

## **DELEGATION OF POWERS**

### **DIRECTOR FINANCE & DIRECTOR ADMINISTRATION**

#### **AS DIRECTOR FINANCE:**

1. To sanction expenditure subject to budget allocations (a) upto any limit on items, shown in detail, in the approved budget (b) upto Rs. 10,000/- at a time on any single item not shown in detail in the approved budget.
2. To aim all contracts on behalf of the Authority in accordance with the instructions, orders and policy in force, from time to time.
3. To sanction refunds of security amounts deposited with the Authority (or retained by the Authority from the bills of) Contractors, suppliers and others, in accordance with the instructions, orders and policy in force, from time to time.
4. To make purchases of stores, materials and other goods required by the Authority, upto Rs. 10,000/- at a time at negotiated rates, from the ministries, divisions departments, autonomous bodies, semi-autonomous bodies and companies wholly owned or controlled/managed by the Federal and Provincial Govt, in accordance with the instructions orders and policy in force, from time to time.
5. To declare surplus or unserviceable any store, material, furniture or other movable property of the Authority, upto a value of Rs. Two lacs at a time.
6. To sanction investigation of all time barred claims of the Authority's employees upto Grade 18.
7. To exercise all the powers attached to drawing and disbursing officers.
8. To sanction expenditure, subject to budget allocations, upto any limit on printing and purchase of stationary items.
9. To sanction, subject to budget allocations, all types of advances to employees in Grade 16 and below, in accordance with the instructions, orders and policy in force, from time to time.
10. To order refund of the amounts paid in excess to the Authority, by allottees and exemptees.
11. To declare as arrears of land revenue, any outstanding sum due to the Authority, and to take steps for its realization as arrears of land revenue, as per provisions of Section 36 of the Punjab Development of Cities Act, 1976.
12. To sanction expenditure, upto Rs. 10,000/- at a time, subject to budget allocations, on schemes which have been administratively approved.
13. To write off loses upto Rs. 5000/- provided there is no evidence of negligence or fraud.

#### **AS DIRECTOR ADMINISTRATION:**

1. To sanction advances from and payments of the G.P. Fund Accounts of all employees upto Grade 18, in accordance with the rules and regulations pertaining to these Accounts, and the instructions, orders and policy in force, from time to time.
2. To sanction earned leave upto 3 months to employees in Grade 16 and below.
3. To transfer employees in Grade 16 and below.
4. To suspend and punish any employee in grades 1 to 16.

5. To allow increments and crossing of efficiency bars, to employees in Grades 16 and below, in accordance with rules, regulations, instructions, orders and policy in force, from time to time.