

## CHAPTER V

### FINANCIAL POWERS OF THE CHAIRMAN AND THE SECRETARY

1. Officers of the Board may sanction expenditure in those cases only in which they are authorised to do so by these rules or any other rules, issued by or with the approval of the Board.

2. Nothing contained in these rules shall empower the officers of the Board to sanction without the previous consent of the Board any expenditure which involves the introduction of a new principle or practice likely to lead to increased expenditure in future.

3. The exercise of the power to sanction expenditure shall be subject to the observance of any general or special direction which the Board may issue from time to time.

4. No expenditure shall be incurred unless funds are made available by the Board to meet the expenditure by valid appropriation or a re-appropriation.

5. Funds shall not be appropriated or re-appropriated to meet expenditure which has not been sanctioned by the authority competent to sanction it.

6. Funds shall not be appropriated or re-appropriated to meet expenditure on a new service not contemplated in the budget as approved by the Board.

7. The following shall be the financial powers of the Chairman and the Secretary of the Board :—

Item of Expenditure	Powers of the Chairman	Powers of the Secretary
(1) Creation of posts	Temporary posts below that of the Deputy Secretary in the existing scales of pay for a period not exceeding six months.	Engagement of coolies, labourers, etc. on daily wages.
(2) Powers of appropriation and re-appropriation.	Upto Rs. 3500 subject to rules 5 and 6 above.	---
(3) Purchase of Stores	Upto Rs. 2500 in each case subject to provision of funds in the budget and purchases being made in accordance with the prescribed purchase procedures.	---
(4) Contingent expenditure in respect of items not specified below :		
(i) Recurring	Full powers	upto Rs. 1000 per year in each case
(ii) Non-recurring	Full powers	upto Rs. 3000 per year in each case
(5) Purchase of Bicycles		---
(i) Additional Bicycles	Full powers	Full powers
(ii) Replacement and repairs.	---	
(6) Conveyance Hire	---	Conveyance hire may be reimbursed to clerical and class IV establishments who are despatched on duty to a place at some distance from office if the employee concerned is not entitled to draw travel-

Item of Expenditure	Powers of the Chairman	Powers of the Secretary
(7) Dusting of office and acting as night chowkidars.	---	<p>ling allowance under the ordinary rules, or is summoned outside the ordinary hours of duty by the special order of the Secretary or the Deputy Secretary.</p> <p>The conveyance hire shall not be granted in respect of journeys if the employee concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey.</p> <p>Additional allowance for the expenditure must be limited to making small monthly payments to class IV employees of the Board for dusting offices or for acting as night chowkidars in addition to their own duties provided that such an arrangement is more economical than the employment of an extra person. Such payment shall, however, not count towards leave salary or C P Fund.</p>

Item of Expenditure	Powers of the Chairman	Powers of the Secretary
(8) Electric, gas and water charges.	—	Full powers.
9) Fixtures and Furnitures	Upto Rs. 2500 per annum.	For repairs of fixtures and furniture upto Rs. 500 per annum.
10) Hire of furniture for examination purposes.	Full powers	—
(11) Freight charges	—	Full powers.
(12) Legal charges—		
(a) Fees to pleaders etc. for defending cases instituted by examinees.	Full powers	—
(b) In other cases.	Upto Rs. 250 in each case.	—
(13) Municipal rates and taxes.	—	Full powers
(14) Maintenance and upkeep of motor vehicle	Full powers	Upto Rs. 100 in each case for minor repairs.
(15) Execution of petty works and special repairs in buildings owned by the Board, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.	Upto Rs. 5000 a year	Upto Rs. 500 a year.
( 6) Repairs and alterations to hired buildings.	Upto Rs. 500 a year	—
( 7) Installation of new telephones	Full powers	—
(18) Telephone rental and call charges including trunk calls.	—	Full powers

Item of Expenditure	Powers of the Chairman	Powers of the Secretary
(19) Postage charges.	---	Full powers
(20) Printing and stationery—		
(i) Printing of Examination papers	Full powers	---
(ii) Miscellaneous printing	Full powers	Rs. 500 in each case. In case of emergent printing, the Secretary may form out work to presses without calling for quotations provided the printing charges do not exceed the rates fixed by the Chief Controller of Printing and Stationery, Govt. of India for similar jobs.
(iii) Examination answer books	Full powers	---
(iv) Office stationery	Full powers	Local purchase of stationery to meet emergent needs at a cost not exceeding Rs. 100 in each case.
(21) Rent for hiring accommodation for examination centres.	Full powers	---
(22) Payment of rewards and honoraria to Board's employees	Upto Rs. 500 in each case	---
(23) Supply of liveries and washing allowance etc. to class IV staff.	---	Full powers—at the scales prescribed by the Govt. of India for corresponding employees.

Item of Expenditure	Powers of the Chairman	Powers of the Secretary
(24) Typewriters duplicators, calculators etc. :—		
(i) For purchase of additional new machines.	Full powers	—
(ii) Renewals, replacement and repairs	—	Full powers.
(25) Light refreshments at the meetings of the Board and its committees.	Full powers.	Upto Rs. 20 per meeting subject to an expenditure not exceeding Re 1 per head per session.
(26) Powers to write off stores declared unserviceable	Full powers	For writing off an article the book value of which does not exceed Rs. 25
(27) Payment of remuneration to Paper-setters, examiners, etc.	—	Full powers at the rates approved by the Board.

8. The Chairman and Secretary of the Board shall also exercise such other powers as have been laid down in the various regulations but not specified in these rules.

9. The Chairman and Secretary of the Board may delegate some of their powers to their subordinate officers as may be deemed appropriate.