

## Delegation of Financial Powers

**(Subject to availability of funds and acceptance in principle by the Board / Standing Committee thereof to the general pattern of expenditure against each item)**

S.No.	Nature of expenditure	SAO	DCF&AO	FA&CAO
1	Pay & Allowances			
i)	Pay, T.A., Medical & Conveyance Allowances	All cases (Subject to sanction of competent authority where required in special cases.)	All cases (Subject to sanction of competent authority where required in special cases.)	Full Powers
ii)	Advance for pay & TA on transfer/tour and advance on the eve of festivals	All cases  (Subject to approval of journey on tour/transfer and sanction of the competent authority).	All cases  (Subject to approval of journey on tour/transfer and sanction of the competent authority).	Full Powers
iii)	Grant of withdrawal/advance from EPF/CPF	In all cases of Group 'B' (non-gazetted) Group 'C' & 'D'  (Only such cases where relaxation of EPF and other rules is not required).	All cases of Group 'B' employees.  (Only such cases where relaxation of EPF and other rules is not required).	Full Powers
iv)	Sanction of OTA	Upto 20 hours per month in each case.	Upto 40 hours p.m. in each case.	Full Powers
v)	House Building Advance	-	-	Full Powers
vi)	Advance for purchase of cycle	Full Powers	Full Powers	Full Powers
vii)	Signing of Cheque	Rs.10 lakh as single signatory (Authorized to sign jointly with FA&CAO and Secy(OIDB).	Rs.25 lakh as single signatory. (Authorized to sign jointly with FA&CAO and Secy(OIDB).	Rs.1 crore as single signatory.
S.No.	Nature of Expenditure	SAO	DCF&AO	FA&CAO
2.	Contingent Charges			
i)	Non-recurring	Upto Rs.1500 in each cases	Rs.3000 in each case	Full Powers
ii)	Recurring	Rs.500 in each case	Rs.1000 in each case	Full Powers
iii)	Purchase of office equipment machinery typewriters, calculators, intercom, equipment copying machines, furniture, fans, heaters, air-coolers etc.	Upto Rs.500 for recurring an Rs.5000 for non-recurring expenditure on purchase, hire and repairs of such equipment.	Rs.1000 recurring. Rs.10000 non-recurring.	Full Powers
iv)	Reimbursement of conveyance charges and taxi charges	Full Powers	Full powers	Full Powers

v)	Electricity & water Charges bills	Full Powers	Full Powers	Full Powers
vi)	Telephone charges bills	Full Powers	Full Powers	Full Powers
vii)	Purchase and repairs to bicycles	Full Powers	Full Powers	Full Powers
viii)	Purchase of office stamps and seals	Full Powers	Full Powers	Full Powers
xi)	Purchase of stationery	Upto Rs.1500 in each case	Rs.5000 in each case	Full Powers
x)	P&T charges	Full Powers	Full Powers	Full Powers
xi)	Printing & Binding of Board's publications	Full Powers	Full Powers	Full Powers
xii)	Purchase of officials & non-official periodicals and books	Rs.200 in each case Subject to budget provisions	Full Powers	Full Powers
xiii)	Purchase of POL	Upto a maximum of 300 litres per month.	Full Powers	Full Powers
xiv)	Repair Charges of car	Upto Rs.500 in each case	Rs.5000 in each case	Full Powers
xv)	Entertainment grant	Upto Rs.500 p.a.	Upto Rs.1000 p.a.	Rs.3000 p.a.
xvi)	Supply of uniform and washing allowance	May admit payments at approved rates and subject to provisions in budget estimates	Full Powers	Full Powers
xvii)	Employment of staff on daily wages	-	Full Powers	Full Powers
<b>S.No.</b>	<b>Nature of Expenditure</b>	<b>SAO</b>	<b>DCF&amp;AO</b>	<b>FA&amp;CAO</b>
xviii)	Staff amenities grant	-	As per annual budget allocation	Full Powers
xix)	Staff paid from contingencies	-	Full Powers	Full Powers
xx)	Renting of building for office accommodation/residential and other purposes\repairs and alteration to hired accommodation.	-	-	Full Powers



## **Extract from OI(D) Rules,1975**

### **24. Power to incur expenditure and to write off losses :**

(1) Subject to the provisions of the Act and these rules, the Board may incur such expenditure as it may think fit on items provided for and within the amounts sanctioned :

Provided that prior approval of the Central Government shall be obtained before-

- (i) the Board invests any funds in the equity capital of any company or organisation, or
- (ii) the Board makes a grant of more than Rs.25 lakhs in a single case.

(2) The Board may write off losses upto Rs.20 lakhs in each case. Write off of losses beyond this amount shall be done with the prior approval of the Central Government.

(2A) While writing off losses under sub-rule (2), the Board shall have regard to the following namely:-

- (i) the loss does not disclose a defect in the rules;
- (ii) the loss does not disclose any defect in complying with the stipulations specified by the Board;
- (i) there has not been any serious negligence on the part of an oil industrial concern to which the Board had granted loan and its realization requires some legal or administrative action;
- (iv) the loss is not attributable to any serious lapse on the part of any employee of the Board and in cases where the loss is attributable to any serious lapse on the part of such employee, it is not realizable from such employee /functionary;
- (v) if the loss of any property acquired by an oil industrial concern with the assistance of the Board is due to fire, flood, earthquake or any other natural cause, it has been ensured that the facts were promptly reported, and proved, to the entire satisfaction of the

Board that the circumstances aforesaid were beyond the control of the said oil industrial concern:-

- (vi) if the loss is due to any expenditure on all or any of the measures specified in section 6, a detailed investigation has been carried out by the Board to ascertain the causes thereof and to ensure that the loss is not due to lack of proper technical survey in assessing the technical soundness and viability of the measure or any other lapse on the part of the oil industrial concern executing such measure.

G.S.R. 311 (E) 14<sup>th</sup> May, 1979

( File No. 7/4/78-PFD)

S.L KHOSLA

JT. Secy. Financial Adviser

- (3) The Secretary of the Board may write off losses upto Rs.2000/- in each case.
- (4) The Board may delegate the powers under sub-rule (1) to the Chairman or its officers, subject to such limits as may be laid down by it in this behalf.
- (5) Re-appropriations between sub-heads under heads of expenditure may be made by the Board.
- (6) The Board may, however, delegate its powers under sub-rule (5) to the Chairman or the Secretary to such extent as it may deem fit.

25. **Contracts :**

(1) The Board may enter into any contract for the discharge of the duties entrusted to it under the Act:

Provided that every agreement or contract for technical collaboration or Consultation services with firms or foreign Governments involving expenditure in foreign exchange shall require the previous sanction of the Central Government.

(1) The Board may delegate to the Chairman or to the Secretary or to a member, the power of enter into contract on its behalf to such extent as it deems fit.

(3) Contracts shall not be binding on the Board, unless they are executed by the Chairman, a members or any officer of the Board so authorized by the Board.

(4) Neither the Chairman nor any officer of the Board nor any member there-of shall be personally liable under any assurances or contracts made by the Board and any liability arising under such assurances or contract shall be discharged from the moneys at the disposal of the Board.

26. **Restriction on Delegation of Powers :**

The Board shall have power to delegate to a Committee such powers as it deems fit but such power shall not have the following namely:-

- (a) the power to sanction non-recurring expenditure in excess of Rs.1 lakh in a year on any single item;
- (b) the power to adopt the budget estimates of the Board on its behalf;
- (c) the power to write off losses or waive recoveries.

27. **Borrowing powers :**

The Board may borrow, on the Security of the Oil Industry (Development) Fund or any of its other assets, for meeting its expenses or for any other purposes referred to in the Act.

Provided that Central Government's sanction shall be obtained for borrowing beyond Rs.5 crores at a time.

28. **Powers and duties of Chairman :**

- (1) The Chairman shall be responsible for the proper functioning of the Board and the discharge of its duties under the Act and these rules.
- (2) The Chairman shall have the power to grant leave to all officers and employees.

- (3) The Chairman shall exercise administrative control over all departments and officers of the Board including the Secretary.
- (4) The Chairman shall have power to sanction expenditure of contingencies, supplies and services and purchase of articles required for the working of the office of the Board and for the execution of measures in furtherance of the objects of the Act, provided that provision therefore has been made in the budget.
- (5) The Board may, delegate any of the powers of the Chairman under this rule to any officer of the Board or to the member appointed under clause (a) of sub-section (3) of section 3.
- (6) The Chairman presiding at a meeting of the Board or any Committees shall have the power to require the Board or the Committee concerned to defer taking action in pursuance of any decision taken by the Board or Committee concerned, at the case may be, pending a reference to the Central Governments on such decision.
- (7) The member presiding at a meeting of the Board or any Committee shall have the power to require the Board or the Committee concerned to defer taking action in pursuance of any decision taken by the Board or the Committee concerned, as the case may be, pending a reference to the Chairman on such decisions and such references shall be decided by the Chairman in accordance with sub-rule (1).
- (8) Where a matter has to be disposed of by the Board or a Committee thereof and decision in respect of that matter can not wait till a meeting of the Board or the committee, as the case may be, is held or till completion of circulation of the relevant papers among the member of the Board or the committee, the Chairman may take the required decisions himself.
- (9) Where the Chairman takes such a decision, he shall submit the same for ratification by the Board or the committee, as the case may be, at its next sitting:

Provided that if the Board or the committee modifies or annuls the decision taken by the Chairman, such modification or annulment shall be

without prejudice to the validity of any action taken previously as a results of that decision.

29. **Powers and duties of Secretary :**

- (1) The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by the Committee and the discharge of the duties imposed on him under the Act or by these rules.
- (2) The Secretary shall-
  - (a) cause all important papers and matters to be presented to the Board as early as practicable;
  - (b) issue directions as to the method of carrying out the decisions of the Board;
  - (c) grant, or, subject to the resolution by the Board, authorise some other person to grant receipts on behalf of the Board for all moneys received under the Act;
  - (d) maintain or cause to be maintained an account of the receipt and expenditure of the Board; and
  - (e) present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the Table of both Houses of Parliament.



