

RAJASTHAN MEDICAL SERVICES CORPORATION Ltd.
RHSDP BLOCK, SWASTHYA BHAWAN, TILAK MARG, JAIPUR

F()RMSC/SOP/2011-12/ 68

Dated:- 16.09.11

Office Order

The delegation of general powers to Managing Director and specific financial powers to the officers of the Corporation as approved in VIIIth Board of Directors meeting held on 30.08.2011 are as follows:

Delegation of Powers

I General powers of the Managing Director

1. To open and close all accounts with the banks to be approved by the board.
2. To invest funds belonging to the Corporation in the short term deposits with banks/Non-Banking Financial Companies (NBFCs) and to withdraw and re-invest.
3. To re-appropriate budget allocation as considered expedient.
4. To borrow funds from banks and financial institutions and pledge, mortgage and hypothecate assets of the Corporation with prior approval of the Board.
5. To procure drugs, medicines, surgical and sutures, equipments etc. as per the provisions made in the Annual Drug Budget or as per the specific Government Orders or based on the authorization/requisition from various authorities/agencies or as decided by the Board or Board's sub-committee and to incur expenditure on purchase of the above, based on the approval of rates.
6. To sanction prescribed fees and traveling allowances etc. to experts and consultants.
7. To insure any assets of the Corporation and stock of medicines with insurance company.
8. To incur expenditure on stationery, office equipment and appliances, books/journals/periodicals etc.
9. To sanction expenditure on ceremonial/festive occasions, guests and on other contingencies.
10. To sanction expenditure towards seminars, conferences, legal expenses and warehouse expenditure, staff welfare and for other purposes as circumstance demands.
11. To sanction expenditure on payment of duties, taxes, statutory fees/levies etc.
12. To receive money in the form of Demand Draft, bankers' Cheque etc. towards Security Deposit, Earnest Money Deposit etc. and to refund the same once the tender process and/or purpose thereof is over.
13. To depute employees for training anywhere in India and sanction necessary fees for the training.

M. S. Jaiswal
[Signature]

II Specific Financial Powers of the officers of RMSC

S.No.	Function/Activity with description of Financial Powers	Competent authority			
		AO	ED(F/P/A/QC/L)	MD	Board
1	Sale of fixed Assets				Board
2	Payment of Bonus/Ex-Gratia Compensation to Workers				Board
3	Audit Fees and Expenses				Board
4	Declaring assets and stores materials as un serviceable/ obsolete/scrap and disposal by tender or auction				
	1. Upto Rs. 1.00 lac			MD	
	2. Above Rs. 1.00 lac				Board
5	Payment of all statutory dues like PF,ESI, IT, Sales tax, Service Tax, TDS, Gratuity, Insurance premiums, Rates & Taxes, Telephone, Electricity charges etc.				Board
	1. Administrative sanction		Concerned ED(F/P/A/QC/L)		
	2. Passing of bills and payment		ED(F)		
6.	Establishment expenditure for salaries and wages including leave salary, increment, LTC, TA Bills				
	(a) Administrative sanction				
	(i) For grade pay Rs. 7600 and above			MD	
	(ii) For others		ED(A)		
	(b) Claiming of bills, passing and payment		ED(F)		
7.	Passing of bills for Suppliers on the approval of competent authority		ED(F)		

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8.	Passing of bills for Refund of EMD/SD/Retention amount etc. on the approval of competent authority		ED(F)		
9.	Authorizing Transfer of funds from one Bank Account to another on need basis		ED(F)		
10.	Tender Inviting authority for Drugs, Medicines, Equipments and Services		ED(P)		
11.	Tenders for Drugs, Equipments and Civil Works Approval to open price bid of the bidders short listed on technical evaluation Tender value				
	1. Upto Rs. 1.00 Crore			MD	
	2. Above Rs. 1.00 Crore				Board
12.	Tender Accepting Authority for all tenders				
	1. Upto Rs. 1.00 Crore			MD	
	2. Above Rs. 1.00 Crore				Board
13.	Execution of Agreement witness: Any two officers other than the executing officer		ED(P)		
14.	Purchase of Capital Assets approved specifically by the Board				
	1. Assets of value Rs. 5.00 lacs		ED(F)		
	2. Above Rs. 5.00 lacs			MD	
15.	Purchase of Capital Assets other than the Board's approval				
	1. Upto Rs. 25,000		ED(F)/ED(P)		
	2. Above Rs. 25,000 upto Rs. 2.00 lacs			MD	
	3. Above Rs. 2.00 lacs				Board

16.	Repair and Maintenance of Furniture and Fixtures, vehicle, building etc.				
	1. Upto Rs. 25,000 at a time		Concerned ED(F/P/A/QC/L)		
	2. Above Rs. 25,000 at a time			MD	
17	Administrative & other Office Expenses (Computer hire charges, meeting expenses, training expenses, local conveyance, Books, Newspapers and Periodicals, guest expenses, seminars etc.) Sanctioning authority				
	1. Upto Rs. 25,000		ED(A)/ED(F)		
	2. Above Rs. 25,000			MD	
18.	Authorizing Imprest and increase in Imprest Amount		ED(F)		
19.	Write-off of irrecoverable amount of staff advance.				
	1. Upto Rs. 1,000/-			MD	
	2. Above Rs. 1,000/-				Board
20.	Legal Charges Sanctioning authority				
	1. Upto Rs. 10,000/-		ED(A)		
	2. Above Rs. 10,000 and upto Rs. 1.00 lac			MD	
	3. Above Rs. 1.00 lac				Board
21.	Consultancy Fees for professional services Sanctioning authority				
	1. Upto Rs. 50,000/-			MD	
	2. Above Rs. 50,000/-				Board
22.	Authorities Competent to sign Instruments etc. after approval of competent Authority.				
	1. Up to Rs. 25,000/-	AO			

	2. Above Rs. 25,000 and up to Rs. 5.00 lacs		ED(F)/ED(A)		
	3. Above Rs. 5.00 lacs		ED (F)	MD	
23.	Drawl of Cheques				
	1. Up to Rs. 25,000/-	AO			
	2. Above Rs. 25,000 and up to Rs. 5.00 lacs (Jointly)	AO	ED (F)		
	3. Above Rs. 5.00 lacs (Jointly)		ED (F)	MD	

This bears the approval of the Board of Directors of RMSC in its VIIth meeting held on 30.08.2011 Vide Agenda No. 6 and minutes issued Vide file No. RMSC/BM/2011/267 dated 08.09.2011.


Managing Director

Dated:- 16.09.11

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Copy forwarded to the following for information and necessary action:-

1. PS to Chairman, RMSC and PHS, Rajasthan
2. PS to MD, RMSC
- ✓ 3. Executive Directors, Procurement/Finance/Administration/ Quality Control/Logistics
4. Accounts Officer, RMSC
5. Cashier/ Store keeper, RMSC
6. Guard file


Executive Director (Finance)