

THE PUNJAB GAZETTE

PUBLISHED BY AUTHORITY

CONTENTS

1. **Short title, Commencement:-**
2. **Extent of powers:-**

LAHORE, MONDAY, AUGUST 13, 1973

**Government of the Punjab
Labour Department
Notification**

The 20th June, 1973

No. II-16 (Lab-II)/66. The Governing Body of the Punjab Employees Social Security Institution, in exercise of the powers conferred on it by Section 80 of the West Pakistan Employees Social Security Ordinance, 1965 (West Pakistan Ordinance No. X of 1965) have approved the following regulations which were previously published as required under sub-section (1) of the said section:-

PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (FINANCIAL POWERS OF THE COMMISSIONER AND OTHER OFFICERS) REGULATIONS.

1. **Short title, Commencement:-** These regulations may be called the Punjab Employees Social Security Institution (Finance powers of the Commissioner and other officers) Regulations, 1973.
2. **Extent of powers:-** The powers specified in column 2 of the schedule to these Regulations. Shall to the extent mentioned in Column 4 therefore, be exercised by the authorities specified against such powers in Column 3 of said schedule.
3. The powers prescribed under these Regulations shall be in suppression of the powers delegated under any Regulation, order, notification or instrument in force. Where, however, these Regulations make no provision the delegation in force immediately before the issue of these Regulations will continue to remain in force.

SCHEDULE

Sec. REG.2

Serial No.	Nature of Powers	Authority exercising the power	Extent
1	2	3	4
1.	Creation of posts	Commissioner Local Director	Full powers. Full powers to sanction class-IV posts. Note:- The above powers shall be exercised subject to the budgetary provision. The post thus sanctioned in one Financial year shall not be allowed to continue nor to be created again in the next Financial year without the approval of the Governing Body.

2.	Abolition of posts	Commissioner Local Director	Full Powers. Full Powers in respect of
3.	Sanctioning expenditure dubitable to contingencies:- a) to sanction expenditure on items specifically shown in the budget shown in the budget estimates in detail b) To sanction expenditure in cases where lumpsum budget provision or allocation of funds exists and individual items are not specified in detail. i) Local purchase of stationary. ii. Addition o or repairs of instruments and furniture iii. Hire charges of furniture iv. Expenditure on rent of non-residential building and land. v). Appointment of class IV establishment chargeable to contingencies. vi. Freight for payment for institution property. vii. Electricity and water charges and taxes. viii. Postage and telegraphic charges and telephone charges. ix. Service postage x. Hot and cold weather charges xi. Purchaser of liveries, typewriters, duplicators and Bicycles.	Commissioner Local Director Commissioner Local Director Medical Officer Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director Commissioner Local Director	Full Powers. Full Powers. Full Powers. Full Powers. Rs. 20.00 at a time. Rs. 5,000.00 in each case. Rs. 500.00 in each case. Rs. 5,000.00 per annum. Rs. 200.00 per annum. Full Powers. Rs. 4,500.00 per annum in each case. Full Powers. Full Powers. All appointments of Class IV whose salary should not be more than Rs. 100 per month. Note:- the powers shall be exercised subject to the budgetary provision. Full Powers. Full Powers. Full Powers. Full Powers. Full Powers, subject to the budgetary ceiling, availability of funds and the limitation on individual telephones laid down by the Government as well as by the Institution. Rs. 1,000.00 at a time. Rs. 500.00 at a time Full powers subject to the budgetary provision. Full powers provided the items are specifically shown in the budget in detail.

	xii. Purchase of periodicals and Newspapers	Commissioner Local Director	Full Powers Rs. 30.00 per month.
	xiii. Purchase of Books and maps	Commissioner Local Director	Full Powers Rs. 60.00 per month.
	xiv. Law Charges	Commissioner Local Director	Rs. 5000.00 Rs. 500.00
	xv. Other Items:-		
	a) Non recurring Items.	Commissioner Local Director	Rs. 2,000.00 in each case Rs. 500.00 in each case.
	b) Recurring items	Commissioner Local Director	Rs. 1,000.00 in each case Rs. 200.00 in each case.
4.	Powers of Administrative approval to work	Governing Body	Full Powers. Note:- This power shall be exercised by Sub-committee consisting of the following members. 1) Commissioner Chairman. 2) Medical Advisor.... Member. 3) 2 other officers appointed by the Commissioner
5.	Re-appropriation of funds	Commissioner	Full Power.
6.	Power to declare stores surplus.	Commissioner Local Director	Up to value of Rs. 10,000.00 at a time Up to value of Rs. 1,000.00/-
7.	Powers to declare stores unserviceable.	Commissioner Local Director	Up to value of Rs. 10,000/- at a time Up to value of Rs. 1,000/- at a time.
8.	Powers to sell surplus or unserviceable stores by auction	Commissioner Local Director	Full Powers. Up to Rs. 1,000 at a time.
9.	Purchase and replacement of vehicles including commercial vehicles, jeeps and land rovers	Commissioner	Full powers subject to budgetary sanction. These shall be exercised by a sub-committee as mentioned at item 4 above
10.	Powers to sanction and incur expenditure repairs, replacement over-hauling etc. to the light Machinery, motor vehicles and other tools and plants subject to the restriction that such repair would be done by inviting open tender	Commissioner Local Director	Up to Rs. 10,000.00 or 50 % of the depreciated value of the machinery. Up to Rs. 1,000.00 or 5 % of depreciated value of the machinery whichever is less.
11.	Advances to staff	Commissioner Local Director	Full Powers. Full powers to sanction advance for purchase cycles. Note: the Powers have to be exercise subject to the availability of funds being certified by Audit officers concerned.
12.	Powers to sanction investigation of claims of servants as to arrears of pay allowances etc.	Commissioner	Full Powers subject to the condition that the post against which appointment is to be made does exist.

		Local Director	Full Powers in respect of employees drawing basis pay Rs. 250.00 P.M.
14.	Purchase of Medicines and equipments	Commissioner 0 Local Director	Full Powers subject to the budgetary provision and procedure laid down.
15.	Purchase of medicines beyond the provision of purchase policy.	Commissioner Local Director	Up to Rs. 5,000.00 per mensum. Up to Rs. 1,000.00 per mensum. Note. The officers shall have to record reasons for making such purchases.
	a) Power to write of losses on account of negligence or fraud.	Commissioner	Up to Rs. 2,000.00 provided a report is made to Head Office.
	b) Power to write off losses other than due to negligence or fraud.	Commissioner	Up to Rs. 1,000.00