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**GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION
(47 of 2017)**

15 March 2017

The following Notification No. DG(PFA)/Admin/824, dated 13.03.2017 issued under section 57(2)(m) of the Punjab Food Authority Act, 2011 (XVI of 2011) for the Punjab Food Authority (Financial) Regulations, 2017 is published for general information:

DR SYED ABUL HASSAN NAJMEE
Secretary
Government of the Punjab
Law and Parliamentary Affairs
Department

GOVERNMENT OF THE PUNJAB/824
PUNJAB FOOD AUTHORITY
Dated: 13th March, 2017

NOTIFICATION

No. **DG(PFA)/Admin/824**. In exercise of the powers conferred under section 57(2)(m) of Punjab Food Authority, 2011(XVI of 2011), the Food Authority is pleased to frame the following regulations, namely:-

The Punjab Food Authority (Financial) Regulations, 2017.

1. Short title and commencement.- (1) These regulations may be called the **Punjab Food Authority (Financial) Regulations, 2017.**

(2) These shall come into force at once.

2. Definitions.- (1) In these regulations, unless there is anything repugnant in the subject or context,-

(a) "**Act**" means the Punjab Food Authority Act, 2011 (Act XVI of 2011);

(b) "**Appropriation**" means the assignment to meet specified expenditure of funds at the disposal of the assigning authority;

(c) "**Auditor**" means Internal Audit Officer appointed by the Food Authority or any Government servant authorized in this behalf for accomplishing the purposes prescribed under these regulations;

(d) "**Bank**" means the Scheduled Bank (s) approved by the Food Authority;

(e) "**Budget & Accounts**" means as prescribed under section 48 of the Act and any funds, loans and grants provided by the Government or the Federal Government;

(f) "**DAC**" means Departmental Accounts Committee of the Authority;

(g) "**Director General**" means Director General of the Food Authority appointed under Section 10 of the Act having the status of Ex-officio

Secretary of the Food Authority and having the powers mentioned or delegated under Section 51 of the Act;

(h) "**Director Finance**" means the Director Finance appointed by the Food Authority who shall be responsible for preparing budget of the Food Authority and maintaining accounts and perform such other functions duly delegated or assigned by the Food Authority ;

(i) "**Deputy Director Finance**" means Deputy Director (Finance) appointed by the Food Authority or Deputy Director (Operations) in other districts of Food Authority.

(j) "**Financial Year**" means the year beginning on the 1st July and ending on the 30th June following;

(k) "**Food Authority**" means the Punjab Food Authority established under the Act;

(l) "**Fund**" means the Food Authority Fund established, administered and controlled under section 46 of the Act;

(m) "**Government**" means the Government of the Punjab;

(n) "**Expenditure**" means the expenditures capital or recurring which are incurred at one time or at periodic intervals for the meeting the operational expenses of the Authority;

(o) "**Re-appropriation**" means the transfer of funds from one unit of appropriation to another such unit;

(p) "**Register**" means and includes statements of accounts of the Food Authority, balance sheet and account of income and expenditure of each financial year.

(2) An expression used in these regulations but not defined shall have the same meaning as assigned to it under the Act.

3. Administration of Funds.-(1) The Food Authority shall have a Fund to be controlled and administered by the Food Authority and which shall consist of amongst other, the following:-

- (a) funds provided by the Government or the Federal Government;
- (b) loans or grants by the Government or the Federal Government;
- (c) other loans or funds obtained by the Food Authority;
- (d) grants and loans negotiated and raised, or otherwise obtained, by the Authority with the prior approval of the Government;
- (e) fee, charges, rentals and fines collected by the Food Authority;

- (f) income from the lease or sale of the property;
- (g) funds from floating bonds, shares, debentures, certificates, or other securities issued by the Food Authority;
- (h) all other sums received by the Food Authority.

(2) The Fund shall be operated in accordance with Act, these regulations and directions/instructions issued by Food Authority.

(3) The money credited to the Fund shall be kept in any scheduled Bank(s).

(4) The Bank account pertaining to the Fund shall be jointly operated by the Director General and Director Finance of the Food Authority.

(5) The expenditure incurred on account of any emergency or exigency by the Director General Food Authority shall be scrutinized and approved by the Development Committee constituted by the Food Authority and/or any two members of the Authority, assigned as such within three months of the end of an emergency or exigency.

(6) The Auditor of the food Authority shall pre-audit expenditures channeled through the normal budgetary mode

4. Disbursement.-(1) The fund shall be utilized for smooth and efficient functioning of the Food Authority and for the purposes as laid down under the Act.

(2) No money can be drawn from the account, unless authorized against the approved budgetary allocations under development projects or approved recurring heads of expenditure for the Food Authority programs.

(3) The Director General and/or Food Authority as the case may be shall approve allocation of funds for development and recurring needs of the other offices of the Food Authority established in various districts of Punjab out of bulk financial provisions received from the Government and other resources in terms of section 46 of the Act.

(4) In case of any emergency or exigency expenditure, the Director General Food Authority shall have the full powers as of Head of Administrative Department prescribed under Punjab Delegation of Financial Powers Rules subject to availability of sufficient funds. However, such expenditures shall be ratified and approved from the Food Authority at the earliest.

5. Budget of Food Authority Headquarter Office and other district Offices.

(1) Budget of Food Authority for headquarter office and other district offices shall be

prepared by the Director Finance of the Food Authority or any authorized officer in this regard for each financial year under the supervision of Director General.

(2) After scrutiny by the Director General or any authorized officer(s), the same shall be presented before the Food Authority.

(2) The Food Authority shall consider and approve the budget after affecting an amendment, if necessary.

(3) The Director General shall have the full powers as Head of Administrative Department under Punjab Delegation of Financial Powers Rules regarding creation, abolishing, up-gradation and re-designation of any posts in the Food Authority subject to ratification/approval from the Food Authority.

(4) The Director General is authorized to approve expenditure, if the amount allocated under a particular head exceeds the budgetary provision, by re-appropriation as provided to the Head of Department under Punjab Delegation of Financial Powers Rules.

6. Financial Powers of Authorities. (1) The Director General shall exercise all the financial powers as the Head of Administrative Department as provided under Punjab Delegation of Financial Powers Rules or such powers which have been delegated to him by the Authority from time to time. For the purposes of these regulations, the Director General Food Authority shall be the Principal Accounting Officer of the Food Authority.

(2) Unless otherwise indicated specifically in the order conveying sanction, a sanction issued by the Director General shall have effect from the date of orders conveying the sanction.

(3) A sanction for any fresh charge which has not been acted on for a year must be held to have lapsed, unless it is specially renewed.

(4) The sanctioning authority as stipulated in these regulations may delegate all or any of its powers to any officer of relevant and appropriate rank of the Food Authority.

(5) The Director Finance may sanction and incur expenditure on purchase, repair and maintenance of equipment and vehicles or other necessary items up to approval limit for that category of officer under the Punjab Delegation of Financial Power Rules.

(6) The Deputy Director Finance may sanction and incur expenditure on repair and maintenance of equipment and vehicles or other necessary items up to approval limit for that category of officer under the Punjab Delegation of Financial Power Rules.

7. System of Accounts and its Administration.-

(1) The accounts of the Food Authority shall be maintained in accordance with accounting procedure as may be approved from time to time.

(2) **Other Accounts:** The Food Authority shall keep and operate bank accounts for employee's funds e.g. pension, general provident fund, benevolent fund, gratuity fund, projects and programs being executed by the Food Authority.

(3) All receipts/payments of the Food Authority will be reconciled with the respective bank(s) regularly.

8. General Rules covering receipts, expenditures, defalcation and write-off of losses:

(1) All sums payable to the Food Authority shall be deposited either direct with the Bank of the Food Authority or sent by Bank Draft to the Director Finance or by means of a Crossed Cheque.

(2) All moneys received in the Food Authority's office shall be acknowledged on the system generated receipt/prescribed receipt, under the signature of the Deputy Director Finance or Assistant Director Finance or any authorized officer in this behalf.

(3) All transactions to which any Officer or servant of the Food Authority, in his official capacity is a party to must, without any reservation, be brought to the accounts in General Cash Book and other subsidiary registers under the signature of the Director Finance.

(4) The funds of the Food Authority shall be deposited in the Banks approved for the purpose by the Food Authority.

(5) Any person having a claim against Food Authority shall present a voucher in ink in the prescribed form, duly receipted and stamped.

(6) All bills presented for payment shall be examined by the Assistant Director Finance or Deputy Director Finance or any authorized officer in this behalf.

(7) After scrutiny, if it appears that the claim is admissible and covered under approved budgetary head, the authority good, the signature true and in order and the receipt a legal quittance; such officer mentioned in sub regulation (6) may make an order to pay on the bill and submit it for the signature of the Director Finance. The order shall specify the amount payable both in words and figures.

(8) Fractions of rupees less than fifty paise's shall be ignored and those equal to or above fifty paise's shall be rounded off to the nearest rupee, while making payment of bills

(9) Payment shall ordinarily be made by crossed cheque or bank transfer letter.

(10) The cheque books shall be kept under lock and key and in the personal custody of the authorized officer. All the cheques in new cheque books shall be counted and a certificate to that effect shall be recorded by the Director Finance.

(11) When a cheque is cancelled, the fact of the cancellation shall be recorded on the counterfoil of the cheque, and also across the payment order on the bill or voucher and necessary reversal entry recorded in the Register.

(12) Cancelled cheques shall be carefully preserved until the accounts for the period have been audited which shall be destroyed by the Auditor who shall certify on the counterfoil of the cheque that the cheque has been destroyed.

(11) If a cheque is cancelled before the general cash book is closed for the day of issue, the entries in the cash book and any other register in which the item may have been posted shall be struck out in red ink under the initials of the Director Finance/reversed in register. When the cheque is cancelled after the cash book has been closed the amount shall be adjusted by minus entries in the registers in which the transaction may have been entered.

(12) If a cheque is lost or destroyed, an intimation of the fact shall be given at once to the Bank and its payment shall be stopped. If a fresh cheque is issued, its number and date shall be quoted against the original entries in the relevant registers and note shall be made on the counterfoil of the fresh cheque as follows:

"Issued in lieu of cheque

No. _____ dated _____ lost/destroyed

(13) When any defalcation or loss of the Authority's money or property is discovered, an enquiry shall be initiated at once by the Director Finance and Internal Auditor who will move the Director General. The Director Finance shall submit a report after full enquiry to the Director General stating the steps taken to recover the loss. The irrecoverable balance of the sum embezzled may be written off under the orders of the Food Authority.

(14) The loss of articles may be written off after due process under the order of Director General, if the cost does not exceed Rs. 1,000,000/- and the Food Authority, if the cost exceeds this limit.

(15) All advances paid by Food Authority shall be recorded in register of demand, and Assistant Director or Deputy Director Finance and the Director Finance shall see that proper recoveries are made

(16) At the end of each month, the monthly accounts shall be compiled and reconciled with the bank accounts. The bank reconciliation statement will be prepared accordingly.

(17) All items of receipts and expenditure recorded in the cash book shall be carried over to the relevant classified ledgers of income and expenditure.

(18) All Vouchers shall be numbered serially and filed in a separate file/folder for each month.

(19) For urgent petty expenditure, the various officers may be allowed imprest money /ready cash as may be granted by the Director General.

(21) Where Food Authority Financial Regulations are silent, relevant provisions of Government Rules may be effective, mutatis mutandis.

9. Audit of accounts of the Food Authority:

(1) The accounts of the Food Authority shall be audited by the Auditor General of Pakistan or his authorized representative.

(2) Notwithstanding anything contained in these regulations the audit in sub-regulation (1) the accounts of the Food Authority may also be audited by an Auditor or Auditors who shall be Chartered Accountant or a firm of Chartered Accountants within the meaning of the Chartered Accountants Ordinance, 1961 (XII of 1961) which shall be appointed by the Food Authority.

(3) The Food Authority shall, in addition to the audit under sub-regulation (1) and (2) conduct pre-audit by the Auditor. No expenditure shall be made from the funds, unless the bill for its payment has been pre-audited by the Auditor.

(4) The audit shall be under the direct supervision of the Director General and Auditor shall be responsible for:-

(a) The work relating to PAC, DAC and audit observations on appropriation accounts and audit reports, ensuring compliance with the PAC observations and recommendations. The Auditor shall assist the Director General, prepare necessary briefs for PAC/DAC and attend the meetings of the PAC and DAC along with the Director General in the case of PAC and DAC

(b) Tendering advice to the Director General for compliance of rules, such as Government Financial Rules, Fundamental Rules (FR), Supplementary Rules (SR), Treasury Rules (TR) and other regulations, instructions and orders issued by the Finance Department, Government of Punjab, from time to time

(5) The Auditor of the Food Authority shall conduct the internal audit of Food Authority and specifically perform the following tasks:-

(a) Audit all receipts and expenditure in accordance with the approved standard of audit contained in Audit Manual of Auditor General of Pakistan

(b) Audit of salary claims.

(c) Pay-fixation & verification of pay fixation of the employees

(d) Verification of service & leave account of the employees of the Authority.

(e) Pre-audit of routine contingencies claims

(f) Release of Development grants to other districts of the Authority.

(g) Any other assignment.

(6) Disclosure; At the close of the every financial year, the books of accounts shall be closed and reconciled. The following annual statement of accounts shall be submitted to the Food Authority for approval:-

(a) Income and Expenditure Statement

(b) Balance Sheet

(c) Statement of Assets and Liabilities

(d) Notes to the Financial Statements



10. Purchases of Goods and Services:

(1) The Punjab Procurement Rules, 2014 as amended from time to time shall all be followed by the Director General Food Authority for purchase of goods and services.

(2) No capital expenditure shall be incurred or order without sanctioning/ approval of the Director General and inviting quotations / tenders as the case may be for each case.

(3) In case of any emergency purchases, the regulations may be relaxed by the Director General in accordance with the provisions of Punjab

Procurement Rules, 2014 and subject to approval/ratification by the Food Authority.

(4) For all contracts, a formal agreement on stamped paper shall be executed between the Director General and the contractor or the supplier.

(5) Before payment is made, Director Finance, Deputy Director Finance or any authorized officer in this behalf shall certify that the work has been completed in time and is according to the specifications. The certificates shall be put up to the Director General to sanction the expenditure. The payment shall be made and penalty, if any, shall be imposed in accordance with the terms of the contract.

(6) The authority to grant extension of time or to condone delay shall be as follows:

Director General.	30 days.
Director Finance.	15 days.



(7) Stock Register

(i) All materials purchased shall be examined, counted and entered in the register by the Assistant Director Finance or Deputy Director Finance or any authorized officer in this behalf who shall certify that material is actually received and its quality is good/satisfactory.

(ii) There shall be a Committee constituted by the Authority that shall conduct physical verification of the balance of the stock and stationery articles at the close of every year and record such certificate in the relevant registers.

(iii) Unless otherwise provided under the regulations all unserviceable articles shall be written off / auctioned under the orders of the Director General.

11. General Guidelines for Contracts:

(1) No contract may be entered into by any authority which has not been empowered to do so by or under the orders of the Director General.

(2) Legal advice should be taken by the legal wing of the Food Authority in drafting of every contract before they are finally entered into.

(3) Standard forms of contracts should be adopted wherever available, and the terms to be subject to adequate prior scrutiny and any change should be scrutinized by the legal wing of the Food Authority.

(4) Terms of a contract once entered into shall not be materially varied without the prior consent of the Food Authority to enter into the contract as so varied.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the Director General.

(6) Provisions must be made in contracts for safeguarding the interests of the Food Authority.

(7) When a contract is likely to endure for a period of more than 5 years, it should, wherever feasible, include a provision for an unconditional power of revocation or cancellation by Director General at anytime on the expiry of six months notice to that effect. However, prior to such revocation/cancellation of contract, legal advice may be obtained from the legal wing of the Food Authority.

12. Amendments, Relaxation to these regulations:

(1) The system and procedure established by these regulations are subject to any modification / amendment in the system of financial control and budgeting notified by the Food Authority or Government from to time.

(2) Notwithstanding anything inconsistent to these regulations the Food Authority may, in exceptional cases for reasons to be recorded in writing, relax any of these regulations for smooth and efficient functioning of the Food Authority.



Director General
Punjab Food Authority

Appendix

FINANCIAL POWERS OF DIRECTOR GENERAL


The Powers can only be exercised within the budgetary provisions, following laid down regulations and procedures within the delegated powers.


S. No	Name of powers	Powers to Director General
1	Creation of posts	<p>The creation of new posts in the Current Expenditure shall require the approval of the Food Authority, even when these are included in the current budget. Food Authority shall have full powers to create new posts(s) in the Development Expenditure/PSDP, included in PC-I or PC-II after the approval of the project by the relevant forum subject to availability of development budget against employees related expenses. These posts shall be continued on year to year basis till the completion of the project. Such posts(s) will cease to exist on the closure/completion of the project. After completion of the project and submission of PC-IV, the barest minimum and essential posts(s) shall be converted from development expenditure to current expenditure with the approval of the Authority subject to condition;</p> <ul style="list-style-type: none"> ➤ within the budgetary provision ➤ by prescribing Qualification, Experience and Job description
2	Reimbursement of Medical Charges	Full powers
3	Re-appropriation of funds	<p>Full powers, subject to the observance of the following general restrictions. The powers can only be exercised within budgetary provision and following laid down regulations and procedures within the delegated powers of Authority.</p> <p>General Instructions</p> <p>(I)(a) Appropriation or re-appropriation may be made:</p> <ul style="list-style-type: none"> (i) from one grant to another; (ii) from one head to another head; (iii) after the expiry of the financial year;

		<p>(b) Funds may not be appropriated or re-appropriated to meet:</p> <p>(I) any item of expenditure which has not been sanctioned by an authority competent to sanction it; and</p> <p>(ii) expenditure for a purpose the allotment for which was specifically reduced or refused by the Authority.</p> <p>(II) (a) All powers of appropriation and re-appropriation are subject to the condition:</p> <p>(i) an authority may not meet, by re-appropriation expenditure which it is not empowered to meet by appropriation;</p> <p>(a) No re-appropriation may be made:</p> <p>(i) from Development to Current Expenditure and vice-versa;</p> <p>(ii) from employees related expenses;</p>
4	Power to declare stores surplus or unserviceable	Full powers, subject to prescribed conditions formulated by the Authority from time to time.
5	Powers to sell surplus or unserviceable stores and stock by auction	Full powers, subject to prescribed conditions formulated by the Authority from time to time.
6	Write off of irrecoverable value of stores or public money due to losses on account of fraud, theft, etc.	<p>Up to Rs. 1,000,000 (Rs. one Million) in each case under intimation to the Authority provided that:-</p> <p>(a) the loss does not disclose a defect of system the amendment of which requires the orders of higher authority; and</p> <p>(b) there has not been any serious negligence on the part of some individual government officer or officers, which may possibly call for disciplinary action requiring the orders of any higher authority.</p>
7	<p>Expenditure against Provisions in the budget shall be sanctioned in the following manners:-</p> <p>Project Pre-Investment Analysis</p> <p>(1) Feasibility Studies, Research</p>	<p>Full powers, subject to the prescribed conditions of PC-I.</p> 

	and Surveys and Exploratory Operations	
	Operating Expenses (2) Travelling Allowance.	Full powers, subject to prescribed conditions.
	(3) Transportation of goods	Full powers
	(4) POL Charges and CNG Charges.	Full powers, subject to observance of ceilings where applicable.
	(5) Conveyance Charges.	Full powers, subject to prescribed conditions.
	(6) Postage and Telegraph	Full powers.
	(7) Telephone and Trunk Calls	Full powers, subject to observance of prescribed ceilings where applicable.
	(8) Telex and Teleprinter and FAX.	Full powers, subject to observance of prescribed ceilings where applicable.
	(9) Electronic Communication.	Full powers, subject to observance of prescribed ceilings where applicable.
	(10) Courier and Pilot Service.	Full powers.
	(11) Utilities (Gas, Water, Electricity) Hot & Cold Weather Charges, Others.	Full powers, subject to observance of prescribed ceilings where applicable.
	(12) Office Stationery.	Full powers.
	(13) Printing & Publications.	Full powers.
	(14) Newspapers Periodical and Books.	Full powers.
	(15) Uniform and Liveries.	Full Powers, provided that the purchase of uniforms and Liveries shall be made subject to the prescribed scales and prices.
	(16) Rent of non-residential buildings	Full powers.
	(17) Rent of Residential Buildings.	Full powers
	(18) Consultancy and Contractual	Full powers

	Work.	
	(19) Royalties, Rates and Taxes, Rent of Machine and Equipment	Full powers
	(20) Training-Domestic.	Full powers
	(21) Payment to Government Departments for services rendered	Full powers
	(24) Fees to Law Officers	Full powers within the parameters approved by the Authority
	(25) Exhibitions, Fairs and Other National celebrations	Full Powers
	(26) Advertising and Publicity.	Full Powers
	(27) Payments to Others for services rendered	Full Powers
	(28) Purchase of drugs and medicines.	Full Powers
	(29) Contribution & Subscription	Full Powers
	(30) Expenditure on Pakistani delegations to Foreign Countries	Full powers, in accordance with prescribed conditions formulated by the Authority from time to time
	(31) Loss on Exchange	Full powers, in accordance with prescribed conditions formulated by the Authority from time to time
	(32) Conferences/Seminars/work shops/Symposia	Full powers, in accordance with prescribed conditions formulated by the Authority from time to time
	(33) Unforeseen Expenditure.	Full powers, in accordance with prescribed conditions formulated by the Authority from time to time

	Employees Retirement Benefits (34) Reimbursement of Medical Charges to Pensioners	Full powers.
	Transfers (36) Scholarships, Bonuses and Other Awards.	Full Powers
	(37) Entertainment	Full powers (i) For light refreshment for meetings convened for official business. (j) (ii) For receptions, lunches and dinners etc for official meetings
	(38) Gifts	Up to Rs.10,000/- per gift per person.
	Expenditure on Acquiring of Physical Assets. (39) Purchase of Building, Computer Equipment, Commodity purchases (Cost of State), Other Stores and Stocks, Transport, Plant and Machinery, Furniture & Fixture and purchase of Other Assets.	Full powers, subject to observance of prescribed conditions & instructions of PPRA Rules. 
	Repair & Maintenance (41) Transport	Full Powers
	(42) Machinery & Equipment, Furniture & Fixtures, Computer Equipment and Building	Full powers, subject to the prescribed conditions formulated by the Authority from time to time.


	43. Powers to give administrative approval to works in respect of non-residential buildings	Full Powers
8	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.	Full Powers
9	Compensation payable to any individual under law, rules, or judgment of courts.	Full Powers
10	Charges for remittance of pay and or allowances of establishment by money order or by bank drafts, other than leave salary.	Full Powers
11	Powers to sanction investigation of claims of government servants to arrears of pay, allowances, etc.	Full powers subject to restrictions. 
12	Fixation of initial pay by grant of premature increments in cases of first appointment under government of persons not already in the service of the Federal, or a Provincial Government.	Powers to grant not more than six premature increments for the initial fixation of pay subject to the following conditions:- (a) In cases of persons appointed, premature increments should be granted, on their commendations of the Selection Board /Committee, and in consideration of the fact that suitable persons of requisite qualifications are not available in the minimum pay of the post. (b) No premature increments should be granted in cases of ad-hoc appointments. (c) The appointing authority is to certify that suitable persons of requisite qualifications are not

		available minimum of the sanctioned pay scale of the posts.
13	Fixation of initial pay of an officiating employee on appointment to another post in a time scale of pay.	Power to fix the initial pay in the time- scale of the new post at the stage at which it would have been fixed under the rules if the officiating pay in respect of the old post was the substantive pay, of the employee provided that:- (a) the employee concerned has held that post for a period of three years continuously (including period of leave) or would have held it for that period if not appointed to the other post; and (b) the appointing authority certifies that the employee was not officiating in a leave or short term vacancy (sanctioned for less than one year) and was not likely to revert to a lower post at least for the period during which he/she holds the new post.
14	Sanctioning of Filed Allowance as approved by the Authority	Full Powers
15	Sanction to the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium.	Full Powers
16	Sanction of honoraria to government servants in connection with departmental examinations in accordance with the rules.	Full powers, in accordance with approved rates or scales.
17	Relaxation of the prescribed time limit for submission of TA Bill.	(i) Where no TA advance was drawn: Full powers. (ii) Where T.A advance was drawn. TA adjustment bill should be submitted within six month of the date of performance of journey by the government servant, failing which the advance will be recovered.
18	Full powers, subject to the adjustment of TA advance within	Full Power, subject to the condition that the family precedes the government servant after the formal sanction of leave.

	twelve months	
19	Grant of TA concession during leave where leave is combined with extraordinary leave due to circumstances beyond the control of government servant.	Full Powers
20	Grant of travelling and daily allowance to non-official members of Authority/Committees etc. set-up by the government and to foreign experts.	Daily allowance upto the maximum rates admissible servants, and in addition, where the person concerned has, of necessity, to stay in a hotel, reimbursement of actual single room-rent, subject to the production of hotel receipts/vouchers, upto the maximum rate admissible to government servants.
21	Grant of daily allowance for compulsory halt due to dislocation of communications.	Full Powers
22	Grant of extraordinary leave to temporary government servants up to one year for reasons beyond their control.	Full Powers
23	Grant of leave terms to employees appointed on contract.	Full powers
24	Grant of special disability leave.	Full powers provided that the disability manifests itself within three months after the occurrence of its cause.
25	Grant of advance to Government servants from various provident funds.	Full Powers, subject to the condition that advances will be allowed in a manner that only one advance will remain outstanding at one time.

26	Grant of advance for the purchase of Motor Car/Motor Cycle to temporary government servants.	Full powers subject to the production of surety bond and fulfillment of other conditions prescribed by the rules.
27	Relaxation of the time limit of one month within which purchase of conveyance should be completed.	Full powers to raise the limit upto six months.
28	Authorization of the final payment of the dues of a deceased government servant to the members of family, on the production of succession certificate and guardianship certificate in the case of minor heir(s).	Full powers.
29	Grant of conveyance allowance	Power to sanction conveyance allowance to government servants whose ordinary duties involve extensive travelling at or within a short distance from the headquarters provided that:- (a) the powers shall not be available in respect of officers and staff the of the Ministries/Department; and(b) the expenditure can be met from within the sanctioned budget provision;
30	Power to sanction deputation of government servants.	<p>I. Temporary Duty Abroad Full powers subject to the following conditions and instructions issued by the Finance Department from time to time</p> <p>II. Training - International Full powers subject to the following conditions:- (i) Budget provision exists. (ii) The prescribed procedure is observed and</p>

		approval of competent authority is obtained in accordance with the existing rules.(iii) The terms of deputation are in accordance with the general instructions issued by the Finance Department on the subject from time to time.(iv) Foreign exchange expenditure is met out of the sanctioned allocation for the specified period.(v) Sanction of drawl of pay in advance in foreign exchange for a period not exceeding one month, if the rupee cover is provided by the government servant concerned
31	Advance payment to other government departments and government owned/controlled organizations, in exceptional cases only.	Full Powers, subject to adjustment of previous advance, if any.


Director General
Punjab Food Authority