

Chapter –3
Manual-2
Powers & Duties of Officers and Employees

EXECUTIVE COMMITTEE

ADMINISTRATIVE POWERS

- i) Creation of post.
- ii) Finalisation of job requirement/specification of each post.
- iii) Finalisation of procedure for recruitment/hiring of personnel to man the post created.
- iv) Recruitment, selection and appointment of personnel.
- v) Approval of service conditions, dispensation of disciplinary action, major/minor punishment, suspension, dismissal, incentives, awards and rewards.
- vi) Finalisation of organizational structure. To act as appellate authority in all service matters.
- vii) To decide the location of the Head Quarter of the Board.
- viii) To decide the design of common seal of the Board.
- ix) To institute, conduct, defend compound or abandon any legal proceedings by or against the Board and to observe and perform any award thereon.
- x) Sub-delegation of powers.

FINANCIAL POWERS

- i) Opening of Bank account(s) of the Punjab Dairy Development Fund and authorisation of their operation.
- ii) Appointment of statutory auditors.
- iii) Preparation of annual budget of the Board.
- iv) Sanctioning of allocation of funds from Punjab Dairy Development Fund to project/Schemes/organisations connected with accomplishment of the objectives.
- v) To raise funds from international agencies/central/state Govt./ financial institutions and donors etc.
- vi) Purchase of movable/immovable property in the name of the Board.
- vii) To sanction the routine office expenses, statutory/contingency payments, salary to staff and release of all such payments.
- viii) Sub-delegation of powers.

EXECUTIVE POWERS

- i) Approval of projects.
- ii) Approval of collaborations/co-operations with the Govt.(s) companies/firms, association and individuals within or outside the country concerning development of dairy in Punjab.
- iii) To enter into agreements, and contracts/documents/MOUs.
- iv) Running of day to day functions of the Board's office.
- v) To sanction provisioning for the proper functioning of the Board.
- vi) To decide about the opening of branch/sub-office(s) of the Board.
- vii) To engage experts/consultants and other service providers for the Board.
- viii) Sub-delegation of powers.

Powers of Chief Executive

ADMINISTRATIVE POWERS

- a) Recruitment, selection and appointment of personnel.
- b) Dispensation of disciplinary action, major/minor punishment, suspension, dismissal, incentive, awards and rewards.
- c) To institute, conduct, defend compound or abandon any legal proceedings by or against the Board and to observe and perform any award thereon.
- d) To decide the location of the Head Office of the Board and to hire the accommodation for the Head Office of the Board.
- e) Sub-delegation of powers.

FINANCIAL POWERS

- a) To sanction the routine office expenses, statutory/contingency payments, salary to staff and release of all such payments.
- b) Appointment of statutory auditors.
- c) Sanctioning of allocation of funds from Punjab Dairy Development Fund to project/Schemes/organisations connected with accomplishment of the objectives.
- d) Sub-delegation of powers.

EXECUTIVE POWERS

- a) To enter into agreements, and contracts/sign documents/MoUs approved by the Executive Committee.
- b) To sanction provisioning for the proper functioning of the Board.
- c) To engage experts/consultants and other service providers for the Board.
- d) To decide about the opening of branch/sub-office(s) of the Board.
- e) Running of day to day functions of the Board.
- f) Sub-delegation of powers.

POWERS SUB DELEGATED TO ADDL. CHIEF EXECUTIVE OFFICER

1. To sanction the routine office expenses, statutory/contingency payments, salary to staff and release of all such payments.
2. To sanction provisioning for the proper functioning of the Board.
3. Sanctioning of allocation of funds from Punjab Dairy Development Fund to projects/schemes/organizations connected with the accomplishment of the objectives.
Provided that the project/schemes have been approved by the competent authority.
4. To engage experts/consultants and other service providers for the Board.
Provided that they are engaged only for the accomplishment of the projects/schemes approved by the competent authority.

Powers for the operation of bank accounts are sub-delegated jointly to Shri Inderjit Singh, Additional Chief Executive Officer and S. Jaswinder Singh Mann, Joint C.E.O, Punjab Dairy Development Board.