. Shri Pawan Kumar Kedia	Director
5. Shri Sanjay Joon, IAS	Director
6. Shri Brijendra Singh, IAS	Managing Director
7. Shri Nikhil Kumar, AGM, NABARD	Special Invitee

PROCEEDINGS:

Smt. Sukriti Likhi, IAS, MD, Hafed conveyed her inability to attend the meeting due to pre-occupation, therefore, she was granted leave of absence.

Agenda Item No. 1: Welcome to Shri Shrinivas Goyal as Director & Chairman on the Board of Directors of the Haryana State Warehousing Corporation

At the outset of the meeting Board welcomed Sh. Shrinivas Goyal on his appointment as Director and Chairman on Board of the Corporation and hoped that the Corporation will achieve greater heights under his dynamic leadership and able guidance. Board also placed on record its appreciation for the contributions made by Sh. Varinder Singh Kundu, IAS, outgoing Chairman.

A. Dattu  
  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-16, Sector - 2, Panchkula

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Agenda Item No. 2: Confirmation of the Minutes of the 200<sup>th</sup> meeting of the Board of Directors held on 26-04-2016.

Board confirmed the minutes of 200<sup>th</sup> meeting held on 26-04-2016

Agenda Item No. 3: Action Taken Report on the decision taken in the 200<sup>th</sup> meeting of Board of Directors held on 26-04-2016.

Seen

Agenda Item No. 4: Minutes of the 98<sup>th</sup> meeting of the Executive Committee held on 26-04-2016 for information of the Board.

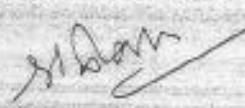
Seen

Agenda Item No. 5: Physical and Financial Performance of the Corporation.

Board perused the Physical and Financial Performance of the Corporation. Board desired that the warehouse wise income expenditure which was placed as separate agenda may be clubbed with this agenda in future. It was also desired that Audio/Video presentation for farmers be prepared for display during mass contact program of Fumigation DESS/FESS

Agenda Item No. 6: Progress of Construction of 17 godowns under WIF 2013-14 Scheme – Proceeding of the meeting held with the officers of NABARD and HSWC held on 16<sup>th</sup> May 2016.

Seen. While reviewing the position of loan availed and the amount of loan which could not be released, the

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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-3-

representative of NABARD informed that the loan could not be disbursed for want of clear title deeds of lands. He further informed that loan under the WIF scheme is available only up to 31.3.2017.

The Board resolved that the progress of land cases may be reviewed fortnightly by the MD HSWC.

(A special invitee of NABARD Sh. Nikhil Kumar, AGM, attended the meeting for this agenda)

Agenda Item No. 7: Deployment of Sh.R.V.Singh retired RSO Hafed at Kolkata on purely temporary basis for reconciliation of gunnies account at Kolkata.

Approved

Agenda Item No. 8: Revision of norms for fumigation of food grain with MLCL covers.

Approved

Agenda Item No. 9: Engagement of Corporate Lawyer.

Approved

Agenda Item No. 10: Delegation of Powers – Revision thereof.

The Board approved the agenda item with the modifications given in Annexure-I.

Agenda Item No. 11: Regularization of services of Drivers under regularization policy of Govt. for Group "B", "C" and "D" Employees / workers.

Board approved the proposal for regularization of S/ Sh. Suraj Bhan and Sukhdev Singh contractual Drivers subject to approval of State Govt.

*Sh. Ram*

*RP*

Assistant Manager (Admin)  
Maharashtra State Microfinancing Corporation  
Box No. 1410, Sector 12, Panchkula

*fr*

Annexure-I

Delegation of Powers

Sr. No.	Authority whom delegated.	Nature of power	Proposed Powers	Powers modified by the Board
2	Secretary	A Approval of tour programme	Full powers in respect of staff working under her/him upto 10 days in a month within the State. The Board while approving the agenda observed that concerned sectional head/branch head should approve the tour programmes of the staff working under him/her.	Full powers in respect of District Managers posted in the field and the staff working under the Secretary at Head Office up to 10 days in a month within the State.
3	Senior Systems Analyst	C Entertainment expenses on official visitors / guests	Up to Rs 1500/- per month and upto Rs 1000/- per month for Systems Analyst	Up to Rs 1500/- per month for Senior Systems Analyst and upto Rs 1000/- per month for Systems Analyst
		D Misc. Expenses on Consumables relating to computers	Upto Rs 20,000/- per month,	Upto Rs 20,000/- per month for Senior Systems Analyst

*Sharma*

*J*

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

*M*

Sr. No.	Authority whom delegated	to	Nature of power	Existing Powers	Proposed Powers
5	Manager(S&T)	O	Purchase /Repair of Technical/Laboratory equipment viz sprayers sample bags, grading sets, parkhi sample ropes etc.	Upto Rs.10,000/- on each item/per warehouse subject to work of Rs. 50,000/- i.e. each warehouse in one calendar year.	Upto Rs.10,000/- on each item/per warehouse subject to work of Rs. 50,000/- i.e. each warehouse in a financial year.
8	Superintendent Engineer (Civil)	L	Entertainment expenses on official guests/ visitors	Upto Rs.1500/- in a month.	Upto Rs.2000/- in a month at par with Secretary.
		M	Shifting of Cement / other construction material	Upto Rs.50,000/- in a calendar year only in exceptional circumstances.	Upto Rs.50,000/- in a financial year only in exceptional circumstances.
		N	Purchase of stationary items office equipments and consumable store articles	Up to 10,000/- in one case subject to Rs.3.00 Lacs in a year for all requirement of construction branch	Up to 10,000/- in one case subject to Rs.3.00 Lacs in a financial year for all requirement of construction branch

MRAM

RR

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-16, Sector - 2, Panchkula

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Sr. No.	Authority whom delegated	to	Nature of power	Existing Powers	Proposed Powers
		O	Expenses testing materials	Upto 25,000/- at a time and Rs.10.00 lacs in a year for all requirements of construction branch	Upto 25,000/- at a time and Rs.10.00 lacs in a financial year for all requirements of construction branch.
10	Sub Divisional Engineer.	H	Entertainment expenses on official guests/ visitors	Upto Rs.700/- in a month	Upto Rs.1000/- in a month
12	District Manager	I	Entertainment expenses on official visitors / guests.	Upto Rs. 1200/- in a month.	Upto Rs. 1500/- in a month.
		T	Petty expenditure on minor repair/ maintenance of WH & equipment.	Upto 10,000/- per case.	Upto 10,000/- per case subject to maximum Rs.50,000/- per year per circle.
		U	Purchase of tonner / refilling of toner for Distt. Office	Upto 10,000/- per purchase	Upto 10,000/- per purchase subject to maximum Rs.50,000/- per year per circle.
18	Addl. SDE/JE	E	Entertainment expenses on official guests/ visitors	Upto Rs.400/- in a month	Upto Rs.600/- in a month

.....  
*Sharma*  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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25 JAN 2017  
Receipt No. 15828  
Panchnkula

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112  
E-mail: mahwc@hry.nic.in.

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EPABX: 0172-2578830-32 FAX: 2586900

No.HSWC/Accts/Acctt-5/2016-17/ 2627-666

Date 23 JAN 2017

To

All the District Manager,  
Haryana State Warehousing Corporation,  
In the Field.

2627-666

Delegation of Powers

Sub: Payment of bills for construction/repairs of godowns: Delegation of powers.

CP-184

The Board of Directors in its 201<sup>st</sup> meeting held on 26<sup>th</sup> September, 2016 has decided to transfer of powers for passing/payment of bills of Construction/other repair etc to the District Manager/SDE & Accountant in the field w.e.f.01.01.2017.

Accordingly, all bills/payments in respect of new allotment of works allotted for construction works on or after 01.01.2017 are to be passed/made as per revised delegation of powers delegated to District Manager/SDE/Accountant by the Board in its above said meeting are as under:

Sl. No.	Nature of power	Powers delegated	
		Sub Divisional Engineer	Executive Engineer
1.	Passing of bills/voucher	Full powers subject to the condition that payment of items is as per the approved allotment of works.	Full powers
2.	Signing of cheques/authority letters in respect of construction works/materials only	Full powers to the concerned District Manager jointly with Sub Divisional Engineer and Accountant	
3.	Pre-audit of construction of godowns/repairs	Full powers to District Manager jointly with Accountant in respect of running bills. Full powers to Manager (Accounts) jointly with District Manager and Accountant of respective District in case of final bill if the total work done is more than Rs.1.00 lakh.	

Revised Technical Sanction shall be issued by the Executive Engineer and payment of final bill shall be released from the District Office as per above delegation at Sl. No. 2 on the sanction letter issued by the Construction Branch after thorough checking of the bill at Head Office by Accounts and Construction Branch.

The above delegations are effective w.e.f. 01.01.2017.

*Mangun* —  
MANAGER(ACCOUNTS) 01.01.17  
For Managing Director  
Date

Endst. No. HSWC/Accts/Acctt-5/2016-17/  
Copy forwarded to:

a) P.A. to Chairman for the information of Chairman.

*P.A.*  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

- 42
- b) P.A. to M.D. for the information of Managing Director.
  - c) The Executive Engineer, Head Office with the request to kindly issue necessary instructions, if any, relating to his branch to enable the field offices for smooth working and to implement the decision of the Board successfully.
  - d) The Manager (Personnel), Head Office with the request to kindly incorporate these delegation of powers in the set of delegation of powers for future reference.
  - e) The Secretary, Manager (Storage & Technical), Manager (Business), Manager (Legal), Sr. System Analyst and Manager (Recovery), Head office for information.
  - f) Sr. Asstt. Manager (Accounts)-I & II, Internal Audit Officer at Head Office.
  - g) All the Sub Divisional Engineers and Accountants in the field and at Head Office.

*Mary*  
MANAGER (ACCOUNTS)

*R.D.*  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bav No. 15-18, Sector - 2, Panchkula

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HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA

OFFICE ORDER

In continuation and partial modification of this office letter bearing No. HSWC/Admin./EA-6/2016/1029-1185 dated 10.1.2017, all the District Managers are authorized to pass medical re-imbursement bills upto Rs. 10,000/- in respect of field staff as decided earlier by the Board of Directors in its 193<sup>rd</sup> meeting held on 12.6.2014 instead of Rs. 1000/-.

DATED: 10.3.2017  
PLACE : PANCHKULA

MANAGING DIRECTOR

Endst No. HSWC/Admin./EA-6/2017/ 9490-9641

Dated:  
29 MAR 2017

A copy of the above is forwarded for information and necessary action to:

1. All the Officers at Head Office / in the field.
2. All the Managers/Incharges of the Warehouses.
3. All the Supervisors at Head Office.
4. All the Accountants/Accounts Assistants/ Assistants at Head Office.

MANAGER (PERSONNEL)  
For MANAGING DIRECTOR

*R.D.*  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR - 2, PANCHKULA - 134112  
E-mail: mahwc@hry.nic.in.  
EPABX: 0172-2566300 FAX: 0172-2566300

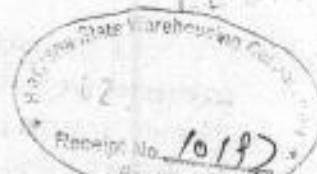
36544

No. HSWC/Accts/Acct-5/2017-18/ 39409-417

Dated: 27/10/17

To

All the District Manager,  
Haryana State Warehousing Corporation,  
In the Field



Sub: Decentralization of payments of bills for construction/repairs of godowns. *Self delegation of powers.*

Keeping in view the difficulties being faced by the building contractor, the Board of Directors in its 203<sup>rd</sup> meeting held on 23<sup>rd</sup> November, 2017 has withdrawn the decentralization of payment of bills for construction/repairs of godowns through field office delegated in its 201<sup>st</sup> meeting held on 26<sup>th</sup> September, 2016. The instruction circulated vide H.O. letters no. HSWC/Accts./Acct-5/2016-17/1463-1497 dt. 12<sup>th</sup> January, 2017 has also been withdrawn w.e.f. 01<sup>st</sup> January, 2018. As such, all payments relating to construction work will be passed/paid from Head Office w.e.f. 01<sup>st</sup> January, 2018 and no payment will be made from field offices from the said date. The relevant payment will be passed/made from Head Office as per revised delegation of powers delegated by the BOD are as under:-

1. The entries of the works executed shall be made in the M.B. by the concerned JE & SDE and further verified by the Executive Engineer.
2. The bill shall be submitted by the contractor as per GST law.
3. The bills shall be send to H.O. for technical/financial checking by Construction branch. The PO shall also be recorded by Construction Branch.
4. The bills shall then be forwarded to Accounts Branch for Pre-audit.
5. The payment shall be released at Head Office of all (running/final) bills after technical/financial checking by Construction Branch and pre-audit by Accounts Branch.
6. The payment shall be released after recommendation of Executive Engineer and approval of Managing Director.

In view of above, the delegation of powers may be reverted back to the original format as below:-

Sr. No.	Nature of Power	Delegation	
		SDE	XEN
1.	Passing of bills/vouchers	Up to Rs. 20000/-	Full Powers
2.	Signing of cheques/authority letters for payment in respect of construction works/material only	—	Above Rs. 2.00 lakh jointly with Manager (A) upto Rs. 2.00 singly by Manager (A)
3	Pre-audit of construction of godowns/ repairs	Full powers to Manager (A)	—

All the District offices are advise to submit the full detail of work wise payment including deposit works of FSD etc. made to contractors w.e.f. 01<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017 to Head Office before 20<sup>th</sup> January, 2018 in the Performa enclosed.

Continued...

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR - 2, PANCHKULA - 134112  
E-mail : mahwc@hry.nic.in.  
EPABX : 0172-2566300 FAX : 0172-2566300

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All the statutory payment deducted from the payment of building contractor are to be liquidated by the concerned district office. The full detail of payment against purchase of cement i.e. name of cement agency, qly purchase & payment made and name of station where the cement has been received /stored and work wise cement consumed including no. of bags and cost recovered.

The payment received from FSD of deposit work may also be transfer to Head Office.

- Sd -

Manager (Accounts)  
For Managing Director

Endst. No. HSWC/Accts/Acctt-5/2016-17 394/8-444 Date : 22/12/17  
Copy forwarded to:

- a) P.A. to Chairman for information of Chairman.
- b) P.A. to M.D. for the information of Managing Director.
- c) The Executive Engineer- I & II, Head Office with the request to kindly issue necessary instructions, if any, relating to his branch to enable the field offices for smooth working and to implement the decision of the Board successfully.
- d) The Secretary/Manager (Personnel), Head office with the request to kindly incorporate these revised delegations of powers in the set of delegation of powers for future reference.
- e) The Manager (Storage & Technical), Manager (Business), Manager (Legal), Sr. System Analyst, Head office for information.
- f) Sr Asstt. Manager (Accounts)- I & II, Internal Audit officer at Head Office.
- g) All the Sub Divisional Engineers and Accountants in the field and at Head office.

*Mun ~ 22/12/17*  
Manager (Accounts)

*RK*  
Assistant Manager (Accounts)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panekula

*M*



**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO. 15-18, SECTOR-2, PANCHKULA**

E-mail: mail@hswc.haryana.gov.in

EPABX: 0172-2566300

FAX: 2566300

No.HSWC/Accts/banks/2017-18/

Dated: 31-12-2017

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MGR  
To

All the Branch Manager,  
by name of the banks  
with the Corporation  
In head office

Sub: - Delegation of Powers

Sir,

The Board of Director in its 203<sup>rd</sup> Meeting held on 23.11.2017 has revised the Delegation of Power for signing the cheques/authority letters on behalf of the Corporation as per detail given below:-

Sr. No.	Designation	Limit (in Rs.)
1	Senior Assistant Manager (A)	1 Upto Rs. 1,00,000/- singly 2 Full powers in r/o Procurement, repayment of loan, fund transfer within Haryana State Warehousing Corporation Bank account. 3 Full power in r/o Online taxes and other statutory dues deposit
2	Manager( Accounts)	3 Up to Rs.2,00,000/- singly 2 Up to Rs.5,00,000/- Jointly with Secretary 3 Above Rs.5,00,000/-Jointly with M.D 4 Above Rs.2,00,000/- Jointly with Executive engineer in r/o Construction work/material. 5 Full powers in r/o Procurement, Loan repayment, fund transfer within Haryana State Warehousing Corporation Bank account. 6 Full power in r/o online taxes and other statutory dues deposit
3	Secretary	4 Upto Rs. 2,00,000/- singly 5 Upto Rs. 5,00,000/- Jointly with M(A) 3 Above Rs. 5,00,000/- Jointly with M.D

Please turn over

*Rao*  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector - 2, Panchkula

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All the District offices are advise to submit the full detail of work wise payment including deposit works of FSD etc. made to contractors w.e.f. 01<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017 to Head Office before 20<sup>th</sup> January, 2018 in the Performa enclosed.

Continued ...



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HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA

E-mail: [mahwe@hry.nic.in](mailto:mahwe@hry.nic.in)  
EPABX: 0172-2566300 FAX: 2566300.

You are requested to kindly update the revised delegation of power delegated to the officers of the Corporation by Board of Director for signing the Cheques/ authority letter on behalf of the Corporation.

Thanking you,

Encl: Copy of Proceeding of the 203<sup>rd</sup> meeting

Your's truly

sd/-

Manager (Accounts)  
For Managing Director

Endst. No HSWC/Accts/AA-V/2017-18/ 095-108

Dated:

01-1-18

A Copy forwarded for information & necessary to:

- a) P.A. to Chairman for information of Chairman.
- b) P.A. to M.D. for the information of Managing Director.
- c) The Manager (Personnel)/Secretary, head office with the request to incorporate these revised delegations of powers in the set of delegations of powers for future reference.
- d) The Executive Engineer -I & II, Manager (Storage & Technical Services), Manager (Business), Manager (Legal), Sr. System Analyst, Head office.
- e) Sr. Asstt. Manager (Accounts) -I&II, Accountants-IV & V at head office.

*Rc*  
Assistant Manager (Accounts)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector-2, Panchkula

Manager (Accounts)

M



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA - 134112  
E-mail: M(P) hswc @ hsr. nic. in.  
TELEPHONE: 0172-2578830-32 Extn. 215 FAX: 0172-2586900



No: HSWC/Admin./EA-6/2018/ 9006-9014

Dated:

6 MAR 2018

To

All the District Managers in the field.

Sub: Delegation of powers- Revision thereof.

\*\*\*\*

Please refer to the subject cited.

In continuation of this office letter No. HSWC/Admin./EA-6/2016/1029-1160 dated 10.1.2017 it is informed that the LTC of Class-III and Class-IV officials of field may be approved by concerned Distt. Manager as approved by the Board of Directors in its 201<sup>st</sup> meeting held on 26.9.2016 while approving the proposed powers of Manager (Personnel).

ASSTT. MANAGER (ADMN.)-II  
FOR MANAGER (PERSONNEL)

OLC

DR

NP-86

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector-2, Panchkula

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**HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA**

**OFFICE ORDER**

Consequent upon decision of Board of Directors taken in its 205<sup>th</sup> meeting held on 23.4.2018, the entertainment allowance for the post of Executive Engineer is enhanced from Rs. 1000/- per month to Rs. 1500/- per month. Further reimbursement of entertainment allowance of Head Draftsman @ Rs. 600/- per month is also allowed.

DATED: 21.5.2018  
PLACE: PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admn./EA-6/2018/ 20317-347 Dated: - 8 JUN 2018

A copy of the above is forwarded for information and necessary action to:-

1. All the Officers at Head Office/ in the field.
2. The Executive Engineer-I & II, Head Office.
3. The Head Draftsman, Head Office.
4. All the Supervisors at Head Office.
5. All the Accountant/ Accounts Assistants at Head Office.

*Atta*  
MANAGER (PERSONNEL)  
FOR MANAGING DIRECTOR

m

*NIP-98*

*NC*  
Assistant Manager (Admn.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

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**HARYANA STATE WAREHOUSING CORPORATION**  
BAY NO. 15-18, SECTOR-2, PANCHKULA

*YF-50*

**OFFICE ORDER**

The Board of Directors in its 207<sup>th</sup> meeting held on 7.9.2018 was informed that some powers were delegated to Superintendent Engineer of the Corporation but since the post has not been filled up as yet and for smooth running of the Construction Wing, it is proposed that the powers be delegated to Executive Engineer till then for smooth running of the Corporation and approved the proposal as contained in the Agenda No. 15 regarding delegation of powers to be delegated to the Executive Engineer as under:

Sr. No.	Authority to Whom Delegated	Nature of Power		Existing Powers	Revised Powers approved by the Board.
1	Executive Engineer	A	Approval of Tour Programme	Full power in respect of construction staff working under him as per Govt. instructions within the state i.e. ASDE, JE & personal staff.	Full powers in respect of construction staff working under him as per Govt. instructions within the state i.e. SDE, ASDE, JE & personal staff.
		B	Grant of One-Time Extension to the contractor in the Execution/ Repair/Completion of the work of Construction.	Nil	Up to one month for works within time limit of below six months & two months for works with time limit of 6 months & above (*)
		C	Technical Sanction of Estimates before calling tenders.	Full power for works upto 1.00 Lac	Full powers.
		D	Purchase of construction equipment for testing /surveying etc.	Nil	Up to Rs. 20,000/- at a time subject to maximum of Rs. 5.00 lacs in a year. Subject to the condition that proper procedure is followed for effecting purchases.

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector-2, Panchkula

W

		E	Writing of ACR's	Drawing Branch & Personal staff.	SDE's, Drawing Branch & personal Staff.
		F	Purchase of Reference Books, Maps and Newspaper.	Nil	Up to Rs. 500/- in each case and up to 2,000/- in a year.
		G	Approval of lay-out and Specifications of Godowns and other Buildings to be constructed.	Nil	Full power.
		H	Shifting of Cement/other Construction Material	Nil	Up to Rs. 10,000/- in a calendar year only in exceptional circumstances.
		I	Purchase of Stationary items, Office Equipment and Consumable Store Articles.	Nil	Up to Rs. 500/- at a time subject to a maximum of Rs. 5000/- per year.
		J	Expenses for Testing Materials	Nil	Full Power

(\*) Regarding Extension of time for construction works, it is submitted the Corporation has taken up various repair works in field & Head Office. In the works allotted in the Corporation bare minimum time is given to the contractors to ensure that the work is completed at the earliest as the stocks are stored in godowns to fetch maximum revenue to the Corporation. Generally, the Contractors complete the work within scheduled time frames, however in certain cases there is delay which is due to the following reasons:

1. Delay in handing over of site.
2. Trees, old structures standing at site.
3. Delay in arrangement of material such as sand, coarse aggregate due to mining problem.
4. Delay in Supply of cement.
5. Untimely rains.
6. Shortage of labour during sowing and harvesting season.

"As per clause 16.16.6 of PWD code"

"The authority competent to technically sanction the estimate shall have the power to grant EOT. However, to check disproportionate

EOT and to ensure uniformity in approach, the Engineer-in-chief shall issue instruction in this regard from time to time."

In HSWC Executive Engineer, being Head of the branch grants technical sanction of the estimates. Hence as per the PWD code, which has also been adopted by Corporation as per approval of Board of Directors, Executive Engineer is Competent to grant extension of time.

In several cases the work is held up by the Corporation due to several reasons such as non-clearance of site; non-supply of cement; clearance from Government; existence of trees, due to safety of stock lying in the godowns etc., in such cases the time period of hindrance may not be included in the contractual period and no extension of time shall be required for this period. However, the contractor shall not claim any sort of compensation for such delays on part of the Corporation.

However, in certain cases; it has also been observed that due to many unforeseen reasons the work is delayed by the contractor; the total record of hindrances shall be maintained in the hindrance register at site and the decision of time extension shall be taken by the Executive Engineer on merit"

DATED: 4.12.2018

PLACE: PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admn./EA-6/2018/ 444574-484 Dated: 13 DEC 2018

A copy of the above is forwarded for information and necessary action to:-

1. All the officers at Head Office/ in the field.
2. All the AMAs / Assistant working in Admn. Branch.
3. XEN, Head Office w.r.t. his U.O. No. HSWC/Const./A-III/2018/35571 dated 4.10.2018.

MANAGER(PERSONNEL)  
FOR MANAGING DIRECTOR

Assistant Manager (Admn.)  
Haryana State Warehousing Corporation  
Roy No. 15-18, Sector - 2, Panchkula

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HARYANA STATE WAREHOUSING CORPORATION  
BAY No. 15-18, SECTOR-2, PANCHKULA

OFFICE ORDER

05 FEB 2019

AMAN-II

6/21/19  
4/4/19  
5/8

In order to rationalize the booking of expenditure on POL (Petrol, Oil and Lubricant), the following delegation of power is hereby approved:-

For Head Office vehicles:-

Expenditure on POL and maintenance of vehicles upto Rs. 25,000/- per month, subject to a maximum of Rs. 3.00 lac in a year for each vehicle shall be approved by Secretary.

For Field vehicles:-

i) Expenditure on POL upto Rs. 15,000/- per month subject to a maximum of Rs. 1,80,000/- in a year for official vehicle shall be approved by District Manager.

ii) For repair of vehicles, expenditure of Rs. 25,000 per annum for each vehicle shall be approved by Secretary.

1. All the recurring expenditure upto Rs. 25,000/- in a month subject to maximum of Rs. 3 lakh per year shall be approved by Secretary.

2. The committee constituted earlier for giving their recommendation on expenditure on maintenance of vehicles will continue as such.

This is in supersession to all orders passed earlier in this regard.

The above orders shall be effective from 1-2-2019.

DATED : 29-1-2019

PLACE : PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Secy./ 2019/ 4116 - 4145 Dated : 31 JAN 2019

A copy of the above is forwarded for information and necessary action to

1. All the Officers at Head Office/in the field / 2DCS
2. SSE(E), Head Office.
3. SAMA-II, Head Office.
4. PA/M.D. for information of Managing Director.

*Virender Singh*  
SECRETARY

For MANAGING DIRECTOR

*WD*  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

*Delegation of Power*

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HARYANA STATE WAREHOUSING CORPORATION  
BAY No.15-18, SECTOR -2, PANCHKULA

OFFICE ORDER

05 MAR 2019

*8/13 MCP (Bun)*  
*Amrit*  
*Q*  
*1/3/19*  
*2/26*

In supersession of this office order bearing No. HSWC/Secy/2019/4116-4145 dated 31.01.2019, it is further ordered that delegation of powers for approval of recurring and non recurring expenditure by Secretary upto Rs. 25000/- in a month and maximum upto Rs.3.00 lacs per year will be as per following Heads of Accounts:-

- (i). Office expenditure – Printing & Stationery, Cartage & Conveyance, Entertainment expenses, Publicity & Propaganda, petty expenses and toners of Photostat machines.
- (ii). Repair & maintenance of office equipment including purchase.
- (iii). Postage & telephone rents & calls.

The above orders are in amendment to the delegation of powers assigned to the Secretary by the Board of Director.

The above said orders shall be effective with immediate effect.

Dated: 21.02.2019  
 Place: Panchkula

MANAGING DIRECTOR

Endst. No. HSWC/Secy./SK/2019/ 7945-7971 Dated: 01 MAR 2019  
 A copy of above is forwarded for information and necessary action:-  
 to:-

- ✓ 1. All the Officers at Head Office/in field, SDE's.
- 2. SSE(E), Head Office.
- 3. SAMA-II, Head Office.
- 4. PA/MD for information of Managing Director.

FOR MANAGING DIRECTOR

*Vishwajeet Singh*  
 SECRETARY

*Ranjan*  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Bay No. 15-18, Sector -2, Panchkula

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HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA

OFFICE ORDER

Consequent upon decision of Board of Directors taken in its 212<sup>th</sup> meeting held on 13.02.2020, the entertainment allowance for the post of Personal Assistant and Private Secretary @ Rs.700/- is also allowed.

DATED : 26.02.2020

PLACE : PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admin./EA-6/2020/10374-4/6

Dated: 12 MAR 2020

A copy of the above is forwarded for information and necessary action to :

1. All the officers at Head Office/ in the field.
2. Private Secretary and Personal Assistant, Head Office.
3. All the Supervisors at Head Office.
4. All the Accountants/Accounts Assistants/ Assistants at Head Office

Manager (Personnel)  
FOR MANAGING DIRECTOR

OIC

M

NP-115

Rp

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

M

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HARYANA WAREHOUSING CORPORATION  
BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112  
E-mail: hwc @ hry. nic. in.  
IPABX: 0172 - 2578830-32 Ext. 215 FAX: 0172- 2586900.

35



No: HSWC/Admn/EA-6/2020/ 23657-668

Dated:

To,

11 JUN 2020

All the Officers at Head Office/ In the field,  
Haryana State Warehousing Corporation

Subject:- Revised delegation of powers of the Secretary.

\*\*\*\*\*

In continuation of this office letter bearing Endst No.  
HSWC/Adnm/EA-6/2016/1029-1185 dated 10.01.2017 the delegation  
of powers of Secretary has been revised by the Board of Directors in  
its 213<sup>th</sup> meeting held on 10.06.2020. The additional delegation of  
powers of Secretary are sent here-with for information and necessary  
action.

DA: As above.

  
Manager (Personnel)  
For Managing Director

OIC

M

  
Assistant Manager (Personnel)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

M

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ANNEXURE-VI

## PROPOSED DELEGATION OF POWERS TO THE SECRETARY

Sr. No.	Existing Powers	Existing Powers	Proposed Powers
1.	Approval of tour programme	Full powers in respect of staff working under her/him upto 10 days in a month within the State. The Board while approving the agenda observed that concerned sectional head/branch head should approve the tour programmes of the staff working under him/her.	Full powers in respect of staff working under him and the District Managers in the field upto 10 days in a month within the State.
2.	Grant of casual leave	Full powers upto 3 days in respect of staff working under him.	Full powers upto 3 days in respect of DMs and staff working under him.
3.	Expenses on official functions/meetings	Upto Rs. 10,000/- at a time	Upto Rs. 20,000/- at a time per function/meeting.
4.	Advertising Bill and sanctioning of expenses on Publicity/Exhibition.	Full Power upto Rs. 10,000/- each case.	Full Powers upto Rs. 20,000/- each case.
5.	Entertainment expenses on official guests/visitors.	Upto Rs. 2000/- in a month	Upto Rs. 3,000/- in a month.
6.	Grant of Earned Leave/Medical Leave	-	Full powers in respect of class-III & IV employees.
7.	Clearance of probation	-	Full powers in respect of Class-III employees in normal cases/ clear cut cases. However, any adverse decision on probation will be subject to approval of the MD.
8.	Grant of LTC	-	Full powers in respect of Class-III and IV employees/retirees.
9.	Establishment work	-	All files of establishment (including outsourcing) requiring MDs approval will be routed through Secretary.

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- 19 -

Sr. No.	Existing Powers	Existing Powers	Proposed Powers
10.	Retirement on superannuation	-	Full powers in respect of Class-III and IV employees.
11.	Pay fixation on promotion/ACP	-	Full powers in respect of Class-III & IV.
12.	Vigilance	#	Being senior most Class-I Officer the Secretary will work as CVO of the Corporation as per guidelines issued by the Govt. from time to time.
13.	Grant of annual increment	-	Full powers in respect of Class-III & IV employees.
14.	Proposals of new Business/purchase of land cases	#	Files related to new Business/purchase of land and reservation of space will be routed through the Secretary.

  
 Assistant Manager (Admn.)  
 Haryana State Wind Energy Corporation  
 Bay No. 15-17, Sector - 2, Panipat




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HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA

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OFFICE ORDER

In continuation and partial modification of this office letter bearing No. HSWC/Admn./EA-6/2016/1029-1185 dated 10.1.2017, all the District Managers are authorized to pass medical re-imbursement bills upto Rs. 10,000/- in respect of field staff as decided earlier by the Board of Directors in its 193<sup>rd</sup> meeting held on 12.6.2014 instead of Rs. 1000/-.

DATED: 10.3.2017  
PLACE : PANCHKULA

MANAGING DIRECTOR

Endst No. HSWC/Admn./EA-6/2017/ 9490-9641

Dated:  
29 MAR 2017

A copy of the above is forwarded for information and necessary action to:

1. All the Officers at Head Office / in the field.
2. All the Managers/Incharges of the Warehouses.
3. All the Supervisors at Head Office.
4. All the Accountants/Accounts Assistants/ Assistants at Head Office.

Manager (Personnel)  
For MANAGING DIRECTOR  
Dr

  
Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector-2, Panchkula

M



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112  
E-mail : mahwe@hry.nic.in.  
EPABX : 0172 - 2566300 FAX : 0172 - 2566300

No. HSWC/Accts/Acct-5/2017-18/ 39409-417 Dated: 22.1.2018

To

All the District Manager,  
Haryana State Warehousing Corporation,  
in the Field

Sub: Decentralization of payments of bills for construction/repairs of godowns.

Keeping in view the difficulties being faced by the building contractor, the Board of Directors in its 203<sup>rd</sup> meeting held on 23<sup>rd</sup> November, 2017 has withdrawn the decentralization of payment of bills for construction/repairs of godowns through field office delegated in its 201<sup>st</sup> meeting held on 26<sup>th</sup> September, 2016. The instruction circulated vide H.O. letters no. HSWC/Accts./Acct-5/2016-17/1483-1487 dt. 12<sup>th</sup> January, 2017 has also been withdrawn w.e.f. 01<sup>st</sup> January, 2018. As such, all payments relating to construction work will be passed/paid from Head Office w.e.f. 01<sup>st</sup> January, 2018 and no payment will be made from field offices from the said date. The relevant payment will be passed/made from Head Office as per revised delegation of powers delegated by the BOD are as under:-

1. The entries of the works executed shall be made in the M.B. by the concerned JE & SDE and further verified by the Executive Engineer.
2. The bill shall be submitted by the contractor as per GST law.
3. The bills shall be sent to H.O. for technical/financial checking by Construction branch. The PO shall also be recorded by Construction Branch.
4. The bills shall then be forwarded to Accounts Branch for Pre-audit.
5. The payment shall be released at Head Office of all (running/final) bills after technical/financial checking by Construction Branch and pre-audit by Accounts Branch.
6. The payment shall be released after recommendation of Executive Engineer and approval of Managing Director.

In view of above, the delegation of powers may be reverted back to the original format as below:-

Sr. No.	Nature of Power	Delegation	
		SDE	XEN
1.	Passing of bills/vouchers	Up to Rs. 20000/-	Full Powers
2.	Signing of cheques/authority letters for payment in respect of construction works/material only	—	Above Rs. 2.00 lakh jointly with Manager (A) upto Rs. 2.00 singly by Manager (A)
3.	Pre-audit of construction of godowns/ repairs	Full powers to Manager (A)	—

All the District offices are advise to submit the full detail of work wise payment including deposit works of FSD etc. made to contractors w.e.f. 01<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017 to Head Office before 20<sup>th</sup> January, 2018 in the Performa enclosed.

Continued:-

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112  
E-mail : mahwc@hry.nic.in.  
EPABX : 0172 - 2566300 FAX : 0172-2566300

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All the statutory payment deducted from the payment of building contractor are to be liquidated by the concerned district office. The full detail of payment against purchase of cement i.e. name of cement agency, qty purchase & payment made and name of station where the cement has been received /stored and work wise cement consumed including no. of bags and cost recovered.

The payment received from FSD of deposit work may also be transfer to Head Office.

- Sd -  
Manager (Accounts)  
For Managing Director

Endst. No. HSWC/Accts/Acctt-5/2016-17 394/2-444 Date

Copy forwarded to:

- a) P.A. to Chairman for information of Chairman.
- b) P.A. to M.D. for the information of Managing Director.
- c) The Executive Engineer- I & II, Head Office with the request to kindly issue necessary instructions, if any, relating to his branch to enable the field offices for smooth working and to implement the decision of the Board successfully.
- d) The Secretary/Manager (Personnel), Head office with the request to kindly incorporate these revised delegations of powers in the set of delegation of powers for future reference.
- e) The Manager (Storage & Technical), Manager (Business), Manager (Legal), Sr. System Analyst, Head office for information.
- f) Sr Asstt. Manager (Accounts)- I & II, Internal Audit officer at Head Office.
- g) All the Sub Divisional Engineers and Accountants in the field and at Head office.

Man ~ 22/11/17  
Manager (Accounts)

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

M



HARYANA STATE WAREHOUSING CORPORATION  
DEAR NO. 15-18, SECTOR 2, PANCHKULA

E-mail: E-mail@hswc.haryana.gov.in

EPANR No. 017212506300

No. HSWC/Accts/banks/2017-18/001 dated 20/11/2017

To  
M.G.P.

All the Branch Manager,

A.M.D.I. by name of the banks

with the Corporation

In head office

Sub:- Delegation of Powers

Sir,

F.I.A.F. 1.8

The Board of Director in its 203<sup>rd</sup> Meeting held on 23.11.2017 has revised the Delegation of Power for signing the cheques/authority/letters etc. behalf of the Corporation as per detail given below:-

Sr. No.	Designation	Limit (in Rs.)
1	Senior Assistant Manager (A)	1. Up to Rs. 1,00,000/- singly 2. Full powers in r/o Procurement, repayment, of loan, fund transfer within Haryana State Warehousing Corporation Bank account. 3. Full power in r/o Online taxes and other statutory dues deposit.
2	Manager (Accounts)	1. Up to Rs. 2,00,000/- singly 2. Up to Rs. 5,00,000/- Jointly with Secretary 3. Above Rs. 5,00,000/- Jointly with M.O 4. Above Rs. 2,00,000/- Jointly with Executive engineer in r/o Construction work/material 5. Full powers in r/o Procurement, Loan repayment, fund transfer within Haryana State Warehousing Corporation Bank account. 6. Full power in r/o online taxes and other statutory dues deposit
3	Secretary	1. Up to Rs. 2,00,000/- singly 2. Up to Rs. 5,00,000/- Jointly with M(A) 3. Above Rs. 5,00,000/- Jointly with M.O

Please turn over

*R.D.*  
 Assistant Manager (Accounts)  
 Haryana State Warehousing Corporation  
 Box No. 15-18, Sector 2, Panchkula

*N*

All the District Offices are advise to submit the full detail of work wise payment including deposit works of FSD etc made to contractors w.e.f. 01<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017 to Head Office before 20<sup>th</sup> January, 2018 in the Performa enclosed.

Continued.

- 63 -



HARYANA STATE WAREHOUSING CORPORATION

BAY NO. 15-18, SECTOR-2, PANCHKULA

E-mail: [mahwe@hry.nic.in](mailto:mahwe@hry.nic.in)  
EPABX: 0172-2566300 FAX: 2566300.

You are requested to kindly update the revised delegation of power to the officers of the Corporation by Board of Director for signing the Cheque letter on behalf of the Corporation.

Thanking you,

Encl: Copy of Proceeding of the 203<sup>rd</sup> meeting

63

NOVEMBER

Manager (Personnel)  
For Managing Director

01-1-18

Endst. No HSWC/Accts/AA-V/2017-18/ 0957/08

Date:

A Copy forwarded for information & necessary to:

- a) P.A. to Chairman for information of Chairman.
- b) P.A. to M.D. for the information of Managing Director.
- c) The Manager (Personnel)/Secretary, head office with the request to incorporate these revised delegations of powers in the set of documents for future reference.
- d) The Executive Engineer -I & II; Manager (Storage & Technical), Manager (Business), Manager (Legal), Sr. System Analyst, Head office.
- e) Sr. Asstt. Manager (Accounts) -I&II, Accountants-IV & V at need.

*Re*  
Assistant  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector-2, Panchkula

*M*



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15 - 18, SECTOR - 2, PANCHKULA - 134112  
E-mail: M(P) hwc @ hry. nic. in.  
PHONE: 0172 - 2578830-32 Extn. 215 FAX: 0172 - 2586900

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No: HSWC/Admin./EA-6/2018/ 9006-9014

Dated

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To

6 MAR 2018

All the District Managers in the field.

Sub: Delegation of powers- Revision thereof.

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Please refer to the subject cited.

In continuation of this office letter No, HSWC/Admin./EA-6/2016/1029-1160 dated 10.1.2017 it is informed that the LTC of Class-III and Class-IV officials of field may be approved by concerned Distt. Manager as approved by the Board of Directors in its 201<sup>st</sup> meeting held on 26.9.2016 while approving the proposed powers of Manager (Personnel).

ASSTT. MANAGER (ADMIN.)-II  
FOR MANAGER (PERSONNEL)

OLC

MR

NP-86

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bay No. 15-18, Sector - 2, Panchkula

MR

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO. 15-18, SECTOR-2, PANCHKULA

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OFFICE ORDER

The Board of Directors in its 207<sup>th</sup> meeting held on 7.9.2018 was informed that some powers were delegated to Superintendent Engineer of the Corporation but since the post has not been filled up as yet and for smooth running of the Construction Wing, it is proposed that the powers be delegated to Executive Engineer till then for smooth running of the Corporation and approved the proposal as contained in the Agenda No. 15 regarding delegation of powers to be delegated to the Executive Engineer as under:

Sr. No.	Authority to Whom Delegated	Nature of Power		Existing Powers	Revised Powers approved by the Board.
1	Executive Engineer	A	Approval of Tour Programme	Full power in respect of construction staff working under him as per Govt. instructions within the state i.e. ASDE, JE & personal staff.	Full powers in respect of construction staff working under him as per Govt. instructions within the state i.e. SOE, ASDE, JE & personal staff.
		B	Grant of One-Time Extension to the contractor in the Execution/ Repair/Completion of the work of Construction.	Nil	Up to one month for works within time limit of below six months & two months for works with time limit of 6 months & above (*).
		C	Technical Sanction of Estimates before calling tenders.	Full power for works upto 1.00 Lac	Full powers.
		D	Purchase of construction equipment for testing /surveying etc.	Nil	Up to Rs. 20,000/- at a time subject to maximum of Rs. 5.00 lacs in a year. Subject to the condition that proper procedure is followed for effecting purchases.

RD

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		E	Writing of ACR's	Drawing Branch & Personal staff.	SDE's, Drawing Branch & personal Staff.
	F	Purchase of Reference Books, Maps and Newspaper.	Nil		Up to Rs. 500/- in each case and up to 2,000/- in a year.
	G	Approval of lay-out and Specifications of Godowns and other Buildings to be constructed.	Nil		Full power.
	H	Shifting of Cement/other Construction Material	Nil		Up to Rs. 10,000/- in a calendar year only in exceptional circumstances.
	I	Purchase of Stationary items, Office Equipment and Consumable Store Articles.	Nil		Up to Rs. 500/- at a time subject to a maximum of Rs. 5000/- per year.
	J	Expenses for Testing Materials	Nil		Full Power

(\*) Regarding Extension of time for construction works, it is submitted the Corporation has taken up various repair works in field & Head Office. In the works allotted in the Corporation bare minimum time is given to the contractors to ensure that the work is completed at the earliest as the stocks are stored in godowns to fetch maximum revenue to the Corporation. Generally, the Contractors complete the work within scheduled time frames, however in certain cases there is delay which is due to the following reasons:

1. Delay in handing over of site.
2. Trees, old structures standing at site.
3. Delay in arrangement of material such as sand, coarse aggregate due to mining problem.
4. Delay in Supply of cement.
5. Untimely rains.
6. Shortage of labour during sowing and harvesting season.

"As per clause 16.16.6 of PWD code"

"The authority competent to technically sanction the estimate shall have the power to grant EOT. However, to check disproportionate

  
 Assistant Manager (Admin.)  
 Haryana State Warehousing Corporation  
 Encl No. 15-18, Sector-17, Panipat

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EOT and to ensure uniformity in approach, the Engineer-in-chief shall issue instruction in this regard from time to time."

In HSWC Executive Engineer, being Head of the branch grants technical sanction of the estimates. Hence as per the PWD code, which has also been adopted by Corporation as per approval of Board of Directors, Executive Engineer is Competent to grant extension of time.

In several cases the work is held up by the Corporation due to several reasons such as non-clearance of site; non-supply of cement; clearance from Government; existence of trees, due to safety of stock lying in the godowns etc., in such cases the time period of hindrance may not be included in the contractual period and no extension of time shall be required for this period. However, the contractor shall not claim any sort of compensation for such delays on part of the Corporation.

However, in certain cases; it has also been observed that due to many unforeseen reasons the work is delayed by the contractor; the total record of hindrances shall be maintained in the hindrance register at site and the decision of time extension shall be taken by the Executive Engineer on merit"

DATED: 4.12.2018

PLACE: PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admn./EA-6/2018/ 44457-484 Dated: 13 DEC 2018

A copy of the above is forwarded for information and necessary action to:-

1. All the officers at Head Office/ in the field.
2. All the AMAs / Assistant working in Admn. Branch.
3. XEN, Head Office w.r.t. his U.O. No. HSWC/Const./A-III/2018/35571 dated 4.10.2018.

MANAGER(PERSONNEL)  
FOR MANAGING DIRECTOR

Assistant Manager (Admin.)  
Haryana State Warehousing Corporation  
Bav No. 15-18, Sector - 2, Panchkula

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