

SECTION - IIThe powers and duties of officers and employees of the Board

The financial delegation of powers to various officers for the working of the Board is given below: -

SECTION-i (GENERAL)

Sr. No.	Nature of Powers	Officer to whom power is delegated	Extent of Powers delegated
A	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS		
1	To sanction expenditure on purchase of vehicles such as Cars, Jeeps, Pick-up Vans, Trucks, Buses etc.	Member Secretary	Full Powers
2	To sanction expenditure on purchase of :- i) Furniture and fixtures including air conditioners, water coolers, air-coolers and electrical fans, room heaters, water purifier etc. ii) Office equipment such as computers, Peripherals fax machine, duplicators, typewriters and cycles.	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Full Powers Rs. 5,00,000/- per year Rs. 1,00,000/- per year
3	To sanction expenditure on purchase of air conditioners, water coolers, air-coolers and electrical fans, room heaters, water purifier etc.	Included in 2(i) above	
4	To sanction expenditure on purchase of books and maps	i) Chief Engineer ii) Joint Secretary	Full Powers Rs. 50,000/- per year

5	To sanction expenditure on installation of telephones and internal telephone system.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 25,000/- per year
B.	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE BUDGET.		
6	To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical, drawing, surveying, electrical instruments, weighing machines, meters equipment etc.	i) Chief Engineer ii) Joint Secretary	Full Powers Rs. 50,000/- per year
C	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE BUDGET		
7	(i) To sanction expenditure on printing. (ii) To sanction expenditure on preparation of project reports.	i) Chief Engineer ii) Joint Secretary i) Chief Engineer ii) Joint Secretary iii) Executive Engineer	Full Powers Rs. 30,000/- per year Full Powers Rs. 50,000/- per year Rs. 5,000/- per year
8	To sanction expenditure on purchase of stationery through shopping	i) Member Secretary ii) Chief Engineer iii) Joint Secretary iv) Executive Engineer	Full Powers Rs. 50,000/- on single occasion and Rs. 2,50,000/- in a year Rs. 10,000/- on single occasion and Rs. 1,00,000/- in a year. Rs. 1000/- on single occasion upto Rs. 5,000/- in a year

9	To sanction expenditure on account of rent for office accommodation	Member Secretary	Full Powers
10	To sanction expenditure on account of telephone charges, rental charges telephones and other miscellaneous charges	Joint Secretary	Full Powers subject to verifications of telephone bills and within the ceiling imposed by the Board on local calls.
11	To sanction expenditure on purchase of postage stamps	Joint Secretary	Full Powers
12	To sanction expenditure on electricity and water charges bills	Joint Secretary	Full Powers
13	To sanction supply of liveries to drivers and Class-IV employees	Joint Secretary	Full Powers
14	To sanction purchase of periodicals and news papers required for official use	Joint Secretary	Full Powers subjects to Rs. 20,000/-per year
15	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	i) Chief Engineer ii) Joint Secretary	Full Powers Hiring Charges upto 6 months and repair charges upto Rs. 50,000/- per year
16	To incur expenditure on entertainment in the interest of the Board's business activities.	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Full Powers Rs. 30,000/- in a single occasion. Rs. 2,00,000/- in a year. Rs. 5,000/- in a single occasion. Rs. 20,000/- in a month and Rs. 1,00,000/- in a year.

D	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD MISCELLANEOUS EXPENDITURE		
17	To sanction legal expenditure in connection with Civil Suits/Complaints/Appeals for and against the Authority.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 50,000/- (as per approved rates)
18	To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies/ Govt. instructions.	i) Member Secretary ii) Joint Secretary	Full Powers Full powers (on DPR rates)
19	(i) To sanction expenditure on repair and replacement of parts of vehicles. (ii) To sanction expenditure on running of vehicles (iii) To hiring of vehicle for office	Joint Secretary	Full Powers subject to ceiling fixed the Board/ Govt.
20	To sanction expenditure for insurance of vehicles of other capital assets.	Joint Secretary	Full Powers
E	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.		
21	To sanction pay travelling allowance and other claims of the employees.	Joint Secretary	Full Powers T.A. should be reimbursed after getting the tour programme approved from the next higher officer but not below the rank of Joint Secretary.

22	Approval of compensation package of contractual staff including salary, allowance and other terms and conditions of services.	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Upto 5,00,000/- in individual case Upto 2,50,000/- in individual case Upto 1,00,000/- in individual case
23	To sanction reimbursement of medical expenses incurred by the employees.	i) Member Secretary ii) Joint Secretary	Full Powers Rs. 20,000/- in an individual case subject to Govt. policy
F	OTHER ITMES		
24	To declare stores and stocks surplus or unserviceable	i) Member Secretary ii) Chief Engineer iii) Joint Secretary	Full Powers Upto Rs. 50,000/- each item (Book value) Upto Rs. 10,000/- each item (Book value)
25	To sanction sale of articles of stocks and stores declared unserviceable (i) a book value or by private negotiation less than book value (ii) by public auction	Member Secretary Chief Engineer Joint secretary	Full Powers Rs. 50,000/- each item (Book value) Rs. 20,000/- each item (Book value)
26	To sanction the writing off finally of the unrecoverable value of stores of the Board's money lost by fraud or negligence of individuals or due to any other cause.	Member Secretary	Full Powers
27	To write off books	Chief Engineer	Full Powers
28	To write off book value of stores and stocks due to depreciation or any other cause.	Chief Engineer	Full Powers
29	To approve the undertaking of defense of the employees in criminal proceedings for actions done in furtherance of Board duties at the expense of the board.	Member Secretary	Full Powers

30	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	Chief Engineer	Full Powers
31	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.	Member Secretary Chief Engineer	Full Powers Rs. 20,000/- on one single occasion and Rs. 1,00,000/- per year
32	To appoint bankers to open accounts in banks depositing money in FDRs and withdrawl money from FDRs.	Joint Secretary	Full Powers

SECTION-II (WORKS)			
Sr. No.	Nature of Powers	Officer to whom power is delegated	Extent of Powers delegated
1	To accord administrative approval/revised administrative approval for original works and maintenance works of projects	Member Secretary	Full Powers
2	To incur expenditure for getting preliminary study reports prepared regarding new projects and related with the functioning of board and PWD (B&R) DEPARTMENT.	Chief Engineer	Full Powers
3	To delegate powers of Member Secretary to subordinate officers and to withdraw the same	Member Secretary	Full Powers
4	To allow release of funds against 1) PMGSY i. Sanctioned projects under PMGSY 2) PSRSP i) Interim payment to Consultants, Adjudicators etc. ii) Final Payment	Chief Engineer Project Director Member Secretary	Full Powers , within the sanction of amount of the project Full powers but limited to contract amount original & approved variation amount Full Power
5	To release funds against office modernization to PWD against approved estimates from competent authorities	Member Secretary Chief Engineer Joint Secretary	Full Power Rs. 5,00,000 Rs. 2,00,000

The above delegation of powers is subject to the provisions in the budget and their financial implications are looked after by the Consultant Finance.

Duties assigned to various officers of the Board are as below:

Sr. No.	Designation	Duties
1	Member Secretary	<ol style="list-style-type: none"> 1. The Member Secretary is the administrative head of the Board and is responsible for efficient discharge of its works. 2. He brings out clearly and faithfully before the Board of Directors all subjects reserved for its decision. 3. The Member Secretary supervises the preparation of annual budget of the Board and submits it to the Board of Directors for approval. 4. All the bills which are beyond the financial power vested with the Chief Engineer! Joint Secretary are passed by the Member Secretary. 5. He is a Chairman of Project Steering Committee of the World Bank Aided Punjab State Road Sector Project.
2	Chief Engineer	<ol style="list-style-type: none"> 1. The Chief Engineer is the member of the Board of Directors and has been assigned the work of the administration and general technical works of the Board. 2. He advises the Member Secretary PRBDB-cum-Secretary Public Works PWD (B&R) regarding grant of administrative approvals and technical sanctions.
3	Joint Secretary cum Project Director PSRSP/SQ C (PMGSY)	<ol style="list-style-type: none"> 1. The Joint Secretary is the functional Head of the office and all the correspondence of the Board is routed through him. 2. He assigns the duties to all the Assistant Engineers and support staff in the Board and supervises the duties of Executive Engineers and Consultant Finance. He has the power to allot any work to any officer as he deems fit in the interest of the Board. 3. He is the Drawing & Disbursing officer of the Board. 4. He exercises a concurrent control with audit officer over the duty of the officers of the board in connection with maintenance of the accounts. 5. All establishment matters including pay bills, contingency bills and sundry payments relate to the board are made by him. 6. All accounts for enlistment of Contractors are maintained in the board under his supervision. 7. He signs all the Contracts and agreements with the consultants and suppliers on behalf of the Board of Directors. 8. He also acts as a Project Director for Punjab State Road Sector Project. 9. He coordinates with the Central funding agencies regarding the disbursement of various funds to the state

Sr. No.	Designation	Duties
4	Executive Engineer-I (PMGSY)	<ol style="list-style-type: none"> 1) Routine correspondence with the consultants/Suppliers/Field Officers is done directly by him. 2) He guides the Assistant Engineers! Project Managers in carrying out their work correctly. 3) He monitors and recommends the release of funds for various works pertaining to World Bank! PMGSY works. 4) He prepares various policies/Technical notes for smooth functioning of Public Works Department for Consideration of Member Secretary. 5) He prepares project reports/presentations presenting the PWD's/PRBDB's case for release of funds before funding agencies such as Planning Commission! Finance Commission, NRRDA, World Bank etc.
	Executive Engineer-II	<ol style="list-style-type: none"> 1) Acts as Deputy Project Director for World Bank Aided Punjab State Road Sector Project.
	Executive Engineer-III	<ol style="list-style-type: none"> 1) Progress: meeting held by the Public Works Minister and Secretary, Public Works. 2) Progress Review of past months submitted to Chief Minister Office and Secretary Public Works office. 3) Correspondence regarding issuance of Agenda for the meeting and action taken reports and minutes of these meetings. 4) Submission of information to Planning Department, Chief Minister Office and other concerned Departments. 5) Information concerning the significant achievement of PWD comparison of works done during previous Govt. 6) All information from the PWD office and compiling thereof for Road Safety provisions on unmanned railway crossing. 7) Assist SQC in day to days office work. 8) E-Tendering, PMGSY
5	Controller Finance	<ol style="list-style-type: none"> 1. To deal with the routine receipt and payment vouchers. 2. To make transaction with the Banks. 3. To process release of funds under PMGSY scheme. 4. To deal with repayments of HUDCO/ Bond loans. 5. To deal with the Audit Reports issued by examiner local funds! CAG. 6. Consolidation of Audit Reports, Balance Sheets Utilization certificates in respect of PMGSY scheme / Bond. 7. To prepare Pay Bills and Income Tax Return. 8. Advance disbursement claims are sent to the World Bank by submitting quarterly financial Monitoring reports under World Bank aided PSRSP.

6	Project Manager	<ol style="list-style-type: none">1. He assists the Executive Engineer in the various works as directed by the Joint Secretary.2. He processes the estimates for Administrative Approvals of all works under various schemes3. He processes requisition for funds received from Chief Engineer's office regarding release of funds for PIDB and other works.4. He works as a part of Core team of World Bank project and PMGSY projects.5. He assists Joint Secretary in preparation of various notes relating to Punjab State Road Sector Project.6. He is responsible for Administrative and liaison duties including maintenance of stock and office equipments of PRBDB.7. Any other duty assigned by Joint Secretary, PRBDB and Chief Engineer PRBDB from time to time.
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