



संस्था का ज्ञापन पत्र एवं नियम

MEMORANDUM OF ASSOCIATION & RULES OF ASSOCIATION

छत्तीसगढ़ राज्य बीज प्रमाणीकरण संस्था

छत्तीसगढ़ शासन का उपक्रम : पंजीयन क्रं. 210 दिनांक 20-8-2002

प्रधान कार्यालय : इंदिरा गांधी कृषि विश्वविद्यालय परिसर,
कृषक नगर, रायपुर - 492 012 (छ.ग.)

C.G. STATE SEED CERTIFICATION AGENCY

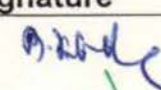
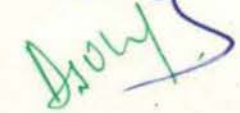
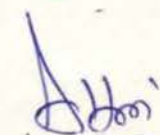
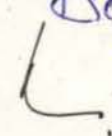
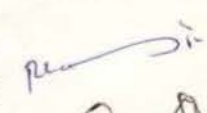
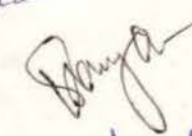
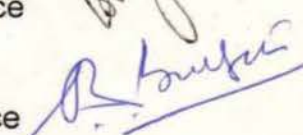
MEMORANDUM OF ASSOCIATION

1. The name of the society in Hindi shall be the Chhattisgarh Rajya Beej Pramanikaran Sanstha (hereafter referred to as the Sanstha). The name of the Society in ENGLISH shall be Chhattisgarh Rajya Beej Pramanikaran Sanstha.
2. The registered Head Office of the Sanstha shall be situated at such place as the Board of Directors of Sanstha may decide from time to time. Its Head Office is located at Indira Gandhi Krishi Vishwavidyalaya Campus, Krishak Nagar, Raipur (C.G.).
3. The Objects for which the Sanstha is established are:
 - (a) To act as the Certification Agency established under section 8 of the SEEDS ACT, 1966, (54 of 1966).
 - (b) To discharge the functions entrusted to the certification Agency under section 9 and 10 of the SEEDS ACT, 1966 (54 of 1966).
 - (c) To maintain a list of sources of Breeder and Foundation seeds approved by the Central Seed Certification board in the case of variety grown in more than one State and by the State Seed Certification Board in the case of varieties of local importance.
 - (d) To verify upon receipt of an application for certification of the variety eligible for certification that the application has been submitted in accordance with the procedure prescribed by the Sanstha and that the source of seed used for planting is from approved sources.
 - (e) To provide for the inspection of seed fields, seed processing plants and seed lots in accordance with the procedures outline by the Central Seed Certification Board.
 - (f) To grant certificate, certification tags and seals etc. designed as per specifications provided by the Central Seed Certification Board and as per procedure prescribed by the Sanstha.
 - (g) To carry out educational programme designed to promote the use of certified seed including a publication listing cooperators in the Seed

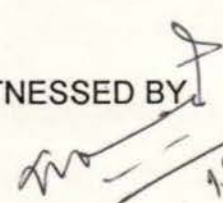
Certification Programme and sources of certified seed and provide such information to the Central Seed Certification Board and to publish the same.

- (h) To ensure that the seed certified in the State conform to the standards prescribed by the Central Seed Certification Board.
- (i) To regulate the processing of seed processing units with a view to see that seeds are properly processed to confirm to the standards fixed.
- (j) To test the seeds at the notified Seed Testing Laboratories to confirm to the standards prescribed under the SEEDS ACT.
- (k) Periodical inspection of premises of Dealers to ensure that the certification standards are not violated and there is no abuse of certification in any form and to ensure that farmers get certified seeds confirming to the standards prescribed under SEEDS ACT at all time.
4. The names, addresses and occupations of the first member of the C.G. Rajya Beej Pramanikaran Sanstha governing Board, to whom by the rules and regulations of the Sanstha, the management of the Sanstha's affairs is entrusted are given below
- | | |
|---------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. Agriculture production Commissioner
Government of Chhattisgarh | Chairman |
| 2. Sec. Agriculture, Department of Agril.
C.G., Raipur | Vice-Chairman |
| 3. Add. Chief Sec., Finance or nominee | Member |
| 4. Add. Director of Agriculture, C.G. | Member |
| 5. Deputy Secretary (S & F) Govt. of India-cum-Sec.
Central Seed Certification Board, N. Delhi or
His nominee | Member |
| 6. The Head of the Department of Plant Breeding
Indira Gandhi Krishi Vishwavidyalaya, Raipur | Member |
| 7. Regional Manager
National Seed Corporation Ltd., Bhopal | Member |
| 8. Managing Director
C.G. State Agriculture Marketing (Mandi) Board
Raipur | Member |
| 9. Managing Director
Chhattisgarh State Seed Certification Agency,
Raipur (C.G.) | Member-Secretary |
| 10. Progressive Farmer (Bastar Division)
(to be nominated by Govt. of C.G.) | Non-Official member |

11. Progressive Farmer (Bilaspur Division)
(to be nominated by Govt. of C.G.) Non-Official member
12. Progressive Farmer (Raipur Division)
(to be nominated by Govt. of C.G.) Non-Official member
5. A copy of the rules of the Sanstha certified to be a corrected copy by three members of the Governing Board is filed alongwith the Memorandum of Association.
6. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association and set ourselves respective hands there into and form ourselves into a society under the Madhya Pradesh Society Registration Adhiniyam (No. 44 of 1973) Read with Chhattisgarh adoption rules.

S. No.	Name & Address	Occupation	Signature
1.	Shri B.K.S. Ray Agriculture Production Commissioner, Govt. of Chhattisgarh, Raipur	Govt. Service	
2.	Dr. A.J.V. Prasad Secretary Agriculture, Govt. of Chhattisgarh, Raipur	Govt. Service	
3.	Shri Sujogya Kumar Mishra Add. Chief Secretary, Finance, Govt. of Chhattisgarh, Raipur	Govt. Service	
4.	Shri K.D.P. Rao Managing Director C.G. State Agriculture Marketing (Mandi) Board, Raipur	Govt. Service	
5.	Dr. R.K. Mishra Head of the Dept., Plant Breeding I.G. Krishi Vishwavidyalaya, Raipur	IGKV Service	
6.	Shri U.S. Saiyyam, Additional Director Agriculture Directorate of Agriculture, Raipur	Govt. Service	
7.	Shri S. S. Bhatnagar Regional Manager, National Seed Corporation, Bhopal (M.P.)	NSC Service	

WITNESSED BY


19/8/02
Chandra Shekher Gokhale
Seed Certification Officer
Raipur (C.G.)

RULES OF ASSOCIATION OF THE CHHATTISGARH RAJYA BEEJ PRAMANIKARAN SANSTHA

1. SHORT TITLES

These rules may be called the Rules of Association of the Chhattisgarh Rajya Beej Pramanikaran Sanstha, 2002.

2. DEFINITION

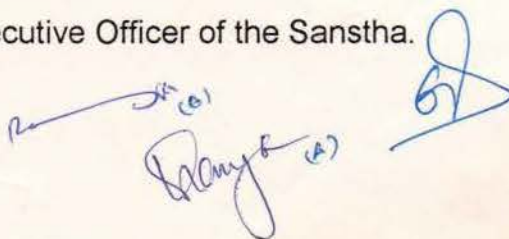
In these rules, unless the context otherwise requires:

- (a) 'BOARD' means the Board of Directors of the Chhattisgarh Rajya Beej Pramanikaran Sanstha
- (b) 'CHAIRMAN' means the Chairman of the Board
- (c) 'MANAGING DIRECTOR' means the Managing Director of the Sanstha.
- (d) 'SANSTHA' means the Chhattisgarh Rajya Beej Pramanikaran Sanstha.
- (e) 'CENTRAL SEED CERTIFICATION BOARD' means the Central Seed Certification Board, constituted under the SEEDS ACT, 1966.
- (f) 'GOVERNMENT' means, Government of Chhattisgarh.

3. AUTHORITIES OF THE SANSTHA

The authorities of the Agency shall be:-

- (a) The Chairman
 - (b) The Board of Directors
 - (c) The Managing Director
 - (d) Such other authorities as may be constituted by the Board to give effect the provisions of the Memorandum of Association of the Sanstha and these rules
4. The Managing Director shall be appointed by the Board of Directors on such terms and conditions as may be approved by the Board of Directors.
5. The Managing Director shall be Chief Executive Officer of the Sanstha.

The block contains several handwritten signatures and initials in blue ink. On the left, there is a signature that appears to be 'Rajya' with '(A)' next to it. To its right is another signature, and further right is a large, stylized signature. There are also some smaller initials and marks scattered around.

6. MEMBERS OF THE BOARD OF DIRECTORS

The Board will be constituted by the State Government of the following members:-

- | | |
|-----------------------------------------------------------------------------------------------------------|---------------------|
| 1. Agriculture Production Commissioner
Govt. of Chhattisgarh, Raipur (C.G.) | Chairman |
| 2. Agriculture Secy to the Govt. of Chhattisgarh | Vice-Chairman |
| 3. Finance Secy to the Govt. of Chhattisgarh or Nominee | Member |
| 4. Dy. Commissioner (Q&C) Govt of India,
Ministry of Agril., New Delhi | " |
| 5. Additional Director of Agriculture of C.G. | " |
| 6. Head of the Department (Plant Breeding)
Indira Gandhi Krishi Vishwa Vidhyalaya, Raipur | " |
| 7. Regional Manager,
National Seed Corporation, Bhopal (M.P.) | " |
| 8. Managing Director, C.G. State Agriculture Marketing
(Mandi) Board (Seed cell) Raipur or his nominee | " |
| 9. Progressive Farmer (Bastar Division)
(to be nominated by Govt. of C.G.) | Non-Official member |
| 10. Progressive Farmer (Bilaspur Division)
(to be nominated by Govt. of C.G.) | Non-Official member |
| 11. Progressive Farmer (Raipur Division)
(to be nominated by Govt. of C.G.) | Non-Official member |
| 12. Managing Director C.G. State Seed
Certification Agency, Chhattisgarh. | Member-Secretary |

7. ROLL OF MEMBERS

The Board shall keep a roll of members giving their names, addresses and occupations and every member shall sign the same.

8. If a member of the Board changes his address shall notify his new address to the Member Secretary, who shall there upon enter his new address in the roll of members. But if he fails to notify his new address the address given in the roll of member shall be deemed to be his address.





9. CHANGE OF MEMBERSHIP

- (a) Where a member of the Board of Directors is member by virtue of the office, he holds his membership shall terminate, when he ceases to hold that office and the successor to that office shall become such member.
- (b) The Government may by order substitute any member of the governing Board or may committee who is a member by virtue of the office he holds, by any person, for the time being holding office either equal or higher or lower in rank and upon such substitution the member shall take the place of the relieved member.

10. DURATION OF MEMBERSHIP

The term of office of the non-official members of categories mentioned in Rule 6 (10,11,12) shall be two successive years and a retiring member shall be eligible for re-nomination for one more term only. Provided that the State Government at any time, without assigning any reason may terminate the membership of any such member before expiry of the said term.

11. A member of the Board shall cease to be a member thereof if:

- (a) He dies, resigns, becomes of unsound mind or become insolvent or is convicted of a criminal offence involving moral turpitude or;
- (b) He does not attend three consecutive meetings of the Board without proper leave of the Chairman or;
- (c) Being a member by reason of the office of appointed holds, cease to hold that office or appointment.

12. A resignation from the membership of the Board may be tendered to the Chairman in writing and shall not take effect unless it has been accepted by the Chairman.

13. Any vacancy in the membership of the Board caused by any of the reasons mentioned in provision to rule 10 or 11 shall filled up in accordance with the provision of those rules. But the persons appointed in the vacancy shall hold office for the unexpired period of the term of the membership.

14. The Board shall function notwithstanding that any person, who is entitled to be a member by virtue of his office is not a member of the Board for the time being and notwithstanding any other vacancy in board whether any non appointment, a defect in appointment or otherwise and no act or proceedings of the Board shall be called in question on the ground merely of the existence of any vacancy in or any defect in the constitution of the Board.

15. PROCEEDINGS OF THE BOARD

- (a) The Annual General Meeting of the Board shall be held at such time, date and place as may be determined by the Chairman.
 - (b) The chairman may convene any ordinary general meeting of the Board, whenever he thinks necessary. However, the Board shall held atleast four ordinary general meetings every year.
 - (c) Six members of the Board may, by a letter addressed to the member-secretary, requisition a special meeting of the Board. On receipt of such requisition the member secretary shall convene a meeting.
16. Except as otherwise provide in these regulations, all meetings of the Board shall be called by notice under the signature of the member-secretary or other officer authorised in his behalf by the Chairman.
17. Every notice calling a meeting of the Board shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Board not less than a fifteen clear days before the day appointed for annual or ordinary general meetings and seven clear days for a special meeting. The Chairman may, however, for reasons to be recorded, convene a meeting on such shorter notice, as he may think proper.
18. Every meeting of the board shall be presided over by the Chairman or in his absence, Vice-Chairman shall be presided for the meeting.
19. Five members shall form the quorum at any meeting of the Board, Provided that if a meeting of the Board is adjourned for the lack of quorum, and they meet again to transact the business, after due notice as provided for in Rule-17, no quorum shall be necessary.

per Sir
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20. All disputed questions at the meetings of the Board shall be determined by vote. In case of any equality of votes, the Chairman shall have a casting vote.
21. The member-secretary shall keep a record of the proceedings of the meeting of the Board and a copy thereof shall be sent to the State Government and Registrar.

22. POWERS OF THE BOARD

- (a) The Board shall have the power to frame regulations not inconsistent with these Rule and to alter, amend and repeal them from time to time for the administration and management of the affairs of the Sanstha and for carrying out its objectives, with the consultation of State Government and the amendments shall be got registered with the Registrar under Section 10 of the Madhya Pradesh Society Registration Adhiniyam, 1973 read with Chhattisgarh Adoption Rules.
- (b) The Sanstha shall be guided by the directives of the Board of Directors in the following matters:
- i. The preparation and sanction of budget estimates the sanctioning of expenditure, making and execution of contracts the investment of the funds of the Sanstha and account & audit.
 - ii. To lay down procedure for appointment of the officers and other staff.
 - iii. To prescribe the terms and tenure of appointments, emoluments, allowances, rules and discipline and other conditions of service of the officers and other staff.
 - iv. To decide power, functions and conduct of business of such committees as may be constituted from time to time.

23. BYE LAWS

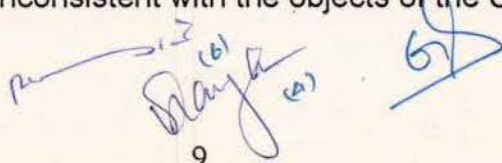
The Board may frame bye-laws which are not inconsistent with the Memorandum of Association, Rules and Regulations for carrying out the purposes of the Sanstha and for its day to day administration.

24. Subject to the Memorandum of Association, Rules and Regulations the Board shall have the powers:

- (a) To appoint all categories of officers and staff for conducting the affairs of the Sanstha, consistent with qualifications, if any, specified by the Central Seed Certification Board, to fix the amount of their remuneration subject to the budget provision and to define their duties.
- (b) To enter into arrangements with the government of India, State Government and other Public or Private organisations or individuals for furtherance of its objective, for implementation of its programmes and for securing and accepting endowments, grant-in-aids, donations or gift or mutually agreed terms and conditions:-

Provided that the conditions of such grand-in aid, donation or gifts shall not be consistent or in conflict with the provisions of these rules.

- (c) To establish and collect fees for services provided by the Sanstha, which are not inconsistent with provision of the SEEDS ACT, and Rules of recommendations of the Central Seed Certification Board.
- (d) To acquired by gift, purchase, lease or otherwise any property, movable or immovable which may be necessary or convenient for the purpose of the Sanstha and to construct, alter and maintain any building or buildings for the purpose of the Sanstha.
- (e) To draw, make, endorse, discount and negotiate State Government, Government of India and other Promisory notes, bill of exchange, cheque or other negotiable instruments;
- (f) To invest the funds of the Sanstha in such securities or in such manner as may, from time to time, be determined by the Board and, from time to time, to sale or transfer such investments.
- (g) To take over and acquire by purchase, gift or otherwise from government and other public bodies or private individuals, movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Sanstha.

 (b) (a)

Note

The powers under (b), (d) and (g) shall be exercised by the Board, subject to the conditions that the prior approval of the Government of India shall be obtained for accepting any gift or assistance in any form, from foreign governments/ organization and International agencies or for entering into any negotiations or contractual arrangement with them and;

(h) To sale, transfer, lease or otherwise dispose off any movable or immovable property of the Sanstha, subject to the condition that no immovable property of the Sanstha shall be sold or transferred without the prior approval of the State Government and the Registrar.

25 (i) The Board may delegate to the Chairman or to the Managing Director/ Seed Certification Officer/ Seed Testing Officer of the Sanstha, such administrative and financial powers or impose such duties, as it may deem proper.

(ii) The Chairman may, in case of emergency direct in anticipation of the Boards approval, the execution of any work or the doing of any act in the interest of the Agency, which requires the sanction of the Board. Any such decision by the Chairman should be rectified by the Board within 90 days.

25 A PROVISION FOR APPEAL

- i. Any person aggrieved by an order of the Seed Certification Officer/ Seed Testing Officer, may prefer an appeal to the Managing Director, within 30 days from the date of receipt of such order.
- ii. Any person aggrieved by an order of the Managing Director, may prefer an appeal to the Chairman, within 30 days from the date of receipt of such order.
- iii. Once further review appeal within 30 days from the receipt of such order will be provided to agrieved person which shall be heard by a Committee appointed by the Board to review the appeal.
- iv. Any person may prefer an appeal to the Board against the order of review appeal, within 30 days from the date of receipt of such orders.

v. The order passed by the Board in such appeal shall be final and shall not be called in question again in form of any appeal.

vi. Not more than three appeals will be allowed to any aggrieved person.

26. THE BOARD MAY BE RESOLUTION APPOINT

- (a) Committee or sub-committee for such purposes and with such powers as it may think proper; and
- (b) Advisory Committee or panel consisting of persons who need not necessarily be the members of the Board with such advisory functions as the Board may think proper. The Board may dissolve any of the committees at any time.

27. FUNCITONS OF THE BOARD

Without affecting the generally of its powers the Board shall take action to:

- (a) Employ the full compliments of a qualified staff of the Sanstha
- (b) Arrange for suitable office space for its office and Sanstha Headquarters.
- (c) Assure that the staff has adequate equipment, mobility and supplies to carry out the responsibilities entrusted to it.
- (d) Recognise authentic sources of breeder and foundation seed.
- (e) Recognise Seed Testing Laboratories for analysis of samples for certification by the Sanstha.
- (f) Consider matters of concern and specific certification problem cases submitted to it by the Managing Director.
- (g) Ensure the development of a sound and comprehensive Seed Certification Programme in the State in consultation with the University, the State Government and seed producers organisations.
- (h) Recommend to the Central Seed Certification standard and procedure.
- (i) Develop an educational programme emphasizing use of good quality seed or recommend varieties.

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- (j) Provide the Central Seed Certification Board with a description of all State development varieties so that it may make this information available to all other similar agencies.
- (k) Maintain close liaison with similar Board and Agencies of other States and to keep in touch with Seed Law enforcement and seed testing programmes in the State and the Country.

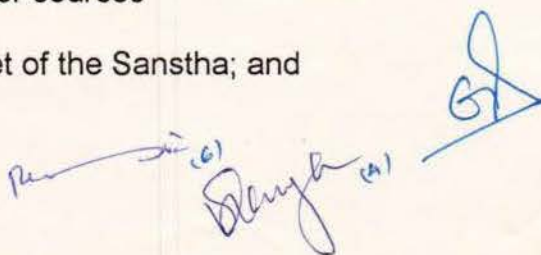
28. FUNCTIONS & POWERS OF THE CHAIRMAN, MANAGING DIRECTOR, SEED CERTIFICATION OFFICER AND SEED TESTING OFFICER

- i. The Chairman/ Managing Director/ Seed Certification Officer/ Seed Testing Officer, respectively shall exercise the administrative and financial powers as specified in the schedule annexed to this Memorandum of Association; (Annexe-1).
- ii. The Managing Director shall function as the Chief Executive Officer of the Sanstha and shall be responsible for its proper administration under the direction and guidance of the Board.
- iii. The Managing Director shall be Chief controlling and supervising officer of the Sanstha. All officers and employees of the Sanstha shall be under his control. He will watch over the finance and administration of the Sanstha and perform such executive function as are assigned to him. He will also exercise supervision and control over acts and proceedings of all officers and employees of the Sanstha in the matters of executive, administration and in the matters concerning the accounts, records and disposal of all question relating to the service matters of the officers and employees of the Sanstha.

29 FUNDS OF THE SANSTHA

The funds of the Sanstha shall consists of following-

- i. Grants may be the Government of India and The State Government.
- ii. Contribution from other sources
- iii. Income from the asset of the Sanstha; and



- iv. Receipts of the Sanstha by way of application and certification fees and other service charges.
30. The fund of the Sanstha shall be deposited in Any Nationalize Bank. All the funds shall be paid to the account of the Sanstha through a cheque requisition from signed by such officer or officers of the Sanstha as may be duly empowered in this behalf by the Board.
31. The representative of the department of Finance on the Board will be the financial adviser to the Sanstha. Financial aspects of major importance of the Sanstha shall be referred to the Financial Advisor for his advice.

32. ACCOUNTS, AUDIT AND ANNUAL REPORT

- (a) The Sanstha shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment accounts, statement of liabilities etc. in such form as may be prescribed by the Board in consultation with the Auditors.
- (b) The accounts of the Sanstha shall be audited annually by the Auditors appointed by the Board and any expenditure incurred in connection with the audit of the accounts of the Sanstha shall be payable by the Sanstha.
- (c) The auditors shall have the same right and privileges and authority in connection with the audit of the accounts of the Sanstha as the Controller and Auditor General, or any other person appointed by him in this behalf as in connection with the audit of Government Accounts and in particular, shall have the right so demand the production of books, accounts, connected vouchers and other documents and prepared and to inspect any of the officers or institution of the Sanstha.
- (d) The accounts of the Sanstha, as certified by the Auditors together with the Audit Report thereon, shall be forwarded annually to the Board and the Board shall submit the same to the State Government and Registrar within 45 days after approval of the board as per rule of Chhattisgarh Society Registration Adhiniyam 1973 (27 & 28).

- (e) In case the Govt. applies the provisions of M.P. Sthhaniya Nidhi Adhiniyam to the Sanstha by a notification under section 21 of the said Adhiniyam Rules 32(b) shall cease to operate. The accounts of the Sanstha shall thereafter be audited by the Director of Local Fund Audit.

33. An annual report of the proceedings of the Sanstha of the work undertaken during the year shall be prepared and published for the information of the Board, the Central Seed Certification, Board, State Government, the Agricultural University.

34. AMENDMENT TO RULES

Subject to the provision of the Madhya Pradesh Society Registration Adhiniyam 1973 (No. 44 of 1973) read with Chhattisgarh adoption rules and with the prior approval of the State Government, these rules may be ammended at any time of the resolution passed at any ordinary general meeting of the Board duly convened for the purpose and support by more than half of the total members of the Board.

35. The society shall sue and be sued in the name of the Managing Director of Sanstha.

36. DISSOLUTION

Subject to the provisions of the Madhya Pradesh Society Registrikaran Adhiniyam, 1973 read with Chhattisgarh adoption rules and will the approval of the State Government the society may be dissolved by a resolution passed at any ordinary general meeting of the Board duly convened for the purpose and supported by more than three fifth of the total members of the Board. On such dissolution all assets and liabilities of the society shall vest in the state Government and shall be dealt with such manner as the state government may direct.

ANNEXE-1

The Schedule See Rule 28(i)

Administrative and Financial Powers vested to the Chairman/Managing Director/ DSCO/ SCO and STO's

S. No.	Nature of Power	Extent of Power		
		Chairman	Managing Director	DSCO/SCO/STO's
1	2	3	4	5
Administrative power				
01.	Appointment against sanctioned post	—	For Class II, III & IV full powers	—
02.	Appointment of contingent staff as per Collector rate	—	Full powers	Full powers
03.	To conduct departmental enquires, removal, termination, suspension and acceptance of resignation	—	Full powers for the post whom he is appointed	—
04.	To fix Head quarters and transfer of subordinates officers and staff	—	Full powers	—
05.	Sanction of Annual increment	—	Full powers	Full powers for the staff working under him.
06.	Extension of probation period	—	Full powers in respect of officers/ staff appointed by him	—
07.	Countersign on T.A. bills and medical reimbursement bills	—	Full powers in respect of officers and staff working under him and himself	Full powers in respect of officers and staff working under him and himself

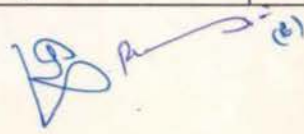
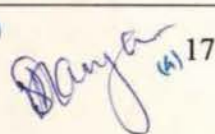
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08.	Sanction of Journeys out of State	Full power in respect of M.D.	Full powers.	—
09.	To grant exemption from the rate of limiting payment of daily allowance for halts on tour in excess of ten days	—	Full power in respect of other	Full powers in respect of staff working under him, except himself
10.	To sanction special pay as per rule for additional post	—	Full powers	—
10	To sanction special pays as per rules for additional post	—	Full powers	—
11.	Stoppage of increments with cumulative and non cumulative	—	Full power	—
12.	To sanction all kind of leave	Full powers in respect of M.D.	Full power in respect of all others/	Excluding study leave, full power in respect of staff working under him.
13.	Arbitration and litigation	Full powers, cases in which M.D. is a party	Full powers	—

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S. No.	Nature of Power	Extent of Power		
		Chairman	Managing Director	DSCO/SCO/STO's
1	2	3	4	5
Financial power				
01.	To sanction contingent expenditure	Full powers	Upto 1,00,000/- for non recurring & upto Rs.20000/- for recurring expenditure	—
02.	Renting office accommodation & garrage	Full powers	—	—
03.	To provide necessary facilities : Telephone, furniture & equipments	Full powers in respect of telephones	Full powers, subject to budget provision in respect of furniture & equipments	Full powers, subject to budget provision in respect of furniture & equipments
04.	Temporary fitting in hired building	—	Full powers	Upto Rs.15000/- per annum subject to budget provision
05.	Purchase of stationary	—	Full power, subject to budget provision	Upto Rs.10000/- per annum subject to budget provision
06.	To sanction printing of Forms, Registers, Pamphlet etc & official matters	—	Full powers	Full powers
07.	To write off losses	—	Full powers	Upto Rs.5000/-
08.	To purchase tyres, tubes & batteries, machinery	—	Full powers subject to budget provision	Full powers subject to budget provision

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09.	Vehicle maintenance	—	Full powers, subjected to budget provision	As per Govt. rules
✓ 10.	Purchase of typewriters, computers and necessary accessories	—	Full powers	—
11.	To sanction purchase of books, periodicals and newspapers	Full powers	Full powers	Full powers
12.	Purchase of two wheelers and four wheelers for office work	—	Full powers	—
13.	To sanction advertisements and publicity	—	Full power, subject to budget provision	—
14.	To sanction purchase of miscellaneous stores for office use	—	Full powers	Upto Rs.10000/- per annum
15.	To sanction expenditure on entertainment of Board members, higher officials & VIPs in the interest of agency	Full powers	Upto Rs.15000/- at a time	Upto Rs.2000/- at a time
16.	Uniforms of Class-IV & Drivers	—	Full powers	Full powers subject to budget provision
17.	To open tenders	—	Full powers	Upto Rs.25000/-
✓ 18.	Purchase of furniture including coolers, steel cabinets, fan & other equipments as per fixed norms for office purpose	—	Full power, subject to budget provision	Full power upto Rs.10000/-
19.	To sanction all kinds of loans & advance	—	Full powers	—

20.	Grant of tour/ transfer, festivals & grain advances	—	Full powers	Full powers for the staff working under him
21.	To sanction Ex-gratia, family benefit fund	—	Full powers	—
22.	Expenditure on postage & telegram	—	Full powers	Full powers
23.	Telephone and Fax	—	Full powers	As per government rules
24.	To write off dead stocks	—	Full powers upto Rs.10000/- for consumable & upto Rs.20000/- for non consumable articles	Upto Rs.2000/- for consumable articles & upto Rs.2000/- for non consumable article
25.	To write off tags etc	—	Full powers	—
26.	Drawing & Disbursing powers	—	Full powers	Full power (including himself)

