

JAMMU & KASHMIR

Projects Construction Corporation Ltd, Srinagar

(A Government Undertaking)

S.NO	Nature of Powers	To whom delegated	Extent	Remarks
1	2	3	4	5
1.a)	To purchase building materials to be used directly on works or for stores, such as bricks, hardware, aggregate, Sand, lime, iron of sorts, G.C Sheets, G.P Sheets timer, sanitary fittings, bumboo shuttering and other building materials required for use on works			
	i) On controlled rates against permit issued by the supplies	Managing Director General	Full Powers	1) Subject to the condition that only material immediately required are purchased and funds are not

	<p>department or on rates fixed by the Govt or available with the Central purchases and stores department of the Government or available with any department or agency of the Government /Public Sector undertaking or on DGS & D Rate Contract</p>	<p>Manager Dy. General Manager Manager</p>	<p>--do-- --do-- --do--</p>	<p>unduly locked up by purchasing materials more than the required quantum 2) Managers are authorized to make purchases with previous approval of Deputy General Managers of such materials is manufactured/produced by these undertaking themselves and is not borrowed material lying with them for disposal</p>
	<p>ii) Purchase of items other than (i) above and allotment of contracts for works including purchase of machinery equipment and tools and plant on the basis of competitive tenders.</p>			
	<p>iii. Purchase of</p>			

	item other than(i) above and allotment of contracts for works including purchase of machinery equipment and tools and plant on the basis of competitive tenders.			
a)	Without consultation of purchase committee	Managing Director General Manager Manager	Nil Upto Rs. 1000/- at a time subject to a max of Rs. 5000/- a year	
b)	In conformity with recommendations of purchase committee as per note 2	Managing Director General Manager Dy General Manager	Rs.5.00 lacs Rs 3.00 lacs Rs. 1.00 lacs	Subject to the condition (1) above
1	iii) Purchase of item and	Managing Director	Rs 5.00 lacs per annum	Provided that sanction of the next higher

	allotment of contract for which there is no response to tenders floated and where the authorities are satisfied that further tendering will not have any adequate response or may not be otherwise expedient	General Manager Dy General Manager Manager	not exceeding Rs. 50,000/- in each case Rs. 2.00 lacs per annum not exceeding Rs. 10,000/ in each case Rs 0.50 lacs per annum not exceeding Rs. 2000/- in each case Rs. 0.10 lacs per annum not exceeding Rs. 500/- in each case	authority is obtained every time and the purchase is not delayed beyond two weeks. This will be subject to the requirement coming from the lower authority.
1	Iv) Purchase of material and stores of proprietary nature form manufacturers and their authorized dealers/ distributors	Managing Director General Manager Dy General Manager	Full Powers Upto Rs 20,000/- at a time subject to a maximum or Rs. 2.00 lacs a year Upto Rs, 5,000 at a time subject to a maximum of Rs, 50,000/- a year Upto Rs 1000/- at a	Subject to condition (1) given in the remarks coumn against item (1)

		Manager	time subject to a max of Rs 5000/- a year	
	(v) Purchase of POL from Principals approved dealers at the rate fixed by oil companies	Managing Director	Full Powers	
		General Manager	Full Powers	
		Dy General Manager	Full powers for day to day requirements of work	
		Manager	Nil	

Note:

1. Once the responsbleness of rates of building materials has been ascertained for a particular work in a particular locality during certain period, similar materials for other works in the same locality may be procured on the basis of work orders dispensing with the necessity of tendering provided the officers competent to place orders satisfy themselves that there is no downward trend of price. To ensure operational experience the following practice shall be permissible.
 1. Purchase and allotment of contracts by negotiations shall be permissible in the following situations:
 - a) When no response to notice inviting tenders is received.
 - b) When it is observed that the offer quoted by tenderers are not reasonable. Negotiations may be carried out with the tenderers in the first instance to arrive at a reasonable agreement failing which negotiations may be conducted with other firms or contractors irrespective of the fact whether they had tendered or not.
 2. Purchase and allotment of contracts by limited tendering n collection of quotations shall be permissible in the following cases:-
 - a) In urgent and emergent cases when sufficient time for drafting and inviting tendrs is not available without showing town or stopping the progress of work. Such situations may arise due to following reasons or other unforeseen reasons:-

- i) Backing out by the original supplies or contractors:
 - ii) Orders from project authority regarding change in specification of certain item or items or quantities thereof.
 - iii) Late receipt of detailed drawings from Architects and project authority necessitating fresh arrangements of certain materials, T&P or contracts;
 - iv) Additional or supplementary and complementary works subsequently assigned by project authority.
- b) In urgent of specific cases involving highly skilled tasks in which cases the services of specialized contractors of firms having long experience, expertise and suitable equipment are required to ensure high standard or qualify a construction as well as expedience.
- c) In specific tasks where the material Departmental component is very high and highly skilled labor is required.
3. Purchase and allotment of contracts by repeat orders against previous orders placed shall be permissible in the following cases provided d the officers competent to place such orders satisfy themselves that there has not been any downward trend of pries since the original orders were placed and are convinced that the placing of the repeat orders would be in the interest of the corporation.
- i) When on a particular work, the requirements increase;
 - ii) For similar requirements on other works in the same locality, city of area for economy and experience.
4. Purchase and allotment of contracts with more than one firm or contractor, as the case may be for a particular job shall be permissible for consideration of encouraging fair competition demanded by experience and good quality of work.

Note: The Purchase of materials and allotment of contracts will be made subject to the limitation that on overall profit 5% is assured after meeting all overheads, Purchase committee constituted in the following manner:

Nature of Powers	To whom delegated	Extent	Remarks
1. I) For purchase upto Rs. 1.00 lac			Two Dy General Managers (Jammu & Srinagar a the case may be) and the Manager concerned (Senior Deputy General will preside)

iii) For purchase between Rs 1.00 lacs and Rs. 3.00 lacs			General Manager, Two Dy, General Managers (Jammu & Srinagar as the case may be) and Accounts Officer (General Manager will preside)
iv) For purchase Rs. 3.00 lacs			Managing Director, General Manager and Financial Controller (Managing Director will preside)
2) Creation of posts	Managing Director		Power to create any post the maximum of scale of pay of which is not more than Rs. 1100/- per month. The posts created shall conform to the corresponding scale of pay in the State Govt. The appointment shall normally be made on the minimum of the scale of the post thus created. Where necessary Managing Director may allow a higher starting pay in the sanctioned pay scale and the sub committee informed.
3) To make appointments of sanctioned posts	Managing Director		To posts the maximum scale of pay of which is not more than Rs. 1100. Per month
4) To submit tenders for work to be undertaken by the Corporation	Managing Director, General Manager	Full power Rs. 50.00 lacs	

	Dy General Manager	Rs. 10.00 lacs	
5) To sign contract agreements and work orders in respect of works allotted to the corporation for execution	Managing Director, General Manager Dy General Manager	Full powers	Subject to the following conditions: a) Approval of the immediate offices has been obtained for taking up the work b) The agreement and work orders are executed on standard PWD forms, approved by the Department concerned or on eh standard cost plus basis agreement from of the Corporation. b) Special condition and alternations of standard forms and approved from the immediate officers
6) Sanction to the purchase of stationery	Managing Director, General Manager Dy General Manager Financial	Full Powers Rs.500/- at a time Rs 150/- at a time Rs. 200/-	

	Controller Secretary	Rs, 50/-	
7) Sanction to the printing of forms	Managing Director, General Manager Dy General Manager	Full Powers Rs 750/- at time Rs. 200/- at time.	
8) Transfer of Estt from one unit to another	Managing Director, General Manager Dy General Manager	Full powers Full powers within his jurisdiction Non-gazetted staff within his jurisdiction	
9) Deputation of staff on duty	Managing Director, General Manager	Full Powers To depute any officer or official of the corpn. In his circle to any place in india.	
10) Sanction on non-recurring misc office contingent expenditure for which no specific delegation is made	Managing Director, General Manager Dy General Manager	Full Powers Rs. 750/- Rs. 350/-	Approval of Managing Director to be obtained expenditure in excess of Rs. 30 incurred for providing any facility of convenience to officers and staff.
11) To sanction misc. expenses such as entertainment and	Managing Director, General	Rs. 2000/- Rs. 500/-	These expenses will be incurred within the specific budget allotment for the

immediate and interim reliefs	Manager Dy General Manager	Rs. 300/-	unit office.
12) To sanction refreshment expenses to office staff or field staff in case of overtime or any other occasion	Same powers as in the Govt delegated under chapter 5.10 (SI 28) of Kashmir Book of Financial Powers		This will be incurred only under the prior specific orders of the concerned officers and within approved budget provision
13) a) Renting of accommodation	Managing Director, General Manager	Full Powers Rs 500/-	Rent assessment committee for hiring residential accommodation at a monthly rent of Rs 500/- and above per month will be constituted of the following officers: a) Managing Director b) General Manager c) Financial Controller d) Secretary e)
b) Office of stores	Dy General Manager	Rs 100/P.M	
c) Residential	Managing Director General Manager	Full Powers Rs. 150/-	
d) Lease of land for store and	Managing Director	Full Powers	Rent assessment committee for hiring

fixation of rents	General Manager Dy General Manager	Rs 200/- Rs. 100/-	residential accommodation at a monthly rent of Rs 500/- and above per month will be constituted of the following officers: 1) Managing Director 2) General Manager 3) Financial Controller 4) Secretary.
Telephone connection on worksite	Managing Director General Manager	Full powers Full powers within in circles	The telephone shall not be installed normally on works costing less than Rs 10.00 lacs without sanction of Managing Director
b) In unit offices and at residence of subordinate officers who may be entitled to have a telephone at their residence	Managing Director General Manager	Full powers Full powers within in circles	
14) To write off irrecoverable losses of corporation money due to fraud and negligence of individuals or other cause	Managing Director General Manager	Rs. 1000/- Rs 500/-	Provided the concurrence of the Financial Controller is sought and the Board is informed in the next meeting accordingly.
15) To write off irrecoverable losses of stores due to fraud or negligence of individual or other causes	Managing Director General Manager	Rs. 2000/- Rs 1000/-	--do--
16) Power to authorize payment to corporation			

<p>employees other than on regular establishment, in the following circumstances</p> <p>a) by way of reward for outstanding service rendered valuable work of an occasional nature done for the corporation</p> <p>b) by way of relief to victims adversely affected by act of God and</p> <p>c) Ex gratia payment on humanitarian grounds</p>	<p>Managing Director</p> <p>General Manager</p>	<p>Rs. 500/- in individual cases</p> <p>Rs 100 in individual cases</p>	
<p>17) To sanction estimates of all nature</p>	<p>Managing Director</p> <p>General Manager</p> <p>Dy General Manager</p>	<p>Full Powers</p> <p>As per Kashmir Books of Financial powers</p>	<p>Subject to condition that a minimum of 5% for over head is provided in each case.</p>
<p>18) To purchase postage stamps</p>	<p>Managing Director</p> <p>General Manager</p> <p>Dy General Manager</p>	<p>Full Powers</p> <p>Full powers</p> <p>Full powers as per actual requirements</p>	
<p>19) To grant advance increments</p>	<p>Managing Director</p>	<p>3 advance increments both regular and W.C Estt whose pay does not exceed Rs 500/- p.M subject to</p>	<p>This will not, however apply in the case of deputationists,</p>

		the approval of the Chairman	
20) To sanction advance travelling expenses on tour or transfer in favour of staff	Managing Director General Manager	Full Powers Full powers with his circle	
21) To fix ceiling rates for different items	Managing Director	Full powers	Subject to the conditions that: i) The rates are fixed after keeping an overall provision for overheads (actual or 12 ½ % whichever is higher) and minimum profit 5% ii) Every DGM should submit a monthly consolidated report to the Managing Director indicating the actual rates fixed with the piece worker by them for each work during a particular month

<p>22) To fix ceiling rates for different items of works/supplies within the sanctioned job estimates and authorize the DGMS for execution on work order basis</p>	<p>Managing Director</p>	<p>Full powers</p>	<p>Subject to the condition that:</p> <ol style="list-style-type: none"> 1) The rates are fixed after keeping an overall provision for overheads (actual) or 12.5 % whichever is higher) and minimum profit of 5% 2) Every DGM should submit a monthly consolidated report to the Managing Director indicating the actual rates fixed with the piece worker by them for each work during a particular month.
<p>23) To fix rates for different items of works and supplies and sanction contract on work order basis where the rates exceeds the sanctioned job estimates</p>	<p>Managing Director</p>	<p>Full powers in consultation with the Financial Controller</p>	
<p>24) To sanction prolonged haltage beyond 10 days at the rates provided in Jammu &</p>	<p>Managing Director</p>	<p>Full powers</p>	<p>Upto 30 days at a place in respect of gazetted and non-gazetted officer of the corporation</p>

Kashmir CSR			including himself provided the counter-signed authority certified that the halt was absolutely necessary in the interest of the corporation
25) To make advance payment on proforma bills or otherwise in accordance with contractual stipulations	Managing Director	Full powers	In respect of a) Govt Department undertaking b) Private firms on whom permits for supply of controlled commodities are issued by competent authority of the Government. In the same case of other firms advance payment shall be made against a valid bank guarantee for the full amount of advance

Note:

1. In respect; of powers as are not specifically mentioned in the sanctioned delegation of powers the Managing Director, General Manager/Dy. General Manager/Manager be allowed to exercise the powers of the same class of officers in which the Chief Engineer/Superintending Engineer/Executive Engineer/Assistant Engineer in the State PWD have been classified. Financial Controller will exercise the power of class 1 officer of the state for the Financial Wing under his control.
2. In their XXXIII Meeting of the Board of Directors it was decided that such of the items of delegation and sub-delegation as do not find place in the revised delegation of powers i.e (Part A above) but are provided for in the delegation of powers (1966-67) sanctioned by the Board in their IInd meeting will stand as originally provided accordingly, the delegation/sub-delegations not provided in part A above but are provided in the delegation of powers for 1966-67 as amended in XXXIII Meeting of the Board of Directors are shown below under Part "B"

Delegation of Powers to Managing Director

Part B

1)	Controlling officer for TA Bills	Full powers. The Financial Controller will be controlling officer for TA bills for himself and for Accounts Officers and Accounts staff of the Corporation
2)	Powers to permit officers to travel by Air	Full powers, only in case of absolute urgency and necessity. A certificate to that effect should be recorded by the Managing Director on the TA bill concerned.
3)	Sale of properties	Powers to sanction sale of misc. properties like unserviceable materials upto maximum of Rs 25,000/- (Book value) if the same is by public auction and Rs 25000/- book value) for private sale.
4)	Powers to executive in consultation with the legal advisor when appointed, contract deeds instruments and assurance of property and in particular: a) All service agreements b) Security deeds for the due performance of their duties by	Full powers

	corporation servants. c) Lease of houses, lands or other immovable property	
5)	Power to institute conduct or defend any legal proceedings by or against corporation or its officers in connection with the affairs of the corporation in consultation with the legal advisor when appointed.	Full Powers
6)	Power to make and give receipts releases and other discharges for moneys payable to the corporation for the claims and demands of the Corporation.	Full powers
7)	Power to sub-delegate to subordinate officers specified delegation made to the Managing Director	Full powers
8)	To sanction crossing of efficiency bas Note: All cases withholding of increments will be reported to the Board	Full powers.Efficiency bas cases of Accounts officers and other staff in the Accounts and Finance Wing will be submitted to the Financial Controller for sanction who will also sanction their periodical increments.
9)	To sanction-casual leave and other than casual leave	Full powers
10)	Power to invest corporation funds in Government security for purposes of pledging those Government securities with the Project Authorities in lieu of each securities for works undertaken for execution by the Corporation and to seek, endorse transfer and of otherwise deal with such securities	Rs. 50.00 lacs at a time.
11	To grant benefit of bonus to the employees of the corporation	Full powers

IN EXERCISE OF THE POWERS DELEGATED TO THE MANAGING DIRECTOR BY ITEM 8 ABOVE THE FOLLOWING POWERS ARE SUB-DELEGATED TO THE SUBORDINATE STAFF

Nature of powers	To whom delegated	Extent	Remarks
1) To make purchase of a)Tools and plant required for use on works against sanctioned estimate	Dy General Manager	RS 1,000/- without tenders in each individual case subject to the maximum of 10,000 in a year	Subject to provision in the sanctioned estimate and for stock subject to sanctioned stock reserve limit
b)Stock for use on work on	--do--	--do--	--do--
2)To draw work order for works and repairs	--do-	Rs 25,000	--do--

Note : When the amount of work does not exceeds Rs 200/- formal work order may not be issued but the rate should be settled in writing to avoid disputes later on.

3)Sanction of work charges establishment	Dy.General Manager	Rs. 100/-	These limits are for basic rates of pay
4)To adjust balance of manufacturer operation	--do--	5%	This % age specify limit beyond which out turn rates as per sanctioned estimates should not be increased.
5) To employ labour for work repair	Manager	Full Powers	Provided rates sanctioned by the competent authority are not exceeded
6)To write off from return of T&P when full value has been recovered	Dy.General Manager	Full powers	

7) Bill for pay allowances (other than TA of regular staff)	Dy General Manager	Full power to pass the bill of field staff attached to his Executive unit and to issue LPC when an employee is transferred from his unit	
8) Disbursing officers for payment other than pay and allowances of regular staff	--do- in the field unit	Full powers to pass for payment bills verified by proper person and entered in relevant book. The rates paid should not exceed the prescribed rates or rates sanctioned by Competent authority.	

Note: Small payments upto Rs 25/- may be certified by cashier. All other payments should be certified by the Deputy General Manager.

9) To sign receipts for moneys recovered on behalf of the Corporation	Dy General Manager in the field	Full Powers	
10) To issue temporary advance	--do--	Full powers out of the advances received by them from Head Office	
11) To sign bills and claims on behalf of the corporation for work done on	Dy General Manager	Full powers for running payment	

contract			
12)Top sign lease /rent deeds for houses, lands and other immovable property hired by the Corporation (for acceptance)	--do--	Full powers provided: a)Approval of Head Office has been obtained for hiring the accommodation b)The documents to be executed have been approved by the Had Office.	
13)Controlling officer for TA Bills	--do--	Full powers in respect of staff (other than Manager) working under him	
14)To sanction expenditure demurrage wharfage charges	--do--	Rs 25/-	

Note:

- a) Deputy General Manager should satisfy themselves that it is a bonafide expenditure and has not been caused by a negligence of any employee of the Corporation
- b) Payment of demurrage/ wharfage charges due to the late receipt of RR should be charged to the firm and recovered from their bills

15)Sanction of non-recurring misc. office contingent expenditure	Accounts Officer	Rs 10/- at a time	
16) Bill of pay and allowance (other than TA of regular staff)	--do--	Full powers to pass all the bills of head office for payment and issue of L.P.C when an employee is transferred of the head office	
17) Disbursing officer for payment	--do--	Full powers to pass for payment bills verified by proper person and entered into relevant books. The rate	

other than pay and allowance for regular staff		paid should not exceed the prescribed rate or rates sanctioned by competent authority	
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Note : Payment upto Rs 25/- may be certified by cashier and other payments should be certified by the Accounts Officer

18)	To sign receipt for money recovered on behalf of the corporation	Accounts Officer	Full Powers	
19)	To issue temporary advance	--do-	Full powers within the limit as laid down for various field units by the Managing Director	
20)	To purchase postage stamps	--do--	Full powers upto requirements in consultation with the Financial Controller	

Provisions

Residual powers

The following provisions are adopted in respect of residual powers:-

Managing Directors

1. All residual powers excepting those which have been delegated to the Managing Director shall vest in the Board of Directors. In order to enable the management to take timely action on urgent cases which are beyond the competence of the Managing Director and which can not wait till Board meeting, the Managing Director shall take action with the approval of the Chairman and then put up all such cases to the Board for information in the next meeting.

2. For the following powers no provision has been made in the proposed delegation and hence the below noted provisions in favour of the Managing Director as suggested.

a) To issue work orders for work Managing Director Full powers(Provided rates And repair are within the sanctioned job Estimates)

b) To obviate any difficulty in respect of any matter for which specific delegation have not been provided, the following provision be made as a not under the delegation of powers

Note: For matters not specifically provided in these delegations, the Managing Director will exercise the powers of a Major Head of Department under the rules of Jammu & Kashmir State Government.

Item No: 64.06

AMENDMENT TO THE DELEGATION OF POWERS OF CORPORATION FOR CREATION OF POSTS AND TO MAKE APPOINTMENTS OF SANCTIONED POSTS

It was decided by the Board as under:-

a) That the management could settle the promotion cases on the basis of the Departmental promotion Committees recommendations and could grant the relevant pay scales prescribed for such cases.

b) That amendment to the Delegation of powers so far as the creation of posts is concerned should be kept pending till the position is reviewed.

c) That for making the appointment of sanctioned posts the Managing Director is authorized to make such appointments to the post the maximum scale of which is not more than 3900 in the pay scale of Rs 2100-3900 and Delegation of powers in 64th meeting of Board of Directors held on 26-3-1992 minutes whereof issued vide No. 223-35 dt: 18-04-1992.

Item No. 64.09

CONSTITUTION OF A STANDING CONTRACT COMMITTEE FOR THE CORPORATION

The following amendments in the existing Delegation were approved:

a)	Purchase of items other than (1) of serial no. Ia (ii) and allotment of contracts for works including purchase of machinery equipment and tools and plant on the basis of competitive	The existing limit of Rs 5.00 lacs to Managing Director is raised to Rs. 10.00 lacs provided the approval is accorded as per the recommendations of the purchase/contract committee consisting of Managing Director, General Manager and Financial Controller of the Corporation
b)	Unconformity with the recommendations of the purchase committee	The above committee will also be competent to decide case of allotment of contracts for specialized job on turn key basis upto 10.00 lacs

The above committee is also empowered to decide finally the procurement of cement upto one rack wagon load of cement.

In addition to above, the following standing committee was constituted to examine and decide finally the allotment of contracts/purchase of plant and machinery beyond Rs 10.00 lacs

- | | |
|--|------------------|
| a) Development Commissioner Works | Chairman |
| b) Managing Director, JKPCC | Member Secretary |
| c) Chief Engineer Mech, Engg | Member |
| d) Provincial Chief Engineer,
Electrical and Maintenance, Jammu & Kashmir | Member |
| e) Special Secretary to Govt
Finance Department | Member |
| f) Provincial Chief Engineer
R&B Jammu & Kashmir | Member |
| g) Financial Controller
JKPCC Ltd | Member |

Note: Amendment made to delegation in 64th meeting of BODS held on 26-3-1992 minutes of whereof issued vide No: 223-35 dated: 18-4-1992.

Item No: 64.11

AMENDMENT TO THE DELEGATION OF POWERS OF CORPORATION FOR SANCTION OF CASUAL LEAVE AND OTHER THAN CASUAL LEAVE OF OFFICERS BELOW THE RANK OF DEPUTY GENERAL MANAGER.

In exercise of the powers delegated to the Managing Director under Part "B" clause 7 of Delegation of powers, the Managing Director, JKPCCLtd, hereby sub-delegate the powers vested in him in respect of clause 9, "Sanction of casual leave and other than casual leave of officials below the rank of Deputy General Manager" to the concerned Deputy General Managers.