

(2)

**“राज्य लोक सेवा अभिकरण के पदाधिकारी व अधिकारियों /
कर्मचारियों की शक्तियां और कर्तव्य ”**

(सूचना का अधिकार अधिनियम की धारा 4 (1) (बी) (ii) के अंतर्गत)

(F)

STATE PUBLIC SERVICE AGENCY (SAPS), BHOPAL
DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

Administrative Powers

AP No	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
AP-1	To make appointment of Class I Posts	Executive Director	Full powers under rules/ regulations of the Government, on recommendations of selection committee appointed by state government subject to the availability of posts.
AP-2	To make appointments of Class II, III and IV posts and contingency paid project employees	Executive Director	Full powers under rules/ regulations of the Government, on recommendations of selection committee appointed by state government subject to the availability of posts.
AP-3	To Change Duty Station/ Headquarter	Executive Director	Full powers
AP-4	To relax age limit prescribed for First appointment	Administrative Department with the consent of Finance Department	Full powers in respect of all post subject to approval of Executive Council
AP-5	Creation of posts	Administrative Department with the consent of Finance Department	Full powers approval of EC
AP-6	Fixation of qualifications & pay scale	Administrative Department with the consent of Finance Department	Full powers for Class I , II, III & IV posts
AP-7	To order SAPS employees to hold current charge of another post and to sanction special pay	Executive Director	Double work allowance as per state government's rules/regulations
AP-8	To extend joining time in certain conditions	Director General	Full powers for Class I posts
		Executive Director	Full powers for Class II, III & IV posts
AP-9	To sanction annual increments	Executive Director	Full powers respect of Class I posts
		Director Administration	Full powers in respect of Class II, III & IV posts, except in case of enquiry
AP-10	Withholding of promotion	Executive Director	Full powers

Om

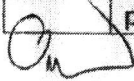
AP-11	Recovery from pay whole or part of any loss caused of SAPS by negligence of breach of trust	Executive Director	Full powers
AP-12	Power of deciding appeals in respect of orders passed after disciplinary proceedings	Director General	Full powers in respect of posts for whom E D is the appointing authority
AP-13	Powers to order D.E and take disciplinary action	Executive Director	Full powers
AP-14	Suspension of officers and employees pending departmental enquiry	Executive Director	Full powers
AP-15	Power to impose major punishment including termination and Dismissal from services	Executive Director	Full powers
AP-16	Power to impose minor punishments	Executive Director	Full powers
AP-17	Sanction Casual Leave	Director General	Full powers to sanction casual leave to E D
		Executive Director	Full powers for Class I & II posts
		Director Administration	For project based Class-II officer Class III ,IV & contract staff
AP-18	To sanction encashment of Leave	Director General	Full powers to sanction Earned leave to E D
		Executive Director	Full powers for Class I & II posts beyond 30 days
		Director Administration	Full Powers for Class III & IV employees up to 30 days
AP-19	To sanction Medical Leave	Director General	Full powers in respect of E D
		Executive Director	Full powers in respect of Class I & II posts and beyond 30 days for all other staff
		Director Administration	For Project based Class-II officers up to ten days & Class III & IV employee up to 30 days
AP-20	To sanction Extra ordinary leave(Leave Without Pay)	Director General	Full powers in respect of Class I & II posts
		Executive Director	Full powers in respect of Class III & IV posts
		Director Administration	For project contract staff up to 30 days
AP-21	Maternity leave	Executive Director	Full powers in respect of Class I posts
		Director	Full powers in respect of Class II, III & IV employees as per

Om

		Administration	rule
AP-22	Leave preparatory to retirement	Executive Director	Full powers
AP-23	To sanction commuted leave	Executive Director	Full powers
AP-24	To Sanction of Festival Advance	Director Administration	Full powers in respect of Class III & IV posts
AP-25	To Sanction Grain Advance	Director Administration	Full Powers
AP-26	To approve tour program and tour diary	Executive Director	Full powers in respected of class I,II,III & IV employees within and outside state
		Director Administration	Full power for Class III & IV posts and for project staff within State only
AP-27	Nomination of project Coordinator	Executive Director	Full powers
AP-28	Selection of Team Members in the Project	Project Coordinator	Full powers subject to Executive Director's approval

Financial Powers

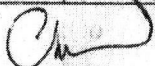
FP No	Nature of power	Authority to whom the Powers delegated	Extend of Delegation
FP-1	To sanction fixation of salary/wages and other fixed allowance	Executive Director	Full power subject to fixation as per rules with the permission of Governing Council
FP-2	To sanction Tour Advance	Executive Director	Full powers in respect of Class I & II
		Director Administration	Full powers in respect of Class- III and IV and Project staff
FP-3	Sanction of TA Bill	Executive Director	Full powers in respect of Class I & II posts barring relaxation in rules, which shall be referred to Executive Director
		Financial controller / Accounts Officer	Full powers in respect of Class III & IV posts and Project staff barring relaxation in rules, which shall be referred to executive Director
FP-4	Authorize an employee to undertake journey by special means of conveyance	Director General	Full powers
FP-5	Hiring of conveyance and travel expenses for project work at the project site	Executive Director	Full powers in respect of Class I and II and Project Coordinator subject to project budget provisions
		Director	Up to 10,000/- in respect of Project members and contract staff



		Administration	subject to project budget provisions
FP-6	To sanction fixed T.A to employees who are required to remain on tour for more than 15 days	Executive Director	Full powers in respect of Class I posts
		Director <u>General</u>	Full Powers in respect of Class II , III & IV posts and contract project staff
FP-7	To sanction full daily allowance for halt in excess of 10 days	Executive Director	Full powers for all staff as per government rules
FP-8	To purchase books and periodicals and audio-visual materials	Director General	Full powers subject to budget provision
		Executive Director	Full powers to Rs. 5,00,000/- per annum subject to budget provision
		Director Administration	Up to Rs. 5,000/-
FP-9	To sanction purchase of furniture, machinery, equipment including Computer Hardware and <u>Software</u> , store items, Stationary and <u>Miscellaneous</u> Items	Governing Council	Full powers
		Director General	Up to Rs 50,00,000/-
		Executive Director	Up to Rs 25,00,000/-
		Director Administration	Up to Rs 25,000/-
FP-10	Maintenance, additions and alteration of buildings (nonresidential office buildings)	Director General	Full powers
		Executive Director	Up to 5,00,000/- if the works is being done by Government Agency
		Director Administration	Up to Rs. 10,000/- annum for minor repairs
FP-11	To sanction expenditure on demurrage charge	Governing Council	Above Rs. 20,000/-
		Director General	Up to Rs. 50,000/-
		Executive Director	Up to Rs. 10,000/-
FP-12	To sanction expenditure on repairs of vehicles	Director General	Full powers
		Executive Director	Full powers up to Rs. 15,000/- for a single vehicle per annum.
		Director Administration	Full powers up to Rs. 2000/- for a single vehicle per annum.
FP-13	Purchase of types and tubes batteries for SAPS vehicles	Executive Director	Full powers as per Rules.
FP-14	To sanction advance and expenditure on miscellaneous recurring purchase	Executive Director	Full powers as per Rules.
		Director	Up to Rs . 5,000/-

		Administration	
FP-15	To sanction refund of credited of credited amount in favor of SAPS	Executive Director	Full powers subject as rules of SAPS
EP-16	To sanction expenditure on study groups/ seminars held or sponsored by SAPS	Director General	Full powers
		Executive Director	Up to Rs. 2,00,000/- at a time
FP-17 A)	To accept tenders/ contract- To purchase Software from original equipment manufacturer without quotation/tendering process.	Executive Committee	Full powers
		B)	open tender and more than one valid tenders
C)	Single tender for acceptance of contracts by negotiation	Director General	Full powers beyond Rs. 10.00 lacs
		Executive Director	Full powers up to Rs. 10.00 lacs, negotiation prohibited
		Governing Council	For amounts beyond Rs 10.00 lacs as per cvc rules/government rules
D)	Open tenders where lowest quotation is not proposed to be accepted subject to reasons recorded	Executive Council	For amounts up to Rs 10.00 lacs
		Governing Council	Full powers
		Executive Council	Full power up to Rs 05.00 lacs
FP-18	Sanction of advertisement charges	Director General	Full powers
		Director General	Full powers above Rs. 1,00,000/-
		Executive Director	Up to Rs. 1,00,000/- full powers subject to budgetary allotment
FP-19	Printing of Forms, Annual Reports and Stationery articles, photocopying, and binding etc.	Executive Director	Up to Rs 5,000/- for project specific works
		Director Administration	Up to Rs. 5000/- per project per annum
FP-20	To declare stores as surplus/ unserviceable and to fix their reserve/resale price and to prescribe their mode of disposal	Director General	Full powers
		Executive Director	Up to Rs. 1,00,000/-
FP-21	To sanction write-off of unserviceable stores and store lost by fraud, negligence or theft	Director General	Full powers as per Madhya Pradesh state Government rules
		Executive Director	Full powers Up to Rs. 1,00,000/- as per Madhya Pradesh state Government rules

FP-22	Sanction of telephone on mobile, electricity and water charge bills	Director Administration	Full powers
FP-23	To sanction new telephone or mobile connection	Executive Director	Full powers
FP-24	To sanction expenditure on POL of SAPS vehicles	Executive Director	Full powers in case of relaxation
		Director Administration	Full powers up to the limit decided by home Department
FP-25	To sanction conveyance allowance (Vehicle allowance)	Executive Director	Full powers for all categories as per Madhya Pradesh state Government rules
FP-26	Purchase of Liveries for Class IV staff and Drivers subject to eligibility	Executive Director	Full powers
FP-27	To sanction Medical bills	Financial Controller / Accounts Officer	Full power in respect of officers and officials working in SAPS as per rule.
FP-28	Institution of legal proceeding and hiring legal experts	Direct General	Full powers
		Executive Director	Full powers up to Rs. 1,00,000/-
FP-29	Receipt and discharge on behalf of the organization	Financial Controller / Accounts Officer	Full powers
FP-30	Draw and negotiate cheques, letters of credit, etc.	Financial Controller / Accounts Officer	Full powers
FP-31	To sign various documents viz a) Bill of loading order for delivery of goods, RR, etc.	Financial Controller / Accounts Officer	Full powers
	b) To sign vouchers, etc.	Financial Controller / Accounts Officer	Full powers
	c) To check and attest entries in Cash Books	Financial Controller / Accounts Officer	Full powers
	d) Sign and execute contracts	Executive Director	Full powers
FP-32	Payment of Newspaper & Magazine for Library	Executive Director	Full powers
		Director Administration	Up to Rs. 5000/-
FP-33	Printing of Documents	Executive Director	Full powers
FP-34	Binding of Library Books &	Director	Full powers



	Journals	Administration	
FP-35	To sanction amount for Insurance of SAPS vehicles	Director Administration	Full powers
FP-36	To sanction amount for Insurance of SAPS Assets	Executive Director	Full powers
FP-37	Engagement of Accounts Auditor for internal annual audits	Executive Director	Full powers
FP-38	Engagement of Experts / Consultants/temporary workers/ Labors on collector rate as per need	Director General	Full powers
		Executive Director	Up to Rs 3,00,000/- per year
FP-39	Power to engage NGO, Retired Officers, for inspections and Surveys	Executive Director	Up to Rs 5,00,000/- per year
FP-40	Signature of Terms of Reference/ Agreements for project	Executive Director	Full powers (If ED deems it proper he can on a case to case basis authorized an appropriate person to sign an agreement or contract on his behalf)
FP-41	Approval of project with project budget breakup	Executive Director	Full powers
FP-42	Powers to sign Cheques and make payments	Executive Director	Full powers to Executive Director (ED to decide the systems and procedures and authorize to sign Cheques)

Handwritten signature