

PUNJAB STATE WAREHOUSING REGULATIONS, 1976

THE PUNJAB STATE WAREHOUSING REGULATIONS, 1976 Scanned by CamScanner PUNJAB GOVT. GAZ., JUNE 18, 1976 (JYST. 28, 1896 SAKA) PUNJAB GOVERNMENT AGRICULTURE DEPARTMENT NOTIFICATIONS The 7th June, 1976 No. G.S.R. 66/C. A58/62/S. 42/76. In exercise of the powers conferred by the section 42 of the Warehousing Corporation Act, 1962, and with the previous sanction of the Punjab State Government, the Punjab State Warehousing Corporation hereby makes the following Regulations, namely :- PUNJAB STATE WAREHOUSING CORPORATION REGULATIONS, 1976 CHAPTER I Preliminary Short title and commencement. — (i) These regulations may be called 'The Punjab State Warehousing Corporation Regulations, 1976'. (ii) They shall come into force with immediate effect

2. Definitions. In these regulations, unless there is anything repugnant in the subject or context— a) b) c) d) e) f) g) h) i) j) k) l) m) n) o) 'Act' means the Warehousing Corporations Act, 1962(58 of 1962). 'Accounts Officer' means the Accounts Officer of the Corporation. 'Board' means the Board of Directors of the Corporation. 'Corporation' means the Punjab State Warehousing Corporation established under section 18 of the Act. 'Chairman' means the Chairman of the Corporation. 'Director' means a Director of the Board. 'Deputy Inspection Officer' means the Deputy Inspection Officer of the Corporation. 'Executive Committee' means the Executive Committee of the Corporation constituted under section 25(1) of the Act. 'Government' means the Punjab State Government in the Administrative Department concerned. 'Inspection Officer' means the Inspection Officer of the Corporation. 'Managing Director' means the Managing Director of the Corporation. 'Section' means a section of the Act. 'Shareholders' means share holders of the Corporation. 'Sub-committee' means the sub-committee appointed by the Board. 'Secretary' means the Secretary of the Corporation. (89) Scanned by CamScanner

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CHAPTER 11 Meeting of the Board and the Executive committee. — (2) (3) (4) (5) A meeting of the Board and of the Executive Committee shall be held at least once a quarter in each year. Provided that the meetings of both the bodies may not ordinarily be held in the same month. Ordinarily not less than 10 days notice shall be given to every Director of a meeting of the Board and not less than 7 days notice shall be given to member of the Executive Committee of a meeting of the Executive Committee. Notwithstanding anything contained in sub-regulation (2) an emergent meeting of the Board or of the Executive Committee may be convened at a short notice and such notice shall be deemed to be sufficient to enable every director or member of the Executive Committee who is at that time in India to attend such meeting. A meeting of the Board or of the Executive Committee shall be convened by the Managing Director in consultation with the Chairman. A notice of the meeting shall be sent to each Director or Member of the Executive Committee, as the case may be, at his registered addresss specifying the time, date and place of the meeting and the business to be transacted at the meeting. No business other than specified in the notice, shall be transacted at a meeting except that of which 7 days clear notice has been given to the Chairman but with the permission of the authority presiding at the meeting any other matter may be considered. Section 4. Section (42)(2)(c) 5. (6) A special meeting of the Board shall be convened on a requisition received from not less than three Directors. Presiding Authority : The Chairman or in his absence a Director (other than the Managing Director) chosen by the Directors present from amongst themselves, shall preside over the meeting of the Board or the Executive Committee, as the case may be, (I) Decision by Majority — All questions at a meeting of the Board or of the Executive Committee shall be decided by the majority of votes and in case of equality of votes the person presiding shall have a second or casting vote. (90) Scanned by CamScanner section 6. 7

8. Section 9. Section (42)(2)(c) 10. Quorum. (1) The quorum for a meeting of the Board shall be five and that of the executive committee shall be three. (2) If there is no quorum at any meeting of the Board or the Executive Committee, the meeting shall be adjourned. At the Adjourned meeting business of the last meeting shall be conducted irrespective of there being quorum. Place of meeting — A meeting of the Board or of the Executive Committee may be held at Chandigarh or at such other convenient place in Punjab as may be decided by the Chairman. Minute Book — The Managing Director shall maintain a

minute book in which the minutes of the meeting of the Board shall be recorded. He shall similarly maintain a minute book in which the proceedings of a meeting of the Executive Committee shall be recorded. The minutes of a meeting of the Board as well as of the Executive Committee shall be circulated as early as possible after meeting for the information of the Directors and shall be placed before the next meeting of the Board or the Executive Committee, as the case may be, for confirmation and shall bear the signatures of the Chairman or the person presiding over the meeting. The minutes of the Executive Committee shall also be placed before the next meeting for information. Disclosure of interest by a Director : Every Director who is in any way, whether directly or indirectly, concerned or interested (except as a representative of a statutory body corporate) in any contract, loan or agreement entered into or proposed to be entered into, by or on behalf of the Corporation, shall disclose the nature of his concern of interest to the Board or the Executive Committee, as the case may be, and shall not participate in the meeting of the Board or the Executive Committee when such contract, loan or agreement is considered. Rate of fee payable to directors for attending meeting etc. : A Director (other than the Managing Director, an official Director or an M.P. or M.L.A. shall receive a fee of Rs. 20/- for attending each meeting of the Board and a fee of Rs. 10/- for each meeting of the Executive Committee or sub-Committee attended by him. Scanned by CamScanner

CHAPTER III ADMINISTRATION AND CONDUCT OF AFFAIRS OF THE CORPORATION

(i) Powers of the Chairman in Emergency :- In matters Section 11. calling for emergent action, the Chairman may pass any order or perform any Act within the competence of the Board provided that any orderS passed under this provision shall be placed for confirmation before the next meeting of the Board or of the Executive Committee, whichever is earlier. (ii) The Chairman shall exercise the following financial powers :- Nature of power Extent Recurring Non-recurring Upto (a) power to incur Upto expenditure to Rs. 1000/- Rs. 10,000 purchase material (b) Powers to hire godowns or offices Rs. 500/- and above Remarks For any one item at any one time. Per mensem per godown or building Section 20 (3) () sections 33 & 4

(i) Powers of the Managing Director and other officers of the Corporation :- The Managing Director shall have the powers to negotiate and carry on the authorised business of the Corporation in accordance with the instructions which the Board or the Executive Committee may issue from time to time and shall be the authority to decide whether any suit or proceedings be instituted or defended by or against the Corporation, subject to such directions as the Board may give from time to time. (ii) (a) The Managing Director shall act as Controlling and Disbursing officer in respect of all funds of the Corporation and subject to the specific delegations mentioned in sub- regulation (iii) shall operate the bank accounts jointly with either the Secretary or Accounts Officer upto a sum of Rs. 50,000/- and in excess of Rs. 50,000/- jointly with the Chairman or a Director and shall draw, accept and endorse bills of exchange and other instruments in the current and authorised business of the Corporation and shall sign all other accounts, receipts and documents connected with such business. (92) Scanned by CamScanner

(b) (I) The Managing Director may declare any article or item valuing upto Rs. 500/- as unserviceable and get it disposed of through public auction. (11) The Managing Director may declare any article or item valuing upto Rs. 500/- as surplus and get it disposed of through public auction. (III) The Managing Director may write off a financial loss to the Corporation upto Rs. 1000/- in any one case. For a loss of above Rs. 1000/- the aforesaid power shall be exercised by the Chairman. (IV) The Managing Director shall exercise the following financial powers:- Nature of power (a) Power to incur expenditure to purchase material (b) Powers to hire godowns or 'offices Recurring Upto Rs. 500/- Below Rs. 5001'. Extent Non-recurring Upto Rs. 5,000/- Remarks For any one item at any one time. Per mensem per godown or building (v) (vi) The Managing Director shall organise and supervise the office of the Corporation, maintain discipline and exercise such powers in connection with appointments, promotions, termination of service and other disciplinary matters and leave of the staff of the Corporation as may be vested in him by the Board in this behalf and allocate duties to the staff and make such other arrangements as may be necessary for the efficient discharge of the functions of the Corporation. The Secretary and other officers of the Corporation shall exercise the following financial powers:- (93) Scanned by CamScanner

Nature of Power a) b) c) d) e) g) h) i) Power to incur expenditure on purchase of material and to incur other coning ent expenditure. Power to pass bills in respect of pay, TA & other claims of staff. Passing of Suppliers bills Power to open, close or transfer bank account. Power to pass rent bills. Power to pass recoupment statement. Power to issue cheques. Power to issue cheques. Power to hire To whom delegated Secretary Secretary Secretary Secretary Accounts Officer Accounts Officer Accounts Officer Accounts Recurring Upto Rs. 50/- at a time

& upto a maximum of Rs. 1000/- in a month subject to budget provision. Upto Rs. 1000/- for any one bill at a time subject to the sanction of the competent authority and subject to the pre-audit of the bills by the Accounts Officer. Upto Rs. 1000/- for any one bill at a time subject to the sanction of the competent authority and subject to the pre-audit of the bills by the Accounts Officer except petty contingent expenditure upto Rs. 20 in any one case. Full Power Upto Rs. 1000/- in respect of any one bill at a time subject to sanction of the competent authority. Upto Rs. 200- Upto Rs. 5000/- Upto Rs. 10000/- Non Recurring Upto Rs. 100/- Remarks For any one item at any one time. In the absence of the Managing Director Officer jointly with the Secretary Inspection Upto Rs. 100/- per godowns. Officer/Deputy mensem per godown. Inspection Officer. (94) Scanned by CamScanner Note 1. Note 11. Cheques and its relevant voucher upto Rs. 1000/- shall be signed by the Assistant accounts Officer. In the absence of the Account Officer whether being on leave or on tour, all his power shall be exercised by the Assistant Accounts Officer. Amended at annexure A page I to VII section (42) Section 20(a) & Section 42(2)(c)

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14. Amount of expenditure of the Administration of the Corporation. The Board shall determine from time to time the amount of expenditure on the administration of the Corporation. Common seal of the Corporation. (1) The common seal of the Corporation shall not be affixed to any instrument except in pursuance of a resolution of the Board or of the Executive Committee and except in the presence of the Managing Director who shall sign his name to the instrument in token of his presence and such signing shall be independent of the signature of any person, who may sign the instrument as a witness. (2) Any instrument executed otherwise than in accordance with the provisions of this regulation shall not be considered as validly executed. Manner and



form in which contracts binding on the Corporation may be executed — Contracts on behalf of the Corporation may be made as follows:- Section 20 15. & Section 42 section 20 Section 33 & Section 42

(2)(c) (a) (b) Any contract Which is by law required to be in writing may be made on behalf of the Corporation in writing with the approval of the Board and signed by the Managing Director and may in the same manner be varied or discharged. Any contract which will be valid if made by parole only may be made by parole on behalf of the Corporation by the Managing Director and may in the same manner be varied or discharged. Pleading etc. by whom to be signed. — Plaints, written statement, Petitions, vakalat names. Affidavits and other documents connected with legal proceedings may be signed and verified on behalf of the Corporation by the M.D. or the Secretary or such other officer of the Corporation as may be authorised by the Managing Director in this behalf. (95) Scanned by CamScanner CHAPTER MEETING OF THE SHARE-HOLDERS 17. (i) (a) (b) (a) (b) (c) Notice for convening a general meeting:- A notice in writing of atleast 30 days shall be given by the Managing Director to the Shareholders for convening the annual general meeting of the Corporation. Business at the annual general meeting:- At the annual general meeting the following business shall be transacted, namely:- Consideration of the annual accounts of the Corporation together with the audit report thereon. Any other business with the consent of the Chairman.

(l) Voting by State Government:- The State Government may, by an order in writing, authorise any of its Officers to act as its representative at the annual general meeting of the Corporation and the Officer so authorised shall be entitled to exercise the same powers on behalf of the State Government as if he were an individual shareholder of the Corporation. The Officer so authorised shall not be deemed to be a proxy. A copy of an order made under sub-regulation (iii) (l) (a) shall be deposited with the Managing Director or Secretary of the Corporation before the time fixed for the meeting. An order made under sub-regulation (iii) (l) (a) may be revoked by the State Government by depositing a notice of revocation before the time fixed for the meeting and the due revocation of an order shall in no way prohibit the issue of another order by the State Government, deposit of another order by the State Government and the deposit of a copy thereof with the Managing Director or the Secretary of the Corporation within time limited by sub-regulation (iii)(l)(a) above. Voting by Central Warehousing Corporation. The Managing Director of the Central Warehousing Corporation may authorise any official of the Central Warehousing Corporation or any other person to act as the representative of the Central Warehousing Corporation and the person so authorised shall be entitled to exercise the same powers on behalf of the Central Warehousing Corporation as if he was an individual shareholder of the Corporation. The authorisation so given may be in favour of two (96) Scanned by CamScanner (iv) (v) (vi) representatives, in the alternative and shall be in writing signed by the Managing Director of the Central Warehousing Corporation. Such authorisation shall be deposited with the Managing Director or the Secretary of the Corporation before the time fixed for the meeting. A person acting in terms of the authorisation given under this Sub-regulation shall not be deemed to be a proxy.

Quorum for General meeting A quorum of the annual shareholders shall be two If, Within 30 minutes from the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to such date and at such time and place as the Chairman may determine. At the adjourned meeting, business of the last meeting shall be conducted irrespective of there being a quorum or not. Chairman of the General Meeting The Chairman, or in his absence, a Director (other than the Managing Director) chosen by the members present and entitled to vote at the meeting, shall be the Chairman at such a general meeting. Voting at General Meeting and decision by Majority: (a) At any general meeting, a resolution put to the vote of the meeting shall be decided by show of hands. A decision shall be taken by the majority of votes. In case of equality of votes the Chairman of the general meeting shall have a second or a casting vote. (b) A declaration by the Chairman of general meeting that resolution has been carried or rejected upon show of hands by the members present and entitled to vote shall be conclusive and an entry to that effect in the books containing minutes of the proceedings of the Corporation shall be sufficient evidence to that effect without proof of the number or proportion of the votes in favour of or against such resolution. (vii) Minutes of General meeting (a) The Corporation shall cause minutes of all proceedings of general meetings to be recorded in books kept for that purpose. (b) Any such minutes, if signed by the Chairman of the meeting at which the proceedings take place or by the Chairman of the next succeeding meeting, shall be evidence of such proceedings. (97) Scanned by CamScanner Section 42 (2)(f) 18. (c) Until the contrary is approved, every general meeting in respect of the proceedings whereof minutes have been recorded shall be deemed to have been duly called and held, and all proceedings taken place thereon, to have duly taken place.

Working of the Engineering Cell — Accounting procedure. The Accounting Procedure to be following for the working of Engineering Cell of the Corporation in the matters of execution of works, maintenance of accounts, delegation of powers, shall be such as is specified in Appendix I. Appendix I CHAPTER I

DEFINITIONS 1. 2. 3. 4. 5

6. ADMINISTRATIVE APPROVAL : This term denotes an order to the Engineering Cell to execute certain work at a stated sum to meet the administrative needs of the Punjab State Warehousing Corporation. **COMPETENT AUTHORITY :** In relation to the exercise of any power means Board of

Director of the Punjab State Warehousing Corporation (in consultation with the share holders where ever necessary) or any other authority to which such powers may be delegated. **MAJOR ESTIMATE :** Is a term applied to the estimate for a work, when the sanctioned amount of the works expenditure exceeds Rs.

10,000 or any other amount which may be fixed by the Competent Authority. **MINOR ESTIMATE :** Is a term applied to the estimate for a work, when the sanctioned amount of the works expenditure exceeds Rs.

10,000 on any Other limit may be fixed by the Competent Authority. **MARKET RATE :** Used in respect of an article, borne on the stocks accounts of the Engineering Cell, this term indicates the cost per unit at which the articles' or an Article of similar description can be procured, at a given time at the stores

godowns from the public market suitable to the Engineering Cell for obtaining supply thereof. **TECHNICAL SANCTION :** This is an order given by the competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out in the Punjab State Warehousing Corporation. Scanned by CamScanner CHAPTER 11 MAIN OUTLINES OF

ACCOUNTS The main features of the system of the work Accounts of the Engineering Cell the Punjab State Warehousing Corporation are:- 21 The Accounts Officer subject to overall supervision of the M.D. is the primary Disbursing Officer of the Engineering Cell, who is permitted to operate Bank Accounts and obtain funds by cheques required for all disbursements in connection with the execution of works. 22 He

collects the receipts of the Punjab State Warehousing Corporation and pay them into the Bank Account of the Corporation. 2.3 The Accounts of these receipt and disbursements are compiled under his supervision by the Accountant posted in the Engineering Cell and submitted monthly to the Head Office of the Corporation. 2.4 The Accounts of the stores received in the Engineering Cell are to be clearly maintained

under the supervision of the Executive Engineer and are to be made available for audit to the Accounts Officer or any other Officer authorised by the M.D./A.O. 2.5 The charges on each godown are to be booked separately in the accounts of the Engineering Cell under separate heads of expenditure. 2.6

Personal payments to all the officers/Officials posted in the Engineering call are to be made on bills prepared by the Administrative Branch and accounts thereof are to be kept in the Head Office of the Corporation in accordance with the general rules applicable to all such payments of other staff of the Corporation. 2.7 All the accounts books should be kept in the Engineering Cell and the XEN has to satisfy

the audit that the claim accepted is valid. The voucher should be a complete proof of the payment which it supports and accounts should be correct in all respects. 2.8 In the absence of any specific instructions general rules and regulations given in Punjab PWD Code, Account Code Volume III and Financial Hand

Book No. 3 would apply. 2.9 All the expenditure in connection with the construction of godowns whether direct or indirect in form of salaries to staff, tools & plans or miscellaneous expenditure etc. shall be booked in the final accounts by the accounts branch under a general ledger head "Godowns Construction Account". A bi-ledger containing a detailed sub-headwise account of the expenditure book under the head

"Godowns Construction Account" shall be kept in the Engineering Cell under the supervision of the Accountant. The balances of this ledger shall be worked out monthly and reconciled with the balances shown in the general ledger under the head referred to above. A copy of the trial balances Of this ledger shall be supplied by the Engineering Cell to the Accounts Branch monthly. (99) Scanned by CamScanner CHAPTER III HEADS OF THE ACCOUNTS FOR CONSTRUCTION OF GODOWNS AND

EXPLANATORY NOTE FOR THE ACCOUNTAL OF TRANSACTIONS THEREUNDER:- (a) **FIXED ASSETS** (i) **Godowns :-** 3.1 All payments to the contractors and suppliers in connection with a specific godown against passed bills shall be charged and debited to the accounts of that particular godown under this detailed head. Similarly the pay and allowances of the work charged establishment shall also be debited to the account of particular godown on which employed. Otherwise payments shall also be debited to the accounts of a particular godown to which the same pertains. A separate account shall be kept for each godown. The number of accounts shall be as many as the number of godowns to be constructed. A bi-

ledger for godown-wise expenditure booked under their head shall be maintained in the Engineering Cell.

3.2 (a) FIXED ASSETS (ii) Land:- The expenditure if any in connection with the purchase of land for purpose of the construction of the godowns will be booked in the general ledger head "Godowns Construction Account" but in the bi-ledger it should be classified under this detailed head.

3.3 (b) CURRENT ASSETS (i) TOOLS AND PLANTS:- The cost of furniture, instruments, plants machinery, tools etc. as far as possible shall be charged to the particular godown for which purchased, treating this type of expenditure as work charged tools and plants. However, wherever such articles are purchased for general use for all on a group of godowns, its cost may be charged to the respective estimates and detailed accounts kept in the manner and as per PWD system of accounts and expenditure thereof booked under this head.

3.4 (c) EXPENDITURE (i) Establishment A Separate pay register shall be maintained in respect of Engineering Cell staff and separate pay bills shall be prepared for the officers/Officials working in the Engineering Cell. The expenditure shall first be debited to the general ledger head expenditure A/C of Pay of staff but at the time of closing annual accounts the total expenditure on the pay of the Engineering cell Staff shall be worked out for this register and adjusted as under in the Account Books. "Debit Godowns construction NC" "Credit Expenditure A/C Pay of staff : The Details of this adjustment shall be supplied by the closing Branch of the Engineering Cell through a debit note. A separate TA Check Register shall be kept in the Accounts Branch in respect of Engineering Cell staff and all T.A. bills entered therein. The expenditure shall (100) Scanned by CamScanner be debited to the general ledger head Expenditure A/C TA and Conveyance charges at the time of closing the annual accounts the total amount of TA paid to the Engineering Cell staff during the period shall be worked out from this register and adjusted as under in the book of the accounts branch. Debit : Godown Construction NC. Credit : Expenditure NC TA and Conveyance charges. Detail of this adjustment shall be supplied by the Accounts Branch to the Engineering Cell through a debit note. A separate medical reimbursement check register shall be kept in the Account Branch in respect of Engineering Cell staff and all bills for medical reimbursement charges on the close of the accounting year the Establishment Branch shall prepare and work out the total amount of medical reimbursement paid to the Engineering Cell staff and supply the statement to the Accounts Branch for adjustment as under:- Debit : Godown Construction A/C. Credit : Expenditure A/C Medical Reimbursement charges. Details of this adjustment shall be supplied by the Accounts Branch to the Engineering Cell thereafter in a debit note. Separate bills shall be prepared by the Accounts Branch in respect of employee's share of Provident Fund of Engineering Cell staff and adjusted monthly as above. Details of this adjustment shall be supplied by the Account Branch to the Engineering Cell through debit note. A separate register in respect of construction staff shall be kept and the amount debited to the general ledger 'head' expenditure A/C leave salary and pension contribution. At the close of the annual accounts a statement shall be prepared in a manner explained above and amount adjusted as under:- Debit : Godown Construction A/C. Credit : Expenditure A/C Leave salary and pension contribution. Details of this adjustment shall be supplied by a debit note.

3.5 (c) EXPENDITURE (ii) Contingencies:- The bills relating to the charges of electricity, water charges, rent, rates, taxes, Postage, telegraphs, telephone, entertainment, printing and other such expenditure relating to the Engineering Cell at the Head Office shall as far as POSSIBLE be routed through Engineering Cell and the charges shall accordingly be debited to the general ledger 'Head' Godowns Construction A/C. All such bills Of field Engineering Cell Office shall also be dealt with as above and the bill relating to the head Office which cannot be allocated relating purely to (101) Scanned by CamScanner 3.6 4.1 4.2 Engineering Cell shall be dealt with as usual and the expenditure charged to heads of account as at present.

PERSONAL ACCOUNT (d) (i) Material Supplied or Misc. Advance:- Payment to the suppliers on the basis of document presented through banks for advance payment shall be made by the Accounts Branch on the authority of Engineering Cell and amount debited to general ledger Head Godown Construction A/C. In the Accounts books maintained in the Engineering Cell, this amount shall be debited to this sub-head which shall be cleared or adjusted on the basis of certified bills duly passed by the Engineering-in-charge. (d) (ii) Imprest to Staff A/C The advance made to construction staff to meet day-to-day expenses shall be accounted for under this sub-head. On receipt of imprest A/C from the officials this sub-head shall be cleared by contra debited to the concerned sub head. This adjustment shall be made in the books of the Engineering Cell. (d) (iii) Security or deposit A/C :- The amount of earnest money on security deposit recommended from the contractor's bill shall be accounted for under this sub-head. (d) (iv) Head Office A/C :- The contra debit of credit effect of all the

payments made by the Accounts Branch shall be accounted for in the books of Engineering Cell under this sub-head

CHAPTER IV PROCEDURE OF WORKING OF ENGINEERING CELL REGARDING CONSTRUCTION OF GODOWNS OR OTHER BUILDINGS WORKS In accordance with the P.W.D. rules for the works costing upto Rs. 20,000 the work orders are drawn and above this amount formal contract agreement is executed between the parties. The S.W.C. is a Small organisation as compared to P.W.D. as such the work orders would be drawn upto the amount Of Rs. 10,000/- and agreement beyond Rs. 10,000/- N.I.T./Estimates should be prepared on P.W.D. schedule of rates. The work orders will be drawn by the S.D.O. on the basis of the quotations called by him. Construction Agreement:- Tenders would be called by the XEN with due notice from contractors of the Punjab PWD (B.&R.), Railway, Central P.W.D., M.E.S., Union Territory, Chandigarh etc. by giving wide publicity in the Press as well as in local P.W.D divisions etc. After the receipt of tenders, these shall be opened by the XEN at the specified time and date in the presence of tenderers or their authorised agents if they so like and the Sub-Divisional Officers and other Officer deputed (102) Scanned by CamScanner by M.D- YEN, will prepare a comparative statement indicating the rates of various tenders along with the conditions etc. These tenders will be by the following committees:- Executive Engineer-Chairman 2. Accounts Officer or Assistant Accounts Officer 3. Secretary or the Storage and Technical Officer 4. Sub-Divisional Officer The Committee will recommend the approval of the tenders and the acceptance letter will then be issued by the XEN after taking approval of competent authority. If possible without any harm to work, the decision regarding tenders may also be obtained from the Committee by the XENSDO. 4.3 Purchase of Material : For the purchase of other material which is required for whole of construction necessary tenders will be by the XEN and processed as per procedure given under head Construction agreement. a case for making purchase cannot generally be decided on the basis of lowest rates received by calling quotations tenders as the quality and specifications of the materials offered have also to be checked personally by the Engineering Cell. The Cell may need certain material or urgently, in case, it may not be possible to go into usual formalities of inviting quotations etc. In such cases after recording full justification, the Executive Engineer may recommend purchase through purchase Committee which may even go to the various suppliers, check the suitability of materials, negotiations, with the suppliers on the spot. The purchase committee is authorised to make cash purchase after taking necessary advances. The purchase committee is to be constituted as under : For purchase Upto Rs. 5000/- (i) Sub Divisional Officer (ii) Warehouse Manager/Representative of the Accounts Officer in case of H.O. For purchase of more than Rs. 5000/- (i) Managing Director or his representative. (ii) XEN or his representative (iii) Accounts Officer or his representative (iv) One Sub Divisional Engineer. 4.4 Labour Rates : The President of India is pleased to amend Sub Regulation 4 (IV) of Chapter IV Of Appendix I of Punjab State Warehousing Corporation Regulations, as under : (103) Scanned by CamScanner 4.5 "Labour Rates : If circumstance warrant, labour can be engaged by the Engineering Cell departmentally on the rates given in the Punjab PWD schedule of rates as applicable to the particular zone. The Executive Engineer Will have full power to sanction the rates of departmental labour after considering the non-availability of labour on scheduled rates within the prevailing ceiling for the PWD Zone recording full justification. In case the work charged staff is to be employed on the supervision of the construction of godown at site, these would be employed in running time scales as admissible to the corresponding categories from time to time in the state PWD (B&R). (This notification issues with the concurrence of the Finance Department conveyed vide their U.O. No. IO/FD (BPE) SOVI-Warehousing dated 17.1.1985.) Amended vide notification No. 14-12 Agri. 11 (8)/84/15551, Chandigarh, dated 29.1.85 by the Government of Punjab Department of Agriculture (Agriculture 11 Branch). Negotiation of Tenders : The tender Committee can negotiate with the lowest tenderer if the rate is considered high. In case the lowest tenderer does not agree to reduce the rate the negotiations can be held by the committee with the next lowest tenderer so as to arrive at reasonable fair rates. In case of single tender, the committee can also recommend acceptance of the same rate if otherwise found reasonable. 4.6 Measurements/Buildings/Payments : Measurements of the work will be done by the Overseer, Sectional Officer and entered in the Measurement Book and the SDO will check these to the maximum as far as possible but atleast 50% and in case of concealed item 100% check and test check of atleast 10 of the amount should be done by the XEN himself. The rates for each item will be entered by the SDO himself in the final bill which shall be audited in the office of XEN and then the payment will be made by the

Accounts Officer. Payment of all bills shall be made by the Accounts Officer after these are passed by the XEN on proper scrutiny. The accounts of expenditure will be maintained in the XEN's Office in the same way as is being done in PWD with the slight modification that the unnecessary forms and returns will be eliminated. The expenditure of the construction of godowns will be maintained sub headwise as in PWD so that at any time this could be scrutinised and checked. Similarly the payments for supply of material etc. will be made by the Accounts Officer on the basis of bill duly passed by the XEN. The bills of work charged staff and labour employed departmentally shall be passed by the XEN and the payment of the same will be made by the SDO out of the imprest given to him for the purpose. The imprest will be issued to the SDO by the Accounts Officer, which shall be got recouped monthly or earlier in special circumstances. (104) Scanned by CamScanner 4.7 MATERIAL AND A/C proper A/C of material and other articles received will be maintained by the SDO as is being maintained in the PWD. Similarly, the construction account of the material issued to contractors shall also be prepared with each bill. It shall be necessary to have Suspense Head for stock etc. T&P head of expenditure will be kept separately. The numerical Accounts of will be maintained by 4.8 One of the serving Superintending Engineer of the Punjab PWD, B&R to be nominated by the Chairman would be usually Arbitrator in case of any dispute between the Punjab State Warehousing Corporation & the Contractor/Supplier CHAPTER V PROCEDURE REGARDING SUBMISSION OF CONTRACTORS BILL FOR 5.1 5.2 5.3 5.4 5.5 5.6 5.7 PAYMENT Instructions of posting the measurement Book given on page 1-6 fly leaf of the M.B. be carefully read and followed. While recording measurements and carrying forward the same in the abstract of quantities and abstract of cost the cross reference of the pages from which record entries are carried forward should be invariably given to avoid difficulty in locating the record entries for comparing with the abstract of quantities and cost. Complete description of items as per contract be given while recording record entries and abstract quantities and cost. It should be verified that the rates are as per contract. Any item not covered by the contract must be got approved before hand by submitting analysis of rates. Wherever the carriage of earth and sand is allowed from a distance more than that provided in the contracts that also with the prior approval of the M.D. after giving full justification through XEN the SDO should verify after satisfying himself that the lead is correct. He should also give the following certificate : "I have myself verified the distance of lead for which carriage is being paid in case of item No-I Sr. No.,....." The bill should be prepared on the proper form and amount since last certificate should invariably be worked out. In case of final bills the following certificates should be recorded by the SDO i) Certified that the work has been executed in accordance with the PWD Specifications, 1963 as per drawings supplied from time to time. of the bill ii) Certified that the lead of Carriage paid vide item No. has been verified by me personally and is correct. (105) Scanned by CamScanner iii) Certified that all the rates provided in this bill are as per contract and are dated duly approved by the XEN vide No. 5.8 The bills of the supplier's should be on the printed bill forms and not on blank papers and where the sales tax is claimed by the firm and is recommended to be paid the sales tax number must be got mentioned from the supplier on the bill. 5.9 All cuttings and corrections in the M.Bs. and bills be initialled by the person making such corrections. The SDE should attest under full signatures, the main corrections of all types which have effect of increasing or decreasing the measurements recorded by the Overseer/Sectional Officer. 5.10 In case of bills of purchases the sanction reference with which the purchase has been effected by the quotations besides the following certificate, "Purchase has been effected from the lowest tenderer after inviting regular quotations." 5.11 Payment for unmeasured work shall not be made. 5.12 It is responsibility of the XEN that all the amount due from the contractor on account of supply of material, penalty on account of late completion of work, bad work etc, should be received from the contractor from final bill. Note : PWD standard forms shall be used with necessary modifications wherever necessary. List of important forms is at Annexure 'A'. (106) Scanned by CamScanner CHAPTER VI The delegations given below are subject to the following general limitations :- The provisions of Warehousing Corporation Act. Rules & Regulations made thereunder; (ii) The general policy as laid down by the Board of Directors from time to time. (iii) Observance of the canons of financial propriety; (iv) Allocations made for specific purposes in the budget and (v) Compliance with each rule/direction as prescribed by the Punjab Government Sr.No. 6.1 6.2 6.3 Nature of Power Purchase of land (it shall, however, be generally acquired through Punjab Govt.) Sanction of capital works Ceiling for and acceptance of tenders/contracts. a) Acceptance of tenders when open tenders are invited and when more than one valid tender is received.

Authority Chairman M.D. Chairman M.D. Chairman M.D. (See Annexure 'B' Page No. viii to xii) (107) Powers delegated Full powers subject to the policy instrucion laid down by the Board of Directors for land costing less then Rs. 1 lac and futher subject to the condition that (i) certificate of reasonability of rate has been issued by the competent revenue authority and (ii) the position of the local sale rate has been ascertained from the local Registration Office. Full powers for land not costing more than 50,000/- subject to the condition that (i) certificate of reasonability of rate has been issued by the competent revenue authority and (ii) the position of the local sale rate has been ascertained from the local Registration Office. Full powers in respect of the capacity approved by the Board of Directors. Full powers in respect of Capital works costing upto Rs. Five Iac subject ot the capacity already approved by the Board of Directors. Full powers. Full powers subject' to limit of Rs. five lakhs. Scanned by CamScanner b) c) d) e) When only one valid tender is received Calling for and acceptance of tenders for works when limited tenders are invited for reasons to be recorded in writing. Award of contract by negotiations without calling for tenders in emergent cases reasons to be recorded in writing. Acceptance of tenders other than lowest for reasons recorded in writing. Chairman M.D. Chairman M.D. Chairman M.D. Chairman M.D. Chairman M.D. XEN 6.4 6.5 6.6 6.7 6.8 6.9 To Sanction etc. supplementary items and minor in contracts for works. Execution of contracts in respect of sanctioned works and approved tenders. Extension of time limits of contracts. To waive or reduce penalties stipulated in the contract. To invite and accept tenders for purchase of construction material. Sale of surplus stores. XEN Chairman M.D. Chairman M.D. M.D Chairman M.D. Full powers. Full powers in respect of works costing less than Rs. Full powers. Full powers limited to Rs. Full powers. Upto Rs. 50,000/- Full powers. Full powers as long as the differences between the lowest tender and the accepted tender does not exceed 5%. Full Powers. Full powers provided the deviations does not result in excess over 10% of the original value of contract. Reasons to be recorded in writing. Full powers provided the deviations does not result in excess over 10% of the original value of contract. Reasons to be recorded in writing. Full powers Full powers Full powers in respect of the contracts awarded within his comptence, provided the extention granted does not exceed 1/3 of the time stipulated in the contract agreement. Full powers, provided the loss if any to the Corporation exceeding Rs. 10,000 in any individual case is reported to the Board of Directors. Upto Rs. 5,000/- Full powers. Full powers. Full powers by inviting tenders. (108) Scanned by CamScanner .10 .11 .12 .13 .14 .15 6.16 6.17 6.18 6.19 6.20 6.21 Write off shortage of articles of dead stocks, losses of stores, cash, tools and plants. Writing off irrecoverable loss of money/item of dead stock. Technical sanction. Administrative approval/ financial sanction. Local purchases for execution of (construction) work sanctioned Powers of levy compensation/ penalty on contractors in case of bad work. Advertisement charges of tenders etc. relating to supply of material construction of godowns etc. To create posts of work charged establishment. Appointment of work charged staff. To sanction the purchase of T&P. 'To senction repairs and carriage of T&P. Signing of cheques. Chairman M.D. Chairman XEN SDO Chairman M.D. XEN SDO XEN XEN M.D. XEN M.D. XEN Chairman/ (Jointly) AAO (Singly) DGM (Singly) Full powers provided the loss does not exceed 1000/- Upto Rs. 1000/- in each case. Upto Rs. one thousand. Upto Rs. 250/- Full powers. Upto Rs. 5000/- Full powers. Upto Rs. two lacs. Upto Rs. 5000/- Subject to Rs. 1000/- with the condition that the demand should not be split to avoid sanction of higher authorities. Full Powers as provided in the contract Full powers. Full powers subject to provision in the estimate. -do- Full powers. Full powers. Full powers. Rs. Rs. DGM & AMD Exceeding Rs. 20 lacs. (Jointly) The Amendments are vide order No. PWC/Acctts/39755-926/2001 dated 5.12.2001 NOTE :- In the absence of Accounts Officer, all powers delegated to Accounts Officer shall be exercised by the Assistant Accounts Officer. (109) Scanned by CamScanner LIST OF FORMS Sr. No. 1. 2. 3. 4. 5. 6. 7. 8. 9

10. Nomenclature of form The Muster Roll Casual Labour Roll The Measurement Book First and final bill form Running Account Bill Form Running Account Bill Form Running Account Head Receipt



Form Indenture for secured advances Pay Bill of Work Charged Establishment Form Nos. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. Form Punjab State Warehousing Corporation. (W) 10. (110) Scanned by CamScanner ANNEXURE-A pUNJAB STATE WAREHOUSING CORPORATION CHANDIGARH OFFICE ORDER In supersession of all previous orders on the subject delegation of powers except orders issued vide endorsement No.

PWC/Comm./CFS/33spI 1 & 2/99 dated 10-9-99 relating to delegation of financial/administrative powers to Chief Port Manager, CFS. Ludhiana, The financial powers delegated to Managing Director are, hereby, further delegated to following Officers, for efficient discharge of the functions of the Corporations, as specified below. DELEGATION OF FINANCIAL POWERS IN RESPECT OF WAREHOUSING

ACTIVITY A) Non-Recurring Expenditure TO FIELD OFFICERS DELEGATING AUTHORITY EXTENT OF DELEGATION UPTO (In Rs.) 20001- Warehouse Equipment, Office Equipment, Furniture

2. Fixture Chemical Stocks B) Recurring Expenditure 1. TalDA & approval of journey with state, Telephone, Electricity & Water Charges (Passing & Payment of Bills) 2. Postage & Telegrams 3. Printing & Stationery 4. Entertainment 5. Vehicles Running Expenditure 6. Repair & Maintenance 20000/- 500/- 10000/- Full Powers Full Powers Full Powers VVIManager W/Manager D.M. D.M. WIManager DM W/Manager 500/- At any one time W/Manager 2500/- At any one time DM 200/- 1000/- 50001- wnl (111) ANNUAL REMARKS CEILING (in Rs.) 10000/- 100000/- 2500/- 50000/- On pre-audit by Acctt in Distt.

20001- 100001- 2000/- 10000/- Limit of mileage per month Scanned by CamScanner (a) Godowns & Building (b) Equipment, Furniture etc. (c) Vehicles 7. Handling & Transportation On Corporation Account

8. Medical Reimbursement 9. Charges 2 20001- 100001- 2500/- 50001- 50001- 10000/- 10001- 50001- 5001- DM 10. Office Contingencies 50001- C) Miscellaneous 1. Dedaring Articles/Stores Surplus/ 25000/- Un- senhceable & disposal thereof 3 WIM WIM WIManager 50000/- DM (112) 4 10000/- 200001- 10000/-

25000/- 25000/- 100000/- 500001- 5000/- 1000001- 2. Recoupment of expenditure Inamed from imprest to WIManager others 3. Operation of bank account Full Powers 50000/- 5 On preaudit b/ Ecnunt; jnt in On preaudit by Accountant in Distt. fffro. For any one employee at any one time. On preaudit by Accountant in

distt office On preaudit by Accountant in distt. office At any one time on the basis of book value & on preaudit by Accountant in distt office On pre-audit Acctt in Distt Scanned by CamScanner 3 4. Hiring &

dehiring a) Godwon b) Offices & Stores 2 25001- 4 5 DELEGATION OF POWERS IN RESPECT OF PROCUREMENT ACTIVITIES TO FIELD OFFICERS 1. Operation of Bank Nc at Distt. Level and Purchase Centre 2. Payme against i) Purchase of Foodgrains Full Power Full Power DM & Accountant Jointly ii) Commission, levies, Taxes Full Power iii) H & Charges Full Power On tie basis of rates fixed by competfflt authority & on preaudit by Accountant in Dist. Office DELEGATION OF FINANCIAL

POWERS IN RESPECT OF WAREHOUSING ACTIVITY A) NON-Recurring Expenditure 1.

Warehouse Equipment 2. Office Equipments, Furniture & Fixture 3. Chemical Stocks 4. Vehicles (Purchase Including addition & alteration) 5. Gunny Bags B) Recurring Expenditure 1. Salary, Bonus, Pension, TND (Passing & Payment of Bills) 2. Postage & Telegrams, Telephone, Electricity & Water TO HEAD OFFICE OFFICERS Extent of Delegation Authority Annual Ceiling (In Rs.) 1000001- Remarks Delegation upto (in Rs.) 100000/- 20000/- 1000001- 2000001- Upto Rs. 40.000 50000001- Full Powers Full Powers (113) AMD Manager Incharge (S) Manager Incharge (F&A) AMD AMD AMD AMD Manager Incharge (F&A) Manager Incharge (F&A) Scanned by CamScanner Charges

3. Library Newspapers, Books & Periodicals 4. Insurance of Vehicle 5. Rent of Godowns, offices, stocks (Passing of Bills) 6. Liveries 7. Printing & Stationery 8. Publicity & Advertisement 9. Entertainment 10. Legal Expenditure 11. Vehicles Running Expenditure 12. License Fee 13. Repair & Maintenance a) Godowns/Buildings b) Equipments, Furniture & Fixture c) Vehicles 2 Up Rs. 5000/- Full Powers Full Powers Full Powers 3 AMD Manager Incharge (F&A) Manager Incharge (F&A) AMD 4 10000/- 10000/- 200000/- 100001- 500001- 5 As per scales fixed by State 2500/- At any one time Manager Incharge (S) 5000/- At any one time Manager Incharge (F&A) 50000/- At any one time AMD 20000/- 1000/- 5000/- 10000/- Full Powers Full Powers 50000/- 10000/- 25000/- 5000/- 2500001- AMD Br. Manager Manager Incharge (Comm.) AMD AMD Manager (114) Incharge (F&A) Manager Incharge (F&A) AMD Manager 50000/- Incharge (F&A) AMD Manager 25000/- Incharge (F&A) AMD Scanned by CamScanner 4 14.

Staff Welfare 15. Handling & Transportation On Corporation Account 16. Passing of H & T Charges Bills 17. Gratuity 18. Subscription to Membership 19. Interest on Loan 20. Guarantee Fee 21. Medical Reimbursement 22. Embossed Judicial Stamps 23. Plantation 24. Training Expenditure 25. Waighment Charges 26. Audit Fee a) Statutory Audit b) Tax Audit 27. Gifts 28. Office Contingencies 29. Ex gratia payment to employees 30. Income Tax (Corp.) 2 20000/- 50000/- Full Powers Full Powers Full Powers Full Powers Full Powers 25001- 72500/- Full Powers 5000/- 25000/- 50000/- 50000/- Full Powers Full Powers 25001- 5000/- Full Powers Full Powers 3 AMD AMD Manager Incharge (F&A) AMD AMD Manager Incharge (F&A) Manager Incharge (F&A) Manager Incharge (F&A) AMD Manager Incharge (F&A) Manager Incharge (F&A) AMD AMD AMD Manager Incharge (F&A) Manager Incharge (F&A) AMD Manager Incharge (F&A) AMD Manager Incharge (F&A) Manager Incharge (F&A) Manager Incharge (F&A) 5 For any one Employee at any one time As fixed by State Govt. As Admissible under rules As Payable under Income (115) Scanned by CamScanner 4 31. House Tax on Godowns etc. 2 Full Powers 32. Declaring Articles/Stores Surplus 50000/- [Unserviceable & disposal thereof 33. i) Approval of Journey of H.O. Staff ii) Approval of journey of DM & other HO Branch Officers. 34. Operation of bank account 35. Hinging & dehinging a) Godown b) Offices & stores 36. Sanction/ enhancement of imprest with various functions and recoupment of expenditure from imprest 37. Return of Security/ earnest money a) Civil contractor b) Labour contractor c) Employees d) Others 3 Manager Incharge (F&A) AMD Br. Manager AMD AAO Manager Incharge (F&A) Manager Incharge (F&A) & AMD jointly Manager Incharge (comm.) AMD Manager Incharge (comm.) Manager Incharge (F&A) Manager Incharge (F&A) Manager Incharge (F&A) Manager Incharge (F&A) Manager Incharge (F&A) Manager 5 Tax Law At any one time on the basis of book value. Withing Punjab State & Delhi Full Powers Full Powers 5 lac 20 lac 25 lac 2000/- 5000/- p.m. 5000/- p.m Full Powers Full Powers Full Powers Full Powers (116) Scanned by CamScanner 4 c) CAPITAL. EXPENDITURE I. Sanction of Capital Works D) ADVANCES 1. Travelling 2. Conveyance 3. House Building Advance 4. Salary 5. Medical 6. Labour Contractors 7. Supplier 2 Rs. 5 lac Full Powers Full Powers Full Powers Full Powers 5000/- 25000/- Full Powers Full Powers 3 Incharge (F&A) AMD Manager Incharge (F&A) ADM AMD Manager Incharge (F&A) Manager Incharge (F&A) AMD Manager Incharge (F&A) Manager 5 Subject to budget provisions & clearance by finance anticipated TA claim in respect of approved tour Where no relaxation of condition(s) involved. All cases covered under Rules & where no relaxation in rules is allowed 75% against work done at approved rules If in Incharge (F&A) accordance with supply order/contract Note: Manager Incharge means officer Incharge of the branch in the scale of 10025-15100 (117) Scanned by CamScanner DELEGATION OF POWERS IN RESPECT OF ENGINEERING WING s NO. NATURE OF POWER 1. Sanction of capital works 2. (a) To decide rates of items of work not available in PWD Common Schedule of rates. (b) To decide rates of item of work which are neither given in common schedule of rates of PWD nor in the agreement. 3. (a) Execution of contract in respect of Sanctioned works and approved tenders (b) Signing of agreement on behalf of MD, after tenders are finally approved by competent authority 4. Extension of time limit of contracts. Rs. 5 lac Full Powers Full Powers Full Powers Full Powers i) Full Powers in DELEGATION AMD CM Engg. CM Engg. CM Engg. CM Engg. CM Engg. subject to Budget provisions & clearance finance respect of contracts awarded within his competence provided the extension granted does not exceed 1/5 of time stipulated in the contract agreement

5. To purchase construction material without tenders (a) On rate contract (b) Open market after calling quotations in emergent cases on recommendation of CM Engg. Full Powers Upto Rs, 15000/- (118) CM Engg. Purchase In consultation with Finance. in consultation with Finance. Scanned by CamScanner 3 Purchase committee of CM Engg. SDO & AMD or his Rep. (c) On control price against allocation by Govt

6. Sale of Surplus Store

7. Technical Section 8. a) To incur expenditure on office contingencies b) To incur expenditure on contingencies c) Hiring of equipment transport & other tools and plants for execution of works departmentally 9. To levy compensation/ penalty on contractors in case of :- a) Delay b) Bad work 10. To create post of work charged 11. To sanction repair & carriage of T & P and construction 2 Exceeding Rs. 15000/- Full Powers Upto Rs. 5 lac by tenders Rs. 10000/- Full Powers Rs. 10001- Rs. 5000/- Rs. 2000/- Rs. 25000/- Upto Rs. 250001- for each item at one time Full Powers Full Powers Full Powers subject to provision in the estimate Full Powers (119) 4 do 5 CM Engg. CM Engg. SDO CM Engg. SDO CM Engg.

SDO CM Engg. CM Engg. CM Engg. CM Engg. CM Engg. CM Engg. In Consultation with Finance. subject to Rs.5000/- pa Subject to Rs.25000/- pa Subject to Rs. 1000/- pa Subject to Rs. 125000/- pa In consultation With Finance In consultation with Finance. Scanned by CamScanner 3 CM Engg

12. Passing of bills of construction repair of godowns plinths ect

13. Payment against bills of construction & repairs of godowns plinths ect 2 Full Powers Full Powers 4

As per delegation of powers relating to operation of bank account 5 DELEGATION OF POWERS

IN RESPECT OF PROCUREMENT ACTIVITIES TO HEAD OFFICE OFFICERS 1.a) Opening of

Bank AJC b) Operation of cash credit NC and current NC at Head office Chandigarh, dated The 15-09-99

Full Powers Full Powers manager Incharge (F&A) Manager Incharge AAO G.S. PIRZADA MANAGING

DIRECTOR U.O. No.PWCI Acul 24091 - 2581 99, dated:- 21-9-99 A copy of the above is forwarded for

information & action to:- 1. All the Branch Managers, PSWC at Head office

2. All the DMS, PWC in the state of Punjab

3. All the Warehouse Manager, PSWC in the state of Punjab

4. All the SD09 SWC 5. All the S.Os, PSWC 6. All the AAOs, PSWC at H.O

7. Secretary to MD 8. P.A. to AMD CHIEF MANAGER (FM), for Managing Director. (12m Scanned by CamScanner

