

**Society for Social Audit, Accountability and Transparency, Rajasthan**  
**Schedule of Powers (SOP)**

No. F 61(20)SSAAT/ SOP/2020/ 7367

Date 04/3/2020

To perform the day to day business of the Society (SSAAT) following powers have been delegated to the officers working in the Society :-

S. No	Nature of Power	Head of Office	Head of Departments	Chairperson/ Executive Committee	Restrictions/Conditions/Remarks
1.	<p><b><u>Payment of Pay &amp; Allowances/Honorarium/ Contractual Amount:</u></b></p> <p>(a) to the government servant who is posted on deputation</p> <p>(b) Retired Employee/ Resource Persons who posted on contract basis</p> <p>(c) Resource persons entitled for honorarium (daily basis)</p> <p>(d) To firms/suppliers of men power, home guard deptt., REXCO</p>	<p>Full powers as per rates, terms &amp; conditions approved by HOD/EC/GB</p> <p>[for 1 (a) to (d)]</p>	<p>Full power as per rules applicable in SSAAT</p> <p>[for 1 (a) to (d)]</p>	<p>Policy decisions for rates, terms &amp; conditions to be taken by EC.</p> <p>[for 1 (a) to (d)]</p>	<p>Important policy decision to be taken by Executive Committee and approved by Governing Body</p> <p>[for 1 (a) to (d)]</p>

*df*

S. No	Nature of Power	Head of Office	Head of Departments	Chairperson/ Executive Committee	Restriction/Conditions/Remarks
2.	<b><u>OFFICE EXPENSES</u></b>				
	(a) Annual Rate Contract for cleaning, sanitation, plant protection, security arrangements	Full powers if approved by competent authority	Full power as per rules applicable in SSAAT	Full Powers	As per the Rajasthan Transparency in Public Procurement Act and Rules and approved by E.C.
	(b) Books, Acts, Codes, Rules, Govt. Publications, Reports	Rs. 5000/- per annum	Full Powers	Full Powers	As per the Rajasthan Transparency in Public Procurement Act and Rules
	(c) Electric and Water Charges	Full Powers	Full Powers	Full Powers	
	(d) Hiring of Motor Vehicles	-	Full Powers as per rules	Full Powers	Only when Govt. vehicles are not available and subject to budget provision and as per directions of Finance Department
	(e) Postage, telephones (Office/Residence)	Full Powers as per approved policy	Full Powers as per approved policy	Full Powers	Subject to limits of local calls at residence as specified by the Government from time to time.
	(f) Courier Services	Full Powers if approved by competent authority	Full Powers	Full Powers	Expenditure should be within the limits/savings available in the same budget head/sub-head from stamps/postal charges.
	(g) Repairs & Maintenance of office equipment, instruments, furniture	Full Powers if approved by competent authority	Full Powers as per rules	Full Powers	These powers are subject to provisions of rules 225 (4) of Part-I of G.F. & A.R. and R.T.P.P. Rules & conditions as below: (a) Only original and genuine parts manufactured are fitted and such parts except rubber and plastic shall carry guarantee of one year. (b) Repairs will be carried only when guarantee period has expired

*Handwritten signature*

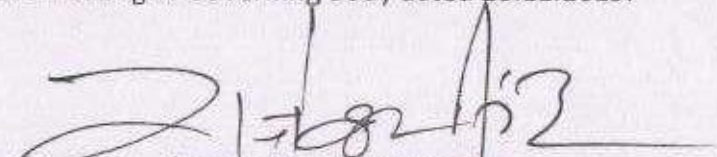
S. No	Nature of Power	Head of Office	Head of Departments	Chairperson/ Executive Committee	Restriction/Conditions/Remarks
	(h) Purchase of Stationery (Plain and Printed)	Rs. 10000/- per annum	Full Powers from Govt. Press and as per RTPP Rules	Full Powers	As per the Rajasthan Transparency in Public Procurement Act and Rules
	(i) Refreshment served in meetings/ Conference etc.	up to 1000/- per meeting/ conference	up to 5000/- per meeting/ conference	Full Powers	Subject to the orders issued as per approval of E.C.
3.	<b><u>PURCHASE OF NON RECURRING ITEMS:</u></b>				
	(a) Computers, Software, Website and I.T. Project.	-	up to 50000/-	Full Powers as per approval of EC	1. As per policy and instructions of the Government. and approved by E.C. 2. Specific budget provision required. 3. As per RTPP Act & Rules.
	(b) Photostat Copiers/ Printers	-	up to 50000/- per annum	Full Powers	1. As per policy and instructions of the Government. and approved by E.C. 2. Specific budget provision required. 3. As per RTPP Act & Rules.
	(c) Crockery and Cutlery	up to 1000/- per annum	up to 5000/- per annum	Full Powers	1. As per RTPP Act & Rules 2. Specific budget provision is required
	(d) Other Items	-	up to 50000/- per annum	Full Powers	1. As per RTPP Act & Rules 2. Specific budget provision is required
4.	<b><u>Expenditure on other items</u></b>				
	(a) To incur expenditure for State Festivals on independence Day and Republic day.	Rs. 1000/- per festival per annum	Rs. 5000/- per festival per annum	Full Powers	
	(b) To sanction advances for law suits to which the SSAAT is a party	Rs. 5000/- at one time	Rs. 50000/- per item	Full Powers	

H

S. No	Nature of Power	Head of Office	Head of Departments	Chairperson/ Executive Committee	Restriction/Conditions/Remarks
	(c) To sanction advances to the rate contract firms for repairs and maintenance of machinery and equipments.	-	Full Powers as per rules	Full Powers	Subject to RTPP Act and Rules and Rule 67 of Stores Purchaes Rules contained in Part -II of G.F & A. R. and subject also to the condition that rate contract contains provisions of such advance as a condition of rate contract and rate contract has been sanctioned by the competent authority.
	(d) Hiring of consultancy services/ Professional Services (1) By inviting direct offers from a single source. (2) By inviting open competitive bids.	-	Rs. 50000/- per case Full Powers	Full Powers Full Powers	As per RTPP Act and Rules.

**General Conditions :-**

1. The provisions of GF&AR, RTPP Act and Rules will be followed except where specific relaxation has been approved by Governing Body on case to case basis.
2. These powers are subject to the general policy guidelines approved by Executive Committee and Governing Body, SSAAT.
3. Powers for Expenditure on any item beyond mentioned in the schedule of powers shall be exercised by chairperson, Executive Committee (E.C.), SSAAT & will be approved by E.C./ G.B. as per policy decisions.
4. These powers are issued as approved vide decision No. 1.3 Of 1st meeting of Executive Committee dated 24.02.2020 in compliance of the authority delegated to E.C. vide decision No. 1.2 Of 1st meeting of Governing Body dated 26.11.2019.

  
(Rajeshwar Singh)

Addl. Chief Secretary

R.D. & P.R. Department cum Chairperson,  
Executive Committee, SSAAT

No. F 61(20)SSAAT/ SOP/2020/ 7368-85

Date 04/3/2020

प्रतिलिपि- प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है-

1. प्रमुख सचिव, मा. मुख्यमंत्री महोदय, राजस्थान
2. विशिष्ट सहायक, मा. उपमुख्यमंत्री महोदय, ग्रामीण विकास एवं पंचायती राज विभाग,
3. वरिष्ठ उप सचिव, श्रीमान् मुख्य सचिव एवं अध्यक्ष शासी निकाय SSAAT.
4. निजी सचिव, श्रीमान् अति. मुख्य सचिव, ग्रा.वि. एवं प.रा. विभाग सह अध्यक्ष कार्यकारी समिति, SSAAT.
5. संयुक्त शासन सचिव, ग्रामीण विकास विभाग, ग्रा.वि.मंत्रालय, भारत सरकार, नई दिल्ली
6. निजी सचिव, श्रीमान प्रधान महालेखाकार, राजस्थान
7. निजी सचिव, शासन सचिव वित्त (बजट) विभाग,
8. निजी सचिव, शासन सचिव श्रम एवं रोजगार विभाग,
9. निजी सचिव, आयुक्त, महात्मा गांधी नरेगा,
10. निजी सचिव, विशिष्ट शासन सचिव एवं निदेशक पंचायती राज विभाग,
11. निजी सचिव, विशिष्ट शासन सचिव, ग्रामीण विकास विभाग सह उपाध्यक्ष कार्यकारी समिति, SSAAT.
12. निजी सचिव, निदेशक, सामाजिक न्याय एवं अधिकारिता विभाग,
13. वित्तीय सलाहकार, ग्रामीण विकास विभाग
14. निदेशक, SSAAT सह सदस्य सचिव, कार्यकारी समिति SSAAT
15. प्रभारी अधिकारी, वेबसाईट ग्रामीण विकास विभाग/पंचायतीराज विभाग/महात्मा गांधी नरेगा, राजस्थान, जयपुर।
16. रक्षित पत्रावली

4/3/2020  
(समावतार शर्मा)

निदेशक एवं सदस्य सचिव,  
कार्यकारी समिति, (SSAAT) 9/12