

ANNEXURE-A



BIHAR RAJYA PUL NIRMAN NIGAM

*Company Regulations
&
Business Bye-laws*

ANNEXURE - A

Company's Regulation and Business Bye-laws

In pursuance of the provision of Article 80 (15) of the Articles of Association of Bihar Rajya Pul Nirman Nigam Ltd., the Board of Directors make the following Bye-laws for the regulation of business of the Company, its officers and servants :

1. These bye-laws may be called the Company's Regulation of Business Bye-laws.
2. In these Bye-laws, unless the context otherwise requires
 - (a) "Act" means the Companies Act, 1956, and any statutory modifications thereof.
 - (b) "Board" means the Board of Directors constituted under Articles 74, 75, 76 and 77 of the Articles of Association of the Bihar Rajya Pul Nirman Nigam Limited.
 - (c) "Company" means the Bihar Rajya Pul Nirman Nigam Limited.
 - (d) "Schedule" means a Schedule appended to these bye-laws.
3. Subject to the overall control and supervision of the Board, the Chairman / Managing Director shall be responsible for the implementation of the objectives of the Nigam, proper conduct of its business and the due observance of the provisions of the Companies Act, 1956 as well as of the Memorandum of Association and Articles of Association of the Nigam.
4. The Business of the Nigam shall be transacted in the Departments specified in the First Schedule and shall be classified and distributed among these Departments as broadly laid down therein.
5. The Managing Director shall be the principal Head of the Department under his control, the officers as shown on the organisation chart (First Schedule) shall function.
6. The Chairman and the Managing Director shall be the respective controlling officers of their own T.A. The Managing Director shall be the Controlling officer for the T.A. of Administrative Department also.
7. The Heads of the (A) Finance Department and the (B) Project and (C) Planning wings of the Technical Department shall be the controlling officers in respect of their own T.A. The Controlling power for T.A. in respect of other staff is included in the third Schedule.
8. Save in cases where an officer has been specifically empowered to sign an order or instrument of the Nigam, every such order or instrument shall be signed by the Secretary, Company Affairs and such signature shall be deemed to be the proper authentication of such order or instrument.
9. The Managing Director may authorise besides the Secretary, Company Affairs, any other officer of the Nigam to authenticate orders on his behalf.
10. All cases referred to in the Second Schedule of these Bye-laws shall be submitted for the approval of the board.
11. Cases referred to in the Second Schedule shall be included in the agenda of a meeting of the Board with the prior approval of the Chairman.
12. For all cases referred to in the Second, Schedule, the respective Department to



which the case belongs, shall prepare a memorandum indicating, with sufficient precision, the salient features of the case and points for decision. Fifteen copies of the memorandum so prepared shall be sent to the Secretary, Company Affairs, for inclusion in the agenda of the Board Meeting or for circulation among its members.

If the subject matter also concerns a Department or Departments of the Nigam other than that submitting the memorandum, it should be stated whether the Department or Departments concerned had agreed to the action being taken on the lines indicated in the memorandum.

13. The Chairman may direct that any case referred to in the Second Schedule may, instead of being brought up for discussion at a meeting of the Board, be circulated among its members for approval.
14. For proper and smooth functioning of business of the Departments, the officers serving under the Nigam are delegated with powers as described in the Third Schedule.
15. The financial delegation made in the Third Schedule shall be subject to the following conditions :-
 - (a) Budget provision should exist or fund should be appropriated by competent authority before incurring an expenditure.
 - (b) Sanctions should be specific and all sanctioning orders should be communicated to the Accounts Branch as well as to the Audit Branch.
 - (c) A work shall not be split into parts only to bring them within the ambit of delegated powers without prior permission of the competent authority

(d) Vide item No. 4/10 of the Minutes of the 4th Board Meeting, sanctions need not be in form of an office order. It may be accorded on the file or sanction of the estimate should be taken as sanction of the work or purchase of materials, subject to Budget provision and allotment of fund.

(e) The sanctioning orders shall be signed by the officer to whom powers have been delegated as per the Third Schedule.

(f) (i) Classification and Registration of the contractors for the Nigam shall be done according to requirements / rules laid by the Nigam.

(ii) Works of the Nigam shall be executed either departmentally or through tender contract. Only contractors registered in the Nigam shall be allotted work.

16. In case of an emergency, the Managing Director may anticipate and exercise the powers of the Board in regard to the subjects referred to in the Second Schedule provided that post- facto approval of the Board shall be taken after such an exercise of powers has been effected.
17. Each Head of the Department/ Wing referred to in rule 5 shall be responsible for the careful observance of these bye-laws and when he considers that there has been any material departure from them, he shall promptly bring the matter to the notice of the Managing Director.
18. These bye-laws may be enlarged, repealed or varied from time to time by the Board.



FIRST SCHEDULE

(See rule 4)

(Organisation Chart)

(A) TECHNICAL DEPARTMENT :

- (i) Planning Wing : Under Deputy Chief Engineer (Planning): Planning, Investigation, Design, Formulation of Schemes / Projects Programme Evaluation, Design, Monitoring and Quality Control and Establishment of the wing.
- (ii) Project Wing : Under Deputy Chief Engineer (Construction)

(B) FINANCE DEPARTMENT : Under Financial Advisor-Cum- Chief Accounts Officer

- (i) Revenue, Budget and Audit,
- (ii) Accounts and Establishment of the Department.

(C) ADMINISTRATIVE DEPARTMENT :

(i) COMPANY AFFAIRS WING : under Secretary, Company Affairs,

- (a) Subjects concerning the Nigam and its Board of Directors,
- (b) Functions assigned under the Companies Act, 1956 and Memorandum Articles of Association.
- (c) Labour and Legal Matters.

(ii) PLANNING AND ADMINISTRATION WING :

UNDER SECRETARY PLANNING AND ADMINISTRATION :

- (a) Personnel and Establishment of Nigam.
- (c) Vigilance and confidential matters.
- (d) Statistics, Information and Miscellaneous.



SECOND SCHEDULE

(See rule 10)

1. Proposal for creation or abolition of all categories of regular posts under the Nigam provided that creation of a post carrying an ultimate salary exceeding Rs. 15,200/- shall require the prior approval of the Governor.
2. Proposal embodying important changes in the administrative system of the Nigam.
3. Proposal on subjects specifically requiring approval of the Board under the Act and Articles of Association.
4. Proposal for contract appointments upto a composite honorarium of Rs. 30,000/- subject to the condition that such appointments exceeding Rs. 30,000/- shall require prior approval of the Governor.
5. Annual Budget and financial statements in respect of the Nigam.
6. Proposals for grant of special pay to officers who may be in the scale of pay, the maximum of which exceeds Rs. 15,200/-
7. Proposals for according Administrative Approval to the schemes/ projects, the estimated cost of which exceeds Rs. 100 lakh only.
8. Proposal on all subjects in respect of which no delegation has been made in Schedule Three.
9. Proposal which the Chairman may direct to be put up for the consideration of the Board.
10. Directives issued by the Governor under Article 123 of the Articles of Association.
11. Questions relating to the interpretation of any one or more of these Bye-laws.



ADDENDUM TO FIRST SCHEDULE

The rank of the officers of the Nigam as appearing in the third Schedule of the Bye-laws stand as under :

1.	Managing Director	:	Chief Engineer
2.	Financial Advisor-Cum-Chief Accounts officer	:	Senior Deputy Accountant General/Deputy Accountant General/Chartered Accountant
3.	Deputy Chief Engineer	:	Superintending Engineer
4.	Senior Planning/Project/Design Engineer./Sr. Quality Control Engineer/Technical Advisor.	:	Executive Engineer
5.	Secretary Planning and Administration	:	Superintending Engineer
6.	Secretary, Company Affairs	:	Secretary having qualifications as defined in the Companies (Secretary's qualifications) Rules, 1975.
7.	Project/Planning/Design Engineer	:	Assistant Engineer
8.	Secretary, Non-Technical	:	Under Secretary
9.	Junior Engineer/Estimator	:	Junior Engineer



THIRD SCHEDULE (PART – A)

(See Rule 14 and 15)

Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
1.	Purchase of matter of Tools and plant and stores and machinery including furniture and office equipment with sanction to estimate thereof.	Managing Director	Full powers	In consultation with Finance.
2.	Powers to negotiate rates for getting contract or works to be undertaken by Nigam.	-- Do --	Full powers	
3.	Deputation of staff on duty.	-- Do --	Power to depute any servant of the Nigam to any place in India on duty.	
4.	Advance of T. A. power to sanction	-- Do --	Advance of T.A. in respect of his own tour and tours of Nigam servants.	
5.	Sale of properties	-- Do --	Power to declare unserviceable/ surplus materials and stores and to sanction sale, transfer or disposal thereof, upto a maximum of Rs 5,00,000/- (book value)	In consultation with Finance.
6.	Lease of land	-- Do --	Full powers where rent levied, and free of rent where occupation is for the benefit of the Nigam.	-- Do --
7.	Telephone	-- Do --	Full powers to sanction telephone connections.	
8.	Purchase of stationery and printing forms and other materials.	-- Do --	Full Powers.	
9.	Contingent expenditures including liveries, telephone / electric charges, furniture repairs, stamps, other office equipments, umbrellas etc.	Managing Director	Full Powers.	With in allotment.



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
10.	Power to execute contract deeds, instruments and assurance of properties and in particular (a) All service agreements (b) Security deeds for the due performance of their duties by Nigam employees. (c) Lease of houses, land other immovable properties.	-- Do --	Full Powers.	In consultation with Finance.
11.	Power to institute, conduct and defend any legal proceedings by or against in connection with affairs of the Nigam.	-- Do --	Full Powers.	In consultation with Finance.
NOTE :- (10+11) The opinion of the appointed Legal Advisor / retained lawyer shall be obtained before finalisation of the forms of agreement or institution of legal proceedings.				
12.	Power to make and give receipts, releases, and other discharges for money payable to the Nigam for claims and demands of the Nigam.	Managing Director	Full powers.	In consultation with Finance.
13.	To write off irrecoverable losses of the Nigam's money due to fraud or negligence of individuals or other causes/natural calamities	-- Do --	Rs. 25,000/-	above Rs. 25,000/- decision to be taken by Board of Directors
14.	To decide tenders for allotment of works and contractors. (a) for item rate tenders only (b) for lump sum tender	Managing Director (i) Managing Director. (ii) Committee consisting of Chairman, Managing Director & Financial Advisor-cum-C.A.O, concerned Dy. Chief Engineer iii) Board of Directors.	Up to Rs.500 lakh Upto Rs. 250 lakh Above Rs. 250 lakh and up to Rs.15 crore Rs. 15 crore and above.	In consultation with Finance.



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
NOTE :- (i) Tenders above Rs 500 lakh and upto Rs.15 crore shall be decided by a committee consisting of Chairman, Managing Director & Financial Advisor. (ii) All tenders above 15 crore shall be decided by the Board.				
15.	To accord Administrative Approval to original capital works	Managing Director	Rs100 lakh	In consultation with Finance.
NOTE :- All other works above Rs. 100 lakhs and up to Rs. 200 lakhs shall be approved by the Board.				
16.	To accord Technical Sanction (Both for original and repair works).	Managing Director	Full powers.	
17.	To grant extension of time, after the limit and to remit and reduce the penalty provided in the agreement or contract.	Managing Director	Full powers.	
18.	To sanction expenditure on entertainment.	-- Do --	Rs.1.00 lakh per annum.	
19.	To sanction expenditure for performance of foundation stone laying/opening ceremonies.	-- Do --	Rs 25,000/-	On each occasion
20.	Creation, abolition and termination of posts of work-charged establishment of all categories.	-- Do --	Full Powers.	
21.	Grant honorarium for arduous nature of work.	-- Do --	Rs. 50,000 per annum, not to exceed Rs. 500/- in each case in a year	
24.	To make appointments against regular posts sanctioned by the Board.	-- Do --	Pay up to Rs. 10,500/-per month.	
25.	To suspend, remove or dismiss or to award any other punishment, also to sanction subsistence allowance during suspension period.	-- Do --	Full powers for the posts which he is competent to appoint to.	After completion of departmental proceedings and formalities applicable to the State Government employees.
26.	To transfer officers.	Managing Direc.	All officers	
27.	To sanction advance for the purchase of Motor Cycle, Scooter and Cycle to the employees of the Nigam.	-- Do --	Full Powers.	



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
28	To sanction G.P.F. advance pay advance, festival advance, T.A. advances on transfer.	Managing Director	Full Powers.	
29	To grant casual leave.	-- Do --	Full Powers	In respect of Financial Advisor Dy. Chief Engineer and other Headquarter staff.
30	To grant earned leave, half leave, leave not due etc.	-- Do --	Full powers	Concerning all Officers.
31	To fix Headquarters of the Nigam Field Officers.	-- Do --	Full Powers.	
32	To make re-appropriation between various heads.	-- Do --	Full Powers.	In consultation with Finance.
33	To sanction medical reimbursement.	-- Do --	up to 2 lakhs (above 2 lakhs Board of directors)	
34	To sanction cost of land acquisition and compensation for crops and other properties damaged during execution of works.	-- Do --	Full Powers.	In consultation with Finance.
35	To sanction repair of vehicles and replacement of vehicle parts including T&P	-- Do --	Full Powers	In consultation with Finance.
36	To sanction cost of advertisement	-- Do --	Full Powers	-- Do --
37	To sanction legal expenses	-- Do --	Full Powers	In consultation with Finance.
38	To sanction consultancy charge to specialists (e.g. Architects, Designers, Chartered Accountants /Cost Accountants etc.)	-- Do --	Full Powers	In consultation with Finance.
39	To sanction purchase of books periodicals, newspapers etc.	-- Do --	Full Powers	
40	To sanction / write off losses due to demurrage	-- Do --	Full Powers	
41	To purchase stores materials.	-- Do --	Up to Rs100lakh	In consultation with Finance.



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
42	To permit to start work without technical sanction.	Managing Director	Full Powers	With the condition that it will be reported to the board in the next meeting.
43	To sanction payment of pay and allowances of deceased employees of the Nigam to their legal heirs.	-- Do --	Full Powers	After such enquiry into the rights and title of the claimant as may be deemed sufficient.
44	To incur expenditure on disbursements.	-- Do --	Full Powers	Provided budget provision exists, the estimate is technically sanctioned and fund allotted.
45	To incur expenditure in emergent circumstances for which there is no specific provision in the approved budget.	-- Do --	Upto Rs. 5 lakhs	In consultation with Finance and provided it is placed before the Board in the next meeting.
46	To sanction Conveyance Allowance.	-- Do --	Full powers	In consultation with Finance
47	To sanction journey within India and to permit officers to travel by air or by a higher class of accommodation in special case and to grant daily allowance for a continuous period not exceeding 30 days.	-- Do --	Full powers	
48	To sanction rents, rates and taxes.	-- Do --	Full Powers.	



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
49	Power to sub-delegate to the subordinate officers out of specific delegations made to the Managing Director.	Managing Director	Full Powers.	
50	To exercise powers of a Head of Department under Government Rules.	-- Do --	Powers of the Head of Department under Govt. Rules.	This delegation is without prejudice to any other specific delegation made
51	To adopt existing R.C.D. procedures, rules, forms, contract, documents, etc. in absence of specific provisions in the delegation of powers.	-- Do --	Powers to adopt R.C.D. procedures, rules, forms, contract documents etc. in absence of specific delegation of powers.	Managing Director.
52	Acceptance of bid amount from auction of toll right of bridges or any other thing.	i) Managing Director. ii) Committee consisting of Chairman, Managing Director, F.A.-Cum-C.A.O. iii) Board of Directors, or Sub-Committee constituted by Board's approval.	Upto Rs. 60 lakh Above Rs. 60 lakh Upto Rs. 250 lakh Above Rs. 250lakh	
53	Allotting work to any agency without calling tender.	Managing Director.	Upto Rs. 2.50 lakh	Only for emergent work.
54	Purchase of materials without calling tenders or quotations.	Managing Director.	Upto Rs. 2.50 lakh	-- Do --
55	Commitment towards upliftment of disadvantaged groups like handicapped /mentally challenged children.	-- Do --	Rs. 50,000/- per annum	Individual case not to exceed Rs. 10000/-
56	Assistance to mitigate natural calamities	-- Do --	Rs. 25,000/- per annum	

Note :- Vide item No. 124/21 of the minutes of the 124th Board Meeting held on 19.10.2006.

(A. K. Jha)
Managing Director
Bihar Rajya Pul Nirman Nigam Ltd.,
7, Sardar Patel Marg, Patna - 15.



THIRD SCHEDULE (PART – B)

(See Rule 14 and 15)

Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
1	To purchase : (a) Tools & Plant required for use on works against sanctioned estimate.	i) Deputy Chief Engineer. ii) Senior Project / Sr. Planning Engineer	Rs. 5.00 Lakh Rs. 25,000/-	On the basis of competitive tender and quotations within approved estimate
	(b) Office furniture and equipment against sanctions.	i) Deputy Chief Engineer. ii) Senior Project/ Planning Engineer iii) Secretary (Planning & Administration).	Rs. 1,00,000/- Rs. 50,000/- Rs 1,00,000/-	
Note: Normally only lowest tenders should be accepted. If for any specific cause/need is felt for accepting Tenders other than lowest, reasons thereof should be recorded in writing and reported to the next higher authority.				
2	Repair of vehicles and replacement of parts. including T&P	i) Deputy Chief Engineer. ii) Senior Project/ Planning Engineer iii) Secretary (Planning & Administration).	Rs. 50,000/- Rs. 25,000/- Rs. 50,000/-	
3	To sanction advance of T.A. and to be controlling officers for traveling allowances bills.	i) Financial Advisor-Cum-Chief Accounts ii) Deputy Chief Engineer. iii) Senior Project /Planning Engineer	For himself and officers and employees of Finance. For himself and subordinate officers and employees . For his subordinate officers and his employees.	



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
		iv) Project/Planning Engineer v) Secretary (Adm. - Non-technical)	For work charged establishment under his control For headquarter employees.	
4.	(i) To sanction purchase of stationery in emergency (stationery to be normally supplied by headquarter).	i) Deputy Chief Engineer ii) Senior Project/Planning Engineer iii) Secretary (Planning & Administration).	Rs. 5,000/- at a time subject to a limit of Rs. 25,000/- in a year. Rs. 5000/- at a time subject to a limit of Rs. 15,000/- in a year. Rs. 5000/- at a time subject to a limit of Rs. 25,000/- in a year.	Subject to allotment Subject to allotment Subject to allotment
	(ii) To sanction miscellaneous advance	Secretary (Adm. - Non-technical)	Rs. 50,000/- at a time in each case	Subject to allotment
5	Contingent expenditure including liveries, telephone/electric charges furniture repairs, other office equipments, umbrella, etc.	i) Deputy Chief Engineer. ii) Senior Project/Planning Engineer iii) Secretary (Planning & Administration) iv) Account Officer	Full Powers Full Powers Full Powers Rs. 12,000/- per year	Within the allotment of funds.
6	To accept tenders and issue work order for works and repairs.	i) Deputy Chief Engineer. ii) Senior Project/Planning Engineer	Rs. 100 lakh Rs. 1.00 lakh	Provided no higher rates are paid than those contained in the lowest tender and within the technical sanction & approval
7	To sign receipts for money received on behalf of corporation.	i) Deputy Chief Engineer. ii) Senior Project/Planning Engineer	Full Powers Full Powers	For transactions

Note : Vide item No. 153/4 (II) of the minutes of the 153th Board Meeting held on 06.12.2010.



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
		iii) Accounts Officers	Full Powers	
		iv) Project/ Planning Engineer.	Full Powers	
8	To accord Technical sanction to estimates for repair works.	i) Deputy Chief Engineer. ii) Senior Project/ Planning Engineer	Rs. 50,000/- Rs. 10,000/-	i) Estimate should be prepared in each case before start of the work or purchase of materials. ii) No estimate is required to be prepared if the cost of repair is within Rs. 2000/-
9	To grant extension of time and alter time limit.	i) Deputy Chief Engineer.	Upto 100% of the completion period or 2 months whichever is less.	For work for which he is competent to accept tenders. For period beyond that indicated under column 4, the matter shall be referred to the next higher authority.
10	To sanction expenditure on entertainment.	Deputy Chief Engineer Secretary (Adm.-Non Technical)	Rs. 15,000/- per annum. Rs. 10,000/- per Annum.	
11	To transfer regular and work charged establishment.	i) Deputy Chief Engineer.	Full Powers	For regular and work charged staff within his jurisdiction.
		ii) Senior Project/ Planning Engineer	Full Powers	-- do --



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
12.	To sanction pay advance, festival advance, T.A. advance, T.A. advance on transfer.	i) Deputy Chief Engineer.	Full Powers	For regular and work-charged staff within his jurisdiction.
		ii) Senior Project/ Planning Engineer	Full Powers	
13	To grant Casual Leave.	i) Financial Advisor- cum- Chief Accounts officer	Full Powers	For the officers and staff within his jurisdiction.
		ii) Deputy Chief Engineer	Full Powers	
		iii) Secretary, Company Affairs/ Secretary, Planning Admn.	Full Powers	
		iv) Project/ Planning Engineer	Full Powers	
		v) Secretary Adm.- Non-Technical.	Full Powers	
14.	To grant Earned Leave and Half-pay Leave.	i) Financial Advisor- cum- Chief Accounts officer	Full Powers for officers and employees under him.	
		ii) Deputy Chief Engineer	In respect of Project/ Planning Engineer up to an extent of 30 days and further powers in respect of other staff under his jurisdiction.	
		iii) Senior Project/ Planning Engineer	Full powers in respect of work charged staff under his jurisdiction except Junior Engineer	
		iv) Secretary (Adm.- Non Technical)	30 days	
15	To sanction medical reimbursement	i) Financial Advisor- cum- Chief Accounts Officer	Full powers for officers and staff under him.	i) Subject to the limitations of the Medical Rules approved



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
		ii) Deputy Chief Engineer	Full powers for the officers and staff working under him.	by the Board of Directors for the employees of the Company in the Third meeting (Vide item No. 3/5) of the Minutes of the 3rd Board Meeting ii) The delegation of power under item 52 of Third Schedule Part 'A' vide circular No. 507 dated 3.4.1976.
		iii) Secretary, Planning and Administration.	Full powers for staff under him.	
		iv) Senior Project/ Planning Engineer	Full powers for staff under him.	
16	To incur expenditure on tender advertisement.	i) Deputy Chief Engineer	Full Powers	Subject to approved guidelines.
		ii) Senior Project/ Planning Engineer	Full Powers	-- do ---
		iii) Secretary, Company Affairs.	Full Powers	-- do ---
17	To employee daily wage labour for works or repairs and to make their payment.	i) Senior Project/ Planning Engineer	Full Powers but not to exceed 60 days in one stretch	Subject to sanctioned estimate and stretch in respect of approval of rates, particularly labour, by competent authority. -- do --
		ii) Project / Planning Engineer	-- do - but not to exceed 30 days in one stretch.	
18	To pass pay bills of regular and work charged staff.	i) Project/Planning Engineer	For staff of his office.	
		ii) Deputy Chief Engineer	For staff of his office	



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
		iii) Senior Project/ Planning Engineer	For staff of his office and office subordinate to him	
		iv) Project / Planning Engineer	For work charged staff under him	
19	To sign bills and claims on behalf of Nigam for work done on contract.	i) Deputy Chief Engineer	Full Powers	
		ii) Senior Project/ Planning Engineer	Rs. 10 lakh	
20	Power to negotiate rates for getting contract for works to be undertaken by Nigam from the works department and other institutions.	i) Deputy Chief Engineer	Rs. 200 lakh	Provided the rates and conditions have been approved by the Managing Director.
		ii) Senior Project/ Planning Engineer	Rs. 50 lakh	
21	Hiring of building for office and other Non-Residential purpose.	i) Deputy Chief Engineer.	Upto Rs. 10,000/- in each case per month	Subject to obtaining fair rent certificate from competent authority.
		ii) Senior Project/ Planning Engineer	Upto Rs. 7,500/- in each case per month	-- do --
22	To sanction legal expenses	Secretary, Company Affairs.	Full Powers	In consultation with Finance.
23.	To sanction registration fees and road tax in respect of Vehicles.	i) Deputy Chief Engineer	Full Powers	
		ii) Secretary, Planning & Administration.	Full Powers	
		iii) Senior Planning/Project Engineer	Full Powers	
24	To purchase material on cash payment.	i) Secretary, Planning & Administration.	Up to Rs. 50,000/- in each case.	Subject to allotment of funds and



Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
		ii) Senior Planning /Project Engineer	Up to Rs. 25,000/- in each case.	the condition that purchase is made from the original manufacturers or authorised dealers at sanctioned Scheduled of Rates.
		iii) Planning/Project Engineer	Up to Rs. 15,000/- in each case	
		iv) Secretary (Adm. Non-Technical)	Up to Rs.15,000/- in each case.	
25	Allotting work to any agency without calling tender.	i) Deputy Chief Engineer	Up to Rs.1,00,000/-	Subject to the condition that the rates are within the approved Schedule of Rates or approved by the Competent Authority.
		ii) Senior Project Engineer / Sr. Planning Engineer	Up to Rs. 50,000/-	
		iii) Project/Planning Engineer	Up to Rs. 10,000/-	
26	Purchase of materials without calling tender or quotation.	i) Deputy Chief Engineer	Up to Rs.1,00,000/-	Subject to the condition that the purchase is made from the original manufacturer or authorised dealer at sanctioned Schedule of Rates.
		ii) Secretary, Planning & Administration.	Up to Rs.1,00,000/-	
		iii) Senior Planning Engineer/ Senior Project Engineer.	Up to Rs. 50,000/-	
		iv) Project/Planning Engineer	Upto Rs. 10,000/-	

Note :- Vide item No. 124/21 of the minutes of the 124th Board Meeting held on 19.10.2006.
Vide item No. 153/24 of the minutes of the 153th Board Meeting held on 06.12.2010.

(A. K. Jha)
Managing Director
Bihar Rajya Pul Nirman Nigam Ltd.,
7, Sardar Patel Marg, Patna - 15.



ANNEXURE- II

ADDENDUM TO THIRD SCHEDULE PART (B) OF RULES OF BUSINESS

Sl. No.	Nature of powers delegated	To whom delegated	Extent of delegation	Remarks
1	Repair of vehicles & replacement of parts.	F.A. Cum C.A.O	Rs. 50,000/-	Per vehicle per year. Subject to allotment of fund & sanction of estimate.
		Secretary (C.A.)	Rs. 25,000/-	
		Secretary (Adm.- Non-technical)	Rs. 25,000/-	
2.	To sanction purchase of stationery in emergency	F.A. Cum C.A.O.	Rs. 5,000/-	At a time, subject to a limit of Rs. 25,000/- in a year.
		Secretary (C.A.)	Rs. 1,500/-	Subject to Rs.5000/- in a year
3	Contingent expenditure including liveries, telephone / electric charges, furniture repairs, stamps, other office equipments umbrellas etc.	F.A. Cum C.A.O.	Full Power	Within the allotted funds.
		Secretary (C.A.)	Full Power	
4.	To sanction expenses on entertainment.	F.A. Cum C.A.O.	Rs. 25,000/- Per annum.	
		Secretary (C.A.)	Rs.10,000/- Per annum.	
5.	To transfer regular and work-charged establishment.	F.A. Cum C.A.O.	Full Power for regular staff within his jurisdiction.	
6.	To sanction pay advance, festival advance, T.A. Adv., T.A. advance on transfer.	F.A. Cum C.A.O.	Full Power for regular staff within his jurisdiction.	
7.	To sanction Registration fee and Road Tax in respect of vehicles.	F.A. Cum C.A.O	Full Powers.	

