



ANNEXURE - I

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
बेंगलूरु BENGALURU – 560068

Delegation of financial powers to Chairman, Member Secretary and Director/Joint Director/Scientist-D, Deputy Director/Scientist-C, Assistant Director/Scientist-B level Officers holding independent charge of Stations/units to incur recurring and non-recurring expenditure on the items specified as under and in supersession of earlier orders of Central Silk Board dated 03.07.2002. (Decision taken in the 133rd Board meeting held on 15.02.2017 at Bangalore).

A. RECURRING / REVENUE

1. (i) Renovation, Repairs & Maintenance of Buildings, office campus, garden etc.,:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
01	A. <u>RECURRING / REVENUE</u> (i) Renovations, Repairs and maintenance of buildings, office campus, garden etc.	Member Secretary	Up to Rs.30.00 lakh per single work order - Up to Rs.40.00 lakhs per order with the approval of Chairman.
		Director	Up to Rs.5.00 lakh per single work order.
		Scientist-D / Joint Secretary / Joint Director & equivalent	Up to Rs.1,00,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.25,000/- per single work order per annum.
		Scientist-B / Assistant Director & equivalent	Up to Rs.10,000/- per single work order per annum.

Subject to the following:

Works up to Rs.2.00 lakhs in a single work order can be done under supervision of CSB maintenance persons if the Director concerned recommends so after an examination of their competence in respect of the job. In such cases the bids will be called for from a panel of contractors of CPWD and State PWD and evaluated by a Technical Committee constituted by the Director. In cases, where work order exceeds the limit of Rs.2.00 lakhs and up to Rs.5.00 lakhs, it may be entrusted to a State/Central Agency, with a firm rate for the work and no payment of Service Charges in excess of CPWD.

All cases taken up in respect of repairs and maintenance of building should be reported to Central Office on a post facto basis where it is within the powers of the Director, both at the time of taking up and on completion. A consolidated list should be submitted to Central Office every year by May for the previous year.

(ii) Maintenance, Upkeep & repairs of Equipments, Vehicles, Computers, Furnitures

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
	ii) Maintenance, Upkeep & Repairs of Machineries, Equipments, Farm Appliances, UPS, Servers, Lift, Vehicles, Computers, Furniture.	Member Secretary	Up to Rs.20.00 lakhs per work order Up to Rs.30.00 lakhs per work order with the approval of Chairman.
		Director	Up to Rs.1.00 lakh per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.20,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per single work order
			In case of AMC, the Financial powers to the Directors would be Rs. 2.00 lakhs per order.

(iii) Hiring of Vehicles / Scientific Equipments:

	iii) Hiring of vehicles / scientific equipments	Member Secretary	Up to Rs.10.00 lakhs per single work order Up to Rs.20.00 lakhs per single work order with the approval of Chairman
		Director	Up to Rs.50,000/- per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.20,000/- per single work order

Payment up to the limit prescribed above is for a single/group of identical items entrusted to a single agency for all AMC charges at current rates and extension of contract at current rate for a minimum period of 2 years.

Payment up to the limit prescribed is per year per equipment towards repair and maintenance for any other equipment not covered by AMC or AMC conditions.

All cases beyond these should be referred to Central Office indicating the Director's opinion on the present agency, the logbook extract of the equipment covering the last six months.

Expenditure on batteries and tyres as per the following norms and fuel expenses on vehicle upto 300 ltrs per month. Other repairs to vehicles subject to a ceiling of Rs.20,000/- per order per vehicle for four wheelers and Rs.5,000/- for two wheelers.

Expenditure up to Rs.1.00 lakh for four wheeler can be cleared personally by Directors of the Institutes, while those in excess will have to be referred to Central Office for clearance with the Directors specific recommendations.

NORMS:

- a) Battery - Minimum 1 @ year
- b) Tyres life
 - i) Light vehicle - 70,000 kms with retreads
 - ii) Heavy vehicles – 1.00 lakh kms with 2 retreads.

Directors Instructions:

Expenditure on batteries and tyres as per the norms given above and fuel expenses on a vehicle up to 300 ltrs per month. Other repairs to vehicles subject to a ceiling of Rs.1.00 lakh per year per four wheelers for Institutes and all nested units. These expenditures limits exclude expenditure incurred in respect of servicing, puncture, battery and tyre replacement as per norms.

Buses used for pick up and drop of staff the limit of fuel consumption fixed at 750 ltrs per month. For two wheelers the ceiling limit can be 50 ltrs per month.

Expenditure either on vehicle repair and maintenance or on fuel consumption beyond these limits should come to Central Office for clearance with specific recommendations from the Directors.

However, the instruction issued by the Government of India from time to time on expenditure on POL to be strictly followed.

2. (i) Purchase of Stationery / Stores:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
02.	i) Purchase of Stationery/Stores	Member Secretary	Up to Rs.10.00 lakhs per single work order Up to Rs.20.00 lakhs per single work order with the approval of Chairman
		Director	Up to Rs.50,000/- per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.20,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Upto Rs.5,000/- per single work order
	ii) Printing / Binding Publication and other Publicity materials / films / advertisements / documentary/ Photographs	Member Secretary	Up to Rs.15.00 lakhs per single work order Up to Rs.25.00 lakhs per single work order with the approval of Chairman.
		Director	Up to Rs.1.00 lakh per single work order
		Scientist-D / Joint Secretary / Joint Director & equivalent	Up to Rs.20,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per single work order

The limit prescribed above is for a single order and these powers are subject to Budget Limits allotted for each year.

Care has to be taken to ensure that the orders are not split and requirements are assessed properly and purchases are made atleast on a quarterly basis.

3. (i) Purchase of Chemicals, Pesticides – Disinfectants:

03.	i) Purchase of Chemicals, Pesticides and Disinfectants.	Member Secretary	Up to Rs.10.00 lakhs per single work order Up to Rs..20.00 lakhs per order with the approval of Chairman
		Director	Up to Rs.2.00 lakhs per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.50,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per single work order

(ii) Purchase of Fertilizers, FYM, Manure/Seed/Seed Cocoon & other inputs:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
	ii) Purchase of Fertilizers, FYM, Manure / Seed / Seed cocoon and other inputs.	Member Secretary	Up to Rs.10.00 lakhs per single work order Up to Rs.20.00 lakhs per single work order with the approval of Chairman.
		Director	Up to Rs.2.00 lakhs per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.50,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per single work order

The limit prescribed above is for a single order and these powers are subject to budget limits.

The purchases shall be effected as per action plan approved for the unit and as per the norms recommended by the high level technical committee set up from time to time.

4. Purchase of Library Books / Journals:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
04.	i) Purchase of Library Books / Journals / Periodicals and subscription of other reference materials	Member Secretary	Up to Rs.10.00 lakhs per single work order Up to Rs.20.00 lakhs per single work order with the approval of Chairman.
		Director	Up to Rs.1.00 lakh per single work order
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.20,000/- per single work order
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per single work order
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per single work order

5. (i) Statutory payments like Municipal rates, & Taxes property tax Insurance, EPF and gratuity payment for farm workers:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
05.	i) Statutory payments like Municipal rates & taxes, property tax, insurance, EPF and gratuity payment for farm workers	Member Secretary	Full powers in all cases proposed to CO by Institutes in each their powers including penalty / Interest payment.
		Director	Full powers for current payment except as follows.
		Scientist-D Joint Secretary / Joint Director & equivalent	Full powers for current payment except as follows
		Scientist-C / Deputy Secretary & equivalent	Full powers for current payment except as follows
		Scientist-B / Assistant Director & equivalent	Full powers for current payment except as follows

Subject to the following:

In case of enhancement, the new rate should be cleared by Central Office and the Director should indicate in his proposal the efforts taken by him to obtain a downward revision by an appeal to the concerned authorities.

No penalty/interest component or arrears can be sanctioned by the Directors. In these cases, the proposals to Central Office should be accompanied by a fixation of responsibility on the persons whose delays or inaction or otherwise has been responsible for the levy of penalty/interest and non-payment of dues on time. If it is the belated preference of the bill by the concerned authority, the proposal should be accompanied by a statement at Institute level to get the penalty/interest waived.

(ii) Rent

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
	ii) Rent	Member Secretary	Up to Rs.20.00 lakhs per annum per case Up to Rs.30.00 lakhs per annum per case with the approval of Chairman.
		Director	Up to Rs.3,00,000/- per annum per case

Central Office Circular No.CSB-9(35)/2012/Coord, dated 28th/29th August, 2013 with regard to hiring of the building and renewal of the building shall be referred and followed strictly.

6. Payments towards Water - Electricity:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
06.	Payment towards water & Electricity.	Member Secretary	Up to Rs.10.00 lakhs per month Up to Rs.20.00 lakhs per month with the approval of Chairman.
		Director	Up to Rs.2.00 lakhs per month
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.50,000/- per month
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.10,000/- per month
		Scientist-B / Assistant Director & equivalent	Up to Rs.5,000/- per month

Subject to the following:

Upto the level of expenditure fixed by the Member Secretary each year taking into account the previous consumption and economy factors. Member Secretary will fix the levels for each group of Main and nested units and the Director will have to apportion the ceiling among the Main and nested units and control the level of consumption.

7. Payments towards Telephone / Fax / Internet:

07.	Payment towards Telephone/ Fax/Internet /Website maintenance and other communication tools	Member Secretary	Up to Rs.10.00 lakhs per month
		Director	Up to Rs.1.00 lakh per month
		Scientist-D Joint Secretary / Joint Director & Equivalent	Up to Rs.20,000/- per month
		Scientist-C / Deputy Secretary & equivalent	Upto Rs.6,000/- per month
		Scientist-B / Assistant Director & equivalent	Up to Rs.4,000/- per month

The above limits are for sanctioning payments to telephone authorities for the entire office for all the above facilities. Central Office has already placed limits on individual telephone bills for office and residence and these limits will have to be strictly followed.

Payments in excess of these limits in Main and nested units if any will have to be personally sanctioned by the Directors and reported to Central Office on post facto basis in May, August, November and February with reasons for the excess. Overall ceiling communicated to Institutes will remain.

All cases in excess of these limits and penalties if any should be sent by Director to Central Office specifying the steps taken to economize on this type of expenditure and in the case of penalties/interest, with responsibility fixed thereon.

8. Payments towards Postage, Courier, Parcel:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
08.	Payments towards postage, Courier, Parcel	Member Secretary	Full powers
		Director	Up to Rs.1.50 lakh per annum
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs .60,000/- per annum
		Scientist-C / Deputy Secretary & equivalent	Up to Rs.30,000/- per annum
		Scientist-B / Assistant Director & equivalent	Up to Rs.10,000/- per annum

9. Panalties payments to Statutory Agencies, judicial, Semi-judicial Bodies and Government Departments:

09.	Penalty payments to statutory agencies, judicial, semi-judicial bodies and overnment Departments.	Member Secretary	Full powers
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10. (i)Professional fees like Legal fees:

10.	(i)Professional fees like legal fees	Member Secretary	Full powers
		Director	Up to Rs.50,000/- per case

(ii) Professional fees like consultancy, inspection/sitting fees/honorarium to Members of the Committee etc.

New ii (a) Professional Fee for consultancy:

Sl. No.	Description of the item	DELEGATION OF FINANCIAL POWERS	
	(ii) Professional fees like consultancy, inspection /sitting fees /honorarium to Members of the Committee, etc.	New II (a) Professional Fee for consultancy	Member Secretary – Full powers Director - Up to Rs. 25,000/- in each case
		New II (b) Professional Fee for inspection/sitting fee/Honorarium to Members of the Interview Committee Guest Lectures, etc.	Member Secretary Up to Rs.30.00 laksh in each case and Rs. 40.00 lakhs in each case with the approval of the Chairman Director - Up to Rs.5,000/- in each case.

Expenditure on consultancy services irrespective of value will require concurrence of finance and expenditure approval of Member Secretary.

11. Outsourcing for security & upkeep the premises, gardens and engagement of Drivers/plumbers/Workers for farm related activities Moth examiners / Cocoon / Yarn testers / field experts etc :

11	Outsourcing for security & upkeep the premises, gardens and engagement of Drivers / Plumbers / Workers for farm related activities Moth examiners / Cocoon / Yarn testers / field experts, etc.	Member Secretary	Up to Rs.20.00 lakhs per annum per case
		Director	Up to Rs.30.00 lakhs per annum per case with the approval of the Chairman
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.5.00 lakhs per annum per case
			Up to Rs.50,000/- per annum per case

The maximum ceiling limits for certain heads of expenditure for each level of officer is given below, which shall not be exceeded in any case.

#	Level of Officer	Ceiling Limit
1	Director	Subject to a monetary ceiling limit of Rs.25.00 lakhs per annum for Repairs & Maintenance works, hiring of vehicles. Office premises, outsourcing and Rs.25.00 lakhs per annum for procurement of goods /assets and services (by following chapter 5 & 6, GFR, 2005 amended from time to time respectively)
2	Sc.-D/JD/JS or equivalent holding independent charge	Subject to monetary ceiling limit of Rs 10 lakhs p.a. for repairs and maintenance works / hiring of vehicles / office premises, outsourcing and Rs.10 lakhs p.a. for procurement of goods/assets and services.
3	Dy. Secy/Sc-C and equivalent holding independent charge	Subject to monetary ceiling limit of Rs.5.00 lakhs p.a. for repairs and maintenance works hiring of vehicles/Office premises, outsourcing and Rs.5.00 lacs p.a. for procurement of goods/assets and services
4	Asst. Dir/Asst. Secy. Or equivalent holding independent charge	Subject to monetary ceiling limit of Rs.2.00 lakhs p.a. for repairs and maintenance works hiring of vehicles/Office premises, outsourcing and Rs.2.00 lakhs p.a. for procurement of goods/assets and services.

12. (i) Exhibitions/Conferences/Visits of VIPs – Delegations/Official Functions Participation in Workshops / Seminars / Training.

12.	(i) Exhibitions / Conferences / Visits of VIPs and Delegations / Official Functions / participation in workshops / seminars / training.	Member Secretary	Full powers
		Director	Up to Rs.2.00 lakhs per case
		Scientist-D/Joint Secy/ Joint Director & equivalent	Up to Rs.50,000/- per case
	(ii) Payment of Membership fees / Admission fees / professional fees for National and International Organizations	Member Secretary	Full powers

13.	(i) Audit Fees	Member Secretary	Full powers
		Director	Up to Rs.1.00 lakh per case
	(ii) Quality Certification System, Certification auditing covering both system certification and product certification	Member Secretary	Full powers
		Director	Up to Rs.1.00 lakh per case

14. Miscellaneous expenditure not listed/covered above

Sl. No.	Description of the item proposed	DELEGATION OF FINANCIAL POWERS	
14.	Misc. Expenditure not listed above.	Member Secretary	Up to Rs.10,000/- per case
		Director	Up to Rs.5,000/- per case
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.2,000/- per case
		Assistant Director & equivalent	Up to Rs.1,000/- per case

B. NON-RECURRING:

(i) Procurement of assets like Tools, Plant – Machinery:

01.	i) Procurement of Assets like Tools, Equipments, Plant & Machinery, Software, etc. Furniture & other office Equipments.	Member Secretary	Up to Rs.20.00 lakhs per single order
		Director	Up to Rs.30.00 lakhs per single order with the approval of Chairman
		Scientist-D Joint Secretary / Joint Director & equivalent	Up to Rs.3.00 lakhs per single order
			Up to Rs.1.00 lakh per single order

(ii) Purchase of Vehicles

	ii) Purchase of vehicles	Member Secretary	Up to Rs.15.00 lakhs per single order Up to Rs.25.00 Lakhs per single order with the approval of Chairman
		Director	Nil

The limit prescribed above is per single order subject to an overall ceiling as per Budget limits in a year for the Main Institute and all nested units

Government of India instructions with regard to purchase of assets including Computers / Vehicles would be strictly followed.

2(i) Purchase of Land and buildings:-

Sl. No.	Description of the item proposed	DELEGATION OF FINANCIAL POWERS	
02.	i) Purchase of Land and buildings	Member Secretary Chairman	Up to Rs.30.00 lakhs per single order Up to Rs.40.00 lakhs per single order
	ii) New Civil works	Member Secretary Chairman	Up to Rs.30.00 lakhs per single order Up to Rs.40.00 lakhs per single order
		Director	Up to Rs.5.00 lakhs per single order

**CENTRAL SILK BOARD
BANGALORE-560068**

NOTE

1. Director of the Research Institutes includes Scientist – D & Head of MSSO, Guwahati also.
2. Standing Committee shall have full powers on all items listed above.
3. Chairman shall exercise powers as per Rule-23 of CSB Rules.
4. Delegation of above powers is subject to the condition that any authority to which the powers are delegated shall not sanction or incur any expenditure or authorize making of a contract involving expenditure in excess of the budget allotment.
5. it is to be emphasized that all cases of purchase will follow the purchase procedure as laid down in respective Rules by strictly defining specifications clearly before inviting bids and place orders only after proper evaluation and satisfaction on the recommended parties, ability to meet the requirements of quantity and quality in time. Directors will be personally responsible for balanced and fair processing of purchase proposals.
6. All the expenditure as listed above will have to be incurred after following the procedure and rules as listed in the respective rules. Administrative approval should be invariably obtained as required under rules.
7. Purchase orders and work orders shall not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders.
8. In view of this delegation, except as otherwise provided, post facto sanction request to **Central Office by Institutes will not be entertained**. All Directors will have to calanderise the schedule of AMCs, purchase and supply of various items, and in case it is an items where the sanction of Central Office is required, action will have to be initiated well in advance and complete proposals sent to the Central Office two months before the **expiry of the current contract**. Delay or slip-ups will necessitate the Director to appear before the Standing Committee or such Competent Authority to explain the reason for creation of such a situation.

9. While exercising the enhanced financial powers, all the officers concerned are advised to keep utmost economy in spending Govt. money. Further, they have to make detailed provision for each item of expenditure indicated above in the Revised Estimate and Budget Estimate and get the same approved. The above instructions may be followed very strictly. Further, they are advised to send detailed proposals to Central Office on each item of expenditure exceeds beyond the financial powers delegated to them.
10. It is imperative to spell out the safeguards necessary and to emphasize that decisions are taken with a sense of responsibility and accountability. For all decisions, which are found, based on wrong procedure, half-baked evaluation or unjustified arbitrariness, the officers delegated with the powers are made primarily responsible.
11. Any changes in the norms, Member Secretary is empowered to modify from time to time.
