

THE PUNJAB STATE COOPEATIVE SUPPLY & MARKETING FEDERATION LTD.					
FINANCIAL POWERS AND DUTIES DELEGATED RELATING TO WHEAT TRADING ACTIVITY AS APPLICABLE W.E.F. RABI MARKETING SEASON 2015-2016					
SECTION NO.	HEAD/ITEM OF EXPENDITURE INCOME	DELEGATED TO AUTHORITY	SR. NO.	EXTENT AND CONDITIONS ATTACHED TO DELEGATION	REMARKS
2.1	Approval of purchase of wheat including payment of market fee, dami, cess.	D.M.	1	Purchases must be within frame work of procurement programme and policy and procedure and standing instructions given by Chief Manager(Foodgrain) as per policy of Govt of Punjab and instructions of Food and civil supply department.	
			2	Purchases claimed in bills verified by stock holder & Branch Incharge.	

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2.2	Approval of service charges & incentive to societies.	D.M.		Rates and Policy approved by M.D.	

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2.3	Approval of labour contract for the job to be got done from Labour Contractor: a) Fixed Mandi Labour Charges b) Labour and Cartage Charges	D.M.	1	Subject to the ceiling of norms fixed in Policy and procedure and standing instructions from Chief Manager(Foodgrains) followed.	
			2	Labour rates are less than or up to 5% more than previous year rates of Markfed however subject to maximum of current year rates of Pungrain . Fixed Mandi Labour rates as approved by Punjab Mandi Board and other labour and cartage as approved by committee constituted by State Govt.	

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			3	Copy of labour rates endorsed to foodgrains branch.	
			4	Services verified by stock holder, Branch Incharge.	
		CM(FG)		Labour rates are upto 10% more than the previous year rates of Markfed however subject to maximum of current year rates	
		AMD		Labour rates are more than 10% than the previous year rates of Markfed however subject to maximum of current year rates	
		MD		Beyond policy.	

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2.4	Special service charges including dara making, segregation and rebagging.	D.M.	1	Standing instructions from CM(FG) followed.	However in case of expenditure exceeding Rs.100000/-per operation comments of CAO must be considered
			2	Expenditure upto Rs.25000/- per operation.	
			3	Service charges verified by branch incharge and TO.	
		CM (FG)		Expenditure upto Rs.100000/- per operation	
		AMD		Expenditure above Rs100000/- upto 5 lac per operation.	
		M.D.		Above Rs .500000/-.	

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2.5	Approval of Transport Contracts for the job to be got done through Transporter.	D.M	1	Transport contracts are based on recommendation of Distt committee constituted by State Govt and standing instructions from Chief Manager (FG) followed	
			2	Rates are less or upto 5% more than previous year rates of Markfed however subject to maximum of current year rates of Pungrain.	
			3	Copy of Transport rates endorsed to Food grains Branch.	
			4	Services verified by stock-holder & Branch I/C.	
		CM(FG)		Transport rates are up to 10% more than last year rates of Markfed however subject to maximum of current year rates of Pungrain.	

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		AMD	1	Transport rates are more than 10% than rates of last year of Markfed however subject to maximum of current year rates of Pungrain.	
			2		
		MD		Beyond policy.	

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2.6	Approval of Gunny Bales Bills	CM(FG)	1	Purchases are within frame work of procurement and policy and procedure approved.	
			2	Purchases made through DFS/DGSD.	
			3	Receipt of Gunny Bales claimed in bills verified by stock holder, branch I/C & D.M.	
		AMD	1	Bardana purchased from open market.	
			2	Administrative approval taken from competent authority.	
			3	Receipt of Gunny Bales claimed in bills verified by stock holder/branch I/C and DM.	
		MD		Bardana purchased contrary to policy and standing instructions of DFS.	

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2.7	Approval of bardana transportation.	D.M.	1	Transport contracts are based on recommendation of approved committee and standing instructions from Chief Manager (FG) followed	
			2	Rates are less or upto 5% more than previous year rates of Markfed however subject to maximum of current year rates of Pungrain.	
			3	Services are verified by stock holder and branch I/C.	
			4	Transportation within Distt.	
		CM(FG)	1	Transportation from one distt. to another full powers but transportation rates are to be finalized by recipient district committee .	

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			2	<i>Transportation with in district and rates are upto 10% more than last year rates of Markfed however subject to maximum of current year rates of Pungrain.</i>	
		<i>AMD</i>		<i>Transport rates are more than 10% than rates of last year of Markfed however subject to maximum of current year rates of Pungrain in case of transfer within the district.</i>	
		<i>M.D.</i>		<i>Beyond policy.</i>	

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2.8	Approval of bardana consumption, degradation, and declaration of unservicable.	D.M.	1	Policy procedure, norms and standing instructions from Chief Manager (Foodgrains) followed.	
			2	Bills of inventory record of BO & SAO Distt. Reconciled.	
		CM(FG)	3	Norms of damaged bardana exceeded permissible limit in the policy issued by CM(Stock Articles)amounting Rs. 5000/- per occasion.	
		AMD		Norms of damaged bardana exceeded permissible limit in the policy issued by CM(Stock Articles)amounting more than Rs. 5000/- per occasion.	

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2.9	Approval of purchase of fumigants.	AMD		Purchases are within framework of procurement programme and policy and procedure approved.	

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2.10	Approval of fumigation consumption	D.M.	1	1.Fumigation consumption norms and policy followed.	
			2	Services verified by Branch Incharge and T.O.	
		CM(FG)		Fumigation consumption over and above norms upto amounting Rs. 25000/- per occasion.	
		AMD		Fumigation consumption over and above norms exceeding Rs. 25000/- per occasion.	

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2.11	Hiring of godowns including open plinths	DM	1	Policy, rates, norms and standing instructions from CM(Foodgrains) followed.	
			2	Godowns hired are from CMS/SWCs, CWC	
		CM(FG)		Godowns hired from private parties.	

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2.12	<i>Storage charges bills payment including rent payable to CMS/CWC/SWC and private parties.</i>	<i>DM</i>	<i>1</i>	<i>As per approved contract terms & rates.</i>	
			<i>2</i>	<i>Claims verified by Acctt. & Branch Incharge.</i>	

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2.13	Approval of security contracts for the watch and ward jobs to be got done through PESCO, Ex-servicemen and other contractors.	AMD	1	Policy & procedure, rates and norms approved, followed.	

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2.14	Approval of security service bills for the watch and ward service of security contractors.	D.M.	1	Security contract terms & rates followed as per policy approved by Head Office.	
			2	Services verified by Acctt. & Branch Incharge.	

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2.15	1. Approval of purchase of service equipment i.e. wooden crates polythene covers. 2. Rental tarpaline charges in case service equipment if any hired from other agencies and/ or pvt. Parties.	AMD		Purchases are within framework of procurement programme and policy of food and civil supplies followed.	
		MD		Over and above the policy approved.	

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2.16	<i>Incidental expenses of service equipment a) degradation and declaring unserviceable of service equipment. (b) repair & maintenance of service equipment.</i>	<i>D.M.</i>		<i>Within the norms and policy approved.</i>	
		<i>CM (FG)</i>		<i>Over & above the norms amounting upto Rs. 25000/- per case.</i>	
		<i>A.M.D.</i>		<i>Over & above the norms and more than Rs. 25000/- per case.</i>	

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2.17	<i>White washing and emergent repair of districts / branches/ sale centre/office buildings.</i>	<i>D.M</i>	<i>1</i>	<i>Policy procedure and standing instructions from S.E. followed.</i>	
			<i>2</i>	<i>Local Asstt. Engineer civil associated while engaging contractor for job.</i>	
			<i>3</i>	<i>Expenditure upto Rs.10000/- per annum.</i>	

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2.18	Engaging Clearing Agent, Commission Agent & Broker	AMD		policy & procedure, rates and norms approved, are to be followed.	

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2.19	Release of earnest money/ security	SAO(Distt.)		payments are due as per agreement	

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2.20	Advertisement of Tender Notice	AMD	1	Policy rates and norms of press advertisement approved followed.	
			2	Tender notice and service approved by CM (FG).	

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2.21	Approval of sale bills of wheat including realisation of payment in time	DM	1	Policy procedure, rates, excess norms approved are followed.	
			2	wheat dispatched to FCI as per policy.	
		A.M.D.		Wheat sold to private trade and policy approval obtained.	

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2.22	<i>Relaxation of recovery amount on account of quality cut on wheat and gunnies delivered to FCI</i>	<i>DM</i>		<i>Policy and norms approved, followed.</i>	
		<i>CM(FG)</i>		<i>Over norms amounting upto Rs. 10000/- per case considered and relaxed.</i>	
		<i>AMD</i>		<i>Over norms amounting upto Rs. 50000/- per case considered and relaxed.</i>	
		<i>MD</i>		<i>Over and above norms exceeding Rs. 50,000/- per case considered and relaxed.</i>	

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2.23	<i>Gunny bales Rail transit shortage claims/Quality claims.</i>	<i>C.M. (FG)</i>	<i>1</i>	<i>Claims of doubtful nature to be referred to competent authority for write off.</i>	
			<i>2</i>	<i>Each case to be reviewed on monthly basis and reports thereof submitted to AMD.</i>	
			<i>3</i>	<i><u>Standing guidelines as issued by HO followed.</u></i>	

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2.24	Disposal of damaged wheat	A.M.D.	1	<u>Policy & procedure of food & civil supply dept. to be followed.</u>	
			2	Recommendations of district committee constituted by the Food & civil supply dept. after getting categorization of wheat from FCI considered.	

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2.25	Dumping of contaminated stocks by floods.	CM (FG)	1	Stocks declared unfit for human & animal consumption by competent authority.	
			2	Dumping cost upto Rs. 5,000/- per case.	
		AMD	1	Dumping cost upto Rs.15,000/- per case.	
		MD	1	Dumping cost exceeding Rs. 15,000/- per case.	

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2.26	Insurance Charges	SAO (G)	1	Policy and procedure and standing instructions from CAO followed.	
			2	Insurance risks and extent covered as per indent of CM (FG)	
			3	Onus lies on CM(FG) to send the indent to SAO(G) well in advance	

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2.27	<i>Financial duty of recovery of verified cases of shortages of wheat, gunny bales and service equipments.</i>	DM	1	<i>Entry in shortage control register</i>	
			2	<i>Amount recovered or legal recovery or write off action initiated within month from date of identification</i>	
			3	<i>Review and report on each case to CM (FG) on the monthly basis</i>	
		C.M. (FG)		<i>Review and report on each case to AMD on monthly basis.</i>	

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2.28	<i>Financial duty of recovery of recoverable due from contractors/customers/suppliers and FCI & employees.</i>	D.M.	1	<i>Amount recovered or adjusted by due dates.</i>	
			2	<i>Legal recovery or write off action initiated in time of recoverable of doubtful nature.</i>	
			3	<i>Review all recoverable on monthly basis including under arbitration/ civil proceedings and report on each case to CM (Foodgrains)</i>	
		C.M. (FG)	1	<i>Review and report on each case including under litigation to AMD on monthly basis.</i>	
			2	<i>Arrange review in monthly D Ms meeting.</i>	

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2.29	<i>Financial duties of maintenance of statutory accounts and stock records pertaining wheat, gunny bales and service equipments.</i>	<i>D.M.</i>	<i>1</i>	<i>Records/ accounts are maintained on day to day basis and monthly reconciled.</i>	
			<i>2</i>	<i>Standing instructions from CAO followed and audit compliance given in time.</i>	
			<i>3</i>	<i>Monthly trials prepared and sent to CM(FG) and CAO</i>	
		<i>C.M. (FG)</i>	<i>1</i>	<i>Consolidated control records and trials reconciled on monthly basis.</i>	
			<i>2</i>	<i>Standing instructions from CAO followed and audit compliance given in time.</i>	
			<i>3</i>	<i>Monthly consolidated trials prepared and sent to AMD and CAO.</i>	

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2.30	Casual appointment of labour in the event of failure of regular labour contract at any purchase centre as emergency measure.	D.M.	1	Standing instructions followed.	
			2	Amt .of Operations per center per procurement season up to Rs. 15000/-	
			3	Report sent to CM(FG)	
		C.M. (FG)		Amt .of Operations per center per procurement season up to Rs. 50000/-	
		A.M.D.		Amt .of Operations per center per procurement season above Rs. 50000/-	