

## Manual No. 2

### New Financial Powers of the Officers of the Board

Delegation of Financial and Administrative powers to the Chairman and Member Secretary and other officers of the Board, delegated by the Haryana State Pollution Control Board in its 174<sup>th</sup>, meeting held on 04.01.2014 vide item no. 174.4

manual - 2 (2)

4/1/14

Agenda Item No. 174.4

#### Revision of delegation of Financial/Administrative powers to Board's Officers.

The Financial powers were delegated to the Board's Officers in its meeting held on 18.10.2000 vide agenda item No. 114.19 (S) and further partially delegated/revise in 127<sup>th</sup>, 130<sup>th</sup>, 131<sup>st</sup> & 134<sup>th</sup> meeting of the Board. Thereafter, the Board on 08.02.2012 in its 161<sup>st</sup> meeting consolidated the Financial Powers and delegated the powers to its officers. Further, in the office exigencies some powers have been delegated by the Chairman to the officers of Board by issuing office orders for smooth functioning of the Board. The existing financial powers are in scattered manner which are in different agendas and office orders. It is difficult to reconcile & take a holistic view in the matter. Moreover, these Financial Powers have also become old and are required to be revised, because these were delegated long time ago. Since then, the prices of all commodities have increased manifold, so the existing delegation of powers are not serving the purpose as all matters are referred to the Chairman of the Board for seeking approval.

Keeping in view of above facts, it is necessary to revise these delegated financial/administrative powers & also to consolidate all such delegations of financial powers in one document for easy accessibility. Accordingly, the financial/ administrative powers proposed to be revised are given in the enclosed table at Annexure 'A' & 'B'.

Submitted for consideration and approval of the Board please.

Annexure - 'A'

4/2/15

Sr. No.	Nature of Power	Authority to whom powers delegated in previous meetings of the Board/office order etc.	Extent of Powers delegated at present	Authority to whom Powers proposed to be delegated	Extent of Powers proposed to be delegated
1	2 Drawal & Disbursement of salary/T.A./Medical/ Arrear & payment of all other bills	3 Senior Accounts Officer	4 Full Power against proper sanction	5 Senior Accounts Officer	6 No Change
1.			Member Secretary/ Senior Environmental Engineers/ Environmental Engineers/ R.O.'s/ Scientist-C's/ Sr. Accounts Officer, District Attorney and Personal Staff	i. Chairman	Member Secretary/ Senior Environmental Engineers/ Scientist/ Environmental Engineers/ R.O.'s/ Scientist-C's/ Sr. Accounts Officer, District Attorney and Personal Staff
2.	Approval of Tour Programme within Haryana & Outside Haryana	i. Chairman	All employees working in the scale of Rs. 8,000/- (old scale) and above except (i) above personal staff.	ii. Member Secretary	All Class-II employees and Tehsildar
		ii. Member Secretary	All employees working under them except (i) & (ii) above	iii. Sr. Engineers /Senior Scientists/ Environmental Engineers/ Scientist-C's/ Sr. Accounts Officer, District Attorney/ Regional Officers/ Lab Incharges/ Branch Incharges/ Registrar/ Superintendent	All Class III & IV employees working under them.
3.	Sanction of Medical Re-imbursment bills	Chairman Member Secretary	Full Powers Full Powers	Chairman Member Secretary	No Change No Change

C

4.	Grant of Temporary Advance	Chairman Member Secretary	Full Powers Upto Rs. 10,000/-	Chairman Member Secretary	No Change Upto Rs. 50,000/-
5.	Hiring of Accommodation	Sr. Environmental Engineers/ Sr. Scientists Environmental Engineers/ Scientist 'C' / RO Sr. A.O. District Attorney Chairman	NIL Upto Rs. 2,000/- Upto Rs. 3,000/- Upto Rs. 1,000/- Full Powers as per Rules	Sr. Environmental Engineers/ Sr. Scientists Environmental Engineers/ Scientist 'C' / Sr. A.O. / District Attorney Chairman	Upto Rs. 20,000/- Upto Rs. 10,000/- No Change
6.	To sell or dispose off by auction or otherwise any material, Plant & Machinery etc. found unserviceable.	Chairman Member Secretary	Full Powers Upto the book value of an item upto Rs. 5,000/-	Chairman Member Secretary	No Change Upto the book value of an item upto Rs. 50,000/- No Change
7.	To write off books, maps, furniture & other office material rendered unserviceable.	Chairman Member Secretary	Full Powers Full Powers	Chairman Member Secretary	No Change No Change
8.	Losses due to breakages beyond recovery deterioration in stock etc., either in transit or in stores.	Chairman Member Secretary	Full Powers Upto Rs. 20,000/-	Chairman Member Secretary	No Change Upto Rs. 50,000/-
9.	Shortage in inventory/stock verification.	Chairman Member Secretary	Full Powers Upto Rs. 20,000/-	Chairman Member Secretary	No Change Upto Rs. 50,000/-
10.	To sanction payment of demurrages. Warfare provided that the amount has become payable due to unavoidable circumstances.	Chairman Member Secretary	Full Powers Rs. 50,000/-	Chairman Member Secretary	No Change Upto Rs. 1,00,000/-
11.	Advertisement & Publicity	Chairman Member Secretary	Full Powers NIL	Chairman Member Secretary	No Change Full Powers

4/3/16

(4)

12.	To sanction expenditure for Postage, Telephones/ Telegrams, water and Electricity charges.	Chairman Member Secretary Env. Engg./ Scientist 'C' in Regional Offices	Full Powers Rs. 1,00,000/- Upto Rs. 30,000/- in each case	Chairman Member Secretary Env. Engg./ Scientist 'C'/ Regional Officers	No Change Upto Re-2,00,000/- Upto Rs. 50,000/- in each case
13.	Sanction of payment for House tax/ Property tax.	Sr. Environmental Engineers/ Sr. Scientists Environmental Engineers/ Scientist 'C' in Head Office Scientist 'C' being Lab Incharge Senior Accounts Officer (being D.D.O.)	Nil Upto Rs. 20,000/- in each case Upto Rs. 5,000/-	Sr. Environmental Engineers/ Sr. Scientists Environmental Engineers/ Scientist 'C' in Head Office Scientist 'C' being Lab Incharge Senior Accounts Officer (being D.D.O.)	Upto Rs. 50,000/- in each case Upto Rs. 40,000/- in each case Upto Rs. 20,000/- No Change
14.	To sanction contingent expenditure of recurring nature i.e. carriage of records, engagement of part time sweeper, water carrier etc. Purchase of Stationery, printing, Binding etc., equipments, temporary fitting in hired building etc.	Chairman Member Secretary Chairman Member Secretary Chairman Member Secretary Environmental Engineers/ Scientist 'C' / Sr. A.O. District Attorney/ Scientist 'B' / AEE/ Superintendent	Full Powers Full Powers Full Powers Upto Rs. 20,000/- Upto Rs. 3,000/- in each case Upto Rs. 200/- at a time	Chairman Member Secretary Chairman Member Secretary Chairman Member Secretary Sr. Environmental Engineers/ Sr. Scientists /Environmental Engineers/ Scientist 'C' / Sr. A.O. District Attorney/ Scientist 'B' / AEE/ Registrar/ Superintendent	No Change No Change No Change Upto Rs. 50,000/- Upto Rs. 10,000/- Upto Rs. 500/- at a time
15.	Non-recurring Expenditure Petrol and Lubricants for official vehicles.	Senior Accounts officer (being D.D.O.) Sr. Accounts Officer Environmental Engineers for Regional Offices	Upto Rs. 10,000/- Full Powers Full Powers provided, entries are made in Log Book	Senior Accounts officer (being D.D.O.) Sr. Accounts Officer Regional Officers of Regional Offices	No Change No Change No Change

4/5/18

16.	Repair and maintenance of vehicles/equipments/ building and other T & P etc.,	Chairman Member Secretary Regional Officers	Full Powers Upto Rs. 15,000/- Upto Rs. 5,000/- subject to the condition that annual maintenance estimate is approved by the Chairman	Chairman Member Secretary Regional Officers	No Change Upto Rs. 50,000/- Upto Rs. 20,000/- subject to the condition that annual maintenance estimate is approved by the Chairman
17.	To Sanction Legal Expenditure	Chairman Member Secretary	Full Powers Upto Rs. 11,000/- in each case	Chairman Member Secretary	No Change Full Powers
18.	To sanction expenditure on Liveries	Member Secretary Registrar/Superintendent (Estt.) Chairman Member Secretary	Full Powers as per norms of Board Upto Rs. 5,000/- in each case Full Power Upto Rs. 2,000/-	Member Secretary Registrar/Superintendent (Estt.) Chairman Member Secretary	No Change Upto Rs. 10,000/- No Change Upto Rs. 10,000/-
19.	Payment of consultation charges	Chairman Member Secretary	Full Power Upto Rs. 2,000/-	Chairman Member Secretary	No Change Upto Rs. 10,000/-
20.	Payment of Bank Charges	Sr. Accounts Officer	Full Powers	Sr. Accounts Officer	No Change
21.	Inspection of material	Committee consisting of Environmental Engineer/ Scientist 'C'/ Sr. A.O. Environmental Engineers (Region)/ Scientist 'C'/AEE/ Lab Incharge	Full powers for material to be inspected at Chandigarh. In case of Lab equipments, lab incharge will also be associated Full powers for material to be inspected outside Chandigarh. AEE/ Lab incharge will be nominated by Environmental Engineer/ Scientist 'C' concerned	Committee consisting of Sr. Environmental Engineer/ Sr. Scientist/ Environmental Engineer/ Scientist 'C'/ Sr. A.O. Environmental Engineers (Region)/ Scientist 'C'/AEE/ Lab Incharge	Full powers for material to be inspected at Chandigarh. In case of Lab equipments, lab incharge will also be associated No Change
22.	To sanction contribution and subscription	Chairman Member Secretary	Full Powers Upto Rs. 3,500/-	Chairman Member Secretary	No Change Upto Rs. 10,000/-

6

ms  
Full Power

4/6/19

23.	Repair of furniture and fixture	Chairman Member Secretary Regional Officers	Full Powers Upto Rs. 20,000/- NIL	Chairman Member Secretary Regional Officers	No Change Upto Rs. 50,000/- Upto Rs. 10,000/-	Full Power
24.	Purchase of furniture/equipments	Chairman Member Secretary Regional Officers	Full Powers Upto Rs. 20,000/- NIL	Chairman Member Secretary Regional Officers	No Change Upto Rs. 50,000/- Upto Rs. 20,000/-	
25.	Purchase of Chemicals and Glass Ware/ Repair of Lab Instruments etc.	Chairman Member Secretary Environmental Engineer/ Scientist 'C'	Full Powers Upto Rs. 20,000/- Upto Rs. 10,000/-	Chairman Member Secretary Sr. Environmental Engineers/ Sr. Scientists /Environmental Engineer/ Scientist 'C'	No Change Upto Rs. 50,000/- Upto Rs. 20,000/-	
26.	Repair of lab Equipment/ Instrument	Chairman Member Secretary Scientist 'C'/ Lab Incharge	Upto Rs. 50,000/- at a time Full Powers Upto Rs. 50,000/- Upto Rs. 20,000/-	Chairman Member Secretary Scientist 'C'/ Lab Incharge	No Change Upto Rs. 1,00,000/- Upto Rs. 40,000/-	
27.	Repair and maintenance of Air sampling and Stack Monitoring kits	Environmental Engineer/ Scientist 'C' in Regional Offices	Upto Rs. 10,000/-	Environmental Engineer/ Scientist 'C' in Regional Offices	Upto Rs. 20,000/-	
28.	Purchase of books/ Magazines/ Journals etc. for Board's Library	Chairman Member Secretary Sr. A.O	Full Powers Upto Rs. 10,000/- at a time Upto Rs. 1,000/- at a time	Chairman Member Secretary Sr. A.O.	No Change Upto Rs. 20,000/- at a time Upto Rs. 5,000/- at a time	
29.	To sanction advances to Board's employees	Chairman Member Secretary	Full Powers Upto Rs. 1,00,000/-	Chairman Member Secretary	No Change Full Powers	
30.	Loan and advances i.e. CPF/ GPF/HBL/Marriage/vehicle, etc. of Group A, B, C & D employees	Chairman Member Secretary	Full Powers Full Powers	Chairman Member Secretary	No Change No Change	
31.	Final withdrawal from CPF/GPF	Chairman	Full Powers	Chairman	No Change	

(1)

	Chairman Member Secretary Sr. Environmental Engineers/ Sr. Scientists Environmental Engineer/ Scientist 'C'/ Sr. A.O./ D.A./ Registrar	Full Powers Upto Rs. 15,000/- NIL	Chairman/ Member Secretary Sr. Environmental Engineers/ Sr. Scientists Environmental Engineer/ Scientist 'C'/ Sr. A.O./ D.A./ Registrar/ Sc-B/ AEE/ ADA/ Supdt./S.O.	No Change Upto Rs. 30,000/- Upto Rs. 10,000/-
32. Hospitality Entertainment	P.A. (on behalf of Chairman), Sc-B/ AEE/ ADA/ Supdt./S.O. Chairman	Upto Rs. 500/- at a time Full Powers	P.A./P.S.(on behalf of Chairman), Chairman	Upto Rs. 1,000/- at a time. No Change
33. Write off irrecoverable losses of store or public money lost by fraud or the negligence of individual or similar other causes	Chairman	Full Powers	Chairman	No Change
34. Sanction for insurance of vehicles/ office building	Chairman Member Secretary	Full Powers Upto Rs. 1,00,000/- at a time NIL	Chairman Member Secretary Any Class-I officer looking after the building/vehicle	No Change Full Powers Upto Rs. 10,000/-
35. Purchase of office assets like furniture photo-state machine/ water cooler/ R.O/ Aqua Guard, Fax/ Computer Accessories and other material required by the Regional Offices	Regional Officers	Upto Rs 10,000/- (One Time)	Regional Officers	Upto Rs. 20,000/-

Note:-

For any items not covered above, the power delegated in P.F.R.  
For similar post will be exercised by the officers of the Board also.

4/8/21

Annexure - 'B'

Sr. No.	Nature of Work	Authority to whom the power is delegated	Authority to whom Powers proposed to be delegated	Extent of Powers proposed to be delegated
1	2 Sanction of Casual leave/ Earned Leave/ Commuted Leave & any other kind of leave of Group - A employees.	3 Member Secretary	4 Chairman MS	5 Sanction of Casual leave/ Earned Leave/ Commuted Leave & any other kind of leave of Group - A employees.
2.	Sanction of Earned Leave/ Commuted Leave & any other kind of leave of Group - B, C & D employees.	Member Secretary	Member Secretary	No Change
3.	Sanction of Casual Leave/ Station Leave	Member Secretary	Regional Officer/ Branch Incharge	Casual Leave/ Station Leave of Group- B, C & D employees
4.	Issuing 'No Objection Certificate' for applying passport	Member Secretary	Member Secretary	No Change
5.	To sign all petitions/ replies/ court cases before any judicial/semi-judicial authority on behalf of the Board.	Member Secretary	Member Secretary/ All Class-1 officers of the Board	To sign all petitions/ replies/ court cases before any judicial/semi-judicial authority on behalf of the Board.

In addition to the above, Chairman of the Board shall be empowered to delegate the powers of any kind, to the officers of the Board which, he think fit in the interest of the Board.

(9)



The quorum of the meeting was complete.

The item-wise minutes are as under:

**Agenda Item No. 174.1**

**Confirmation of the Minutes of 173<sup>rd</sup> meeting of the Haryana State Pollution Control Board.**

Minutes of 173<sup>rd</sup> meeting were confirmed.

**Agenda Item No. 174.2**

**Action taken on the Minutes of the 173<sup>rd</sup> meeting of the Haryana State Pollution Control Board held on 29.09.2015.**

The proposal contained in Agenda Note was approved and it was desired that regarding Agenda Item No. 173.4 and 173.5 Member Secretary of the Board shall follow the cases with the Haryana Bureau of Public Enterprises, Finance Department.

Regarding Agenda Item No. 173.7 the Board Members were apprised that in pursuant to High Court orders the services of Sh. S.C. Mann re-employed as Senior Scientific Adviser have been dispensed with.

**Agenda Item No. 174.3**

**Grant of bonus/Ex-gratia/Short-term Incentives/token gifts to the Employees of Public Sector Undertakings.**

The proposal contained in Agenda Note was approved.

**Agenda Item No. 174.4**

**Revision of delegation of Financial/Administrative powers to Board's Officers.**

The proposal contained in Agenda Note was approved with the following amendments:-

**Annexure 'A'**

Sr. No.	Nature of Power	Extent of Powers delegated
2.	Approval of Tour Programme within Haryana & Outside Haryana and sanction of Leave Travel Concession (LTC)	(i) In case of Member Secretary - Chairman (ii) Tour Programme and Leave Travel Concession (LTC) of all Group-A, B, C & D employees - Member Secretary (iii) Tour programme of all Group 'C' and 'D' employees except Leave Travel Concession (LTC) - Branch Incharges / Regional Officers

4.	Grant of Temporary Advance	The powers shall be as under:- i) Chairman full powers ii) Member Secretary upto Rs. 50,000/- iii) Senior Environmental Engineer / Senior Scientist upto Rs. 20,000/- iv) Environmental Engineer / Scientist 'C' / Regional Officers upto Rs. 10,000/-
6.	To sell or dispose off by auction or otherwise any material, Plant & Machinery etc found unserviceable provided the book value of an individual item does not exceed Rs. 5000/-	There will be no change in the existing powers.
9.	Shortage in inventory/stock verification.	There will be no change in the existing powers.
12.	To sanction expenditure on Postage, Telephones / Telegrams, water and Electricity charges.	Chairman / Member Secretary full powers. Rest of the proposal approved as proposed.
23.	Repair of furniture and fixture.	i) Chairman / Member Secretary full powers. ii) Senior Environmental Engineer / Senior Scientist / Environmental Engineer / Scientist 'C' / Regional Officers upto Rs. 20,000/-.
24, 25 & 26.	Purchase of furniture/equipments, purchase of Chemicals and Glass Ware / Repair of Lab Instruments etc. and Repair of lab Equipment / Instrument.	i) Chairman / Member Secretary full powers. ii) Senior Environmental Engineer / Senior Scientist / Environmental Engineer / Scientist 'C' / Regional Officers upto Rs. 20,000/-.
28.	Purchase of books / Magazines / Journals etc. for Board's Library / Office	Chairman / Member Secretary full powers.

Annexure 'B'

Sr. No.	Nature of Work	Extent of Powers delegated
1.	Sanction of Casual leave / Earned Leave / Commuted Leave & any other kind of leave of Member Secretary.	(i) Chairman. (ii) If Member Secretary on deputation his parent Department will sanction leave except casual leave.
2.	Sanction of Earned Leave / Commuted Leave / Maternity Leave / Study Leave & any other such kind of leave of Group - A, B, C & D employees and casual leave of Group 'A' / Superintendent / Registrar (Establishment) and personal staff of Chairman & Member Secretary	The Member Secretary shall have full powers.
5.	To sign all petitions / replies / court cases before any judicial / semi-judicial authority on behalf of the Board.	Member Secretary / Class-I Officers and all Regional Officers.

Rest of the proposals mentioned in Agenda Note were approved as proposed in the Agenda Note.