

Himachal Pradesh Social Audit Society, Khalini, Shimla-2

OFFICE ORDER

In pursuance of the powers vested in Governing Body vide item No. 12 of the Rules and Regulations of the Himachal Pradesh Social Audit Society and after concurrence of the Governing Body vide agenda item No. 1 in its meeting held on 28.06.2017, the Society further prescribes the various financial procedures and delegation of financial powers for smooth functioning of the Society and to sanction various expenditure in respect of the following items of expenditure amongst the Chairperson, Principal Secretary (RD) and Director, Social Audit Society as under :-

Sr. No.	Name of the Power	Whom the powers is delegated	Extent of delegation of Power
(1)	(2)	(3)	(4)
1.	To sanction expenditure under following S.O.E.: a) Salary/Wages b) T.A. c) Medical Reimbursement	1. Director, SAU/ DDO 1. Chairman 2. Principal Secretary(RD) 3. Director, SAU/ DDO -do-	Full Powers for payment of salary, wages and allowances of all staff employed with the prior approval of the Competent Authority i.e. Chairperson, Governing Body as per norms of H.P. Govt. Full powers as per H.P. Govt. norms. Full powers as per H.P. Govt. norms except those bills which are passed/countersigned by the Director, SAU. Full powers as per H.P. Govt. norms except in case of bills which should be countersigned by the authority other than Director, SAU. -do-
2.	To sanction DP/DA/ADA /other allowances on the State Govt. Pattern from time to time to the officers/officials of the Social Audit Unit wherever applicable.	Principal Secretary	Full powers.
3.	To sanction temporary advances to staff for purchase of office articles and other items including	1. Principal Secretary 2. Director, SAU/DDO	Full Powers Upto Rs.10,000/- at one time.

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4.	To sanction expenditure on Service Postage Stamps.	1. Principal Secretary 2. Director, SAU/DDO	Full Powers Upto Rs.5000/- at one time.
5.	A. Leave/Tour programme of Director, SAU B. Other staff of the Unit. C. To sanction Annual Increment in the relevant Pay Scale/Pay Band	1. Principal Secretary 1. Director, SAU 1. Director, SAU	Full Powers including outside the state also. Full Powers. However the tour programme outside the state shall be approved by the Pr. Secretary. Full powers except Proficiency Increment, upgradation & higher pay scale which shall be approved by the Chairperson only.
6.	Hire of Conveyance/ Motor Vehicle Expenses.	1. Principal Secretary 2. Director, SAU	Up to Rs.0.50 lacs per annum for hiring taxi. i) To sanction the monthly charges with the prior approval of the Chairperson. ii) Full Powers to sanction expenditure on fuel/ lubricants etc. as per norms.
7.	To sanction legal/ professional fee Subject to approval by Governing Body.	1. Chairperson 2. Pr. Secretary 3. Director, SAU	Full Power. upto Rs.50,000/- in each case. Upto Rs.20,000/- in each case.
8.	To sanction expenses on Advertising & Publicity	1. Chairperson 2. Principal Secretary 3. Director, SAU	Full powers Above Rs.10,000/- & upto Rs.50,000/-. Upto Rs.10,000/- on each occasion 5 times in a year.
9.	To sanction installation of New Telephones.	Chairperson	Full powers as per norms fixed by the Governing Body.
10.	To sanction expenditure on installation of internal telephone system (intercom) EPBX	Principal Secretary	Full Powers
11.	Repair and maintenance of Office machinery/equipment/furniture etc.	1. Principal Secretary 2. Director, SAU/DDO	Full powers Upto Rs.3,000/- in each case.

12.	To incur expenditure on hospitality & entertainment. (To host working lunches/dinners and to provide refreshment at meetings etc.)	1. Chairman 1. Principal Secretary 3. Director, SAU	Above Rs.30,000/- on each occasion. Upto Rs.30,000/- on each occasion. Upto Rs.2,000/- on each occasion.
13.	To sanction purchase of Books & Journals i/c periodical/Newspapers etc.	1. Principal Secretary 2. Director/DDO	Full powers. Upto Rs. 5000/- per annum.
14.	To sanction payment of telephone/Electricity/Water charges/RRT bills.	Director SAU/ DDO	Full Powers as per approved norms.
15.	To sanction hiring of private building for office/ Guest house purposes.	-	All cases to be referred to Chairperson for approval as per H.P. Govt. norms.
16.	To sanction purchase of office furniture & fixtures including furnishing items.	Principal Secretary	i) Full Powers in cases where a new office or additional staff is created purchase of furniture will be according to norms and with the prior approval of the Chairperson. ii) In case the replacement of furniture, full powers in accordance with the laid down procedure and replacement as per norms with the prior approval of Chairperson.
17.	To sanction expenditure on purchase of fans/ computers /UPS/Printers/Fax & Photostat machines (Machinery & Equipment)	Principal Secretary	i) Upto Rs.1.50 lac for purchase of such items at one time. ii) Above Rs.1.50 lac all cases to be referred to the Chairperson.
18.	To sanction local purchase of Store & Stationery items: a) Without calling for tenders b) Purchase on rate contract. c) After calling tenders.	1. Director, SAU/DDO 1. Principal Secretary 2. Director, SAU/DDO 1. Principal Secretary 2. Director, SAU/DDO	Upto Rs.3,000/- on each occasion subject to maximum of Rs.50,000/- in a financial year. Full Powers. Upto Rs.20,000/-. Full Powers. Upto Rs.10,000/- on each occasion.
19.	To sanction expenditure on Stationery purchased from CP & S.	Director, SAU/DDO	Full Powers
20.	To incur expenditure on	1. Chairperson	Above Rs.50,000/-.

	publication (it includes expenditure on printing of Office codes, Manual, Annual Reports and other documents whether priced or un priced.	2. Principal Secretary 3. Director, SAU/DDO	Upto Rs.50,000/- on each occasion. Upto Rs.20,000/- on each occasion.
21.	To sanction expenditure for conferences, Seminars, Workshops, Trainings and Awareness Programmes etc.	1. Director, SAU 2. Principal Secretary 3. Chairperson	Upto Rs.30,000/- on each occasion Above Rs.30,000/- & upto Rs.50,000/-. Above Rs.50,000/-.
22.	To sanction expenditure upon item not specified in budget estimate and otherwise: 1. Recurring 2. Non-recurring	1. Director SAU 2. Principal Secretary	1. Upto Rs.10,000/- 2. Above Rs.10,000/-
23.	Purchase of fixed assets.	Chairman	Full powers.
25.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates not otherwise specified elsewhere.	Principal Secretary	Full powers.

It is further ordered that:-

1. All Cheques shall be issued under the joint signature of the Director, SAU and Section Officer (F&A), RDD as nominated from time to time.
2. Cash book(s) shall be maintained regularly by the Society and all receipt and payments entered therein shall be attested by the DDO.
3. The receipt of any cash or Cheque shall be issued under the signature of the Accountant/Cashier and shall be countersigned by DDO.
4. The society and its officers and staff shall broadly follow procedure as followed by Govt. departments for effecting purchasing of office equipment, machinery and material and other item etc.
5. Any other expenses not specified separately in the above delegation will be covered under the head miscellaneous expenses.
6. The society shall follow as far as practicable, State Govt. procedure for condemnation of stores vehicle hiring of office accommodation etc.
7. For all purchases of machinery, equipment and materials including furniture etc., a purchase committee would be constituted by the Chairman or the Principal Secretary as the case may be. A purchase committee may also be constituted at other times also as may be considered appropriate by the authorities.

8. The Society shall effect its on measure to effect economy in expenditure as may be deemed fit by it. It shall give due consideration to the Govt. instruction in this regard and adopt these instructions on terms and conditions as considered appropriate by the Society.
9. The Chairman shall be competent to delegate such powers of expenditure sanction to the subordinate authority as may be deemed appropriate.
10. The Chairman of the society may relax any of the provisions of this financial delegation/order, in case there is any difficulty in implements of its provisions .
11. The Chairman of the society shall be competent to issue from time to time, such order and directions with regard to implementation of this financial order/delegation so as to meet the objects and purposes authorized by the Rules and Regulations of the Society in the discharge of its functions.

By Order/-

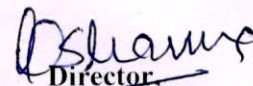
**Chairperson,
Governing Body**

Endst. No. HPSAU-H(A)(3)-1/2016-

Dated :

Copy forwarded to the following for information:-

1. The Principal Secretary/ Secretary (RD) to the Govt. of H.P.
2. All the members of the Governing Body.
3. The Director-Cum-Ex-officio Secretary (RD), H.P.
4. The Special Secretary (Finance) to the Govt. of H.P., Shimla-2.
5. The Dy. Accountant General(Social Sector), H.P., Shimla-3
6. The Deputy Controller (F&A)/Section Officer (F&A), RDD, Shimla.
7. All the officers/officials of the Society.
8. The Sr. P.S. to the Chairman-Cum-ACS(UD) to the Govt. of H.P. for information of Chairman.
9. Notice Board


Director,

Social Audit Society,
Himachal Pradesh, Shimla-9.