

**ADMINISTRATIVE AND FINANCIAL
RULES-2013**

**STATE LEVEL NODAL AGENCY
FOR**

**INTEGRATED WATERSHED
MANAGEMENT PROGRAMME**

Department of Rural Development & Panchayati Raj

Government of Jammu & Kashmir

Jammu & Kashmir like other states of the country has been empowered to implement Integrated Watershed Management Programme (IWMP) in the state. A dedicated Agency under the name “J & K State Level Nodal Agency (JKSLNA) for Integrated Watershed Management Programme” has been set up vide Government Order No.57-RD of 2010 Dated. 04-02-2010. It has as such become necessary to formulate Rules and Regulations, Byelaws governing the engagement of staff, delegation of powers, release of payments and other day to day affairs of the Agency, as well as implementation of the approved projects as per the Operational Guidelines issued by Department of Land Resources, GOI, New Delhi.

1. SHORT TERM, TITLE, COMMENCEMENT AND APPLICATION

- a) These rules shall be called as J & K State Level Nodal Agency for Integrated Watershed Management Programme Administrative and Financial Rules 2013.
- b) These rules shall come into force from the date they are approved by State Level Nodal Agency.
- c) These rules shall apply to all the persons engaged in the Agency on contractual basis as well as to those who are on deputation.
- d) These rules shall apply to all the affairs of the Agency.
- e) All administrative actions including contractual appointments made, purchases and other actions taken from constitution of JKSLNA vide Government Order No.57-RD of 2010 Dated. 04-02-2010 either by Chairman, Chief Executive Officer or any other Officer till approval of these regulations, stands regularized.

2. DEFINITION

In these regulations unless there is anything repugnant in the subject or the context.

- a) Agency means the J & K State Level Nodal Agency (JKSLNA) for Integrated Watershed Management Programme (IWMP).

- b) Central Government means Department Of Land Resources (DoLR), Ministry of Rural Development and Panchayati Raj, Government of India.
- c) State Government means Government of Jammu and Kashmir.
- d) Chairman/Chairperson means the Chairman of J&K SLNA as ordered by the Government vide Order No.57-RD of 2010 Dated. 04-02-2010 or as may be notified by an appropriate Government order from time to time.
- e) Chief Executive Officer (CEO) means the Chief Executive Officer of SLNA appointed/ engaged/ deputed by a proper Government Order/Agency Order.
- f) Officers and staff means whole time and part time functionaries of the Agency engaged either on deputation or on contractual basis or through attachments or on temporary engagements.
- g) Memorandum of Understanding or an agreement means an M.O.U/ Agreement signed by an authorized representative of JKSLNA with any party/person. If any M.O.U/ Agreement are signed without authorization of Chairperson (JKSLNA), the document is invalid.
- h) The terms and expressions used but not defined in these regulations shall have the same meaning as have been assigned to them in the J&K, Civil Service Regulations.

3. STATUS OF SERVICE

- a) All engagements to different services of the Agency shall be either on deputation from State Government Departments/ Institute or on Contract basis for a defined period against a post which is defined in the Operational Guidelines of Department of Land Resources, Ministry of Rural Development and Panchayati Raj, Government of India, New Delhi, or against a post which DoLR may communicate through a proper communication or against a post which the JKSLNA may create for smooth implementation of IWMP. However, engagement of persons against such posts is subject to the availability of funds under relevant or allied heads.

- b) Besides the positions/posts mentioned above, the JKSLNA may create different posts subject to availability of funds to complete any time bound task/programme, as and when required.
- c) In case of any requirements, the Agency with the approval of Chairman, may utilize the services of some Consultants/Institutes/ other Agencies/NGO's/SHG's for undertaking some specific tasks/programmes.

Under no circumstances the ceiling of the relevant/ allied expenditure head should exceed the budgetary provisions of the approved project in a financial year. Skilled/Unskilled and Semiskilled workers, if required for a short duration, can be engaged with approval of competent authority. The competence of granting approval for such engagements will be as under:

- i) Chairman will have the competence for such engagements up to one year.
- ii) Chief Executive Officer will have competence for such engagements up to six months.
- iii) Project Manager will have the competence for engaging such engagements up to three months.

4. SELECTION COMMITTEE

Selection of staff for JKSLNA will be made through a transparent process. The posts will be advertised by giving wider publicity to the advertisement notice. The following selection committees are constituted for selection of different positions.

A) For the post of Chief Executive Officer (CEO, JKSLNA)

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|--|----------|
| 1. Chairman, JKSLNA | Chairman |
| 2. Representative from GAD not below the rank of Add. Secretary to Government | Member |
| 3. Representative from Agri. Prod Dept. not below the rank of Add Secretary to Government | Member |
| 4. Representative from Forest Department not below the rank of Add. Secretary to Government. | Member |
| 5. Expert on IWMP | Member |

B) For the post of Technical Expert & FA/CAO in J&K SLNA

1. Chairman JKSLNA Chairman
2. C.E.O, JKSLNA Member Secretary
3. Representative from Agri. Prod Dept. not below the rank of Add Secretary to Government Member
4. Representative from Forest Department not below the rank of Add. Secretary to Government. Member
5. Expert (Concerned Field) Member

C) For all other posts

1. Chief Executive Officer Chairman
2. State Level Tech.Expert --Agri./Horticulture Member
3. State Level Tech.Expert-- Hydrology Member
4. Financial Advisor (in case of positions related to Finance/Accounts only) Member
5. Technical Expert (of the related field) Member
6. State Level Technical Expert--Rural Management Member

D) Chairman of any selection committee can co-opt for any member, if he/she deems proper.

5. GENERAL CONDITIONS

The placement/engagement of the staff in the Agency will be on deputation from J&K Government Departments or engagement on contractual basis for a specific period.

- a) The deputation from any Department of J&K Government will be considered only after formal request is made by the Agency.
- b) Details of all deputationists, contractual engagements shall have to be placed before the JKSLNA.
- c) The eligibility criteria for any position will be fixed and approved by the Chairman, JKSLNA.
- d) Any deviation made in any selection must be placed before JKSLNA, justifying reasons for deviations.

- e) Age limit for engaging any professional will be 18-60 years. The retired persons up to the age of 60 years can also be engaged provided he/she is in a sound condition of health.
- f) The upper age limit up to which any person can work in JK SLNA will be 65 years.
- g) A person cannot be engaged in JKSLNA, if he/she is not a State Subject. However, this condition will not apply to Consultants/ NGOs/ Institutions/SHG's which may be engaged for specific assignments.
- h) A person engaged shall join within 21 days from the date of issuance of engagement order. In certain cases the engaging authority may extend the joining time up to two months after recording the reasons, for such extensions.
- i) Any member of the service may have to undergo training and pass such tests as may be required by the engaging Agency.
- j) Inclusion of a candidate in selection list shall not confer any right to his/her engagement unless engaging authority is satisfied and engagement is considered necessary.
- k) The services of any contractual engagement can be terminated after serving a notice of 2 months. However, there must be genuine ground for termination of his/her service.
- l) Any member of the service engaged either on contractual basis or on deputation shall be liable to be posted anywhere in the state and the member shall have no option against such posting.
- m) The authority to accept resignation of Chief Executive Officer, State Level Technical Experts shall lie with Chairman, JKSLNA.
- n) The authority to accept resignation of District Level Technical Experts/Watershed Development Team Members and other contractual officials shall lie with Chief Executive Officer, JKSLNA.

- o) Annual Confidential Reports of District Level Officers and the deputationists will be initiated by Chief Executive Officer.

7. REVERSION OR DISCHARGE

- a) Any officer/official on deputation to the Agency shall be liable to be reverted back to his/her parent department, if he/she fails to render satisfactory service in the Agency.
- b) A person engaged on contractual service shall also be liable to be discharged from the Agency before expiry of contract periods, if he/she fails to discharge his/her duties satisfactorily and as per terms of the contract.
- c) Misconduct/or working against the interests of the Agency will also result in reversion of a deputationist to his/her parent Department and/or termination of contract of a contractual employee.
- d) Any official engaged in the JKSLNA by contract arrangements or on deputation to the Agency is bound to maintain a proper discipline and perform his/her duties to the satisfaction of the superiors. If any employee is found involved in activities which directly or indirectly bring bad name to the Agency, the employee will be punished for the same and even terminated/reverted back to the parent department.

8. CONTINUATION OF EMPLOYEES

- a) After successful completion of deputation period, if the Agency feels that the services of the deputationist are still required, the Agency will take up the matter for continuation of any officer/official (deputationist) with the concerned authorities.
- b) Similarly once an officer/official completes his term of contractual engagement successfully and if it is felt that his/her continuation in the Agency is essential for the project work then Chief Executive Officer will seek the approval of the Chairman/Competent authority for the same. For continuation

of CEO/State Level Technical Expert the approval for continuation will be sought from the JKSLNA.

- c) Deviation if any from the norms as laid down above must be brought to the notice of SLNA in the meeting.

9. LEAVE

- a) All deputationists performing their duty in the Agency will be entitled to leave benefits as per State Government Leave Rules.

- b) Employee engaged on contractual basis will be entitled for 15 days casual leave and one month earned leave during one calendar year.

- c) Maternity leave can be granted to female contractual employees working against the approved positions. But such leave will be granted on full pay for a period not exceeding 9 weeks to such employees who have rendered at least 6 months of continuous service satisfactorily in the Agency before proceeding on maternity leave. If she wants to avail leave beyond 9 weeks, then she will be paid 3/4th of the pay from 10th to 11th week and half pay from 12th to 13th week. Beyond 13th week she will not get any pay and if she fails to resume duty after 14th week her engagement will get terminated, without any notice.

- d) The leave of Chief Executive Officer will be sanctioned by Chairman JKSLNA, whereas leave sanctioning authority for all State Level Officers, FA/CAO, and the Project Managers will be Chief Executive Officer, SLNA for IWMP. The leave of District Level Experts and WDT members will be sanctioned by concerned Project Managers. The supporting staff working in any office will get leave sanctioned from the concerned controlling officer.

10. Permission for attending meeting/ seminars outside the state

- a) Grant of permission for attending any meeting/ seminar/workshop/conference/training, outside the State will fall within the competence of Chairman, JKSLNA.

However, recommendations from Chief Executive Officer justifying the visit shall have to be recorded while seeking the approval.

- b) Grant of permission to visit any other district in the state lies within the competence of Chief Executive Officer.
- c) In such instances where Chief Executive Officer has to attend some meeting/ conference/ workshop which has been communicated by DoLR, GOI/any other Govt. agency at a short notice, and if prior permission from Chairman has not been sought due to any reason, it will be treated as approved, however, a formal communication will be submitted to the Chairman so as to keep him/her informed.
- d) For any visit out of Country (Private or Official) the approval of Chairman is essential. Further, the details of such visits must be placed before SLNA for information.

11.PAY & ALLOWANCES

- a) Pay and allowances of all deputationists, contractual employees and wages of skilled, unskilled, semiskilled workers will be borne by Agency. However, in case of deputationists, the pensionary benefits, arrears of the period prior to deputation to Agency will be drawn by his/her parent department i.e. earlier place of posting.
- b) Arrears of deputationist pertaining to the period of deputation in the Agency will be drawn by the Agency.
- c) Darbar Move TA to employees on deputation and for those who are on contractual basis will be paid as per entitlement to the regular employee of J & K Government.
- d) House rent shall be paid to all employees whether on deputation or on contract who move with the Darbar

Move, on similar terms as paid to the regular Government employees.

12.TA/DA

The travelling allowance and DA during official tour will be paid as per the following norms:

- a) The travelling allowance and DA within the state for all employees including those who are engaged on contractual basis will be as per the norms/ rates of regular State Government officers/ officials. In case due to any compelling circumstances some skilled workers have to undertake some official assignment outside their work place within the state, they will be paid reasonable/ genuine transport charges and Rs. 150 per day to meet food expenses. For the purpose of payment of TA/DA, the drawing officer must ensure that the visit outside the jurisdiction of the officer/official (within state) has approval of the competent authority.
- b) Chief Executive Officer and State Level Experts, FA/CAO are entitled to travel by Air, however prior approval of Chairman SLNA shall be required for official visits outside the State. But in case of time constraints or non availability of Chairman, the Chief Executive Officer may proceed without formal approval of Chairman SLNA, but either seeks his telephonic consent or send a formal request for information of Chairman. In respect of other State Level Officers and FA/CAO, the Chief Executive Officer can grant approval at his level if Chairman is not available at the H.Q. However, Chief Executive Officer will then submit details of such visits to the Chairman.
- c) The Project Managers and other officers can travel out of J & K state if their tour programme is approved and will be entitled to same mode of transportation as they are entitled to as per State Government Rules. However, on

recommendation of Chief Executive Officer, the Chairman can grant special permission for air travel to any official who otherwise is not entitled for air travel.

- d) The State Level Officers who are on official tour out of J & K state can hire a taxi on the prevalent rates, if required. However, if more than one officer is attending the same meeting the hired taxi must be shared. Reimbursement of taxi charges will be made along with their TA Claim.
- e) Officers/professionals of the Agency, who are on official duty out of J & K State, will always try to stay in Government/ Semi Government Guest Houses or Guest Houses of Research Institutes/ Universities/ Autonomous bodies. The amount paid in such cases will be reimbursed in full. However, in case of non-availability of accommodation in such places and the officers have no option but to stay in private Guest House/Hotel, then the ceiling of rentals for the officers will be of the following order:

Designation	Maximum Ceiling for Private Accommodation (A Class Cities)	Other Cities
Chairperson	Full amount. No ceiling	Full amount. No ceiling
Chief Executive Officer	Full amount subject to a maximum of Rs 3000/day	Full amount subject to a maximum of Rs 2000/day
SL Experts	Full amount subject to a maximum of Rs 2500/day	Full amount subject to a maximum of Rs 1700/day
Project Manager	Full amount subject to a maximum of Rs 1500/day	Full amount subject to a maximum of Rs 1000/day
Others	Full amount subject to a maximum of Rs 1200/day	Full amount subject to a maximum of Rs 800/day

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The room rentals will be reimbursed in full and DA to all employees will be paid as per Government rates applicable to the state officers/officials. No reduction in DA will be made on a/c of reimbursement of room rent.

12. GRADE & PAY SCALE OF EMPLOYEES

- a) Pay, allowance, move TA, etc. of all deputationists during the period of deputation to the Agency will be borne by the Agency.
- b) The employees on deputation from any Government Department of J&K will have the option to opt for the scale of their parent Department plus deputation allowance as per rules of JKCSR or opt for the pay/remuneration fixed for the post by DoLR guidelines/communication of GOI/ approvals of SLNA. The option once exercised will be final. However, the option can again be exercise if employee gets promoted to higher scale in his parent Department or if there is a general revision of scales.
- c) The remuneration /salary of Officers/Professionals engaged on consolidated basis will be paid by the Agency as per the terms reflected in engagement order.
- d) Retired persons who are engaged in the Agency will get salary equivalent to last pay drawn minus pension with the benefits of additional allowance as admissible from time to time. If deputationist happens to retire in the Agency, cash in lieu of leave salary of the deputationist will be borne by the Agency. Other pensionary benefits will be borne by his/her parent Department.

13.PERSONAL CLAIMS

i) Pay and allowances:

- a) Personal claims of any staff member on the establishment of the Agency will be paid by the concerned Drawing & Disbursing Officer as per rules laid down.
- b) The pay and other allowances of the officers, employee and staff on the establishment of the Agency shall fall due for payment on the last working day of the month or as per the orders issued by the State Government from time to time.

c) The FA/CAO in the Head Office and the Drawing and Disbursing Officers in the subordinate offices shall be responsible for the amount drawn by him/her from the society fund until he/she has paid it and obtained a legally valid acquaintance thereof from the payee.

ii) Honorarium:

Honorarium to the experts who function as expert in the interview or who have been invited for special lecture will be paid at the rate of Rs 2000/= per day. This will be in addition to travelling/boarding expenses.

iii) Medical Reimbursement:

a) All employees on deputation from State Govt shall be entitled to medical reimbursement claim as per State Govt Rules.

b) The Contractual employee shall also be entitled to medical reimbursement claim appropriate to their equivalence with the State Government employee.

c) Any Insurance Scheme launched by J&K Govt. will be applicable to the employee of the Agency as well.

14. FIXING ELIGIBILITY CRITERIA FOR DIFFERENT POSITIONS

a) C.E.O will propose eligibility criteria for different positions to the Chairman, JKSLNA. The Chairman will examine the proposal and approve the eligibility norms either as such or after making necessary modifications.

b) For any relaxation in the qualification/experience/age, the Chief Executive Officer will submit a proposal to Chairman, JKSLNA and seek necessary approval.

c) Chairman, JKSLNA will be competent to approve eligibility criteria and approve any relaxation.

15.FINANCE OF AGENCY

- a) All the funds from GOI or from State Government or from any other source/person for the Agency must be deposited in the account of Agency which should be maintained in any branch of J & K Bank or any other Bank as may be approved by Chairman JKSLNA.
- b) No money from the account of Agency shall be withdrawn except for the purpose for which due sanction has been accorded by the competent authority.
- c) No money from the account shall be withdrawn unless it is required for immediate disbursement.
- d) All genuine and due payments must be made through Account Payee Cheques or through electronic transfers.
- e) No release of funds shall be made to the subordinate offices unless more than 60% of the funds under that component already available with the respective Drawing & Disbursing Officer have been utilized on approved items of expenditure and a utilization certificate as per format has been submitted.
- f) No expenditure from the Agency fund shall be made in excess of the limits specified for the purpose in the budget/ sanction.
- g) While according sanction to the expenditure, Drawing and Disbursing Officer should indicate details of provision under relevant budget head.
- h) The following principals will govern all expenditures:
 - i) There shall be adequate provision of funds authorized by a competent authority fixing the limits within which the expenditure shall be incurred.

ii). There is a proper sanction, either general or special, accorded by the authority competent thereof, authorizing the particular item of expenditure.

iii) Each Head of the Office shall be responsible for enforcing financial discipline and strict economy at every step and also for observance of all relevant financial rules, regulations and discipline.

iv) All due bills presented for payment shall be examined and the Drawing and Disbursing Officer shall, if the claim is admissible and proper, the bill is in order and the receipt is a legal acquaintance, make an order to pay the bill under his hand and seal on the bill. The amount paid shall be recorded both in words and figures.

v) No claim against the Agency, if not presented within time limit prescribed by J & K Financial Code be entertained unless a special sanction thereof, is made by the Chief Executive Officer. However, if the claim exceeds Rs.2.00 Lakh, then the approval of Chairman is needed.

vi) All expenditures incurred by the Agency from its inception to the date of issuance of these rules shall be deemed as regular expenditure.

16. DELEGATION OF ADMINISTRATIVE FINANCIAL POWERS

A---Chairman, JKSLNA

a) Chairman JKSLNA shall exercise full administrative and financial powers in relation to the affairs of the Agency.

- b) Chairman being the supreme authority of JKSLNA has the full administrative and financial powers to:
- i) Incur any genuine expenditure
 - ii) Accord approval to the subordinate offices for any component/activity of IWMP within the limits of approved provisions of the project.
 - iii) Re-appropriation of available funds
 - iv) Cancellation of any contract
 - v) Withdrawal of signatory powers of any DDO, if needed.
 - vi) Grant of advance to non officials/contractors/NGOs etc,
 - vii) Approval of state plan
 - viii) Write off item beyond value of Rs 1.0 Lakh
 - ix) Change in the DPR approved activities up to 20% on the basis of recommendations from Chief Executive Officer/State Level Technical Experts/Project Managers.
 - x) Approval for the payment of honorarium to outside agencies.
 - xi) Engaging agencies/skilled/semiskilled/unskilled works beyond competence of Chief Executive Officer.

B---CHIEF EXECUTIVE OFFICER

- a) Release of funds to different sanctioned projects/WCDC through Account Payee, cheques or electronic transfer up to the extent of the funds received by SLNA for the purpose.
- b) Chief Executive Officer will have full powers to incur expenditure on furniture/fixtures including office automation, fans etc. purchase of office gadgets, repairing maintenance of equipments, payment of legal/consultancy charges, taxes, hiring of vehicles for office/official use, purchase of stationary items,

advertisements. However, if such expenditure in a particular office exceeds Rs 10.0 Lakh in a year, the approval from Chairman will be essential.

c) Engagement of any professional/skilled/unskilled worker/consultant for a period not exceeding 6 months. However, if the total emoluments in any case exceed Rs. 1.0 Lakh during 6 months, the approval of the Chairman will be required.

d) **Payment of Pay, TA/DA, allowance, rewards etc. as per norms of the Agency:**

Chief Executive Officer will have the competence for Payment of advance, advance TA (not exceeding one month's salary of the official), imprest advance not exceeding Rs. 20,000/=, hiring of service from outside agencies for activities of the Agency (in consultation with Chairman) making of films/media/print material, organizing seminars/conferences/ training programs/purchase of books/ hiring of accommodation in Government/private Hotels/ Guest Houses for conducting trainings/seminars and for accommodating experts/guests/participants, arranging printing/publication of material and purchase of crockery/cutlery within a budget provision.

e) **Payment of Refreshment Charges:**

Refreshment charges can be paid to the staff for attending overtime duties during Assembly Sessions in the same manner as is being paid to the State Government Employees. However, the controlling officer will record a justification and reasons for their overtime

C- RESPONSIBILITIES OF FA/CAO

1. To assist Chief Executive Officer in discharging financial responsibilities.

2. To maintain properly the accounts of transaction in the form prescribed under norms.
3. To maintain financial regularity.
4. To maintain stores and accounts.
5. To supervise day to day work of the budget and account transactions of the office of Chief Executive Officer and subordinate offices.
6. To examine all personal claims of employees, to compile the accounts, to ensure preparation of U.Cs, follow release of funds, submit timely U.Cs to the concerned quarters.
7. Periodically audit financial inspection of all subordinate offices.

FA/CAO will have the competence for:

Payment of all electricity, water bills, and telephone bills within approved budget provisions.

Payment of insurance premium, posts/telegraph charges, advertisement charges, repayment of security deposits.

D- PROJECT MANAGERS

Release/Pay all genuine and due payments in respect of project works/EPA, salary/wages of the staff as per approved projects/DPRS/sanctions, subject to the availability of funds. Pay vehicle charges for the vehicles hired under provisions of norms/sanctions.

Release all genuine payments for activities/items which have been conducted in the jurisdiction for smooth implementation of project/office functioning. Pay remuneration /wages of such staff/workers/consultants/agencies that have been engaged/allowed to work by a competent authority. Incur expenditure on trainings, capacity building and all other

approved activities as per approved sanctioned budget/Guidelines.

17. PROCUREMENT RULES & REGULATION

a) Purchase of stores

Subject to the budget provisions and observance of the norms, scales, general and specific orders/direction/terms and condition or stipulation as may be issued or prescribed by Chairman SLNA from time to time, stores for the Agency will be purchased and received in accordance to the following procedure.

The indent of requirement from different sections/districts at the state level will be submitted to Chief Executive Officer. After compilation the requirement, it will be placed before the State Level Purchase Committee (SLPC), for doing the needful as per the rules. Constitution of SLPC will be as under:

State Level Purchase Committee (SLPC)

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|------------------------------|------------------|
| 1. Chief Executive Officer | Chairman |
| 2. S.L.T. Expert Agri/Horti. | Member |
| 3. S.L.T. Expert Hydrology | Member |
| 4. FA/CAO | Member Secretary |
| 5. Technical Expert (R.M) | Member |

At least 3 members including the Chairman and FA/CAO shall form the quorum.

The Chairman SLPC can co-opt any additional member either within SLNA or from outside. For the purchase of any item on DGS& D rates the Chairman SLPC after recommendation of FA/CAO can accord approval. For other item/purchases the SLPC can accord approval up to Rs. 25 Lakh in one go. However, the amount per year should not exceed Rs. 50.0 Lakh. Any purchase above

Rs. 50 Lakh will be recommended by SLPC and will be placed before Chairman SLNA for accord of approval.

District Level Purchase Committee (DLPC) will comprise of following members:

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|------------------------------|------------------|
| 1. Project officer IWMP | Chairman |
| 2. FA/CAO SLNA | Member |
| 3. D.L. Tech.Expert | Member Secretary |
| 4. One WDT (Senior Most) | Member |
| 5. Office Assistant Accounts | Member |

At least 3 members including chairman and FA/CAO SLNA will form the quorum. Presence of Project Manager and FA/CAO in any meeting is mandatory. The District level Purchase Committee can affect purchases up to 10.00 Lakh per year. For purchase above Rs 10.00 Lakh the recommendation will be submitted to Chief Executive Officer for seeking approval. The Chief Executive Officer will have the competence to accord approval up to Rs.25.00 Lakh per year and if it exceeds the limit then Chief Executive Officer will submit the same to Chairman SLNA for seeking approval.

Both State Level and District Level purchase committee can directly make shelf purchase in urgent circumstances after ascertaining the reasonability of rates. The limit of such purchase will be Rs. 1.0 Lakh for SLNA and Rs. 20000 for WCDC.

FINANCIAL POWERS OF DIFFERENT AUTHORITIES

S. N	Item of the Expenditure	Powers of		
		CEO	Project Manager	Remarks
1	Water, Electricity, Taxes, posts/telegraphs, insurance, freight of official consignments, advertisement through Information Department	Full	Full	Subject to the Budget provision

2	Hiring of Office Accommodation	Full	Full	Rent to be paid as per R.A.C/Private negotiation by SLPC/DLPC
3	Furniture/fixture including Air conditioner, fans, repair/renovation of office accommodation(only in case of Govt Buildings)	Full	Up to Rs.1.50 Lakh	The proper procedure has to be adopted
4	Office equipments including office automation gadgets for field, computers etc.	Full	Up to Rs 3.0 Lakh	The proper procedure has to be adopted
5	Advertising, preparation of printing material, booklets, broacher.	Full Powers	Up to Rs 2.00 Lakh per year after seeking approval from Chief Executive Officer	The proper procedure has to be adopted
6	Office Stationary	Full Powers	Up to Rs 1.0 Lakh per annum	The proper procedure has to be adopted
7	Hiring/Conveyance Charges, POL	Full powers	Subject to the approval of Chief Executive Officer	The proper procedure has to be adopted
8	Refreshment charges for expenditure incurred for official meeting	Up to Rs 1.0 Lakh per year	Up to Rs 20000 per year	The proper procedure has to be adopted
10	Payment of audit evaluation charges	Full as per actual.	As per actual after seeking approval from Chief Executive Officer	The proper procedure has to be adopted
11	Arranging seminars, meeting, workshops, conferences etc	Full powers ceiling of one training/seminar up to Rs 7.0 Lakh	Up to Rs. 1.5 Lakh per training/conference with approval of Chief Executive Officer	The proper procedure has to be adopted
12	Purchase of Books, journals	Up to Rs.1.0 Lakh per year	Up to Rs 25000.0 per year	The proper procedure has to be adopted

13	Hiring accommodation in Govt private Hotels for official Guests/including halls	Full powers up to the ceiling of Rs 5.0 Lakh per event	Up to Rs. 50000 per event.	The proper procedure has to be adopted
14	Purchase of MIS hardware, software, computer consumables	Full Powers As per actuals	With the approval of Chief Executive Officer	The proper procedure has to be adopted
15	Administrative Approval to Works	Above Rs.5.0 Lakh per work	Up to 5.0 Lakh per work	The proper procedure has to be adopted

The administration approval for works beyond Rs 5.0 Lakh will be accorded by Chief Executive Officer only after the Technical Approval has been accorded by the concerned Technical Experts duly endorsed by concerned Project Manager.

District Level Technical Expert or WDT Member with Engineering background will accord technical approval for works up to Rs. 5.00 Lakh. Beyond this limit the concerned State Level Technical Expert will accord technical approval for engineering works and agriculture expert for agriculture works.

18.AUDIT OF THE AGENCY

The accounts of the Agency at all levels must be maintained in a manner and form as the accounts of a registered society/Agency are maintained.

The financial advisor will prepare a detailed financial report immediately after close of financial year depicting the opening balance, amount received and disbursed, interest accrued for the entire Agency and place the same before SLNA. He will also get it audited from an empanelled Chattered Accountant. The provision of the Societies Registration Act and the Rules there under shall be followed and the accounts and records shall be maintained in such a form as may be prescribed by the Registrar of Societies. However, in respect of grants received

from Government of India, the direction of GOI will be adhered to.

The FA/CAO shall within six months from the last date of March in each year, prepare a detailed annual report on the financial status of the Society together with an annual statement showing the opening balance, credit/debit details, during the previous financial year and place the statement before SLNA.

a) Audit of accounts: The accounts will be annually audited by an empanelled C.A under the order of Chief Executive Officer. All employee of the Agency will render full support to the C.A for conducting the audit. The task of getting the accounts audited well in time shall be the responsibility of the FA/CAO.

b) Internal Audit:

The accounts of the society shall be regularly audited by audit unit of the Agency. The internal audit will take scrutiny of all internal documents, registers etc from time to time.

c) Support to accounts wing: For providing technical assistance to the accounts wing of the Agency. Chief Executive Officer with approval of chairman SLNA may at times associate some chartered Accountant/consultant to help the accounts wing of the Agency for maintaining proper accounts. A reasonable remuneration/consultancy can be provided to the Consultant.

d) Payment of Audit Expenses

All costs charges for conducting audit will be borne by the Agency. The Chief Executive Officer will have the powers to decide the charges to be paid for audits.

19.RESPONSIBILITIES OF STATE LEVEL TECHNICAL EXPERTS:

The State Level Technical Experts will be responsible for all technical issues which include preparation of Preliminary Project Reports (PPRs), Detailed Project Reports (DPRs), continuous monitoring of the activities being under taken under Integrated Watershed Management Scheme.

The State Level Experts will also be responsible for imparting the required training to the Staff and other Stakeholders at District/project level. They will also monitor the maintenance of proper records at District/WCDC and project levels. They will also assist CEO in smooth functioning of the Agency. They will also undertake such assignments as may be assigned to them from time to time by SLNA/Chairman/CEO.

19.AUTHORITY TO AMMEND THE RULES:

Chairman SLNA will be the competent authority to take any decision which is not covered under the rules but is required to be taken for smooth implementation of project work. If at any stage it is felt that for smooth functioning/implementation of project work special decisions are to be taken on merits, the Chairman can do so, even without calling SLNA meeting. If any amendment is required to these rules, the competence lies with SLNA.