



**Punjab Land Records Authority,
Board of Revenue.
GOVERNMENT OF THE PUNJAB
Dated: July 1st, 2020**

NOTIFICATION

No. PLRA/BN/0002:- In exercise of powers conferred upon it under Section-12 and Section-30 of the Punjab Land Records Authority Act, 2017, the Authority is pleased to delegate its financial powers in the manner prescribed under these Regulations. The same are notified as under:

1. SHORT TITLE AND COMMENCEMENT

- a) These delegations may be called "Punjab Land Records Authority Delegation of Financial Powers Regulations, 2020".
- b) These delegations shall come into force at once.

2. DEFINITIONS

- 1) In these delegations, unless the context otherwise requires:
 - a) "Act" means Punjab Land Records Authority Act 2017;
 - b) "Additional Director General (Admin)" means Additional Director General (Admin) of the Authority;
 - c) "Additional Director General (Technical)" means Additional Director General (Technical) of the Authority;
 - d) "Additional Director (Audit & Expenditure)" means Additional Director (Audit & Expenditure) of the Authority;
 - e) "Additional Director (Finance & Receipts)" means Additional Director (Finance & Receipts) of the Authority;
 - f) "Additional Director (Legal)" means Additional Director Legal of the Authority;
 - g) "Additional Director (Public Relations)" means Additional Director (Public Relations) of the Authority;
 - h) "Additional Director (Research, Planning & Projects)" means Additional Director (Research, Planning & Projects) of the Authority;
 - i) "Authority" means Punjab Land Records Authority established under the PLRA Act 2017;
 - j) "Board" means Board of the Authority in terms of Section-6 of the Act;
 - k) "Chief Financial Officer" means Chief Financial Officer of the Authority;

- l) "Competent Authority" means an Authority to whom certain powers have been delegated through these Regulations;
- m) "Concerned Director" means the Director of concerned wing on whose requisition the Goods/works/services are being procured;
- n) "Deputy Director (Development & Maintenance)" means Deputy Director (Development & Maintenance) of the Authority;
- o) "Deputy Director (Procurement)" means Deputy Director (Procurement) of the Authority;
- p) "Director General" means Director General of the Authority in terms of section 9 of the Act;
- q) "Director (HR & Admin)" means Director (HR & Admin) of the Authority;
- r) "Director (Information Technology)" means Director (Information Technology) of the Authority;
- s) "Director (Monitoring & Quality Assurance)" means Director (Monitoring & Quality Assurance) of the Authority;
- t) "Director (Operations & Coordination)" means Director (Operations & Coordination) of the Authority;
- u) "Director (Procurement, Planning & Development)" means Director (Procurement, Planning & Development) of the Authority;
- v) "Officer" means any Assistant Director, Deputy Director, Additional Director, Director, CFO, ADG or DG of the Authority.
- w) "Revenue Officer" means "Assistant Director Land Record" or "Land Record Officer" of the Authority;
- x) "Service Center In-charge" means Service Center In-charge of any Arazi Record Center;
- y) "Schedules" means Schedules attached to these Regulations, comprising Part-I (Non-Development Expenditure), Part-II (Development Schemes) and Part-III (Operational Expenditures at ARCs)
- z) "Technical Sanction" means the sanction of the competent authority to a properly detailed estimate for a work to be done and goods & services to be procured;
- aa) "Wing" means a group of posts in Authority pertaining to one particular areas of work like HR, Finance or Procurement etc.



- 2) An expression used but not defined in these Regulations, shall have the same meaning as assigned to it in the Punjab Land Records Authority Act, 2017.

3. DELEGATION OF FINANCIAL POWERS

- 1) The authorities specified in column 3 of the Schedule shall exercise powers conferred in column 2, to the extent mentioned in column 4 thereof.
- 2) Notwithstanding anything contained in sub-clause (1) –
- a) Authority may, by notification, confer the powers of Punjab Land Records Authority on any officer;
 - b) Authority may, by notification, confer the powers of an officer as mentioned in the Schedule, on any other officer.
 - c) The procedure prescribed under Punjab Procurement Rules, 2014 shall be followed for purchase of goods, works and services.

4. PROCUREMENT, TECHNICAL, DEVELOPMENT & GRIEVANCE REDRESSAL COMMITTEES:

1) Procurement committee-I:

Procurement committee-I shall consist of following members:

- i. Additional Director General (Admin) Chairperson
- ii. Chief Financial Officer Member
- iii. Director (Procurement, Planning & Development) Member
- iv. Director of concerned wing Member
- v. Additional Director (Operations South) Member
- vi. Deputy Director (Proc.) Member/Secretary
- vii. Any other member co-opted by the committee.

Terms of Reference of Procurement Committee-I:

Procurement committee-I shall perform following functions for procurements costing more than Rupees twenty-five million:

- i. Procurement Committee-I shall review, finalize and approve bidding documents prepared by the procurement wing in consultation with Director of the concerned wing.
- ii. Procurement Committee-I shall review, finalize and approve draft contract documents.
- iii. Procurement Committee-I shall supervise all stages of tendering process till award of work.
- iv. Procurement committee-I shall open the bids (Technical & Financial).

- v. Director Procurement, Planning and Development /Procurement wing shall forward the case to Technical Committee for technical evaluation of bids (If required) with the bid opening report of procurement committee-I.
- vi. Procurement committee-I shall review and approve the bid evaluation report and comparative statement.
- vii. Procurement committee-I shall recommend the bidder(s) for acceptance of bid and award of contract to the relevant competent Authority.
- viii. The Procurement committee-I shall approve the recommendations of procurement only subject to availability of approved budget under that specific object head.

2) Procurement committee-II:

Procurement committee-II shall consist of following members:

- i. Director (Proc., Planning and Dev.) Chairperson
- ii. Additional Director (Finance & Receipts) Member
- iii. Director of concerned wing Member
- iv. Additional Director (Operations South) Member
- v. Deputy Director (Proc.) Member/Secretary
- vi. Any other member co-opted by the committee.

Terms of Reference of Procurement Committee-II:

Procurement committee-II shall perform following functions for procurements costing Rupees twenty-five million and below:

- ix. Procurement Committee-II shall review, finalize and approve bidding documents prepared by the procurement wing in consultation with Director of the concerned wing.
- x. Procurement Committee-II shall review, finalize and approve draft contract documents.
- xi. Procurement Committee-II shall supervise all stages of tendering process till award of work.
- xii. Procurement committee-II shall open the bids (Technical & Financial).
- xiii. Director Proc., Planning and Dev./Procurement wing shall forward the case to Technical Committee for technical evaluation of bids (If required) with the bid opening report of procurement committee-II.



- xiv. Procurement committee-II shall review and approve the bid evaluation report and comparative statement.
- xv. Procurement committee-II shall recommend the bidder(s) for acceptance of bid and award of contract to the relevant competent Authority.
- xvi. The Procurement committee-II shall approve the recommendations of procurement only subject to availability of approved budget under that specific object head.

3) Technical committee:

Technical committee shall consist of following members:

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|--|----------------------|
| I. Additional Director General (Technical) | Chairperson |
| II. Additional Director (Audit & Expenditure) | Member |
| III. Deputy Director (Procurement) | Member |
| IV. Director of the concerned wing | Member |
| V. Additional Director (Operations North) | Member |
| VI. Deputy Director (Development & Maintenance) | Member/
Secretary |
| VII. Any other member co-opted by the committee. | |

Terms of Reference of Technical Committee:

Technical committee shall perform following functions:

- i. Technical committee shall review & approve technical specifications of the goods, works & services prepared by the concerned wing.
- ii. Technical committee shall evaluate and approve reference cost estimates to ensure value for money.
- iii. Technical committee shall grant Technical Sanction (TS) wherever required.
- iv. Technical committee shall perform technical evaluation of bids and recommend its report to the relevant procurement committee through Director Procurement, Planning and Development.

4) Development Committee:

Development committee shall consist of following members:

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| i. Additional Director General (Technical) | Chairperson |
| ii. Chief Financial Officer | Member |
| iii. Director (Information Technology) | Member |
| iv. Director (Procurement, Planning & Development) | Member |

- v. Additional Director (Research, Planning & Projects) Member/
Secretary

Terms of Reference of Development Committee:

Development committee shall perform following functions:

- i. Development committee shall review & approve all new concept papers.
- ii. Development committee shall review & recommend the approval of new PC-Is to the relevant competent Authority.
- iii. Development committee shall review & recommend the approval of PC-II to the relevant competent Authority.
- iv. Development committee shall approve the PC-IV of the Project.

5) Grievance Redressal Committee:

Grievance Redressal Committee shall consist of following members:

- i. Additional Director General (Technical) Chairperson
- ii. Director (Monitoring & Quality Assurance) Member
- iii. Additional/Deputy Director (Legal) Member
- iv. Additional Director (Public Relations) Member/Secretary

Terms of Reference of Grievance Redressal Committee:

Grievance Redressal Committee shall review the complaints of bidders pertaining to all procurements made by PLRA and redress those complaints as per the timelines given in Punjab Procurement Rules 2014.



5. Standards of Financial Propriety:

Rule no. 10 of General Financial Rules notified by the Government of Punjab shall be mutatis mutandis applicable to the employees of the Authority and also reproduce below:

“Every officer incurring or authorizing expenditure from public funds should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

- i. *Every public officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.*
- ii. *The expenditure should not be prima facie more than the occasion demands.*

- iii. *No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.*
- iv. *The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.*
6. Notwithstanding anything contained in clause 3, the higher authority shall have the same powers as have been delegated to an authority subordinate to it under these delegations. The powers conferred under these delegations on a higher authority shall not be in derogation of, but in addition to, the powers of the subordinate authority.
7. The powers delegated under clause 3 shall be exercised subject to the approved budget and any general or specific conditions laid down in the Schedule to these Regulations or in any other clarifications / notifications / policies issued by Director General of the Authority.


Director General / 01/07/2020
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. The Secretary Finance Department.
5. The Secretary (Regulations) S&GAD.
6. Additional Director General (Admin), PLRA
7. Additional Director General (Technical), PLRA
8. Chief Financial Officer, PLRA
9. All Directors, PLRA
10. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.


Director General /
Secretary to the Board of PLRA

**SCHEDULE PART-I
(NON-DEVELOPMENT EXPENDITURE)**

S #	Nature of Powers	To Whom Delegated	Extent
1.	(a) Creation of posts (PLRA Funds)	Board	Full Powers
	(b) Abolition of posts	Board	Full Powers
	Note:- Procedure prescribed in PLRA service Regulations shall be followed for creation and abolition of posts.		
2.	Sanctioning expenditure on Pay & Allowances	Director General	Full Powers
3.	Power to grant principle approval for procurement of goods, works and services subject to approved budget.	(i) Board (ii) Director General (iii) Additional Director General (iv) Chief Financial Officer/ Directors	Full powers Up to Rs.50 million Up to Rs.25 million Up to Rs.1 million
4.	Power to accept bids and award work	(i) Board (ii) Director General (iii) Additional Director General (iv) Chief Financial Officer/ Directors	Full powers Up to Rs.50 million Up to Rs.25 million Up to Rs.1 million

S #	Nature of Powers	To Whom Delegated	Extent
5.	Power to sign contracts as approved by Competent Authority against procurement of goods, works and services.	Director of the concerned Wing. (Director of the concerned wing shall be the Contract Manager)	Full Powers subject to: i. approval of award of work by the Competent Authority. ii. Availability of approved budget
6.	Power to sanction bills of payment/ expenditure against procurement of goods, works and services subject to: i. Valid contract agreement ii. Availability of budget and iii. Pre-audit by internal auditor.	Director of the concerned Wing or Project Director	Full Powers up to the value of contract agreement.
7.	Power to sanction Payment/ expenditure against Utility bills and recurring charges.	(i) Director General (ii) Additional Director General (iii) Director (HR & Admin)	Full powers Up to Rs.2 million Up to Rs.0.5 million
	Note-I:- New utility connections (Electricity, telephone, Gas and Water) will be approved by the Director General. Note-II:- Director General shall prescribe the limits of Periodicals and Newspapers (Printed/Electronic).		
8	Contributions & Subscriptions in accordance with PLRA rules & regulations / governmental instructions and availability of funds.	Director General	Full Powers

S #	Nature of Powers	To Whom Delegated	Extent
9	Conference, Seminars / Workshops / Symposia / Official Ceremonies / Meetings or any other event including tentage, catering, furniture, refreshment etc.	(i) Director General (ii) Additional Director General (iii) Director (HR & Admin)	Full Powers Up to Rs.2 million. Up to Rs.0.5 million.
10	Law Charges (Legal cost/charges, Legal Advisor fee, court fee, stamp papers etc.)	(i) Director General (ii) Additional Director General	Full Powers Up to Rs.2 million
11	Fees / Charges in connection with professional examinations / trainings.	(i) Director General (ii) Additional Director General (iii) Director (HR & Admin)	Full Powers Up to Rs.2 million Up to Rs.0.5 million
12	Compensation payable to any individual under law / rules or judgment of Courts.	(i) Director General (ii) Additional Director General	Full Powers Up to Rs.2 million
13	Purchase of Books, Maps and Teaching Materials.	(i) Director General (ii) Additional Director General	Full Powers Up to Rs.2 million

S #	Nature of Powers	To Whom Delegated	Extent
		(iii) Director (HR & Admin)	Up to Rs.0.5 million
14	Copying and Photocopy Charges including binding charges etc.	(i) Director General (ii) Additional Director General (iii) Chief Financial Officer/ Directors	Full Powers Up to Rs.2 million Up to Rs.0.5 million
15	Engagement of contingent paid staff and Daily wages workers Note:- Govt. notified rates from time to time for contingent paid staff and daily wages workers shall be used.	Director General	Full Powers
16	Grant of Cash Awards, incentives bonuses and honoraria etc	Director General	Full Powers subject to the conditions prescribed in PLRA service Regulations.
17.	Other items not mentioned in Sr. 1 to 15: Non-recurring or recurring items except purchase of Land or Building.	(i) Board (ii) Director General	Full Powers Up to Rs.50 million
18	(a) Power to declare vehicles, machinery, equipment, spares, stores/stocks, buildings/structures etc. as surplus or unserviceable. (b) Power to dismantle and auction unserviceable / surplus Building structures.	(i) Director General (ii) Additional Director General (Admin) Director General	Full Powers Up to the book value of Rs. 500,000/- per item. Full Powers

S #	Nature of Powers	To Whom Delegated	Extent
	(c) Powers to sell surplus or unserviceable vehicles, machinery, equipment, spares, stores / stocks, Building structures etc. by auction.	Director General	Full Powers
	<p>Note-I:- The amounts indicated above refer to un-depreciated book value (Cost of purchase).</p> <p>Note-II:- In case of motor vehicles, minimum distance of 200,000 Kilometers for all motor cars, jeeps and motor cycle / scooter with engine power up to 1600 cc and of 250,000 kilometers for all other motor vehicles shall be observed as a uniform criterion for replacement / declaring of vehicles as surplus / unserviceable / condemned.</p> <p>Note-III:- Auction committee notified by Director General shall recommend to the competent authority for declaring motor vehicles, machinery, equipment, spares, stores/stocks etc., as surplus / unserviceable on the basis of their useful life and physical condition.</p> <p>Note-IV:- Auction committee shall also assess the base / reserve price for auction.</p>		
19	Powers to order refund in accordance with the rules or in pursuance of decisions of Courts in respect of which no appeal is proposed to be filed.	Director General	Full Powers
20	To sanction "Gratuity advance" to employees in accordance with PLRA employees service Regulations.	Director General	Full Powers
	Note:- The above powers are to be exercised subject to the availability of funds and in accordance with the Rules & Regulations of Punjab Land Records Authority.		
21.	To write-off losses on account of negligence and fraud on the basis of enquiry report.	(i) Board	Full Powers
		(ii) Director General	Up to Rs.200,000/- in each case
	To write-off losses other than those due to negligence or fraud on the basis of enquiry report.	(i) Board	Full Powers
		(ii) Director General	Up to Rs.200,000/- in each case
22.	Note:- The Director General shall certify that responsibility of the loss does not lie on any individual.		

S #	Nature of Powers	To Whom Delegated	Extent
23.	Power to sanction reimbursement of medical charges	Director General	Full Powers
24.	Power to sanction expenditure for Travel & Transportation.	(i) Director General (ii) Additional Director General	Full Powers Up to Rs.2 million
25.	Ex-post Facto sanction of expenses	Board	Full Powers
26.	Insurance premium expenses including medical and group life insurance of Staff.	Director General	Full Powers
27.	Power to declare DDO/ Signatory, Collecting Officer and their Co-signatories if required. Note:- In case of Assignment and Special Drawing Accounts, DDO shall be got declared from the Finance Department, Government of Punjab as recommended by the Director General.	Board	Full Powers
28.	Power to Sign Cheques of Bank accounts of PLRA	Chief Financial Officer with Additional Director General (Admin) as Co signatory.	Full powers subject to sanction of payment/ expenditure by the competent Authority and pre-audit of the payment by internal audit wing.
29.	Power to sanction imprest limit	Director General	Up to Rs. 200,000/-
30.	Power to approve new bank accounts Re-appropriation of funds	Board (i) Board (ii) Director General	Full Powers Full Powers Full Powers Up to Rs. 10 million in each case. Subject to total re-appropriation of Rs. 50 million in a year.

S #	Nature of Powers	To Whom Delegated	Extent
31.	Note No. 1:- No re-appropriation will be made from the allocation meant for Pay & Allowances unless the liabilities of Pay & Allowances for a particular year are fully discharged.		
32.	Purchase of Assets (Land / Buildings) immoveable property	Board	Full Powers
33.	Application of new or revised service charges (PLRA's Own Revenue) of PLRA	Board	Full Powers
34.	Approval of utilization of PLRA's own Revenue through Annual budget	Board	Full Powers
35.	Leases of buildings / structures and land-sites	Director General	Full powers for a period not exceeding three years after obtaining competitive offer.

Note:

(i) All above financial powers shall be exercised subject to availability of the budget under the relevant object head. All payments shall be made subject to pre-audit by internal audit wing.

(ii) The Finance & Accounts Wing shall submit monthly reconciliation of all receipts, revenues and expenditure, duly signed by the operators of accounts regarding all bank accounts, SDAs and Assignment accounts etc. by 10th of every month.

(iii) The concerned Project /contract Manager shall maintain project ledger and shall conduct monthly reconciliation and that ledger shall be balanced and reconciled on monthly basis with counter signature of CFO.

(iv) Deputy Director (Development & Maintenance) shall be the Engineer In-charge for all civil, mechanical, electrical works, goods, supplies and related services.

(v) Director Information Technology shall be the Engineer In-charge for all IT related works, goods, supplies and related services.



SCHEDULE PART-II
(DEVELOPMENT SCHEMES THROUGH PLRA FUNDS)

S #	Nature of Powers	To Whom Delegated	Extent
1.	<p><u>Administrative Approval</u></p> <p>Development Schemes through PC-I</p>	<p>(i) Board</p> <p>(ii) Director General</p> <p>(iii) Additional Director General</p>	<p>Full powers</p> <p>Up to Rs. 50 million</p> <p>Up to Rs. 25 million</p>
	<p>Note:-</p> <p>(i) No expenditure shall be incurred unless there is a provision in the approved budget of that Financial Year.</p> <p>(ii) 5% and 4.5% cushion admissible for original works for technical sanction and acceptance of tender respectively and shall not be allowed for Maintenance & Repair Works.</p> <p>(iii) PC-I shall be prepared by the concerned Director in consultation with procurement wing.</p> <p>(iv) Deputy Director (Development & Maintenance) shall be the Engineer In-charge for all civil, mechanical, electrical works, goods, supplies and related services.</p> <p>(v) Director Information Technology shall be the Engineer In-charge for all IT related works, goods, supplies and related services.</p>		
2	Technical Sanction before floating of tender	Technical Committee	Full Powers
3	Power to approve acceptance and award of work	(i) Board	Full powers
		(ii) Director General	Up to Rs. 50 million
		(iii) Additional Director General	Up to Rs. 25 million
	Power to sign contracts as approved by the Competent Authority.	Concerned Director	<p>Full Powers subject to:</p> <p>i. Administrative approval as mentioned at Sr. No.1 above;</p>

S #	Nature of Powers	To Whom Delegated	Extent
5.	Power to sanction bills of payment/ expenditure against procurement of goods, works and services subject to: i. Valid contract agreement ii. Availability of budget and iii. Pre-audit by internal auditor.	Concerned Director Concerned Director shall be the contract manager/ Project In-charge.	ii. Approval as per S. No.3 above; and iii. Availability of approved budget. Full Powers up to the value of contract agreement and subject to approved budget.
6.	To sanction sale of standing and fallen trees whether green or dead by public auction.	Director General	Full Powers
7.	Re-appropriation of funds:	(i) Board (ii) Director General	Full Powers Up to Rs. 10 million in each case. Subject to total re-appropriation of Rs. 50 million in one scheme during the year.
<p>NOTE: Punjab Delegation of Financial Power Rules 2016 with latest amendments shall be followed for Development Schemes through Govt. Funding/ ADP / Loans)</p>			

PART-III (Operational Expenditures at ARCs)

S #	Nature of Powers	To Whom Delegated	Extent
1	Utility Bills (Electricity & Telephone)	Service center In-charge (SCI).	Full power
Note: 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.			
2	Postage & Telegraph, Stationery and Consumables (cleaning material etc.) & R & M of Furniture & Fixtures	(i) Competent Authority in PLRA HQTR (ii) Service center In-charge.	As per power defined in Part-I (Establishment) Up to Rs. 15,000/- per month.
3	R & M of Building (including electrical fittings)	(i) Competent Authority in PLRA HQTR (ii) Service center In-charge.	As per power defined in Part-I (Establishment) Up to Rs. 10,000/- per month.
4	R & M of I.T. Equipment and R & M of Machinery & Equipment (ACs / Generator / Others)	(i) Competent Authority in PLRA HQTR (ii) Service center In-charge.	As per power defined in Part-I (Establishment) Up to Rs. 20,000/- per month.
5	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. All payments **other than petty expenses** shall be made through crossed cheque.
4. The Petty cash limit at each ARCs shall be observed as Rs. 25,000/-.
5. Monthly financial reporting including bank reconciliation shall be submitted by SCI before 10th of every month. In case of failure, case for initiation for disciplinary proceeding may be processed by finance & Accounts wing.

