

Administrative & Financial Power for Project MANAGEment

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DELEGATION OF FINANCIAL POWER-

Purpose

- Encourage decentralized administration;
- Discharge responsibility with minimum reference to FD;
- For smooth and timely implementation; and
- Perform duties more independently.

AUTHORITY

- GFR 40 to 44 deals with Delegation;
- Delegation & Sub delegation issued by Finance Division.

Types of Delegation

Two types of delegation-

- For non-development/revenue budget,
- For development budget.
- Vide memo no-07.00.0000.151.22.003.15-351(1), Dated: 16.08.2015.
- Replaced the following memos-

Vide memo no- *Ag/Ave/e'tvbt/WVIC-1/2000/12,*
Zvvi L: 03-02-2005 vLt |

Vide memo no- *Ag/Ave/e'tvbt/Dev-1/wveea-76/02/838,*
Zvvi L: 22-12-2004 vLt |

Financial Authority

- Cabinet Committee on Government Purchase;
- Ministry of Finance;
- Administrative Ministry;
- Head of the Department/Board of Directors/Chief Executive;
- Head of the Offices, 3 categories/Project Directors, 3 categories/Implementing Officers;

Responsibilities of Principal Accounting Officer/Secretary

(a) funds allocated to his Ministry/Division, its Attached Departments or Subordinate offices are spent for the purpose for which they are allocated;

b) the funds are spent strictly in accordance with the rules and regulations, and the expenditure is not prima-facie, more than the occasion demands and that every Government servant exercises the same vigilance in respect of expenditure incurred from public funds as a person of ordinary prudence would exercise in respect of expenditure of his own money.

c) that actual expenditure does not exceed the sanctioned budget allocation made for the respective items/sub-heads, etc.

Responsibilities of Principal Accounting Officer/Secretary

Contd

- d) no expenditure is incurred in anticipation of authorization of an annual Budget/ Supplementary grants, without the prior concurrence of the Ministry of Finance;
- e) there is effective control and supervision over collection stock and inventories;
- f) all payments and receipts are correctly classified under appropriate codes of accounts and the Departmental Accounts are reconciled every month with the figures communicated by the Audit Officer;
- g) audit objections are promptly settled;

Reference are to be made to FD (28 Items)

1. Commitment beyond a particular financial year;
2. Proposals for expenditure exceeding budget provision;
3. Proposals for non-recurring expenditure not covered by specific sanctioned budget provision;
4. Re-appropriation between:
 - (a) pay codes and other codes,
 - (b) from recurrent to capital expenditure, and vice-versa;

Reference are to be made to FD (28 Items)

5.

(a) Creation of new posts;

(b) Abolition of Posts;

(c) Temporary Retention of Posts (More than three years);

(d) Changes of pay structure, status and designation of a post;

(e) Confirmation of a post;

(f) Amendment/ Inclusion of vehicle, equipment in organizational Structure;

(g) Proposal for procuring/ replacing of vehicle;

(h) Regularization of work charged / contingent employees;

Reference are to be made to FD (28 Items)

6. All proposals for new expenditure not specifically provided for in the budget;

7. Pre-liberation claims;

8. Sanction of honorarium to Government servants for special and arduous type of work-exceeding Tk. 10,000 or honorarium more than once in a year;

9. Interpretation of Financial Rules, Regulations and Orders, Governing pay and allowances, pension, gratuity, G. P. Fund, T. A./ D. A.

Reference are to be made to FD (28 Items)

10. Change of service conditions regarding pay and allowances;
11. Proposals affecting receipts of the Government, including proposals on levy of taxes, duties, cesses or fees;
12. Sanction of advance increment of pay (other than these provided in the relevant Recruitment Rules for initial appointments);
13. Payment of grants-in-aid beyond sanctioned budget provisions;
14. Drawal of advance exceeding Tk. 7 lakh for contingent expenditure not covered by permanent advance or imprest;

Reference are to be made to FD (28 Items)

15. Local purchase of stationery articles beyond Tk. 3 lakh subject to availability of funds in the budget and non-availability certificate from the Stationery Department;

16. Light refreshments from contingencies for meeting/conference/training courses, exceeding Tk. 2,000 on each occasion, the expenditure being limited to Tk. 40 per head (total 50 people) for lunch/dinner Tk. 500 (total 100 people) more than Tk. 50,000 on each occasion;

17. Proposal for writing off irrecoverable value of stores or public money due to losses on account of fraud, theft, etc. exceeding Tk. 5 lakh;

18. Writing off irrecoverable loans and advances (including interest) to Government servants.

Reference are to be made to FD (28 Items)

19. Sanction of foreign exchange to cover:

a) expenses on entertainment exceeding US \$ 700, and contingencies exceeding \$ 250 by a Cabinet Minister going abroad on official duty;

b) expenses on entertainment exceeding US \$ 600, and contingencies exceeding \$ 200 by a State/Deputy Minister going abroad on official duty;

c) expenses on entertainment exceeding US\$ 500 and contingencies exceeding US\$150 by Cabinet Secretary, principal Secretary, Senior Secretary, Secretary/ Secretary in Charge going abroad on official duty;

20. Fixation/revision of allowances of officials of the Govt. and of autonomous bodies posted abroad,

Reference are to be made to FD (28 Items)

21. Bilateral/international agreements/treaties having financial implications;

22. Alteration in the method of compilation of accounts of Ministry/ Division/ Department/ Directorate/ Subordinate Office;

23. Matters relating to floatation of loan;

24. Any other matter having financial implications (directly or indirectly) not covered by the approved budget.

Reference are to be made to FD (28 Items)

25. Approval of break-up of lump provisions;

26. Commitment against relinquish of actual or probable revenue, remission, and assignment of revenue described in Govt. Rules of Business;

27. Proposal relaxing for the rules and regulations regarding expenditure , GFR and TR;

28. Rent of private house for Govt. office exceeding the rate (per sqft) determined by Ministry of Housing and Public Works;

Power delegated to Administrative Ministry/Division

| Items | Ministry/Division | HoD | Subordinate Offices | | |
|--|---|---|--|---------------------------|-----------------------------------|
| | | | Category-1 (Divisional/ Regional) | Category-2 (Districts) | Category-3 (Upazila/ Thana) |
| Creation and retention of temporary posts | None | none | none | none | none |
| Abolition of Posts | None | none | none | none | none |
| Appropriation and re-appropriation of Budget | <p>Re-appropriation can be done by Minister/ Head of Other Institutions subject to the following conditions:</p> <ul style="list-style-type: none"> • One operating unit to other within the same Directorate within same grant unless there are no recurring liabilities; • One operating unit to other within the same Directorate from one charged expenditure to another charged expenditure; • Re-appropriation should be confined within the allocated budget; | <p>Re-appropriation can be done within the same code range subject to the following conditions:</p> <ol style="list-style-type: none"> 1. No re-appropriation from Salary code to any other code; 2. Re-appropriation should be confined within the allocated budget; 3. No re-appropriation can be done for the probable expenditure of recurrent nature for the next FY. | none | none | none |

Power delegated to Administrative Ministry/Division

| Items | Ministry/ Division | HoD | Subordinate Offices | | |
|---|--|--|--|---|---|
| | | | Category-1 (Divisional/Regional) | Category-2 (Districts) | Category-3 (Upazila/ Thana) |
| Approval of contract of Goods/ Equipments/ Tools | Upto 50 crore in each case | Upto 2 crore in each case | Upto 50 lakh | Upto 30 lakh | Upto 15 lakh |
| Sale of unserviceable stores | Full powers provided that the sale is made by Public auction/ Tender/ Quotation. | Full powers provided that the sale is made by Public auction/ Tender/ Quotation. | Full powers provided that the sale is made by Public auction/ Tender/ Quotation. | Upto 65 thousand provided that the sale is made by Public auction/ Tender/ Quotation. | Upto 35 thousand provided that the sale is made by Public auction/ Tender/ Quotation. |
| Write off of irrecoverable value of stores or public money due to losses on account of fraud, theft, etc. | Up to Tk. 5 lakh in each case subject to the prescribed conditions | Up to Tk. 50,000 in each case subject to the prescribed conditions | Up to Tk. 15,000 in each case subject to the prescribed conditions | Up to Tk. 7,500 in each case subject to the prescribed conditions | Up to Tk. 3,500 in each case subject to the prescribed conditions |

Power delegated to Administrative Ministry/Division

| Items | Ministry/ Division | HoD | Subordinate Offices | | |
|--|---|--|--|--|--|
| | | | Category-1 (Divisional/Regional) | Category-2 (Districts) | Category-3 (Upazila/ Thana) |
| Repair of Govt. Vehicle | Upto TK.1 lakh for each vehicle Subject to budget provision along with NOC from Govt Workshop, compliance with applicable rules and regulations | Upto TK. 75,000 for each vehicle Subject to budget provision along with NOC from Govt Workshop, compliance with applicable rules and regulations | Upto TK. 50,000 for each vehicle Subject to budget provision along with NOC from Govt Workshop, compliance with applicable rules and regulations | Upto TK. 30,000 for each vehicle Subject to budget provision along with NOC from Govt Workshop, compliance with applicable rules and regulations | Upto TK. 20,000 for each vehicle Subject to budget provision along with NOC from Govt Workshop, compliance with applicable rules and regulations |
| Grant of advance to Govt. servants from various provident funds. | Full powers except himself subject to following related rules | Full powers except himself subject to following related rules | Full powers except himself subject to following related rules | Full powers except himself subject to following related rules | Full powers except himself subject to following related rules |
| Permission to postpone recovery of an advance drawn from the G.P. Fund for a specified period. | one advance for a period not exceeding 2 years except himself | one advance for a period not exceeding 1 year except himself | none | none | none |

Power delegated to Administrative Ministry/Division

| Items | Ministry/ Division | HoD | Subordinate Offices | | |
|---|----------------------------|----------------------------|--|---------------------------|--------------------------------|
| | | | Category-1 (Divisional/Regional) | Category-2 (Districts) | Category-3 (Upazila/ Thana) |
| Grant of extraordinary leave to temporary Govt. servant up to one year for reason beyond their control. | Full powers except himself | Full powers except himself | Full powers in respect of the staff for whom he is the appointing authority. | none | none |
| Grant of special disability leave | Full Powers | none | none | none | none |
| Powers to grant exemption from rule limiting a halt on tour to 10 days. | Full powers | Full powers | Full powers | none | none |

Delegation Development Projects

- Separate delegation to Ministry, Head of the Department, Project Director of 3 categories,
- Financial power in respect of 36 items have been delegated except 12 items,

Delegation of Financial Power (Development)

List of items to be referred to the Finance
Division:

- All items requiring concurrence of the Finance Division as per the Procedure for Release of Fund;
- Proposals for creation of posts/manpower for development projects;
- Proposal for additional post/manpowers of an ongoing project while revision of DPP;
- Draft contract for contractual appointment (except consultant);
- Proposal for modification or Deduction/ deposit of DSL;

Delegation of Financial Power (Dev. Contd.)

- ❑ Debt-equity structure, financing pattern;
- ❑ Designation, status and pay of any post;
- ❑ New rate of fees, allowances etc.;
- ❑ Honorarium of Government servants;
- ❑ Advance Increment;
- ❑ Imprest and Revolving Fund;
- ❑ Purchase of vehicles for unapproved projects;
- ❑ Sanction of expenditure in excess of ADP.

Power delegated to Administrative Ministry/Division

| Items | Ministry/Division | HoD | PDs | | |
|---|--|------|--|-----------------------------------|------------------------------------|
| | | | Category-A (More than TK 100 crore) | Category-B (TK50-100 crore) | Category-C (upto TK50 crore) |
| Creation and retention of temporary posts | <p>Full powers subject to the following conditions:</p> <ul style="list-style-type: none"> • Posts must be mentioned in the approved DPP/TAPP; • No retention is allowed beyond the normal project implementation periods; • Existing instructions and instructions issued later on must be followed; <p>Note: The orders relating to creation and retention of the posts must be sent to FD.</p> | none | none | none | none |
| Appropriation and re-appropriation | <p>Full powers subject to the following conditions:</p> <ul style="list-style-type: none"> • The authority not empowered • No re-appropriation is allowed: <ol style="list-style-type: none"> 1. From one grant to another; 2. After the end of a FY 3. Items of expenditure not approved by the competent authority; 4. From allocation for foreign exchange to local currency and RPA to local currency; 5. From CD /VAT to other items; | none | none | none | none |

Power delegated to Administrative Ministry/Division

| Items | Ministry/Division | HoD | PDs | | |
|---|---|---|---|---|---|
| | | | Category-A (More than TK 100 crore) | Category-B (TK50-100 crore) | Category-C (upto TK50 crore) |
| Sanction of Imprest | Subject to the following conditions Min/Div may sanction imprest of TK. 1,00,000; TK. 60,000 and TK. 40,000 for Category A, B and C project directors. | none | none | none | none |
| Purchase of Motor Cars | Full powers subject to existing rules and regulations, budget provisions and DPP/PP/TAPP provision and prior permission of FD. | Upto TK 1 crore with conditions of column 2 | Upto TK 75 lakh with conditions of column 2 | Upto TK 35 lakh with conditions of column 2 | none |
| Repair of Vehicle | TK. 1 lakh for each vehicle subject to the following conditions: <ul style="list-style-type: none"> Budget provision must exist; Existing rules regulation must be followed. NOC from Govt. workshop; No split up | TK. 75,000 for each vehicle in a FY with conditions of column 2 | TK. 50,000 for each vehicle in a FY with conditions of column 2 | TK. 50,000 for each vehicle in a FY with conditions of column 2 | TK. 50,000 for each vehicle in a FY with conditions of column 2 |
| Purchase of petrol, oil, and lubricant for project vehicles | Full powers subject to the following conditions: <ul style="list-style-type: none"> Budget provision must exist; Existing rules regulation and instructions issued time to time must be followed. | Same as column 2 | Same as column 2 | Same as column 2 | Same as column 2 |

Power delegated to Administrative Ministry/Division

| Items | Ministry/Division | HoD | PDs | | |
|---|--|--|--|---|---|
| | | | Category-A (More than TK 100 crore) | Category-B (TK50-100 crore) | Category-C (upto TK50 crore) |
| Training, seminar, workshop and research | Full powers Subject to the following general conditions outlined at sl.37 in the delegation; and related items must be included in the DPP/PP/TAPP and in the annual development budget. | Upto TK 50 lakh with conditions of column 2 | Upto TK 30 lakh with conditions of column 2 | Upto TK 25 lakh with conditions of column 2 | Upto TK 20 lakh with conditions of column 2 |
| Sanction of advance from GoB and RPA part of budget allocation for workshop, seminar etc. | Subject to the above conditions administrative ministry may sanction advance upto TK. 5lakh in each instance. | Upto TK 1 lakh with conditions of column 2 | Upto TK 60,000 with conditions of column 2 | Upto TK 40,000 with conditions of column 2 | Upto TK 30,000 with conditions of column 2 |
| Sanction of agreements relating to civil works | Full powers upto 50 crore subject to the following conditions: <ul style="list-style-type: none"> The work must be included in approved DPP/PP/TAPP and in approved annual procurement plan; Must be included in the approved break up of the budget; Instructions and conditions laid down in PPR-2008 must be followed. | Upto TK 30 crore with conditions of column 2 | Upto TK 20 crore with conditions of column 2 | Upto TK15 crore with conditions of column 2 | Upto TK. 10 crore with conditions of column 2 |

Power delegated to Administrative Ministry/Division

| Items | Ministry/Division | HoD | PDs | | |
|---|---|--|--|---|--|
| | | | Category-A (More than TK 100 crore) | Category-B (TK50-100 crore) | Category-C (upto TK50 crore) |
| Sanction of agreements relating to goods/equipments | <p>Full powers upto 50 crore subject to the following conditions:</p> <ul style="list-style-type: none"> • The work must be included in approved DPP/PP/TAPP and in approved annual procurement plan; • Must be included in the approved break up of the budget; • Instructions and conditions laid down in PPR-2008 must be followed. | Upto TK 20 crore with conditions of column 2 | Upto TK 10 crore with conditions of column 2 | Upto TK 5 crore with conditions of column 2 | Upto TK. 3 crore with conditions of column 2 |
| Sanction of agreements relating to consultancy services | <p>Full powers upto 10 crore subject to the following conditions:</p> <ul style="list-style-type: none"> • The work must be included in approved DPP/PP/TAPP and in approved annual procurement plan; • Must be included in the approved break up of the budget; • Instructions and conditions laid down in PPR-2008 must be followed. | Upto TK 7 crore with conditions of column 2 | Upto TK 5 crore with conditions of column 2 | Upto TK 3 crore with conditions of column 2 | Upto TK 1 crore with conditions of column 2 |

Revised Financial Power

- **For civil works /purchase agreement**--upto 50 crore to the Administrative Ministry.
- More than 50 crore- Cabinet committee on government purchase (CCGP).
- **For Consultancy service**- upto 10 crore to the Administrative Ministry.
- More than 10 crore-- Cabinet committee on government purchase.

Rule- 69

Subject to Threshold As :

- Readily available Off-the-shelf Goods
- low value simple Works and physical Services

Revenue (Max)

G

Tk. 3 lakh (Each case.)
Annual aggregate Tk. 15 lakh

W

Tk. 6 lakh (Each case)
Annual Tk. 25 lakh

Development (Max)

G

Tk. 5 lakh (Each case)
Annual Tk. 30 lakh

W

Tk. 10 lakh (Each case)
Annual Tk. 60 lakh

Direct Cash purchase.

- PPR-2008, Rule- 81.
- For Goods/Machinery--Taka 25,000 in each case subject to maximum taka 10 lakh in a year.

Drawing of Funds: Conditions to be observed

- Budget allocation;
- Fund Release-/ Authorization;
- Sanction order of appropriate authority as per delegation of financial power;
- No split up to avoid sanction of higher authority;
- Compliance of rules / regulations and compliance of Donor conditionality;

General Conditions

- Fund spent for the purpose for which they are allocated;
- Existing rules, regulation are followed;
- Expenditure is not more than actual need;
- No expenditure in anticipation of budget grant;
- All payments/Receipts are correctly classified;
- Accounts must be reconciled and completed;
- Report, return furnished correctly and in time.

General Conditions

- Article/ items must be included in TAPP/DPP;
- Instructions of PP be followed;
- DOSA, CONTASA, SAFE, Imprest system to be followed.
- 2nd advance after adjustment of 85% of 1st advance;
- Advance adjusted within 2 month or 30th June.
- Audit objections promptly settled;

Thank You