बिहार स्टेट फूड एण्ड सिविल सप्लाईज कॉरपोरेशन, लि0,

"खाद्य भवन", दारोगा राय पथ, आर0ब्लॉक, रोड नं0 2, पटना 800001

कार्यालय आदेश

Delegation of Financial and Administrative power to the Managing Director of the Bihar State Food & Civil Supplies Corporation Ltd. after restructuring of Administrative Structure of the Corporation

खाद्य एवं उपभोक्ता सरंक्षण विभाग,बिहार, पटना के संकल्प संख्या ज्ञापांक प्र03–विविध नि0–10/2016–5363दिनांक18.10.17 एवं स्वीकृत्यादेश पत्रांक 5364 दिनांक 18.10.17 के आलोक में बिहार राज्य खाद्य एवं असैनिक आपूर्ति निगम लि0 के प्रशासनिक संरचना के पुर्नगठन के आलोक में प्रबंध निदेशक को वित्तीय एवं प्रशासनिक शक्ति प्रदत्त करने से संबंधित प्रस्ताव पर निगम निदेशक पर्षद 150 वीं बैठक दिनांक 31.10.17 मद सं0 150.11 में लिये गये निर्णय निम्न प्रकार है–

"The proposal was discussed and it has been resolved that as full powers are vested with Managing Director so he is authorized to delegate powers as per requirement. Further, board has advised that if need for structural delegation is felt then a committee shall be constituted to frame a delegation proposal and the same shall be placed before the Board".

तदनुसार निदेशक पर्षद के निर्णय के आलोक में प्रबंध निदेशक को स्वीकृत बजट के अधीन निम्नांकित शक्ति प्रदत होगी।

- Power of MD within the Approved Budget of the Corporation.

Sl. No.	Nature of Powers	Extent of Powers
ADMINISTRATIVE POWERS :		
1.	(a) Authority competent to create posts on contractual basis for six month. (b) Board of Director will be competent to create post on contractual basis as & where ever required.	(a) Full Powers. (b) Full power to BoD.
2.	Authority competent to appoint persons to posts on contractual posts.	Full Powers against the created post.
3.	Authority competent to promote employees.	Full powers for promotion upto class III on recommendation of the committee constituted by MD.
4.	Disciplinary authority for the employees in respect of : (i) Minor penalties (ii) Major penalties	Full powers for all categories of staff except employees on deputation.
5.	Authority competent to transfer staff and officers.	Full Powers.
6.	Authority competent to grant of leave, casual leave, earned leave, etc. in respect of officers and staff of the Corporation.	Full Powers.

7.	(i) Authority competent to requisition officer on deputation from State Govt. against the sanctioned post.	(i)Full Powers.
	(ii) Authority competent to return the service of officer on deputation from State Govt. against the sanctioned strength on administrative ground.	(ii) Full Powers.
FINANCIAL POWERS :		
8.	Appointment and payment of salary of staff on contractual/outsources.	Full powers.
9.	Local purchase of stationery and other articles needed for an office.	Full powers.
10.	Contingent Expenditure: (a) Recurring (b) Non-recurring (c) Expenditure on entertainment.	Full powers.
11.	Grant of advances for the following: (a) Advance Pay (b) Festival Advance	Full powers.
12.	(a) Purchase of Furniture (b) Repair of Furniture (c) Purchase of Computers, Printers, Photocopier etc. and other office requirements.	(a) Full powers. (b) Full powers. (c) Full powers.
13.	Telephone rents for existing connection.	Full powers.
14.	Repairs and erection of machinery.	Full powers.
15.	Purchase of general publications for the recreation of the staff etc.	Full powers.
16.	Sanction of expenditure for dispatch, receipt of stationery stores etc. from one place to other.	Full powers.
17.	Incidental expenditure, Municipal rates and taxes.	Full powers.

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18.	Hiring of office accommodation and execution of lease agreements.	Full powers.
19.	Purchase of R.O. against allocated grain by GoI/State Govt.	Full powers.
20.	Payment to transporter on account of Food grains Transports, Door Step Delivery Scheme and other Govt. Schemes etc.	Full powers.
21.	Postal, telegraph and telephone charges.	Full powers.
22.	Sanction of expenditure on scheme like: (a) Purchase (b) Sales (c) General	MD has power upto ₹5Cr.(Rupees Five Crores) except sl. 19 & 20 above.
23.	Sanction of expenditure on works, buildings, like construction of godown etc.	Upto Rupees Five Crores to MD.
24.	Negotiated or single tender contracts (including limited or open tender) which results in only one effective tender like handling, transport etc. as per Bihar Financial Rule.	Full and Final powers to MD.
25.	Sanction of Law suits or prosecution cases and filing of appeals or dropping of appeals on making compromises.	Full Powers.
26.	Authority competent to sign and verify statements of civil plaints written statement and executes agreement contracts deed instruments and insurance.	Full powers.
27.	Authority competent to sanction a payment from corporation's funds in accordance with the decree of a court or an award of an arbitrator.	Full powers. Report to the Board in next meeting.
28.	Printing of Forms:- (i) From Text Book Corporation (ii) Other Agency	Full powers.
29.	Advertising charges.	Full powers.
30.	Powers to sanction honorarium of cash rewards.	Full Powers.

31.	Installation of new telephones/cell phones.	Full powers.
32.	Purchase and repair of fire fighting equipment.	Full powers.
33.	Purchase of price official publications such as books, maps, newspapers etc.	Full powers.
34.	Maintenance and repairs to buildings and installations.	Full powers.
35.	Hiring storage accommodation.	Full powers.
36.	Purchase of liveries, badges and other articles of clothing and sanctioning washing allowances.	Full powers.
37.	Fund required foundation laying ceremony similar functions for Institutional Training Seminars of Corporation's personnel and donations to relief and other institutions.	Full Powers.
38.	Special contracts to meet emergencies including Disaster Management: (a) Handling at the godowns (b) Transport from and to godown (c) Handling at the Railway Stations (d) Purchase of R.O. for grain allotment.	Full powers. Report to the Board in next meeting.
39.	Controlling authority for travel and other allowances.	Full powers.
40.	Powers to incur expenditure and authorise disbursement on account of establishment expenditure.	Full powers within the Budget approved allocation.
41.	To sanction advance of his own T.A. and that of the staff under him.	Full powers.
42.	To sanction payment of T.A. in favour of Experts, Consultants, Non-official member of the Board etc.	Full powers.
43.	To exercise powers of Head of Department under Government Rules.	Full powers to exercise powers of Head of the Department under the State Government Rules.

44.	To determine the person to be entitled to sign on behalf of the Corporation bills, notes, receipts, acceptance, endorsements, cheques, dividends, warrants, releases, contracts etc.	Full powers to determine and authorise from time to time the officer who shall be entitled to sign on the corporation behalf Bills, notes, receipts, acceptances, endorsements, cheques, dividends, warrants, releases, contracts and documents.
45.	To sanction journey within India, and to permit officers under his control to travel by Air or by a higher class accommodation in special cases and to grant daily allowance for continuous period exceeding 10 days.	Full Powers.
46.	To grant advance to staff of the Corporation and those on deputation for purchase of conveyance, daughter's, sister's, son's and dependents marriage and other advances admissible under State Government.	Full Powers.
47.	To reimburse expenses incurred by the staff of the Corporation in obtaining medical help.	Full Powers.
48.	To authorise delivery of charge of officers of the Corporation away from Headquarters.	Full Powers.
49.	To write off irrecoverable losses of items of special contingencies.	Full powers upto **Rupees One Lakh.**
50.	Power to sanction crossing of Efficiency Bar.	Full Powers.
51.	Investment of surplus funds of the Corporation in short term deposit in Banks.	Full Powers.
52.	Power to sanction Gratuity, Leave Encashment.	Full powers.
53.	Power to sanction Director's fees and expenses.	Full Powers.
54.	Power to sanction Auditor's fees and expenses.	Full Powers.
55.	Power to sanction Legal charges.	Full Powers.
56.	Power to sanction Insurance charges.	Full Powers.

57.	**GENERAL** Powers to delegate financial and administrative powers to various officers of the Corporation.	Full powers to the extent the Managing Director has been authorized by the Board, subject to report to the Board.

निदेशक पर्षद की 150वीं बैठक दिनांक 31.10.2017 के मद सं0 150.11 के द्वारा उपरोक्त वित्तीय एवं प्रशासनिक शक्ति प्रबंध निदेशक में प्रदत्त हेतु निहित की जाती है।

4/11/2017
प्रबंध निदेशक

ज्ञापांक–3:02:410:01:17 11203 दिनांक – 4/11/17

प्रतिलिपि–सभी मुख्य महाप्रबंधक/सभी प्रमुख(महा प्रबंधक)/उप प्रमुख(सम्प्रति उप महाप्रबंधक)/कंपनी सचिव/सभी प्रशाखा/मुख्यालय स्थित सभी पदाधिकारी एवं सभी जिला प्रबंधक, राज्य खाद्य निगम, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

4/11/2017
प्रबंध निदेशक

ज्ञापांक–3:02:410:01:17 11203 दिनांक – 4/11/17

प्रतिलिपि–सभी प्रधान सचिव/सचिव/सभी विभागाध्यक्ष/सभी प्रमण्डलीय आयुक्त/सभी जिला पदाधिकारी एवं सचिवालय कोषागार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

4/11/2017
प्रबंध निदेशक

ज्ञापांक–3:02:410:01:17 11203 दिनांक – 4/11/17

प्रतिलिपि–महालेखाकार,बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

4/11/2017
प्रबंध निदेशक

ज्ञापांक–3:02:410:01:17 11203 दिनांक – 4/11/17

प्रतिलिपि–मुख्य सचिव,बिहार/विकास आयुक्त,बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

4/11/2017
प्रबंध निदेशक