



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

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

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

दिनांक Date : 14.03.2017

## CIRCULAR

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

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

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

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

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

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

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

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

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

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

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

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

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

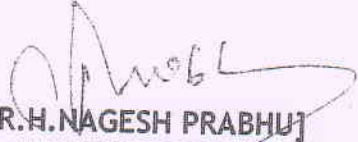
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Once again it is impressed upon all the concerned to follow the prescribed procedure while exercising the given delegation of financial powers.

Encl: As above

TO:

  
[DR. H. NAGESH PRABHU]  
MEMBER SECRETARY



# केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

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CSB Complex, BTM Layout, Madiwala

बेंगलूरु Bangalore - 560068

सं. केरेबो-13/(1)/2016-2017/लेखा

दिनांक : 14.03.2017

## परिपत्र

हिन्दी रूपान्तर

विषय : व्यय के विभिन्न मद उपगत करने के लिए वित्तीय शक्तियों के प्रत्यायोजन के संबंध में ।

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भारत सरकार ने अधिसूचना सं. जीएसआर 750(ई), नई दिल्ली दिनांक 03.10.2011 के माध्यम से बोर्ड की वित्तीय शक्ति ₹ 10.00 लाख से ₹ 50.00 लाख तक बढ़ाई, केरेबो नियमावली 1955 के खण्ड-22(3) के अनुसार बोर्ड वित्तीय शक्ति अध्यक्ष, उपाध्यक्ष, सदस्य-सचिव अथवा बोर्ड के किसी अन्य अधिकारी को प्रत्यायोजित करें, जैसा वह ठीक समझे ।

उपरोक्त के फलस्वरूप केन्द्रीय रेशम बोर्ड ने बेंगलूरु में 15.02.2017 को सम्पन्न बैठक में पुनरीक्षण की शर्त पर विभिन्न आवर्ती तथा अनावर्ती व्यय के मद उपगत करने हेतु बोर्ड के विभिन्न संवर्ग के अधिकारियों को वित्तीय शक्तियों के प्रत्यायोजन के लिए अनुमोदन दिया ।

तदनुसार केन्द्रीय रेशम बोर्ड के विभिन्न अधिकारियों को वित्तीय शक्तियों का संशोधित प्रत्यायोजन अनुबंध-1 में संलग्न है जो उपरोक्त विषय पर पहले के परिपत्र संख्या केरेबो-13(1)/2002-03/लेखा दिनांक 03 जुलाई, 2002 तथा समय-समय पर जारी स्पष्टीकरण के अधिक्रमण में है । उक्त वित्तीय शक्तियों का प्रयोग करने से पहले अनुबंध-1 के नोट में दिए गए बिन्दुओं पर सभी संबंधित का विशेष ध्यान आकर्षित किया जाता है ।

उपरोक्तानुसार वित्तीय शक्तियों का प्रयोग करते समय सभी संबंधित सरकार द्वारा किसी विशेष मद पर व्यय उपगत करने के संबंध में जारी कार्यविधि, जांच तथा अन्य शर्तें तथा अनुदेशों का विधिवत पालन किया जाएगा ।

केरेबो के संस्थानों/इकाईयों को सामान्य वित्तीय नियम के प्रावधान, केन्द्रीय सतर्कता आयोग के दिशा-निर्देश, वित्तीय शक्ति का प्रत्यायोजन संबंधी नियम, संगत नियम तथा तत्संबंधी अनुदेश, सामान्य मितव्ययिता अनुदेश तथा मंत्रालय/केन्द्रीय कार्यालय द्वारा समय-समय पर जारी अन्य संबद्ध दिशा निर्देशों का सख्ती से अनुपालन करना होगा ।

प्रत्येक केरेबो इकाई को वैज्ञानिक/तकनीकी/प्रशासनिक/लेखा तथा वित्त अधिकारी, उपलब्धता के अनुसार, को शामिल करते हुए विद्यमान नियमों तथा विनियमों, अनुदेशों आदि के अनुसार सिविल कार्य/ली गई सेवा संबंधी प्रस्ताव की जांच तथा किसी भी मद के प्रापण के लिए कार्य समिति तथा



क्रय समीक्षा समिति गठित करनी चाहिए ।

सभी निविदा दस्तावेजों में कार्य/क्रय/सेवा आदि के आधार पर उचित रूप में संविदा के सामान्य शर्तों/संविदा की विशिष्ट शर्तों को अपनाना चाहिए । सभी निविदा सदस्य-सचिव, केरेबो/संबंधित संस्थान के निदेशक, जैसा मामला हो, के नाम से आमंत्रित करना चाहिए । आगे परिपत्र सं. केरेबो-3(76)/99-आंलेप दिनांक 09.07.1999, परिपत्र सं. 28(2)/99-प्रशा दिनांक 20.08.1999 तथा परिपत्र सं. 28(12)/भण्डार/खण्ड-III/प्रशा. दिनांक 18.10.2016 में निहित क्रय कार्यविधि का सख्ती से अनुपालन किया जाए । निविदा को अनिवार्यतः जीएफआर के नियम सं. 162 के अन्तर्गत भारत सरकार के निर्णयों के अनुसार सीपीपीपी पोर्टल के अलावा केरेबो/संस्थान के वेबसाइट में अपलोड करना जरूरी है ।

पुस्तकालय पुस्तकों के क्रय के संबंध में केन्द्रीय कार्यालय ने पत्र सं. केरेबो-31(2)/(एमआईएस-पुस्तक)/95-96-असअ खण्ड-I दिनांक 19.03.1996 के माध्यम से प्रत्येक संस्थान द्वारा खरीदने के अन्तर्राष्ट्रीय जर्नलों की अनुमोदित सूची परिचालित की थी तथा तत्संबंधी अनुपालन करने की कार्यविधि स्पष्ट की गई थी जिसे पुस्तकें खरीदते समय देखा जाए । उपरोक्त अनुमोदित सूची के अलावा कोई अतिरिक्त पुस्तक खरीदने के लिए केन्द्रीय कार्यालय, बंगलूरु से पूर्व अनुमोदन प्राप्त करना जरूरी है ।

रसायन, उर्वरक तथा रोगाणुनाशी खरीदने के संबंध में परिपत्र सं. केरेबो-31(2)/टीसी/इनपुट/1996-97/असअ दिनांक 09.02.1999 का संदर्भ लिया जाए और तदनुसार कार्रवाई की जाए ।

अनुबंध-1 के मद सं. 14 में इकाई/संस्थान में यदि वैज्ञानिक-डी/संयुक्त सचिव, संयुक्त निदेशक तथा समतुल्य पद नहीं है तो ऐसे मामलों में उनको दी गई शक्तियों का प्रयोग उपनिदेशक/सहायक निदेशक स्तर के अधिकारियों द्वारा किया जाएगा ।

एक निविदा पूछताछ के माध्यम से उपगत करने के व्यय के मामले में, इसका अनुमोदन/स्वीकृति मात्र सदस्य सचिव तथा ऊपर के स्तर से किया जाएगा ।

आंतरिक जाँच तथा आंतरिक नियंत्रण उपाय प्रभावी बनाने के लिए बढ़ाये गए प्रत्यायोजन के अन्तर्गत सभी व्यय प्रस्ताव वित्त/लेखा/प्रशासनिक कक्ष में संयुक्त निदेशक/उपनिदेशक (प्र व ले)/सहायक निदेशक (प्र व ले), जैसा भी मामला हो, द्वारा जाँच किया जाएगा ।

पुनः सभी संबंधित से आशा की जाती है कि वित्तीय शक्तियों के प्रत्यायोजन का प्रयोग करते समय निर्धारित कार्य प्रणाली का अनुपालन किया जाए ।

नागेश प्रभु

(डॉ. एच. नागेश प्रभु)

सदस्य सचिव

संलग्न : यथोपरि ।

सेवा में



## ANNEXURE - I

### केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

(वस्त्र मंत्रालय, भारत सरकार Ministry of Textiles - Govt. of India)

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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 133<sup>rd</sup> 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	<b>A. <u>RECURRING / REVENUE</u></b>  <b>(i) Renovations, Repairs and maintenance of buildings, office campus, garden etc.</b>	<b>Member Secretary</b>	Up to Rs.30.00 lakh per single work order - Up to Rs.40.00 lakhs per order with the approval of <b>Chairman.</b>
		<b>Director</b>	Up to Rs.5.00 lakh per single work order.
		<b>Scientist-D / Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.1,00,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.25,000/- per single work order per annum.
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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	
	<b>ii) Maintenance, Upkeep &amp; Repairs of Machineries, Equipments, Farm Appliances, UPS, Servers, Lift, Vehicles, Computers, Furniture.</b>	<b>Member Secretary</b>	Up to Rs.20.00 lakhs per work order  Up to Rs.30.00 lakhs per work order with the approval of Chairman.
		<b>Director</b>	Up to Rs.1.00 lakh per single work order
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.20,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per single work order
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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:**

	<b>iii) Hiring of vehicles / scientific equipments</b>	<b>Member Secretary</b>	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
		<b>Director</b>	Up to Rs.50,000/- per single work order
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	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	<b>Member Secretary</b>	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
		<b>Director</b>	Up to Rs.50,000/- per single work order
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.20,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per single work order
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	Upto Rs.5,000/- per single work order
	ii) Printing / Binding Publication and other Publicity materials / films / advertisements / documentary/ Photographs	<b>Member Secretary</b>	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.
		<b>Director</b>	Up to Rs.1.00 lakh per single work order
		<b>Scientist-D / Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.20,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per single work order
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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.	<b>i) Purchase of Chemicals, Pesticides and Disinfectants.</b>	<b>Member Secretary</b>	Up to Rs.10.00 lakhs per single work order Up to Rs..20.00 lakhs per order with the approval of Chairman
		<b>Director</b>	Up to Rs.2.00 lakhs per single work order
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.50,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per single work order
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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	
	<b>ii) Purchase of Fertilizers, FYM, Manure / Seed / Seed cocoon and other inputs.</b>	<b>Member Secretary</b>	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.
		<b>Director</b>	Up to Rs.2.00 lakhs per single work order
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.50,000/- per single work order
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per single work order
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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	<b>Member Secretary</b>	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.
		<b>Director</b>	Up to Rs.3,00,000/- per annum per case

Central Office Circular No.CSB-9(35)/2012/Coord, dated 28<sup>th</sup>/29<sup>th</sup> 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.	<b>Member Secretary</b>	Up to Rs.10.00 lakhs per month  Up to Rs.20.00 lakhs per month with the approval of Chairman.
		<b>Director</b>	Up to Rs.2.00 lakhs per month
		<b>Scientist-D Joint Secretary / Joint Director &amp; equivalent</b>	Up to Rs.50,000/- per month
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Up to Rs.10,000/- per month
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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.	<b>Payment towards Telephone/ Fax/Internet /Website maintenance and other communication tools</b>	<b>Member Secretary</b>	Up to Rs.10.00 lakhs per month
		<b>Director</b>	Up to Rs.1.00 lakh per month
		<b>Scientist-D Joint Secretary / Joint Director &amp; Equivalent</b>	Up to Rs.20,000/- per month
		<b>Scientist-C / Deputy Secretary &amp; equivalent</b>	Upto Rs.6,000/- per month
		<b>Scientist-B / Assistant Director &amp; equivalent</b>	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	<b>Member Secretary</b> – Full powers <b>Director</b> - 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.	<b>Member Secretary</b> Up to Rs.30.00 laksh in each case and Rs. 40.00 lakhs in each case with the approval of the Chairman <b>Director</b> - 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 :**

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

	<b>ii) Purchase of vehicles</b>	<b>Member Secretary</b>	Up to Rs.15.00 lakhs per single order Up to Rs.25.00 Lakhs per single order with the approval of Chairman
		<b>Director</b>	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:-

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

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