

From

Chief Executive Officer,
Haryana State Rural Livelihoods Mission,
Akshay Urja Bhawan, 2nd Floor,
Institutional Plot No.-1, Sector-17,
Panchkula.

To

All the Additional Deputy Commissioner-cum
-District Mission Directors,
Haryana State Rural Livelihoods Mission,
Haryana.

Memo No. HSRLM- 2014/2915
Panchkula, dated the 22-10-14

Subject : Delegation of Financial and Administrative Powers under HSRLM.

The Executive Committee of the Haryana State Rural Livelihoods Mission (HSRLM) in its 3rd meeting held on 27.08.2014, has approved the Finance Manual and Human Resource Development Manual. In order to give effect to the provisions of Chapter-16, Delegation of Financial & Administrative Powers of the Human Resource Development Manual and Chapter-4, Disbursement & Expenditure against Budgets of the Finance Manual of HSRLM, the Financial and Administrative Powers at the State, District and block have been illustrated which are as under:

A. Delegation of powers – Financial

Sr. No	Nature of power	Authority to whom the power is delegated	Extent of power delegated
1	To accord administrative approval and financial sanction for procurement of goods & services	Vice- Chairman	Full Powers
		Mission Director /CEO	Full Powers subject to budget provision
		Head of Office – State	Upto Rs. 2 lakh in each case
		ADC-Cum-DMD	Upto Rs.1.5 lakh in each case
		District Programme Manager	Upto Rs.5,000 Per Month
		Block Programme Manager	Upto Rs. 1000 Per Month
2	To accord administrative approval and financial sanction for purchasing journals and books and periodicals relevant to the mission objectives	Mission Director /CEO	Full Powers
		Head of Office – State	UptoRs. 5,000 per month
		ADC-Cum-DMD	Upto Rs.1000 per month
		District Programme Manager	UptoRs. 500 per month
3	To accord administrative approval and financial sanction for purchase of consumable stores, fuel, oil, lubricants and repair, maintenance & hiring of vehicles on daily basis.	Mission Director / CEO	Full Powers
		Head of Office – State	UptoRs. 50,000 per month
		ADC-Cum-DMD	UptoRs. 25,000 per month
		District Programme Manager	UptoRs. 10,000 per month
4	To accord administrative approval and financial sanction of salary, office rent, electricity, water charges, taxes, telephone, internet etc.	Mission Director / CEO	Full Powers
		Head of Office – State	Upto the approved limit.
		ADC-Cum-DMD	Actuals
		Block Programme Manager	Actuals
5	Sanction of recurring, non-recurring contingent expenditure not specified elsewhere.	Mission Director / CEO	Full Powers
		Head of Office – State	UptoRs. 50,000 per month
		ADC-Cum-DMD	UptoRs. 10,000 per month
		District Programme Manager	UptoRs. 5,000 per month
		Block Programme Manager	Upto Rs. 1000 per month
6	To accord administrative approval and financial sanction for payment of legal fees, other incidental charges / legal consultancy fees for	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 50,000 with prior approval of CEO in each case

	lawyers	ADC-Cum-DMD	Upto Rs. 10,000 with prior approval of CEO in each case
7	To accord administrative approval and financial sanction on TA Bills and advance for travelling.	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 25,000 in each case
		ADC-Cum-DMD	Full Powers (within District Jurisdiction)
8	To sanction reimbursement of cancellation charges for rail, air ticket when cancellation is made in the interest of Society or when cancellation is made on account of circumstances beyond the control of the officials	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 10,000 in each case.
		ADC-Cum-DMD	Upto Rs. 5000 in each case.
9	To accord administrative approval and financial sanction for attending training / seminars / workshops within the State	Mission Director / CEO	Full Powers
10	To accord administrative approval and financial sanction for exposure /immersion/attending training workshop outside the State	Mission Director / CEO	Full Powers
11	To accord administrative approval and financial sanction for attending training workshop / seminar /study / exposure tours abroad and for tour advance.	Vice-Chairman / PSRD	As per guidelines of Govt. of Haryana.
12	To accord administrative approval and financial sanction for expenditure on taxi fares of distinguished visitors	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 10,000 in each case
		ADC-Cum-DMD	Upto Rs. 5,000 in each case
13	To accord administrative approval and financial sanction for repairs/renovation of office, repair of goods, equipment and furniture	Mission Director / CEO	Full Powers
		Head of Office – State	UptoRs. 2 lakh per annum
		ADC-Cum-DMD	UptoRs. 50,000 per annum
		District Programme Manager	Upto Rs. 12,000 per annum
		Block Programme Manager	UptoRs. 6,000 per annum
14	To accord administrative approval and financial sanction for one time installation of office equipment, telephones, internet, electricity etc.	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 50,000
		ADC-Cum-DMD	Upto Rs. 25,000
15	To accord administrative approval and financial sanction for organizing food, TA & DA for invitee VIPs/ EC members, Experts and delegates attending the meeting.	Mission Director / CEO	Full Powers
16	To accord administrative approval and financial sanction for unanticipated activities	Mission Director / CEO	Full Powers
17	To accord administrative approval and financial sanction for programmatic expenditure which is already approved in the Annual Action Plan	Mission Director / CEO	Full Powers subject to the budget provision
		ADC-Cum-DMD	Full Powers
18	Expenditure on approved workshops, meetings, trainings of staff, SHGs, VOs, Book keepers, Community Persons, other stake	Mission Director / CEO	Full Powers
		ADC-Cum-DMD	Upto Rs. 25,000 in each case

	holders etc.	District Programme Manager	Upto Rs. 10,000 in each case for trainings organized for SHGs, VOs, CBOs, Book keepers and Community Persons.
19	To sanction honorarium to guest speakers, experts and Resource Persons for workshops, trainings and thematic meetings	Mission Director / CEO	Full Powers
		ADC-Cum-DMD	Upto Rs. 1500 per day in each case/ individuals
		District Programme Manager	Upto Rs. 1000 per day in each case/ individuals
20	To sanction hospitality expenditure	Mission Director / CEO	Full Powers
		Head of Office – State	Upto Rs. 5,000 per month
		ADC-Cum-DMD	Upto Rs. 1500 per month
		District Programme Manager	Upto Rs. 1000 per month.
		Block Programme Manager	Upto Rs. 500 per month.
21	To engage upto four hours part time sweeper, water man, gardener, etc.	Mission Director/ CEO	Full Powers

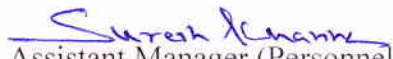
B. Delegation of powers – Administrative

Sr. No.	Nature of power	Authority to whom the power is delegated	Extent of power delegated	Remarks
1	To invite resource person/members of different committees and Community or agencies within district for Mission work for Meeting/ Discussion/ Technical Assistance	Mission Director/ CEO	Full Powers	
2	To accord administrative approval and financial sanction for Studies, Research & Survey etc.	Mission Director/ CEO	Full Powers	
3	To accord administrative approval and financial sanction for IEC/ Communication materials and knowledge products including developing and printing	Mission Director/ CEO	Full Powers	
4	To accord administrative approval and financial sanction for Preparation of Annual Work Plan, Micro Planning, Perspective Plan	Mission Director/ CEO	Full Powers	
5	To accord administrative approval and financial sanction for expenses on Mission visit, monitoring & supervision, reporting & documentation	Mission Director/ CEO	Full Powers	
6	To engage temporary/part time Staffs/ Deputation/ Contracts	Mission Director / CEO	Full Powers	
7	To permit for journey of Officials outside the State in connection with approved training, workshop, field visit, seminar & gathering experiences	Mission Director / CEO	Full Powers	
		Head of Office-State	Full powers for level III and IV employees.	

8	To permit for journey of Officials within the State in connection with approved training, workshop, field visit, seminar & gathering experiences	Mission Director / CEO	Full Powers	
		Head of Office-State	Full powers for level III and IV employees.	
9	To accord permission for air travel for experts, resource persons, non-entitled Officers	Mission Director / CEO	Full Powers	
		Head of Office-State	Subject to approved policy in absence of CEO	
10	Suspension of staff appointed on deputation or contract	Mission Director / CEO	Full Powers	Full powers in respect of employees for whom CEO is appointing authority. In case of staff on deputation CEO, would make recommendation to the parent department.
11	To invite experts/ members of EC/ VIPs and appoint consultants or agencies outside government sector	Mission Director / CEO	Full Powers	
12	Hiring of office accommodation	Mission Director/ CEO	Full Powers	
13	Sanction of leave	Mission Director/ CEO	Full Powers	
		Head of Office-State	For Level III & IV staff	
		ADC-cum-DMD	Full powers for district and block staff	
		District Programme Manager	Leave upto 4 days for DFMs, BPMs, Accountant and other support staff at district level.	
		Block Programme Manager	Leave upto 4 days for CCs, Accountant and support staff at block level.	
14	Disciplinary action against Mission staff	Mission Director/ CEO	Full Powers	
15	For execution of documents/agreements/advances relating to contracts for goods and services including repairs	Mission Director / CEO	Full Powers	
		Head of Office-State	All Powers, as delegated by CEO	

		ADC-cum-DMD	All Powers, as delegated by CEO	
16	To accord administrative approval for legal services	Mission Director / CEO	Full Powers	
17	To sanction for sale off/write-off of unserviceable materials/dead stocks/ theft	Mission Director / CEO	Full Powers	
18	Administrative approval for Operating Expenses	Mission Director / CEO	Full Powers	

It is therefore, requested to take note of the above and to take further action/decide the matters in accordance with the above mentioned Administrative and Financial powers. This will also supersede the letters earlier issued vide this office Memo no. HSRLM-2013/703 dated 30.4.2013 and Memo no. HSRLM-2014/392 dated 23.1.14 to the four Intensive districts i.e. Kaithal, Mewat, Bhiwani and Jhajjar.


Assistant Manager (Personnel),
for Chief Executive Officer,
Haryana State Rural Livelihoods Mission,
Panchkula

Endst.No. HSRLM/2014/

2916 .

Dated

22/11/14

A copy is forwarded to PS/ACS (RD) for kind information of the Additional Chief Secretary to Govt. of Haryana, Rural Development and Panchayats Department.


Assistant Manager (Personnel),
for Chief Executive Officer,
Haryana State Rural Livelihoods Mission,
Panchkula