



केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD  
(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

केरेबो कॉम्प्लेक्स, बी.टी.एम. लेआउट, मडिवाला  
CSB Complex, BTM Layout, Madiwala  
बैंगलूरु Bangalore - 560068

संNo.केरेबोCSB - 13/[1]/2016-2017/Accts

दिनांक Date : 14.03.2017

## CIRCULAR

Sub: Delegation of financial powers for incurring different items of expenditure - reg.

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The Govt. of India vide Notification No.GSR 750(E), New Delhi dated 03.10.2011 had enhanced the financial powers of the Board from Rs.10.00 lakhs to Rs.50.00 lakhs as per the Clause-22 (3) of the CSB Rules, 1955, The Board may delegate the financial powers as it deemed fit to the Chairman, Vice-Chairman and Member Secretary or any other Officer of the Board.

Consequent to the above, the Central Silk Board in its meeting held on 15.02.2017 at Bangalore had approved, subject to review, the delegation of financial powers to the different category of officers of the Board to incur various recurring and non-recurring items of expenditure.

Accordingly, the revised delegation of financial powers to various officers of Central Silk Board is enclosed as Annexure-I which is in supersession of earlier Circular No.CSB-13(1)/2002-03/Accts, dated 3<sup>rd</sup> July, 2002 and the clarifications issued from time to time on the above subject. Specific attention is invited to the points that are given in the Note forming part of the Annexure - I before exercising the said financial powers by all the concerned.

While exercising the delegated powers as given above the concerned will duly observe the procedures, checks and other conditions and instructions issued by the Government from time to time, with regard to incurring expenditure on a particular item.

The CSB Institutes / units will have to strictly follow the provisions of General Financial Rules, Central Vigilance Commission guidelines, Delegation of Financial Powers Rules, Relevant Rules and Instructions thereon, General Economy instructions and other related guidelines issued by the Ministry / Central Office from time to time.

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Each CSB unit has to constitute Works Committee and Purchase Review Committee comprising a Scientific / Technical / Administrative / Accounts and Finance Officer, subject to availability, to scrutiny the proposal for Civil works / services availed and for procurement of any item, in accordance with the existing rules & regulations, instructions given, etc.

General Conditions of Contract (GCC) / specific conditions of contract depending on the works / purchase / services, etc. may be adopted suitably in all bids / Tender documents. All the bids are to be invited in the name of Member Secretary, CSB / Director of the respective Institute, as the case may be. Further, the purchase procedure as envisaged vide Circular No. CSB-3(76)/99-IA dated 09.07.1999, Circular NO.28(2)/99-Admn dated 20.08.1999 and Circular No. CSB-28(12)/Stores/Vol-III/Admn dated 18.10.2016 may be followed strictly, without giving any room for deviation. The tenders invariably are required to be uploaded in the CSB's/Institute's website besides in the CPPP Portal as per the GOI Decisions under Rule No.162 of GFR.

With reference to the procurement of library books the Central Office vide Letter No. CSB-31(2)/(Mis-Lib)/95-96-RCS Vol.I dated 19.03.1996 had already circulated the approved list of International journals to be procured by each Institute and the procedure to be followed thereon had been explained which may be referred to as and when the books are procured. In case of any additions than the above approved list, the prior approval need to be obtained from Central Office, Bangalore for such purchase of books.

With regard to the purchase of chemicals, fertilizers and pesticides, the contents of the circular No. CSB-31(2)/TC/Inputs/96-97/RCS Dated 09.02.1999 may be referred and act accordingly.

In item No.14 of the Annexure-I, the powers given to Scientist-D/ Joint Secretary, Joint Director and equivalent will be exercised by the DD/AD level officers also in case such posts are not available in the unit/ institute.

The cases of expenditure to be incurred through Single Tender Enquiry, irrespective of value, shall be approved / accepted at the level of Member Secretary and above only.

In order to have effective internal check and internal control measures all the expenditure proposal within the enhanced delegation shall be vetted by finance / accounts / Administrative wing by Joint Director / Deputy Director (A&A) / Assistant Director (A&A) as the case may be in the respective units.

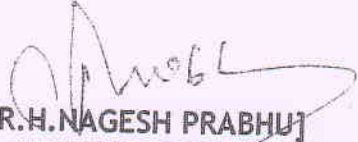
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Once again it is impressed upon all the concerned to follow the prescribed procedure while exercising the given delegation of financial powers.

Encl: As above

TO:

  
[DR. H. NAGESH PRABHU]  
MEMBER SECRETARY