



**Punjab Land Records Authority  
Government of the Punjab**

**Lahore, Dated the September 6, 2023**

**NOTIFICATION**

No. PLRA/BN/1817 :- In exercise of the powers conferred under Section 30 of Punjab Land Records Authority Act 2017 (Act VI of 2017), the Authority is pleased to make the following amendments in the **Punjab Land Records Authority -Delegation of Financial Powers Regulations, 2023** with immediate effect:

*Existing "Schedule-II" shall be substituted with the revised "Schedule-II". Revised Schedule-II is also attached with this addendum.*

**Director General /  
Secretary to the Board of PLRA**

No. & date even

**A copy is forwarded for information to:**

1. The Chairman PLRA Board.
2. The Senior Member, Board of Revenue, Punjab.
3. All PLRA Board Members.
4. All Additional Director Generals, PLRA
5. All Directors, PLRA
6. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.

**Chief Financial Officer  
Punjab Land Records Authority**

### Schedule - II (Delegations for Operational Expenditures at ARCs)

Sr. No	Nature of Powers	To Whom Delegated	Extent
1	Utility Bills (Electricity & Telephone)	Service center In-charge (SCI).	Full power
<p><b>Note:</b> SCI shall exercise full powers up to the extent of monthly bills excluding arrears. As far as arrears are concerned, prior approval from competent Authority in PLRA HQTR shall be required.</p>			
2	Postage & Telegraph, General Others (Cleaning material etc)	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per object head per month
3	R & M of I.T Equipment, R & M of Machinery & Equipment, R & M of Furniture & Fixtures, R & M of Transport, R & M of Building (including electrical fittings)	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per object head per month
4	Stationery	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per year
5	Purchase of IT Equipment (Hardware) List of allowed Items:  1. Scanners 2. CCTV 3. Web Camera 4. Thumb Device 5. Networking Cables & connectors 6. Thermal Printer 7. UPS including batteries 8. LAN switches 9. Desktop Parts (RAM, HDD, Power supply, Key board etc.)	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per item per year.
6	Purchase of Plant & Machinery (Only Air Conditioners)	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per item per year.

7	Purchase of Furniture & Fixture List of allowed Items: 1. Chairs 2. Tables 3. Benches	(i) Competent Authority in PLRA HQTR  (ii) Service center In-charge.	As per power defined in Schedule-I  Up to Rs. 200,000/- per item per year.
8	Signatories of ARC's Bank Account	Service Center In-charge of concerned ARC and Revenue Officer of concerned ARC.	

Notes:

1. All above financial powers shall be exercised subject to availability of the budget and funds released in ARC bank accounts.
2. Accounting & reporting shall be made by SCIs or any other Officer designated for such purpose as per the SOP notified by DG PLRA.
3. Powers given vide Sr. no 5 to 7 above shall only be used for purchase of allowed items having prescribed specification. Specifications shall be notified with the approval of DG PLRA.
4. All payments **other than petty expenses** shall be made through crossed cheque.
5. The Petty cash limit at each ARCs shall be observed as Rs. 50,000/-.
6. Monthly financial reporting including bank reconciliation shall be submitted in Accounts wing of PLRA HQTR by SCI before 10<sup>th</sup> of every month.