



KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, FRIDAY, 2ND MARCH, 2018

PROVINCIAL SERVICES ACADEMY KHYBER PAKHTUNKHWA

NOTIFICATION

Peshawar dated the 7th August, 2017.

No. PSA/KPK/Service Regulations/2016:- In pursuance of the powers conferred by Section 16 A of the Khyber Pakhtunkhwa Provincial Services Academy Act 2013 (Act No. VIII of 2013), the Board of Governors is pleased to make the following regulations:-

FINANCIAL REGULATIONS 2016

CHAPTER - I

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- (a) These regulations may be called the Khyber Pakhtunkhwa Provincial Services Academy, Financial Regulations 2016.
- (b) These regulations shall come into force with immediate effect.
- (c) These regulations shall apply to all persons employed and shall also apply to contractees as well as to deputationists except in so far as they may be in consistent with any provisions of their contract or terms of deputation.
- (d) The Provincial Government Rules will be adopted in matters where the Academy's regulations are silent.

CHAPTER - II

2. FUNDS OF THE BOARD

1. There shall be a Fund to be known as (Khyber Pakhtunkhwa) the Provincial Services Academy Fund, vested in the Board.
 - (i) The Director General shall be the Controlling Officer in respect of the Funds of the Board.
 - (ii) The Funds will comprise receipts of the following nature :-
 - (a) Grant-in-Aid given by Federal/Provincial Governments

- (b) Loans obtained from Government
 - (c) Loans raised by the Board with the special or general sanction of Government
 - (d) Foreign aid and loans obtained by the Board with the sanction of and on terms and conditions approved by the Government.
 - (e) Fees and other sums received by the Board
 - (f) Other Grants
 - (g) Sale of Publications
 - (h) Miscellaneous Receipts and Recoveries
2. The receipt shall be taken as reduction of expenditure from the total requirements for the year and shall be duly reflected in the budget submitted to the Government.
3. **Custody Funds**
- The PSA's Fund shall be kept in scheduled bank(s). The surplus funds over and above the working balances shall be invested in Government Securities/Schemes, or may be utilized for improvement/strengthening of PSA.
4. **Utilization of the Funds**
- (a) The Fund shall be utilized by the Board in connection with its functions /activities.
 - (b) Payment from the Fund shall be made on the orders of the Board or the Director General in accordance with their financial powers contained in Schedule-I.
5. **Maintenance of Accounts**
- (a) PSA shall maintain complete and accurate Books of Accounts in the prescribed form.
 - (b) The Director General shall be the Principal Accounting Officer and the controlling officer in respect of the fund.
 - (c) All money received in the PSA shall be acknowledged under the signatures of the Auditor and the Accountant on the prescribed receipt form which should be machine numbered. The amount should be written in words as well as in figures.
 - (d) Receipt Book shall be kept under lock and key in personal custody of the Auditor and the Accountant.
 - (e) Duplicate receipt shall not be issued. However, a certificate can be given whenever occasion arises.
 - (f) All the money paid to PSA shall be credited on the same day or at the latest on the next working day of receipt, to the fund and recorded in the relevant Cash Book.
 - (g) All payments where the amount is more than 1,000/- shall be made by crossed cheque. However, cash payment can be made in unavoidable circumstances with the written permission of the Director General PSA.

- (h) At the end of each month, the receipts and expenditures entered in a Cash Book shall be compared with the Bank Statement item by item. In case of difference, the reasons therefore, shall be explained in the Cash Book. The Cash Books shall be written/reconciled and signed by the Auditor and checked and signed by the Accountant, the Senior Auditor and the Deputy Director Finance every month.
- (i) The Senior Auditor (PSA)/Assistant Director (PSA) shall keep the Cheque Books in his/her personal custody. The detailed procedure for handling of Cheque Books is as prescribed follow:

6. PROCEDURE FOR HANDING OF CHEQUE BOOKS

1. The Director General (controlling officer) is custodian of the books of Accounts and entire system of issue of cheques and payment of cash will be run under his close supervision.
2. Following Cheque Book handing procedures will be observed:-
 - (a) When the Cheque Book of a particular Bank Account is near to be exhausted, the requisition for issue of a new Cheque Book will be initiated by the Accountant/Auditor. The requisition will be signed by at least two authorized signatories.
 - (b) On receipt of Cheque Book the Accountant/Auditor will carefully examine it and count its leaves. He will record a certificate to this effect on the fly-leaf. Thereafter he will make entry of the Cheque Book in the "Register of Cheque Books". Separate pages will be allocated for each Bank Account. The Accountant will personally be responsible for safe custody of "Register of Cheque Books". He will hand over the Cheque Book to the Senior Auditor (PSA) by taking his signatures in the aforementioned Register.
 - (c) On receipt of a Payment Order, duly authorized by the Senior Auditor (PSA), the Auditor will obtain the Cheque Book of relevant Bank Account from the Senior Auditor write the Cheque, deface all the vouchers, and submit it to the Accountant.
 - (d) Before preceding on leave the Senior Auditor (PSA) will hand over the Cheque Books to the next authorized officer personally who will keep them in his custody during the absence of the Senior Auditor (PSA). The Accountant will arrange preparation of cheques by any other staff member in absence of the Auditor. In such cases the Accountant will ensure that all the duties to be performed by the Auditor have been executed properly.
 - (e) The Accountant will check the entries of the cheque and the authority/sanction issued for payment, and checks and Payment Order alongwith the Cheque Book to the Senior Auditor (PSA). Before signing the stub-foil of a cheque, he will make sure that stub-foil of the last cheque bears his initials.
 - (f) The Senior Auditor/Assistant Director after making sure that the cheque has been prepared on valid authority/sanction will sign the Cheque and its stub-foil and then submit the cheque to the other signatory for signatures.
 - (g) Thereafter, the Cheque Books alongwith the Payment Order will be handed over to the Auditor who will detach the signed cheque and hand over the Cheque Book to the Senior Auditor. The Auditor will be responsible for the safe-custody of the Payment Orders and the signed cheques. He will hand over the cheque to the official concerned/party/firm by taking its receipt. In case of the cheque prepared in name of the Auditor, he will draw cash and keep it in a Steel Chest, provided to him for the purpose, until its disbursement to the concerned official person. While making payment in cash, he will obtain proper receipt.

- (h) The Senior Auditor shall ensure before leaving office that all the Cheque Books used during the day, have been received back.
- (i) On exhaustion of a Cheque Book, its stub-foils will be handed over to the Auditor who will keep it under safe custody.

7. FORMS AND REGISTERS FOR KEEPING ACCOUNTS

1. The Director General shall cause to be maintained following Registers/Books and keep them as up-to-date and completed as may be feasible:-
 - (a) Cash Books/Registers.
 - (b) Classification Register.
 - (c) Contingent Register.
 - (d) Permanent Advances Register.
 - (e) Temporary Advances Register.
 - (f) Traveling Allowance Register.
 - (g) Service Books of officials.
 - (h) List of officials retiring within next year.
 - (i) Service Stamps Accounts.
 - (j) History Sheets of Machinery and Equipment.
 - (k) Acquaintance Roll of Pay.
 - (l) Stock Register.
 - (m) Receipt Register.
 - (n) Log Books and Movement Register in respect of each vehicle.
 - (o) Telephones Register for each connection.
 - (p) Such other register or forms of accounts as he deems necessary.

CHAPTER- III

8. Power of the Board

1. The Board shall have full powers to administer and manage PSA and in particular in respect of the following matters unless otherwise directed by the Government.
 - (a) To acquire and dispose of property and to enter into contracts in conformity with its objects.
 - (b) To formulate and approve the budget of PSA.
 - (c) To create temporary/permanent posts in BPS-17 and above and change nomenclature of any post/posts.
 - (d) To delegate powers to the Chairperson, the Executive Committee, the Standing Committee, the Director General and other officers of the PSA.

9. Power of the Chairperson (subject to approval of the Board)

1. The Chairperson shall have: -

- (a) Full powers to write off losses/overpayments upto Rs. 100,000 due to theft, fraud procedural irregularity or neglect (after investigation).
- (b) Shall be the appointing authority for posts in B-17 and above.
- (c) Nominate a senior officer to perform the duties of Director General during the latter's temporary absence; provided that such temporary absence does not exceed four months.
- (d) Shall have full powers to withhold increments, as a disciplinary measure, of the officers he is competent to appoint.
- (e) Authority to write off losses up to a limit of Rs. 100,000/- to cover deficiencies on account of breakage, shortage in transit, wastage, spoilage and bottling dryness in storage and depreciation on account of wear and tear, fluctuation, in market prices and obsolescence.
- (f) Power to relax the upper age limit of a candidate for the post in B-17 and above upto 03 years in the interest of the PSA.
- (g) Powers to waive off the audit observation except defalcation and fraud.
- (h) Full powers to regularize any expenditure incurred within the budgetary allocation.
- (i) Powers to condone interruption in service of an employee up to a period of 12 months for which he is the appointing authority.

10. Vice Chairperson

During the absence or leave or otherwise of the Chairperson, the Vice Chairperson shall exercise the powers of Chairperson.

11. Director General

- (a) Powers of the Director General/D.D. are given in Scheduled -I
- (b) May appoint an employee of the PSA to hold charge of more than one post at one time for a period not exceeding six months. Beyond 6 months.

12. Deputy Director

- (a) Shall be the Drawing and Disbursing Officer of the PSA.
- (b) Shall have the power to sanction recurring/non-recurring miscellaneous. Expenditure up to a limit of Rs. 5000/- on any one item at a tie or up to the limit of single bill according to the Khyber Pakhtunkhwa Procurement of Works Good and Services Rules 2003 as amended from time to time in each case subject to availability of funds.

CHAPTER -IV

13. External Audit

- (a) The accounts of the PSA shall be audited by the Auditor General of Pakistan.
- (b) On receipt of the audit report, it shall be placed before the Authority's Audit Committee (AAC), which shall make recommendation for resolution of the audit observations.

- (c) The AAC shall comprise of the Director General, as Chairperson, with representation not below the Officer Deputy Secretary of Finance Department and Establishment Department as its members. The Deputy Director Accounts/Budget shall be the Secretary of the Committee.
- (d) The Audit report with recommendation of AAC shall be placed before the Board for decision.

14. Internal Audit

The Accounts of the PSA shall be inspected by a Senior Officer or a Committee of officer not connected with the Accounts matters, nominated/constituted by the Director General, at least once in a year in compliance with the provision of GFR-13.

CHAPTER -V

15. PURPOSE AND SCOPE

To ensure that all purchases are done transparently and properly accounted.

16. RESPONSIBILITIES

Deputy Director and his associated staff is responsible for all purchases.

17. Classification of purchases

- (a) Single Tender- Purchase valuing up to Rs. 50,000/-
- (b) Limited Tender- Purchase valuing Rs. 50,001/- to 10,0000/-
- (c) Open Tender- Purchase valuing Rs. 100,000/- and above.

18. Single tender up to Rs. 50,000/-

- (a) The requisition of item/work is put up for approval of Deputy Director, up to Rs. 5000/-.
- (b) After the approval, the item is purchased from the market by the Section.
- (c) The funds are arranged as stipulated in Account Instructions.

19. Limited Tender value Rs. 50,001/- to 10,0000/-

- (a) All item falling in this clause are purchased through a Purchase Committee.
- (b) The intender shall forward an indent for the item required to the Deputy Director PSA.
- (c) The Deputy Director shall scrutinize the need and approve or obtain approval from the competent authority, if necessary.
- (d) A Purchase Committee shall be constituted by the Director General comprising of at least three members. The Chairman Purchase Committee should be an officer of at least Grade-17.
- (e) The Purchase Committee obtains at least 3 quotations from the market, alongwith samples.

- (f) In case the lowest rate is not approved, reasons thereof are recorded. The limits will be deemed to have been revised whenever the Government revises the same in respect of its own purchases.

20. Open tender Value Rs, 1,00,000/- and above

- (a) A Standing Tender Opening Committee is constituted by the Director General PSA.
- (b) Relevant section initiates a requisition to purchase the item.
- (c) Director General's approval is obtained after necessary scrutiny by the Deputy Director PSA.
- (d) The indenter drafts the advertisement. The advertisement includes vital information, i.e. nature and quantity of store, amount/rate of Earnest Money required, date, time and venue of the opening of the tender, last date and time of receipt of tenders etc.
- (e) The advertisement approved by the Director General PSA is placed in leading newspapers by the Assistant Director through Press Information Department and a copy is displayed on PSA notice board.
- (f) The Specifications of required item is filled by the indenter on a Tender Form and handed over to the XEN/concerned board.
- (g) These tender may be called Shot Tender or Normal Tender:-
- Short Tender allow minimum 7(seven) days from the appearance of the advertisement.
 - Normal Tender allows minimum 15 (fifteen) days from the appearance of the advertisement.

21. ISSUE OF TENDER DOCUMENTS

- (a) Sufficient copies of the tender forms are available with the Deputy Director PSA/Procurement section PSA.
- (b) Tender Form will be supplied on payment.

22. PROCEDURE FOR RECEIPT AND CUSTODY OF TENDER RECEIVED.

- (a) The Tender Box is kept at a prominent place under the supervision of the Chairman tender opening committee approved by the Director General. The key of the box is kept in his safe custody. All tenders are inserted in the box. Those which cannot be inserted are received by the Deputy Director PSA/Procurement section PSA who keeps those under lock and key.
- (b) Any tender received by post/courier is delivered to the Deputy Director immediately for its dropping in the Box.

23. PROCEDURE FOR TENDER BOX OPENING

- (a) Deputy Director opens the Tender Box at the prescribed time and date in presence of all the other members of Tender Committee and bidders or their representatives.
- (b) The Deputy Director or any other member of the Committee pronounces the rates and conditions other than included in the tender documents.

- (c) Any representative of the participating firm is allowed to peruse any tender if a request is made.
- (d) All representatives of the participating firms are required to fill in the relevant columns of the attendance sheet (Annexure-A).
- (e) On the opening of offers, the same is signed and carefully examined by members of the committee before passing the same to the Indenter for Technical Evaluation.

24. IGNORING OF OFFERS

- (a) submitted without or lesser amount of Earnest Money (in the shape of Call Deposit).
- (b) Received after the date and time fixed for its receipt.
- (c) Unsigned.
- (d) Ambiguous.
- (e) Given by a firm black-listed.
- (f) Not submitted in the prescribed form.
- (g) Does not conform to general conditions of the enquiry, e.g. it is not accompanied by sample or manufacturer's literature where required.
- (h) not conforming to specifications.

25. TABULATION OF OFFERS AND PREPARATION OF COMPARATIVE STATEMENT.

- (a) comparative Statement of offers received, less those rejected, shall be prepared by the Indenter on the proforma designed for the purpose and signed by all committee members.
- (b) Where the rates quoted by the tenders are on different basis, the same are converted on a uniform basis. The converted rates are indicated on the Comparative Statement in red ink immediately below the quoted rates.
- (c) The offers are graded as 1st lowest, 2nd lowest and 3rd lowest etc., (in Roman Digits, I, II, III) using red pencil.

26. Formulation of purchase proposals

Lowest offer is not rejected without assigning specific reasons.

27. Extension in delivery period.

- 1. Extension of delivery period is not allowed as a matter of routine. Where necessary such extensions should be granted subject to the observance of the following:
 - (a) Extension is not normally allowed in cases where originally higher price was accepted because of the short delivery period offered by the firm.
 - (b) No extension in delivery period is allowed if it extends to next financial year and availability of the requisite funds in that year is not confirmed.

28. Liquidate damages

Liquidated damages are levied at a uniform rate of 0.50% of the value of the , for every seven days or a part thereof. The penalty is only for the stores supplied late, except where the undelivered stores hold up the use of delivered stores. In such case the liquidated damages are for the total value of the contract.

29. SAFE CUSTODY OF EARNEST MONEY

The Earnest Money is kept in iron-safe by the Cashier. Earnest Money Register has been maintained.

30. REFUND OF EARNEST MONEY/SECURITY DEPOSIT

- a. The Earnest Money of unsuccessful bidders is returned immediately after issuance of the Purchase Order to the successful bidder.
- b. The Earnest Money of successful bidder is returned on supply of stores/execution of work and deposit/deduction of Security Deposit.
- c. The Security Deposit shall be refunded on successful completion of the supply/erection/installation and expiry of warranty period.

31. FORFEITURE OF EARNEST MONEY/SECURITY MONEY

Either, not both, may be forfeited if the supplier to whom the contract is awarded refuses or neglects to execute it, or is a defaulter against any contract and adjustments against arrears.

32. RECOVERIES/DEPOSIT OF SALES TAX/DUTIES ETC.

- a. In case where the offer is based on a certain amount/rate of taxes, duties etc; and those have been reduced before the payment, the feasibility of proportionate reduction in the contracted value of the contract be explored.
- b. In case where the offer is based on a certain amount/rate of taxes, duties etc., the documentary proof in support of the deposit of the said taxes, duties etc., shall be obtained by the consumer from the supplier within one month of the payment. A copy thereof will be supplied to the Accounts Office by the indenter.

33. REPEAT ORDER

1. A Repeat order is placed on the terms of previous contract subject to following conditions:
 - a. Time is not available for re-tendering the stores.
 - b. The course is considered to be advantageous and the order is against a contract placed at a price which has not fallen since that contract was placed.
 - c. The value of the repeat order does not exceed 50% of the value of the contract in case of an advertised tender enquiry.
 - d. The value of the repeat order does not exceed 10% of the value of the contract in case of limited tender enquiry.

- e. The order is placed against a supplier who has executed the contract within the original delivery period satisfactorily. The delivery period of stores is preferred on ex-stock basis and with a condition that in no case extension would be allowed in the delivery period of repeat order.

34. ACCOUNTING

All items purchased will be entered in their relevant stock registers.

CHAPTER-VI

- i. Matters not provided in these regulations or other regulations framed by the Board from time to time the employees shall be governed by the Government rules in vogue.
- ii. Nothing in these rules shall affect or authorize re-opening of any decision as to condition of service of an employee made before the commencement of these regulations on the group that such a decision is not consistent with the provision of these regulations.
- iii. The Board/Chairperson may from time to time regulate or modify or amend the regulations.
- iv. In promotion cases, where persons having requisite qualifications as prescribed in the schedule are not available, direct recruitment or induction/absorption on deputation shall be made.
- v. For promotion there will be no age limit while for direct recruitment the age limit will be as specified in the schedule. However, this age limit may be relaxed by the competent authority as per Government Rules.
- vi. The competent authority may delegate any of such powers to any officer as he deems fit.

SCHEDULE-I

S.No.	Description	Director General
1	Creation of temporary posts in BPS-1 to BPS-16	Full powers, subject to observance of ban/restrictions imposed by the Government. A post will be created for a maximum period of one year.
2	Conversion of Temporary Posts in BPS-1 to BPS-16 into permanent one.	Full powers, subject to condition that the post have been in existence continuously for five years or more and have been created for work of a permanent nature and is likely to continue for an indefinite period.
3	Abolition of Posts in BPS-1 to BPS-16.	Full powers
4	Appointment of staff chargeable to contingencies equivalent to staff in BPS-1 to BPS-4.	Full powers, provided that the staff may be appointed for a short period not exceeding the financial year, subject to availability of funds.
5	Powers to employ a person in any pay scale or on certain lump-sum salary / daily wage for specific assignment or on contract for overcoming any emergency/need related to the PSA's training activities.	Full powers, subject to condition that the period of contract will not be more than one year.
6	Re-employment of retired personnel.	Full powers for re-employment of retired personnel form grade 1 to 19 on fixed emolument for a period not more than two years.
7	To appoint a Medical Officer on contract basis (Part-time employment) on fixed salary package and revise/ renew/rescind or enter into new contracts when deemed necessary.	Full powers.
8	Appropriation and Re-appropriation of funds.	Director General full powers to incur expenditure on any object not specifically disallowed or banned by the Finance Department.
9	<p>i. Power to write-off irrecoverable value of stores or public money including losses on account of fraud, theft etc: and over-payments.</p> <p>ii. Powers to write-off losses to cover deficiencies on account of breakage, shortage in transit, wastage, spoilage and bottling dryness in storage and depreciation on account of wear and tear, fluctuation in market prices and obsolescence.</p>	Up to Rs.50,000/-in each case, subject to the prescribed conditions, provided a probe is conducted.
10	Payment of annual subscription to magazines/journals/gazettes in advance.	Full powers, subject to the condition that reduced annual rates charged (instead or normal cover price) and availability budget.
11	Powers to prescribe scale of Newspapers, Periodicals for the officer4s and the PSA's Library.	Full powers upto budget limit.

12	Powers to approve the purchase of books for the PSA's Library.	Full power upto budget limit.
13	Powers to prescribe scales of uniforms and liveries for the staff.	Full power upto budget limit.
14	Hiring of private residential buildings for officers and staff.	Full powers, subject to the condition/ceilings/scales prescribed by the Government.
15	Hiring of private accommodation for official use.	Full powers, subject to the conditions/ceilings/scales prescribed by the Government.
16	Power to incur Law Charges/Fee to Legal Advisor.	Full powers upto budget limit.
17	Powers to 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.
18	Powers to pay compensation to any individual under law, rules or judgment of courts.	Full powers.
19	Powers to sanction investigation of claims of the PSA's employees to arrears to pay and allowances etc:	Full powers in terms of Para- 124 and subject to the restrictions under para-125 and 126 of GFR Vol:I.
20	Fixation of pay on initial appointment in accordance with the Government Rules.	Full powers.
21	Fixation of pay on appointment in the PSA of a person already in the service of Federal/Provincial Government.	Full powers in accordance with rules/ orders prescribed by the Government in respect of its own employees.
22	Fixation of pay on promotion and revision of pay scales etc:	Full powers in accordance with rules/ orders prescribed by the Government in respect of its own employees.
23	Grant of honorarium to the employees of the PSA.	Full powers to allow an employee of the PSA to receive honoraria upto one month pay on each occasion; provided that the service rendered do not fall within the course of ordinary duties of an employee.
24	To provide incentive to all concerned who are actually engaged full time working on computer.	Full powers to allow computer allowance for Rs.750/- per month or at rate prescribed by the Government time to time.
25	i) To allow an employee of the PSA to undertake consultancies/ studies for which fee is offered. ii) To accept consultancies/ studies offered by other organizations/ governments to the PSA for which fees is offered.	Full powers.
26	Exemption from crediting portion of fees to Government.	Full powers, subject to observance of rules/orders on the subject.
27	Relaxation of the prescribed time limit for submission of TA/DA bills.	Full powers where no TA/DA advance was drawn.
28	Power to sanction pensionary benefits to the employees.	Full powers in accordance with the rules/orders prescribed by the Government in respect of its own employees.
29	Relaxation of the prescribed time limit in respect of a member of the family of a transferred employee preceding him.	Full powers, provided that the family performed the journey after the transfer orders for the employee were issued.

30	Relaxation of prescribed time limit where the family could not follow an employee granted leave travel concession without the prescribed period of one month on medical grounds or due to private affairs.	Full powers.
31	Relaxation of the prescribed time limit where the family of transfer employee could not join him within one year due to shortage of accommodation, education of children are on medical /compassionate grounds.	Full powers, subject to the following conditions: i). instructions contained in government decisions No.15 under S.R.116 are duly observed. ii). Where advance of TA/DA had been drawn in respect of the family members and the family did not accompany the employee, advance would be refunded within one year.
32	Grant of permission for family to precede an employee granted leave travel concession.	Full powers, subject to the condition that the family precede the employee after the formal sanction of leave.
33	Grant of DA allowance for compulsory halt for dislocation of communications.	Full powers.
34	Nomination of officer/ staff on various training courses within the country.	Full powers.
35	Grant of leave terms of staff and officers on contract.	Full powers to the extent covered by model rule laid down Appendix 10 to the F.R. & S.R. Vol:II.
36	Final payment out of G.P.Fund.	Full powers in accordance with the rules/ orders prescribed by the Government in its own employees.
37	Grant of advance(Refundable /Non Refundable) to the employees out of G.P.Fund.	Full powers, subject to observance of the rules/orders prescribed by the Government in respect of its own employees.
38	Permission postponed recovery of advance drawn from the G.P.Fund for a specific period.	Powers to postponed recovery of not more than two advances for a period not exceeding two years.
39	Authorization of final payment of the G.P.Fund dues of a deceased employees of his family, dispensing with the production of succession certificate and guardian ship certificate in the case of minor heir (s)	Full powers in accordance with the G.P.Fund Rules/ Orders prescribed by the Government in respect of its own employees.
40	Grant of loan and advances	Full powers, subject to the fulfillment of conditions prescribed by the Government in respect of its own employees and availability of funds.
41	Relaxation of the time limit of one month within which purchase of conveyance should be completed.	Full powers upto six months.
42	Payment in advance to an officer / staff member for purchases / repair works.	Full powers within budget limit.
43	Authorize any officer(s) of the PSA to maintain permanent advance /imprest.	Upto a limit of Rs.20,000/- in each case.
44	Question of deciding of the real legal heir (s) in case where there is no nomination or the nomination is incorrect or invalid.	Full powers in consultation with the Establishment Division.
45	Prescribed price of the PSA publications.	Full powers (He is also competent to issue complimentary copies and those in exchange).

1270 KHYBER PAKHTUNKHWA GOVERNMENT GAZETTE, EXTRAORDINARY, 2nd MARCH, 2018

46	Printing & publications at a Press other than Printing Corporation of Pakistan.	Full powers, provided that printing at a Press other than a press of Printing Corporation of Pakistan should be undertaken only if DG is satisfied that it is in public interest to do so and records a certificate to the effect.
47	Payment to a Government Department for service rendered.	Full powers within budget limit.
48	Entertainment a. Light refreshment not exceeding Rs.50/- per head at a meeting convened for official business. b. Expenditure on receptions, lunches and dinners inauguration / graduation / seminar/ conference workshop etc: of a course in each case, subject to the condition that per head expenditure (including taxes and soft drink etc:) should not in any case exceed to Rs.450/- per head. c. Expenditure on serving lunch boxes not exceeding Rs.300/- per head in meetings, which are prolonged beyond office hours without break in the public interest.	Full powers to incur expenditure on official entertainment on regular budget upto a limit of Rs.25, 000/- in respect of a single function and with no limit for training functions.
49	Purchase of Vehicles	Full powers subject to availability of budget and prescribed conditions.
50	Purchase of durable Goods (Other than vehicles).	Full powers subject to availability of budget.
51	Pre-investment Project Analysis.	Full powers subject to availability of budget.
52	Repair and Maintenance Physical Assets (Building, Vehicle, Furniture, Machinery, Equipments etc :)	Full powers subject to availability of budget.
53	Construction of Work (Non-development)	Full power within budget limit includes powers to accord Administrative, technical sanction.
54	Operating Expenses	Full powers subject to availability of budget.
55	Purchase of Drugs and Medicines for Dispensary	Full powers subject to availability of budget
56	Local Purchase of Medicines	Full powers subject to availability of budget
57	Medical Re-imburements.	Full powers.
58	Power to declare Stores surplus or unserviceable including vehicles, machinery equipments etc.	Full powers subject to the condition prescribed by Federal Government.
59	Power to condemn the tyres.	Full powers where the tyres have not completed the prescribed mileage, subject to recording of detailed justification for premature condemnation.
60	Power to sell surplus or unserviceable stores/articles/vehicles at book value or market value whichever is greater or by auction.	Full powers.
61	Power to grant permission to undertake an official tour.	Full powers.

KHYBER PAKHTUNKHWA GOVERNMENT GAZETTE, EXTRAORDINARY, 2nd MARCH, 2018. 1271

62	To act as a Countersigning Officer in respect of TA/DA Bills of employees including his own TA/DA bill	Full powers.
63	Powers to refund of Earnest Money/Call Deposit and Security Deposit.	Full powers.
64	Power to make payment, in advance, on account of Service Contract of machinery and equipments.	Full powers.
65	Declare the PSA closed on any day in lieu of a gazzetted holiday.	Full power upto a maximum of three days.
66	To prescribed the form of surety or other bonds to be executed by an employees entrusted with the custody of Cash, Stores, etc.	Full powers in accordance with the procedure by the Government
67	<p>i) To fix the rates of classrooms, guest houses, hostel rooms, auditorium as well as in fixing the Food charges (per head) in the PSA cafeteria.</p> <p>ii) Reduce or exempt any official/person to pay the room rent or the food charges.</p>	Full powers.
68	To authorize an employee of the PSA to hold charge of more than one post at one time.	Full powers upto a maximum limit of SIX months: provided that such arrangement does not involve any promotion and he is appointing authority for the post, for others, the Chairman shall be the competent authority.
69	Destruction of old records.	Full powers.
70	To accept tenders of all kinds relating to the PSA building/repairs and maintenance or new construction	Full powers subject to the provision of Para-301 and appendix-17 of GFR Vol-I
71	For minor addition or alteration in the existing structure of any building as and when required.	Full powers. However, major structural changes addition or alteration will require approval of the Board.
72	To undertake different experimentation/research Projects in interest of the PSA objectives and also to incur expenditure of different items pertaining to these projects.	Full powers subject to availability of funds.
73	To condone interruption in services of any employees upto a period of 12 months in case of B-1 to B-16 employees.	Full powers. However, for employees of BS-17 and above approval of the Chairman BOG will be required.
74	To sanction expenditure under various objects within the lump-sum/one line budget allocation	Full powers.
75	To grant all kinds of leave.	Full powers, in accordance with the Rules of the Government.
76	Exercise powers of Head of Department in cases not covered by above rules	Full powers.