

2. Powers & duties of its officers and employees

1. Managing Director- He is the Principal Executive of the Board and Head of the Department.
2. Addl. Managing Director- He is the Head of the office. Incharge of Accounts, Admn & Personnel Divisions. In addition, he is also performing the duties of an Area Officer.
3. Director (Per)- Director (P) functions as incharge of Personnel, Admn & Accounts Division.
4. Joint Directors- They are the Area Officers for implementation of NHB schemes in their respective area. In addition, some of the JDs are entrusted with additional responsibilities as incharges of other divisions.
5. JD(F&A)- JD(F&A) is responsible for over all functioning of Accounts Division for Accounts and Financial matters of the Board.
6. Deputy Directors- They are primarily entrusted with the duties and responsibilities of implementation of schemes of NHB.
7. Deputy Director (Computer)- DD(Comp) is responsible for work pertaining to computerization of data on various subjects on the website of the Board etc.
8. Accounts Officer- AO performs the duties of of DDO in addition to assists JD(F&A) in accounts & financial matters.
9. Sr. Admn. Officers- To deal with and supervise the work in the Personnel, RTI, Vigilance and other divisions to which they are attached to.
10. Technical Officer (Computer)- To assist DD(Comp) in computer related matters.
11. Admn. Officer- To look after the work in the Admn. Division and assist Director(Admn),NHB.
12. Sr. Hindi Translator- SHT is responsible for implementation of Official Language Scheme.
13. Account-cum-Cashier- Responsible for Cash book maintenance, other accounts books and assist DDO
14. Sr. Accounts Assistant- Responsible for compilation/consolidation of Accounts./maintain account and claims etc.
15. Sr. Horticulture Officer- They are responsible to assist their Incharge in implementation of NHB schemes.
16. Horticulture Officer- Responsible to assist their Incharge in implementation of NHB schemes.
17. Junior Accountant- Their responsibility is to assist Accounts Officer in day –to –day accounts & finance matters.
18. Hindi Translator- To assist SHT in implementation of Official Language.
19. Personal Executive - To deal with the work relating to their division in which they are posted.
20. Computer Executive- To deal with the work relating to their division in which they are posted.
21. LDC- To assist the Incharge to maintain the record of concerned division, typing work , dispatch/dairy/Store work etc.
22. Hindi Typist- Tying work of Hindi Division.
23. Drivers- Driving of vehicles.
24. Electrician-cum-Tubewell Operator- Responsible for maintenance of Electric work in the office.
25. Messenger- They are responsible for moment of files from one section to other and attending visitors.
26. Budder Grafters- Responsible for upkeep the maintenance of garden of office complex in NHB , budding grafting etc.

An order dated 18/12 on delegation of Administrative & Financial powers to various officers is enclosed.

Office Order

18

Subject: Delegation of Administrative and Financial Powers of the Board.

1. In superstition of all the previous orders issued from time to time on the subject and in order to effective functioning of the Board, the revised delegation of powers to various functionaries of the Board would be as under with immediate effect:-

S. No.	Particulars of Powers	Powers of MD (as delegated by the MC)	Powers to AMD	Powers to Director (Admn)	Powers to Dy. Directors (Area Officers) for Centres only	Powers to Centers in charge
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Powers to create posts	--	--	-	--	--
2.	Powers to appoint against sanctioned posts	Full Powers up to maximum pay scale of which is not above Rs. 1600/- (equivalent corresponding to 6th Pay Commission)	--	-	--	--
3.	Sanction to purchase motor vehicles	--	--	-	--	--
4.	Expenditure on studies/Survey investigation	Up to Rs. 1.00 lakh	--	-	--	--
5.	Powers to accord administrative approval to estimates PWD works	Full Powers	Full Powers	-	--	--
6.	To make officiating arrangements in respect of all posts	Full Power	--	-	--	--
7.	Powers to accord financial assistance to Agro/Hort. Societies, engaged in Development of Horticulture	Up to Rs. 50,000/-	--	-	--	--
8.	Powers to sanction display advertisement and publicity charges	Rs. 2.50 lakh	Rs. 1.00 lakh	-	--	Rs. 5,000/-
9.	Expenditure on account of Udyan Pandit Competitions, Fruit/Vegetable/Flower Shows	Up to Rs. 1.50 lakh	--	-	--	--
10.	Powers to sanction projects for development of Horticulture Industry	Up to Rs. 10,000/-	--	-	--	--

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11.	Declaring the MD as Head of the department and delegation to his powers of Head of Department and authorizing him to re-delegate these powers to other Executives/Officers of the Board	Full Powers	--	-	--	--
12.	Declaring an Executive as DDO	Full Powers	--	-	--	--
13.	Power to sanction expenditure on legal charges	Full Powers	Rs. 1.00 lakh	-	--	--
14.	Purchase of furniture, office/ laboratory equipment relating to the business of the Board	Full Powers	Rs. 1.00 lakh	Rs 15,000/-	--	Rs.10,000/-
15.	Installation of telephone/telex	Full Powers	Full Powers	-	--	--
16.	Electric, Gas and Water charges	Full Powers	Full Powers	Full powers	--	Up to Rs. 5,000/-
17.	Repair of Fixtures & Furniture	Full Powers	Rs. 1.00 lakh	Rs 15,000/-	Rs.2,000/-	Rs.1,000/-
18.	Freight charges	Full powers	Rs. 1.00 lakh	Rs 15,000/-	Rs.10,000/-	Rs.5,000/-
19.	Maintenance, upkeep and repair of motor vehicle	Full powers	Full powers	Rs 15,000/-	--	--
20.	Post and telegraphic charges & Telephone bills	Full powers	Full powers	Full powers	Full Powers	Up to Rs. 10,000/-
21.	Printing & binding	Full powers	Rs. 1.00 lakh	-	Rs.10,000/-	Rs. 5,000/-
22.	Rent for office accommodation and for any purpose in connection with the business of the Board	Full powers	Full powers	-	--	Full Powers for payment of rent after getting one time approval of MD
23.	Local purchase of petty Stationary stores, stamps, seals etc.	Full powers	Rs 1.00 lakh	Rs 15,000/-	Rs. 15,000/-	Rs. 5,000/-
24.	Supply of uniform, Badges etc. to the employees of the Board	Full powers	Full powers	-	Full powers	--
25.	Powers to incur expenditure on entertainment per month	Rs. 25,000/-	Rs. 10,000/-	-	-	Rs. 2,000/-
26.	Sanction for purchase of books, periodicals, maps etc.	Full powers	Full powers	-	Rs. 3,000/-	Rs. 2,000/-
27.	Powers to write off surplus obsolete stores	Full powers	Full powers	-	--	--
28.	Powers to sanction write off losses	To the extent HOD powers	-	-	--	--
29.	Purchase of items at controlled rates without calling for tenders	Full Powers with provision that market rate is not higher than controlled rates/DGS&D rates	Rs. 1.00 lakh on each item with provision that market rate is not higher than controlled rates/DGS&D rates	Rs 15,000/-	Rs. 5,000/-	Rs. 2,000/-

(1)	(2)	(3)	(4)	(5)	(6)	(7)
30.	Powers of payment of overtime allowance	Full Powers	Up to Rs 2500 in each case	-	--	Up to Rs. 300 in each case
31.	Transfer and posting of employees	Full Powers	—	-	—	—
32.	Powers to institute, conduct and defend legal proceedings by or against the Board or its offices in connection with the affairs of the Board and to incur expenditure in connection with such legal proceedings	Full Powers	—	-	—	—
33.	Sanction of new Schemes	Up to Rs. 25.00 lakh	Up to Rs. 10.00 lakh	-	—	—
34.	Sanction of additional grant for approved schemes	Up to 20% of original grant sanctioned for entire period of the scheme subject to the overall cost not exceeding Rs. 50.00 lakh	—	-	—	—
35.	Allotment of funds resumed due to indefinite postponement of abandonment of schemes	—	—	-	—	—
36.	Participation in exhibition and demonstration of developmental activity for event approved by IC	Rs. 10.00 lakh	Up to Rs. 2.50 lakh	-	—	Rs. 25,000/-
37.	Powers to accord financial assistance to Agro/Hort. Societies engaged in development of horticulture and engagement of consultancy for formation of schemes	Up to Rs. 50,000/-	—	-	—	—
38.	Execution of contracts	Powers for all contracts up to Rs. 5.00 lakh	Powers for all contracts up to Rs. 2.00 lakh	-	—	—
39.	Approval of the form of contracts	—	—	-	—	—
40.	Appropriation of funds	Full Powers up to the amount provided in the sanctioned estimates	—	-	—	—
41.	Re-appropriation of funds from one schemes to another	Up to 20% of the annual provision subject to the scheme being approved	—	-	—	—

(1)	(2)	(3)	(4)	(5)	(6)	(7)
42.	Investment of Funds	Execution and custody of contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investment	—	-	—	—
43.	Sanction of undertaking of work and acceptance of fee	Full powers up to a maximum of Rs. 0.25 lakh in each case	Full powers up to a maximum of Rs. 0.25 lakh in each case	-	—	—
44.	Sanction of undertaking work for which an honorarium is offered and the grant of acceptance of honorarium	Up to Rs. 25,000/-	—	-	—	—
45.	Passing of bills for payment of grant in aid by competent authority	Full Powers	Full Powers	-	—	—
46.	Passing of bills for pay, TA and other allowances	Full Powers	Full Powers for pay & TA as per Govt. norms	-	Full Powers for passing of TA/DA bills including Hotel bills for centers	(i) Full powers as per advice of HQ for pay & allowances (ii) Full powers for payment of TA/DA without Hotel bills as per Govt. norms. (iii) Medical reimbursement bill not exceeding Rs. 1000/- per month per employee
47.	Nomenclature of post	Full Powers	--	-	--	--
48.	Appointment of Experts/specialist etc.	Remuneration not exceeding Rs. 15,000/- in each case subject to a maximum of Rs. 1.00 lakh p.a. subject to GOI instructions	—	-	—	—
49.	Approval of service conditions for the employees of the Board	—	—	-	—	—

(1)	(2)	(3)	(4)	(5)	(6)	(7)
50.	Interpretation of bye laws/ Service Rules	Full Powers matter requiring interpretation by Govt.	—	-	—	—
51.	Grant of special pay to officers	Full Powers as per Govt. Rules	—	-	—	—
✓ 52.	Grant of leave to officers and extension of leave	Full Powers	Full powers up to Sr.AD level	-	Powers up to 7 days for l/c of State centre	Powers up to 7 days for their supporting staff
53.	Powers to dispense with Medical Certificate of Fitness before appointment of Board's services in individual case	Full Powers. MD is authorized to make appointment the post on which the lien is held	—	-	—	—
54.	Sanction of tour	Full powers	Full powers up to entitled class upto Sr. AD level	-	Full powers up to entitled class up to 7 days for Centre l/c	Full powers up to entitled class up to 7 days for their supporting staff
55.	Sanction of TA approvals	Full powers	Full powers	-	Powers up to Rs. 10,000/- for their supporting staff	Powers up to Rs. 5,000/- for support staff
56.	Sanction of Air Travel to non-entitled Officers	Full powers	—	-	—	—
57.	Sanction of reimbursement of cancellation charges	Full powers	Full powers	-	Full power for their supporting staff	Full power for centre
58.	Disposal of movable property	Powers up to Rs. 5.00 lakh with a three member committee	Powers up to Rs. 1.00 lakh with a three members committee	-	—	—
59.	Expenditure sanction of miscellaneous & contingent nature	Full powers	Full powers	Full powers	—	Up to Rs. 2,000/- in each case
60.	Sanction of advances for authorized contingent expenditure up to Rs. 0.20 lakh per annum	Full powers	Full powers	-	—	—



	(2)	(3)	(4)	(5)	(6)	(7)
61.	Authorizing book adjustment	Full powers	--	-	--	--
62.	Attesting entries in the cash book	Full powers	Full powers	-	Full powers	--
63.	Checking monthly cash book for which finance division is responsible	Full powers	Full powers	-	Full powers	Full powers (for centres)
64.	To forego recovery placed i. Under objection not because the whole or any portion of the expenditure is unjustifiable in itself but because it is not exactly covered by rule or the authority for it is insufficient or fool proof, such as afforded by sub vouchers that it has been incurred and has not been produced in respect of items for the check and audit for which the Finance Division is responsible. ii. To write off expenditure placed under objection which has for any reason become irrecoverable.	Up to Rs. 500/- each case Full Powers	-- --	- -	-- --	-- --
65.	Acceptance of life insurance policies of Board's employees	Full Powers	Full Powers	-	--	--
66.	Powers to re-delegate the powers to other officers of the Board.	Full Powers	--	-	--	--
67 @	Sanction of subsidy under Development of Commercial Horticulture through Production and Post Harvest Management Scheme of NHB	Subsidy amount calculated as per scheme guidelines of NHB for all the projects sanctioned by the state committee, internal committee and project approval committee of NHB	--	-	--	Subsidy amount calculated as per scheme guidelines of NHB for the projects costing up to Rs. 50/- lakhs sanction by the state committee

68 @	Sanction of subsidy under Capital Investment Subsidy for Construction/Moderation/Expansion of Cold Storage and Storages for Horticulture Produce Scheme of NHB & NHM	Subsidy amount calculated as per scheme guidelines of NHB for all the projects sanctioned by the Project Approval Committee of NHB	—	—	—	—
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- The MC of NHB in its 37th Meeting held on 14.06.2000 had approved vide its agenda item No. 37/XII.
- The BOD of NHB in its 14th Meeting held on 10.11.2006 had approved vide its agenda item No. 14/S-1
- The MC of NHB in its 41st Meeting held on 19.12.2001 had approved vide its agenda item No. 41/V

@ The MC of NHB in its 68th Meeting held on June 28, 2010 had approved delegation of powers in respect of item No. 67 & 68 and subsequently office order No. NHB/G-3/98(DOP)/6109, dated 14.12. 2010

2. The Additional Managing Director shall act as Head of the Office.
3. Accounts Officer shall act as DDO and in the absence of Accounts Officer, Deputy Director (F&A) shall act as an Alternate DDO.
4. Centre In-charge Assistant Directors shall act as Head of the Office and DDO of the Centre. In cases of Centre In-charges of rank inferior to Assistant Directors separate orders issued from time to time shall apply.
5. Following powers shall be deemed to be delegated to Additional Managing Director of the Board-
 - a. Powers for passing of bills for TA and other allowances of Non-official members as per Govt. rules on the recommendation of concerned Division as covered by item No. 46 above.
 - b. Full powers to AMD for payment to contractor for providing men power & contractual staff of NHB (DEOs /Security etc) subject to engagement approved by MD and verification of work done by concerned Division.
 - c. To sanction payment for purchases of petty items like stationery, stores, stamps, seals, repairs etc. under NHB, NHM & NBM on the recommendation of DAC as per item No. 23 provided the purchases are from Kendriya Bhandar or from Rate Contract Approved agency.

- d. To release wage payment to contractor for providing men power under scheme of NHB, NHM / NBM from grants of TSG on recommendation of DAC and scrutiny of work done by respective Division
 - e. To sanction payment of consultancy charges / remuneration to members of TSG and ASG of NHB, NHM and NBM as per terms & condition of their appointment and their TA /DA on the recommendation of DAC, which shall be deemed to be covered by item No. 46 above,
 - f. Powers to sanction expenditure of miscellaneous & contingent nature such including minor repair & maintenance of office complex including, repairs of furniture & fixture, repairs of instruments, purchase of petty items, documentation, tax payment, water purchase, POL for plant & machinery, cartridge, visit of VIPs, NHB meetings, Audits, inspection related expenses.
6. **All the above powers are to be exercised after following all the principles of financial propriety with due caution.**
7. **All the above powers are to be exercised most judiciously in compliance with relevant rules/procedures/norms laid down for each item/activity/scheme.**

Sanjeev Chopra
(Sanjeev Chopra) 14/9/12

Managing Director

Distribution

All Concerned