

**REVISED DELEGATION OF  
ADMINISTRATIVE  
& FINANCIAL POWERS**



**PUNJAB SMALL INDUSTRIES CORPORATION  
4<sup>TH</sup> FLOOR, LDA PLAZA, LAHORE.**



**PUNJAB SMALL INDUSTRIES CORPORATION**  
**L. D. A. PLAZA, EGERTON ROAD, LAHORE.**

No. PSIC/ADMN/AD (A)/R-47/ 648

Dated: 21/7/2003

Subject: **REVISED DELEGATION OF ADMINISTRATIVE/FINANCIAL POWERS**

In supersession of previous orders, issued on the subject, the PSIC Board of Members in its 58<sup>th</sup> Meeting held on July 3<sup>rd</sup> & 8<sup>th</sup>, 2003 is pleased to delegate the revised Administrative and Financial Powers to various Officers of this Corporation as per schedules of Administrative Powers (Part-I) and Financial Powers & Powers of Re-appropriation (Part-II) annexed herewith.

The above revised Delegation of Powers will take effect from 8<sup>th</sup> July 2003.

*K. S. I.*  
DIRECTOR (ADMN & COORD)

*H. K.*  
17/7/2003

**DISTRIBUTIONS**

1. All Directors, PSIC, Head Office, Lahore.
2. All Regional Directors, PSIC.
3. Chief Project Officer, PSIC, Prototype Shop, Lahore.
4. Joint Directors (Admn)/(Estab)/Coordination)/Legal), Dtc. of A&C, PSIC, H.O. Lahore.
5. Chief Protocol Officer, PSIC, H.O. Lahore.
6. All Incharges of Heads of Projects, DDOs, Estates, Shops. etc.

**Copy to:**

1. S.O. to Managing Director, PSIC.
2. Dy. Secretary (Board), PSIC.
3. P.A. to Dy. Managing Director, PSIC.

**REVISED SCHEDULE OF ADMINISTRATIVE POWERS (PART-I)**

Sr. No	Nature of Power	Managing Director	Deputy Managing Director	Director (Admin)	Other Directors at Head Office	Regional Directors (BPS-19)	Estate Incharges & District Development Officers	Project Heads				
								BS-19	BS-18	BS-17	BS-16	
1	2	3	4	5	6	7	8	9	10	11	12	
1	<b>APPOINTMENTS AS PER SCHEDULED POSTS SANCTIONED BY THE PSIC BOARD.</b>											
1.1	a) Initial appointment, promotion, confirmation, disciplinary actions including suspension and award of punishments.	Full powers up to BS-18	Full powers up to BS-17	Full powers up to BS-16.	Nil	Full powers up to BS-15 within the Region except promotion	Nil	Full powers up to BS-15 within the project except promotion	Full powers up to BPS-12 within the project except promotion	Full powers up to BS-8 within the project except promotion	Full powers up to BPS-8 within the project	
	b) Fixation of pay and terms & conditions of appointment where applicable.	Full powers up to BS-19	Full powers up to BS-17	Full powers up to BS-16	Nil	Full powers up to BS-15 within the Region	Nil	Full powers up to BS-15 within the project	Full powers up to BS-12 within the project	Full powers up to BS-8 within the project	Full powers up to BS-8 within the project	
	c) Sanction of pension & recovery of amount from Pensionary Dues, if any.	Full powers up to BS-19	Full powers up to BS-17	Full powers up to BS-16	Nil	Full powers up to BS-15 within the Region	Nil	Full powers up to BS-15 within the project	Full powers up to BS-15 within the project	Nil	Nil	
1.2	Transfers & Postings	Full powers	Full Powers up to BPS-17	Full Powers upto BPS-16	Full powers up to BPS-16 within the Directorate concerned at Lahore.	Full powers up to BPS-16 within the Region	Nil	Full powers within the project	Full powers within the project	Full powers within the project	Full powers within the project	

*M. K.*  
 Joint Director, (Admin)  
 Punjab Small Industries Corp  
 L. R. O. S. S. M. S. P. S.

**REVISED SCHEDULE OF ADMINISTRATIVE POWERS (PART-I)**

Sr. No	Nature of Power	Managing Director	Deputy Managing Director	Director (Admin)	Other Directors at Head Office	Regional Directors (BPS-19)	Estate Incharges & District Development Officers	Project Heads			
								BS-19	BS-18	BS-17	BS-16
1	2	3	4	5	6	7	8	9	10	11	12
1.3	Direct/allow to officiate or to hold dual/additional charge of one or more post at a time.	Full powers up to BS-19 for a period of Six Months	Full Powers up to BPS-17	Full Powers up to BPS-16	Full powers up to BPS-16 within the Directorate concerned at Lahore.	Full powers up to BPS-16 within the Region	Nil	Full powers within the project	Full powers within the project	Full powers within the project	Full powers within the project
<b>LEAVE</b>											
2.1	Grant of Earned Leave and all other leave except Ex-Pakistan Leave and Casual Leave.	Full Powers up to BS-19	Full powers up to BS-17	Full powers up to BS-16	Nil	Full powers up to BPS-15 within the Region.	Nil	Full powers up to BS-15 within the project.	Full powers up to BS-15 within the Region <b>Project A/B</b>	Nil	Nil
2.2	Ex-Pakistan Leave	Full powers up to BPS-19	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2.3	Casual Leave.	Full powers in respect of Regional Directors and holders of the BS-19 posts in H.O. and personal staff.	Full powers in respect of Regional Directors and holders of the BS-19 posts in H.O. and personal staff.	Up to BS-18 in Dte. Of A&C Jt. Director concerned. Full powers up to BS-16 working under his control.	Full powers up to BS-18 in the Directorate concerned Jt. Director concerned Full powers up to BS-16 working under his control.	Full powers upto BS-18 within the Region	Full powers within the District/Estate	Full powers within the project	Full powers within the project	Full powers within the project	Full powers within the project (BS-11) Full powers within the project

*Joint Director's Office  
Project A/B*

**REVISED SCHEDULE OF ADMINISTRATIVE POWERS (PART-I)**

Sr. No	Nature of Power	Project Heads									
		3	4	5	6	7	8	9	10	11	12
		Managing Director	Deputy Managing Director	Director (Admn)	Other Directors at Head Office	Regional Directors (DPS-19)	Estate Incharges & District Development Officers	BS-19	BS-18	BS-17	BS-16
1											
3.	Define and determine duties and responsibility.	Full powers up to BPS-19	Full Powers up to BPS-17	Full Powers upto BPS-16	Full powers up to BPS-16 within the Directorate concerned at Lahore.	Full powers up to BPS-16 within the Region.	Full powers up to BPS-6 within the District/ Estate	Full powers within the project	Full powers within the project	Full powers within the project	Nil
4.	Grant of advance increment, special increment, Honoraria, special pay/allowance, and special rewards.	Full Powers up to BS-18	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
5.	Approve tours and sanction T/DA, except foreign tours.	Full powers in respect of Directors of Head-quarters.	Full powers in respect of Regional Directors	Full Powers up to BPS-18	Full powers within the Directorate concerned at Lahore.	Full powers within the Region	Nil	Full powers within the project			
6.	Engaging persons on work-charge basis.	Full Powers up to BPS-18 or fixed or equivalent pay.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
7.	Appellate Authority to adjudicate upon decisions of authorities.	Up to BS-17	Up to BPS-16	Up to BPS-15	Nil	Nil	Nil	Nil	Nil	Nil	Nil

*[Signature]*

**Joint Director, (Admin)**  
**Punjab Small Industries Corp**  
**L A H O R E.**

**FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-II)**

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.	Purchase from abroad against sanctioned Budget/Working Capital.	4.	5.	6.	7.	8.	9.	10.	11.
1.	Purchase from abroad against sanctioned Budget/Working Capital.	Full Powers	Nil	Nil	Nil	Nil	Nil	Nil	
2.	Local purchase including capital items & raw-materials etc. sanctioned budget/Working Capital)	Full Powers	To incur expenditure up to Rs.200,000/- in individual purchase. And purchases up to Rs.20,000/- can be made in cash while purchases beyond Rs.20,000/- be through crossed cheque only.	To incur expenditure up to Rs.100,000/- in individual purchase and purchases up to Rs.15000/- can be made in cash while purchases beyond Rs.15000/- be made through crossed cheque only. These powers are without prejudice to the powers vested upon Director (Purchase) as laid down in the purchase procedure.  For project headed by PD (BS-19) Full powers for purchase of raw material against sanctioned working capital.	i) To incur expenditure up to Rs.20,000/- in individual purchases and purchases up to Rs.10,000/- can be made in cash while purchases beyond Rs.10,000/- be made through crossed cheque only.	To incur expenditure on the purchase of raw material at a time up to Rs.20,000/- but not exceeding Rs.60,000/- in a month. Purchases up to Rs.3,000/- can be made in cash while purchases beyond Rs.3,000/- be made through crossed cheque only. (Full powers for purchase of raw material against working capital.	Up to Rs.6000/- at a time but not exceeding Rs.20,000/- in a month. Purchases up to Rs.2000/- be made in cash while purchases beyond Rs.2000/- be made through crossed cheque only.	Up to Rs.3000/- at a time but not exceeding Rs.6,000/- in a month. Purchases up to Rs.200/- be made in cash while purchases beyond Rs.200/- be made through crossed cheque only.	All these purchases are subject to provision of PSIC Purchase Procedure

*LAH*  
 Joint Director, (Admin)  
 Punjab Small Industries Corp  
 LAHORE. *Next page*

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SCHEDULE OF FINANCIAL POWERS AND POWERS OF RE-APPROPRIATION (PART-II).

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.	2	3	4	5.	6	7	8	9.	10.
3.	Write off of losses (At a time except for negligence and misappropriation)	Up to Rs.2.00 Lac	Upto Rs.100,000/-	Upto Rs.10,000/-	Nil	Nil	Nil	Nil	A detailed procedure shall be laid down separately to follow up strictly.
4.	Expenditure on entertainment (At a time against sanctioned budget) over & above monthly entitlement).	Rs.20,000/-	Rs.5,000/-	Rs.3,000/-	Up to Rs.1000/-	Up to Rs.300/-	Nil	Nil	As per separate instructions issued.
5.	Contract for Civil Works including purchase of land / completion of all pre-requisites and construction of temporary storage accommodation / buildings as per planed approved by the Competent Authority (Against sanctioned budget) and to allow payment to contractors of their bills.	Full Powers	Up to Rs.40.00 Lac against Civil Works awarded after the approval of Managing Director, PSIC	Upto Rs.30.00 Lac Director (Works) only. Against Civil Works awarded after the approval of Managing Director, PSIC.	Nil	Nil	Nil	Nil	The entire expenditure will be subject to provisions of PSIC Works Rules as Notified by Govt. of the Punjab.

*Ally*  
 Joint Director, (Admin)  
 Punjab Small Industries Corp  
 LAHORE. *ms/ps*

**REVISED SCHEDULE OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-II).**

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.	2	3	4	5.	6	7	8	9.	10.
6.	Repair & Maintenance / Renovation of Buildings, Roads, Electricity, Water installation, Furniture Vehicle, Machinery & Flood Damages against sanctioned budget (Estimates of Civil Works to be technically approved by the Director (Works).	Full Powers.	Full Powers.	Up to Rs.4.00 Lac at a time	Up to Rs.10,000/- at a time.	Up to Rs.30,000/- at a time.	Upto Rs.10,000/- at a time.	Nil	-
7.	Expenditure on daily wages or piece rate, labour and other semi or unskilled staff (for civil works) (against sanctioned budget/working capital in a month).	Full Powers	Full Powers	Full Powers	Nil.	Full Powers	Full Powers	Full Powers	-
8.	Sanctioning expenditure debitible to contingencies (subject to budget provision) (Not covered in other head of account)	Full Powers.	Upto Rs.100,000/- at a time.	Upto Rs.40,000/- at a time.	Upto Rs.20,000/- at a time.	Upto Rs.20,000/- at a time.	Upto Rs.2,000/- at a time.	Upto Rs.600/- at a time.	-

*MAK*

Joint Director, (Admin)  
 Punjab Small Industries Corp.  
 L A H O R E. 12/1/71

**REVISED SCHEDULE OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-II).**

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
9.	Expenditure for the payment of Electricity, P.O.L. Gas Charges, Fuel, Water charges Telex & Telegrams, Land Rent, Property Tax, Rent of Building, Income Tax, Duties, Cess and any other Govt. dues against sanctioned budget in accordance with contract.	Full Powers.	Full Powers.	Full Powers.	Full Powers.	Full Powers.	Full Powers.	Full Powers.	
10.	Expenditure on medical (against sanctioned budget) and reimbursement of medical claim.	Full Powers.	Full Powers.	Full Powers.	Nil	Full Powers.	Nil	Nil	
11.	Payment of fee, and compensation (against sanctioned budget).	Full Powers	Upto Rs.20,000/- in each case.	Upto Rs.1000/- in each case.	Nil	Nil	Nil	Nil	

  
 Joint Director, (Admin)  
 Punjab Small Industries Corp.  
**L A N O R F. Amritsar**

ANNEXED SCHEDULE OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-III).

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.		3	4	5.	6	7	8	9.	10.
12.	Powers to declare stores, surplus and unserviceable and also sell such stores at the depreciated value (written down value) or market value which ever is higher	Full Powers.	Upto Rs.2.00 Lac	Upto Rs.100,000/- (sale value) at a time (In case of H.O. committee of Director (A&C), (FA&P) and (C&M) and in case of Regional Offices, committee of R.D. AD/DD (Admn). Incharge of Project and AD/DD (A/Cs) RO concerned to decide).	Nil	Up to Rs.30,000/- at a time. (committee of R.D. AD/DD (Admn), Incharge of Project and AD/DD (A/Cs) RO concerned to decide.	Nil	Nil	
13.	Payment of Stipends and Scholarships	Full Powers within the numbers and rates sanctioned.	Full Powers within the numbers and rates sanctioned.	Full Powers within the numbers and rates sanctioned.	Nil	Full Powers within the numbers and rates sanctioned.	Nil	Nil	As per rules or procedure.
14.	To sanction expenditure on Gifts to visiting dignitaries.	Upto Rs.20,000/- at a time.	Upto Rs.10,000/- at a time	Nil	Nil	Nil	Nil	Nil	

  
 Joint Director, (Admin)  
 Punjab Small Industries Corp  
 LAHORE. *per file* →

**REVISED SCHEDULE OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-II).**

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks
1.	2	3	4	5.	6	7	8	9.	10.
15.	To sponsor loan applications of units requiring assistance in local and foreign currency to SME and other Commercial Banks etc.	Full Powers.	Full powers (Committee headed by Deputy Managing Director and consisting of Director(Credit & Marketing) Director(FA&P) and Regional Director/J.D.R.O concerned.	Full powers to sponsor loan applications to SME and other Commercial Banks etc. having no bank guarantee.	Nil	Nil	Nil	Nil	
16.	To sanction loan for credit assistance to Small Industries under: i) CSSI and ii) Other PSIC credit schemes approved by the Government.	Full Powers.	i) Up to maximum loan limit of Rs:3.0 Million the loan will be sanctioned by a Committee headed by Deputy Managing Director, and consisting of Director(C&M), Director (FA&P), and Regional Director concerned. ii) Up to maximum loan limit of Rs:2.00 million in each case, the loan will be sanctioned by a committee headed by Regional Director, Joint Director (A/Cs) concerned and Joint Director (C&M), PSIC, H.O. Lahore as well as District Development Officer concerned.		Nil	Nil	Nil	Nil	

  
 Joint Director, (Admin)  
 Punjab Small Industries Corp  
 LAHORE.

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks
1.	2	3	4	5.	6	7	8	9	10.
			ii) For the credit scheme having maximum limit of 5.00 million, 8.00 million, 12. million, the Committee headed by Deputy Managing Director, and consisting of Director(C&M), Director(FA&P), and Regional Director concerned.	ii) Up to maximum loan limit of Rs.3.00 million in case of credit scheme of 5.00 million, Rs.5.00 million in case of credit scheme of Rs.8.00 million and Rs:8.00 million in case of credit scheme of Rs:12.00 million, respectively, the committee headed by Regional Director, Joint Director(A/Cs) concerned, and Joint Director(C&M) PSIC, H.O Lahore as well as District Development Officer concerned.	Upto Rs.7,000/- in individual cases at a time.	Upto Rs.10,000/- at a time in individual case.	Nil	Nil	
17.	Legal expenses against sanctioned budget.	Full Powers	Full Powers	Upto Rs.30,000/- in individual case at a time.	Upto Rs.7,000/- in individual cases at a time.	Upto Rs.10,000/- at a time in individual case.	Nil	Nil	
18.	Payment of Audit Fee	Full Powers	Upto Rs.2.00 Lac	Rs.100,000/- for Director (FA&P) only.	Nil	Nil	Nil	Nil	
19.	Newspapers and periodicals against sanctioned budget	Full Powers	Full Powers	Upto Rs.10,000/- per month	Rs.1,000/- at a time	Rs.1500/- at a time	Nil	Nil	
20.	Expenses on Training/ Research Facilit.	Full Powers	Full Powers	Up to Rs:5000/-p.m	Nil	Nil	Nil	Nil	Nil

Joint Director, PSIC H.O.

STATEMENT OF RE-APPROPRIATION (PART-II)

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks
		3	4	5	6	7	8	9	10
21.	Purchase of finished goods for sale at Handicrafts Shops/Sale Shops (PSIC)	-	-	For Project Heads in BS-19. Full Powers against sanctioned working capital limit subject to Rules of Business to be issued from time to time.	-	Full Powers against sanctioned working capital limit subject to Rules of Business to be issued from time to time.	For Managers BS-16 PHS Full powers against sanctioned working capital subject to rules of business to be issued from time to time.	-	
22.	Re-appropriation of budget within approved allocation.	-	-	Full Powers Director (FA&P)	Nil	Nil	Nil	Nil	
23.	Release of Funds within approved budget.	-	-	Full Powers Director (FA&P)	Nil	Nil	Nil	Nil	
24.	Purchase of semi-finished and finished goods for sale/export	-	-	Full Powers (for Director (C&M) only. Payment to be made through cheque only.	Nil	Nil	Nil	Nil	
25.	Free samples to foreigner buyers.	Full Powers	Full Powers	Full Powers within the limit sanctioned by the State Bank of Pakistan for Director (C&M) only.	Nil	Nil	Nil	Nil	

*M. H. Khan*  
Joint Director, C&M

\*unjab Small Industries Corp  
L A H O R E. New Plaza

ACT 1000 BOUND CELL OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION (PART-III)

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks
1.	2	3	4	5	6	7	8	9	10.
26.	Payment of registration fee, Member ship fee and renewal fee, payable to Government Agencies, Chambers and Private Associations.	Full Powers	Full Powers	Full Powers for Director (C&M) only.	Upto Rs.10,000/- at a time.	Nil	Nil	Nil	
27.	Payment of rent of stalls, transportation, packing, freight, handling, insurance, octroi, custom duty sales tax and other Government charges abroad, export duties, demurrages, securities and other charges levied by local and foreign authorities.	Full Powers	Full Powers	Full Powers for Director (Admn), Director (C&M) and Director (H&D) as the case may be.	Nil	Nil	Nil	Nil	
28.	Powers to create supernumerary posts for a period not exceeding six months.	Full Powers	Nil	Nil	Nil	Nil	Nil	Nil	
29.	To sanction expenditure on training and research against sanctioned budget.	—	—	Full powers BS-19 (Project heads)	Nil	Full powers	Full powers	Nil	

Joint Director (C-Index)  
 Punjab Small Industries Corp.  
 100, G. O. B. D. Road, Lahore

2013-14 SCHEDULE OF FINANCIAL POWER AND POWERS OF RE-APPROPRIATION PART-III.

Sr. No.	Title	Managing Director	Deputy Managing Director	Director/Regional Directors/Project Directors BS-19	Joint Directors concerned PSIC H.O.	Project Heads in B-17 & B-18	Project Heads in BS-16	Project Heads in BS-11	Remarks.
1.	2	3	4	5.	6	7	8	9.	10.
30	Payment of advertisement bills against sanctioned budget.	Full Powers	Full Powers	Full powers-	Nil	Nil	Nil	Nil	
31-	Grant of House Building, Car Advance, Motorcycle advance & cycle advance.	Full powers	Up to Rs.1.00 lac against sanctioned budget in each case at a time.	Up to Rs.50,000/- against sanctioned budget in each case at a time by the Director (Admn) only. On the recommendations of field offices and J.D (Admn), H.O.	Nil	Nil	Nil	Nil	
									THE END

J L K

Joint Director, (Admin)  
Punjab Small Industries Corp  
L A W O R E.

AFZAL



PUNJAB SMALL INDUSTRIES CORPORATION  
L. D. A. PLAZA, EGERTON ROAD, LAHORE.

NO. PSIC/ADMN/AD(A)/ 1592

Dated: 19-08-2003.

The Director (FA&P),  
PSIC, Lahore.

Subject: **REVISED SCHEDULE OF FINANCIAL POWERS AND POWERS OF RE-APPROPRIATION (PART-II) OF DELEGATION OF POWERS.**

It is clarified that the Column No. 6 of the said schedule states that the powers on different matters have been delegated to the Joint Directors concerned meaning thereby Joint Director (Legal) will exercise the powers with reference to Clause-17, Chief Protocol Officer will exercise its powers with reference to Clause-4 & 19 and Joint Director (Admn) will exercise powers with reference to Clause-2, 6, 8, 9 & 26 of Revised Schedule of Financial Powers and Powers of Re-appropriation (Part-II) of Delegation of Powers.

*David*  
DIRECTOR (ADMN & COORD)

c.c.to:

- 1) All Directors, PSIC, Lahore.
- 2) Joint Directors (Admn), (Estb.), (Legal),/C.P.O. PSIC, Lahore.
- 3) Staff Officer to Managing Director, PSIC.
- 4) Deputy Secretary PSIC Board.
- 5) P.S. to Dy. Managing Director, PSIC.

NO: PSIC/SECTT(ADMN)/R-47/

618

DATED: 11 JULY, 1981.

O - - R - - D - - E - - R -

In exercise of the powers conferred under Section-15 of the Punjab Small Industries Corporation's Act, 1973 (Punjab Act No.XV of 1973), the PSIC Board of Members is pleased to delegate the revised Financial and the Administrative Powers to the Officers of the Corporation as per Schedules A, B & C' annexed herewith:-

- i)- The authorities, as mentioned under column 3,4,5 & 6, shall exercise powers as mentioned in these columns, in respect of the persons holding the posts mentioned in column-2 of the annexed Schedule 'A'.
- ii)- The appointing authorities, as indicated in column-3 of the Schedule 'A', shall have the powers indicated in Schedule 'B' in respect of the Corporation Employees whom they are competent to appoint.
- iii)- The officers indicated in column-3 to 10 of the Schedule 'C' attached herewith shall exercise powers in respect of the items shown in column-2 of the said schedule.

The above order shall take effect from 14-4-1980 and shall supersede all the previous orders issued in this behalf from time to time.

FOR AND ON BEHALF OF  
PSIC BOARD OF MEMBERS.

  
(MUHAMMAD ASLAM MALIK)  
SECRETARY.

Copy to:-

- 1- The Additional Director, PSIC, Lahore.
- 2- All Joint Directors at PSIC H.O. Lahore.
- 3- The Joint Director (Design), PSIC, Lahore.
- 4- The Joint Director (S&S), PSIC, Lahore.
- 5- The Joint Director (DM), PSIC, Lahore.
- 6- The Project Director (SPLC), PSIC, Lahore.
- 7- All Joint Directors (Zone), PSIC.
- 8- All Heads of Estates, Services Centres, DDOs, Shops, D.M.T.C. and Carpet Centres of PSIC, etc.
- 9- P.S. to M.D. PSIC/P.A. to D.M.D. PSIC, Lahore.

SCHEDULE 'A' (ADMINISTRATIVE POWERS)

1. Name of the Post.	2	3	4	5
Authority competent to appoint suspend, reduce in rank, retire compulsorily or remove or dismiss or any other punishment.	3	Appellate authority in the case of suspension, reduction in rank, compulsory retirement, removal or dismissal and other punishment.	Transferring Authority.	Controlling Officer for T.A.

Officers in NPS-16	Board.	Government.	Managing Director.	a) Managing Director for D.M.D. b) Dy. Managing Director for other officers.
Officer in NPS-18	Managing Director.	Board.	Managing Director.	a) Dy. Managing Director for Head Office. b) Secretary for Zones. c) Controlling Joint Directors for Projects.
Officers in NPS-17	Managing Director.	Chairman.	Managing Director.	a) Secretary for Head Office, (Tour programme to be sanctioned by Head of Wing). b) Joint Directors for Zones (Tour Programme to be sanctioned by Joint Director (Zones)). c) Controlling Joint Directors for:- i) Project Heads and ii) Project Heads for Projects. (Tour programmes to be sanctioned by Controlling Joint Directors/ Heads of Projects).
Officers in NPS-16	Dy. Managing Director	Managing Director.	Dy. Managing Director.	a) Secretary for Head Office. (Tour programme to be sanctioned by the Head of Wings.)
Ministerial staff & others in NPS-15 & below.	Secretary for Head Office & also promotion of Ministerial Staff working in the field.	Dy. Managing Director.	Dy. Managing Director.	-do-

6

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3

b) Controlling Joint Director in respect staff working in the projects under their control.

Secretary.

Controlling Joint Director.

b) Project Head in WPS-17 and above.

c) Joint Directors, Zones, in respect staff working in the Zones and projects under their control.

Secretary.

Joint Director (Zones).

c) Joint Directors Zones/Projects Heads in WPS-17 and above in respect of staff working under them.

Technical Staff Heads of the in WPS-12 & below of the Projects and Ministerial in WPS-17 and above. staff upto WPS-6.

Controlling Joint Directors/ Joint Directors (Zones).

a) Secretary for Ministerial Staff.

Joint Directors Zones/Project Heads.

b) Controlling Joint Director

for technical staff.

c) Joint Director (Zones) within the Zone.

d) Secretary for inter-Zonal transfer.

NOTE:-

Secretary, FSIC, Joint Directors at Head Office including Joint Director(Tech) and Joint Director(Accounts) will act as Staff Officers on behalf of the Managing Director and will therefore, exercise administrative control over the Joint Director(Zones) and their respective projects.

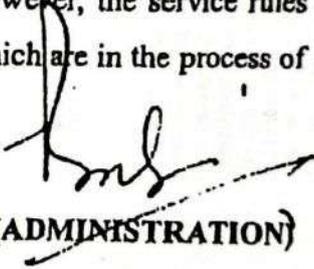


Ph: # 9200439 Fax # 9200438  
PUNJAB SMALL INDUSTRIES CORPORATION  
DIRECTORATE OF ADMINISTRATION  
4<sup>TH</sup> FLOOR, LDA PLAZA, LAHO

No. PSIC/ESTAB/DD(E)/PL-193/Misc-209/8138 Dated 9-1-07

**OFFICE ORDER**

On the recommendations of the Committee constituted by PSIC Board of Members in its 65<sup>th</sup> meeting held on 6.5.2006 against item No.4 vide order No.PSIC/Estab/MISC-209/12277 dated 29.05.2006, the PSIC Board of Members in its 67<sup>th</sup> meeting held on 14.12.2006 under item No.12 has been pleased to approve the restructuring/creation of new cadre of H&D alongwith hiring a full time Design Consultant for a period of one year on contract basis at a fixed salary of Rs.40,000/- per month as well as proposed Service & Recruitment Rules/Draft seniority of H&D Cadre of officers BS-16 and above and the Organizational chart. However, the service rules will be merged into PSIC Service & Recruitment Rules-1976 which are in the process of revision.

  
DIRECTOR (ADMINISTRATION)

To

1. Director (F&A), PSIC, Head Office, Lahore alongwith its enclosures with the request to issue revised staff Schedule of H&D Cadre reflecting the posts of Joint Director (H&D) as per decision of PSIC Board of Members
2. All Directors, PSIC, Head Office, Lahore.
3. All Regional Directors, PSIC.
4. Joint Directors (Estab), (Legal), (Admn), and Deputy Secretary (Board), PSIC, Lahore.

Alongwith enclosures.

Copy to:

1. S.O. to Managing Director, PSIC.
2. P.S. to Dy. Managing Director, PSIC.
3. P.A. to Director (Admn), PSIC.

ANNEXURE-IV

SERVICE AND RECRUITMENT RULES FOR HANDICRAFTS AND DESIGNS CADRE IN THE PUNJAB SMALL INDUSTRIES CORPORATION

Sr. No.	Nomenclature of the post with scale	Cadre	Appointing Authority	Minimum qualification prescribed for initial recruitment.	Minimum qualification prescribed for promotion.	Method of Promotion	Age limit for initial recruitment
1	Proposed Director (Handicrafts & Designs) BS-19	Handicrafts & Designs	PSIC Board	Master's Degree in 1st Div in Fine Arts and Design from National College of Arts or other public sector Degree awarding institution duly recognized by Higher Education Commission, with at least 10 years experience in the relevant field in a public or private institution of repute.	At least Second Class Master's Degree or 4 years National Diploma in Arts from National College of Arts or similar institution duly recognized by Higher Education Commission.	By selection on merit from among the members of service with due consideration to seniority holding posts of Joint Directors (S-18) H&D Cadre subject in the selection that he/she possesses at least 3 years Diploma in Arts and 12 years service in BS-17 and above in PSIC	Min. 9 Max. 30 Yrs
2	Proposed Joint Director (Handicrafts & Designs) BS-18	Handicrafts & Designs	Managing Director.	Master's Degree in 1st Div in Fine Arts and Design from National College of Arts or other public sector Degree awarding institution duly recognized by Higher Education Commission, with at least 05 years experience in the relevant field in a public or private institution of repute.	At least Bachelor's Degree or 4 years National Diploma in Arts from National College of Arts or similar institution duly recognized by the Higher Education Commission.	By selection on merit from among the members of service with due consideration to seniority holding posts of Deputy Directors (S-17) H&D Cadre subject in the selection that he/she possesses at least 4 years diploma in Arts and 7 years service in PSIC in BS-19 and above	30 Yrs
3	Proposed Jr. Director (Handicrafts & Designs) BS-17	Handicrafts & Designs	Deputy Managing Director.	Master's Degree in 2nd Div in Fine Arts and Design from National College of Arts or other public sector Degree awarding institution duly recognized by Higher Education Commission, with at least 05 years experience in the relevant field in a public or private institution of repute.	At least F.V or Equivalent Diploma in National College of Arts or similar local or foreign institution duly recognized by Higher Education Commission.	By selection on merit from among the members of service with due consideration to seniority holding posts of Assistant Directors (S-16) H&D Cadre subject in the selection that he/she possesses at least 1 year diploma in Fine Arts or in the relevant field from Govt Institutions or similar Institution duly recognized by Higher Education Commission and 7 years service in post in the relevant cadre of Handicrafts & Designs.	30 Yrs
4	Proposed Asst. Director (Handicrafts & Designs) BS-16	Handicrafts & Designs	Director (Admin)	1. Master's Degree in Fine Arts and Design from the National College of Arts or other public sector Degree awarding institution duly recognized by Higher Education Commission or 2. Bachelor Degree in 2nd Div. in Fine Arts and Design from National College of Arts with at least 2 Yrs experience in the relevant field in a public or private institution of repute.	At least Bachelor's Degree or Diploma in F.A or equivalent Diploma from National College of Arts or similar local or foreign institution duly recognized by Higher Education Commission.	Seniority cum fitness. Among with Diploma in the relevant field.	30 Yrs

**SERVICE AND RECRUITMENT RULES FOR HANDICRAFTS AND DESIGNS CADRE IN THE  
PUNJAB SMALL INDUSTRIES CORPORATION**

Sr. No.	Nomenclature of the post with scale	Appointing Authority	Minimum qualification prescribed for initial recruitment.	Minimum qualification prescribed for promotion.	Method of Promotion	Age limit for initial recruitment.
1.	Proposed Technical Post in different field in BS 11 to 15	Director (Admin)	E.A. alongwith diploma in the relevant field or equivalent foreign training with three year's experience in a Government Semi Government or a Business organization of repute.	Diploma in the relevant field or equivalent foreign training with 7-year's service in PSIC.	By selection on merit from among the members of service with due consideration to seniority holding posts of Clerk H&D Cadre subject to the condition that he/she possesses at least diploma in the relevant field from National College of Arts or similar local or foreign Institution duly recognized by H.E.C. and 7-years service in PSIC.	18 to 25
2.	Proposed. Technical Post in different field in BS 8 to 10	Director (Admin)	Maître alongwith diploma in the relevant field or equivalent foreign training with three year's experience in a Government Semi Government or a Business organization of repute.	Diploma in the relevant field or equivalent foreign training with 7-year's service in PSIC.	By selection on merit from among the members of service with due consideration to seniority holding posts of Clerk H&D Cadre subject to the condition that he/she possesses at least diploma in the relevant field from National College of Arts or similar Institution duly recognized by H.E.C. and 7-years service in PSIC.	25

7

TENTATIVE LIST OF TECHNICAL OFFICERS (HANDICRAFTS & DESIGN CADRE)

Sr. No.	Name	Qualification	Grade	Entry into Service	Promotion to Present Grade	Remarks
1	2	3	4	5	6	7

OFFICER BS-19

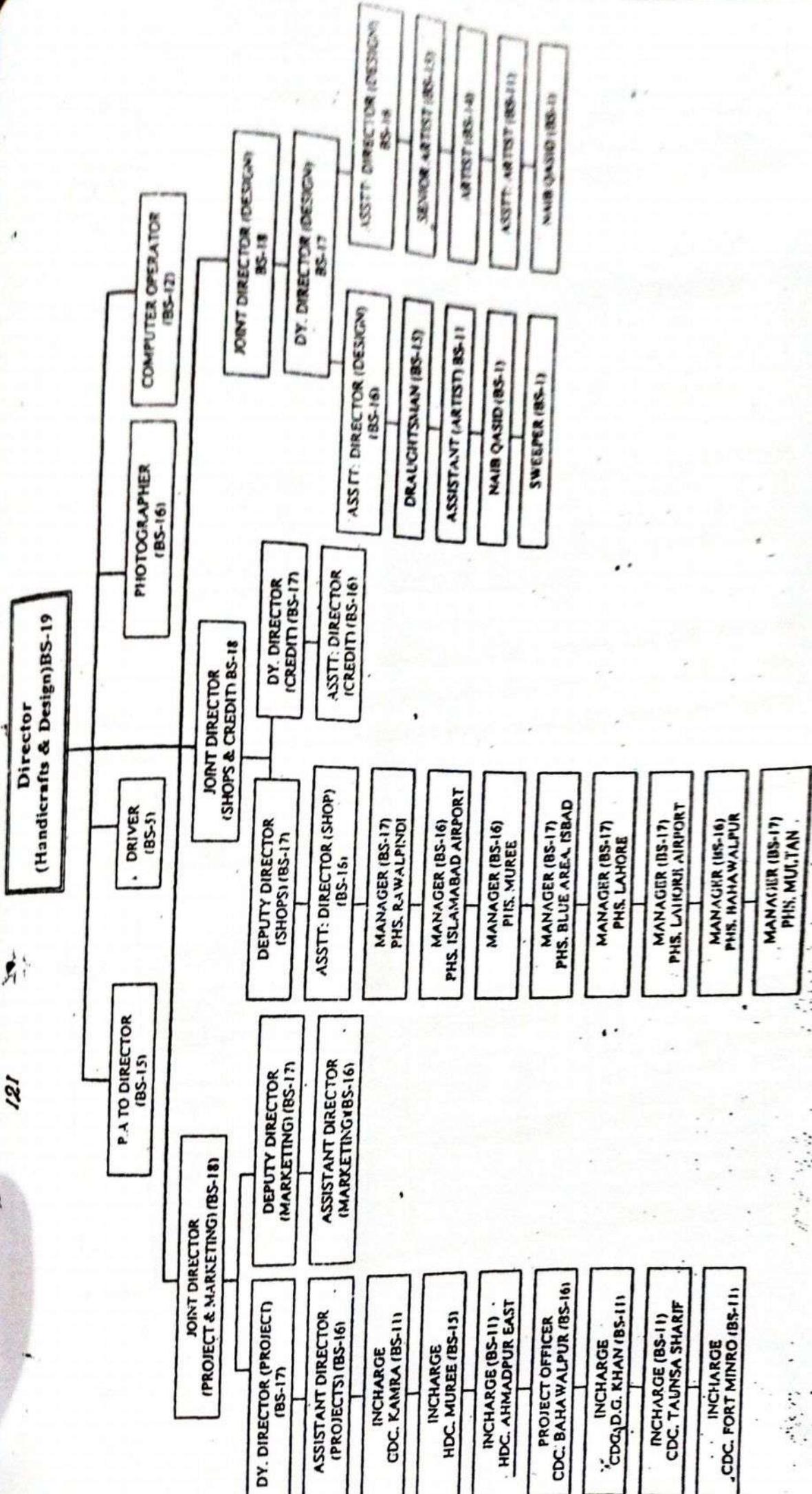
01.	Mr. Nazir Ahmad, Design Engineer	F.A/ National Diploma in Arts.	19	28.07.1976	14.07.2003	Post available at H&D, PSIC, H.O, Lahore.
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OFFICERS GRADE-17

01.	Mrs. Nighat Naseem, Creative Designer	F.A/National Diploma in Arts.	17	14.06.1982	18.07.1983	Post available at Dte. of H&D, PSIC, H.O. Lahore.
02.	Mr. Arif Javaid, Moulder.	Matric/National Diploma in Design	17	15.09.1983	20.08.1986	--do--
03.	Mr. Muhammad Ramzan Joyia, Manager/Dy.Dir.	B.A.	17	24.07.1980	13.04.1991	Post available at PHS, Islamabad
04.	Mr. Gulzar Ahmad, Dy. Director (Carpet)	F.A/Diploma in Carpet Weaving	17	08.11.1973	28.06.1993	
05.	Miss Rehana Munawar Ali, Creative Designer.	Matric/Diploma in Fabric	17	01.02.1984	22.08.1993	
06.	Mst. Tehmina Khalid, Creative Designer.	F.A/Bachelor Degree in Design.	17	01.07.1986	22.08.1993	Post available at Dte. of H&D, PSIC, H.O. Lahore.
07.	Mr. Ejaz Ahmad Mir, Quality Control Officer.	B.Sc (Chemistry)	17	10.07.1984	03.05.1994	
08.	Mr. Liaquat Ali Raza, Deputy Director (Textile).	Matric/Diploma in Weaving Textile	17	21-4-83	01.01.1997	Post available at PHS, Lahore
09.	Mr. Ikram-ul-Haq, Deputy Director (Crafts)	M.A. Industrial Arts.	17	14.05.1984	11.01.1997	Post available at R.O.B'pur
10.	Mr. Abdul Waheed Butt.	Matric/Diploma in Carpet Weaving & Design.	17	28.02.1977	27.12.1997	
11.	Mr. Ghulam Hussain Nizami, Deputy Director (Crafts).	Matric.	17	10.01.1974	02.01.1998	

TENTATIVE LIST OF TECHNICAL OFFICERS (HANDICRAFTS & DESIGN CADRE)

Sr. No.	Name	Qualification	Grade	Entry into Service	Promotion to Present Grade	Remarks
1	2	3	4	5	6	7
<b>OFFICERS GRADE-16</b>						
01.	Mr. Ejaz-ul-Haq Malik, Assistant Director (Dyeing)	F. Sc/Diploma in Dyeing/ <i>TEXTILE FINISHING TECHNOLOGY</i>	16	22.09.1976	30.06.1980	Post available at Dte. of H&D, PSIC, H.O. Lahore.
02.	Mr. Akbar Ali, Assistant Director (Carpet)	F.A./Diploma in Carpet Weaving & Design	16	03.10.1973	07.05.1986	Post available at Dte. of H&D, PSIC, H.O. Lahore.
03.	Mr. Muhammad Jaffar, Assistant Director (Design)	Matric/Diploma in Design	16	21.08.1986	21.08.1986	Post available at Dte. of H&D, PSIC, H.O. Lahore.
04.	Mr. Muhammad Akhlaq, Assistant Director (Talam)	F.A./Certificate in Carpet Weaving & Design	16	30.04.1976	15.01.1991	Post available at Dte. of H&D, PSIC, H.O. Lahore.
05.	Mr. Asghar Suleman, Assistant Director (Talam)	Matric/Certificate in Carpet Weaving & Design	16	04.10.1974	15.01.1991	Post available at Dte. of H&D, PSIC, H.O. Lahore.
06.	Mr. Zulfiqar Ali Mahar, Assistant Director (Crafts)	M.A.(Industrial Art)	16	11.07.1992	22.08.1993	Post available at PHS, Multan
07.	Mr. Abdul Razzaq, Assistant Director (Carpet)	Matric/Diploma in Carpet Weaving & Design.	16	01.11.1973	25.04.1996	Post available at PHS, Murree
08.	Ch. Maqbool Ahmad, Assistant Director (Carpet).	Matric	16	25.11.1973	11.11.1996	Post available at PHS, Rawalpindi.
09.	Mr. Nayyar Nawaz, Assistant Director (Carpet)	Matric	16	21.10.1974	11.11.1996	-
10.	Mr. Salah-ud-Din, Photographer.	F.A.	16	23.11.1986	16.02.2005	Post available at Dte. of H&D, PSIC, H.O. Lahore.





PUNJAB SMALL INDUSTRIES CORPORATION  
DIRECTORATE OF ADMINISTRATION & COORDINATION  
1<sup>ST</sup> FLOOR ALFALAH BUILDING THE MALL LAHORE.

No. PSIC/ESTAB/MISC-209/2321

Dated: 07.09.2016

1. All Directors, PSIC, Head Office, Lahore.
2. All Regional Directors, PSIC.

Subject: - UPGRADATION OF POSTS ASSISTANTS /ACCOUNTS ASSISTANTS FROM BS-14 TO BS-16 ALONG WITH INCUMBENTS AND ITS IMPACT ON THE ADMINISTRATIVE STRUCTURE OF HEAD OFFICE / REGIONAL OFFICES WITH REGARD TO DELEGATION OF POWERS

It is notified for the information of all concerned that PSIC Board of Members in its 94<sup>th</sup> meeting held on 10.08.2016, under Agenda Item No.15 has very kindly approved to revise the Administrative Powers of Managing Director and Regional Directors, PSIC as under:-

S.NO	NATURE OF POWER	EXISTING POWERS OF MANAGING DIRECTOR	PROPOSED POWERS FOR MANAGING DIRECTOR
1	<u>APPOINTMENTS AS PER SCHEDULED POSTS SANCTIONED BY THE PSIC BOARD</u>		
1.1	a) Initial appointment, promotion, confirmation, disciplinary actions including suspension and award of punishments.	Full powers upto BS-18	Full powers upto BS-19, being Chief Executive Officer of the Corporation and senior most rank in Corporation.
4	Grant of advance increment, special increment, honoraria, special pay / allowance and special rewards.	Full powers upto BS-18	Full powers upto BS-19, being Chief Executive Officer of the Corporation and senior most rank in Corporation.

Sl. No.	NATURE OF POWER	EXISTING POWERS OF REGIONAL DIRECTORS, BS-19	PROPOSED POWERS FOR REGIONAL DIRECTORS, BS-18 AND BS-19
1	<u>APPOINTMENTS AS PER SCHEDULED POSTS SANCTIONED BY THE PSIC BOARD</u>		
1.1	a) Initial appointment, promotion, confirmation, disciplinary actions including suspension and award of punishments.	Full powers upto BS-15 within Region except promotion	Full powers upto BS-16 within Region except promotion. However, in case of initial appointments clearance of vacant posts from Head Office will be compulsory.
	b) Fixation of pay and terms & conditions of appointment where applicable.	Full powers upto BS-15 within Region	Full powers upto BS-16 within Region.
	c) Sanction of pension & recovery of amount from Pensionary Dues, if any.	Full powers upto BS-15 within Region	Full powers upto BS-16 within Region.
2	<u>LEAVE</u>		
2.1	Grant of Earned leave and all other leave except Ex-Pakistan Leave and Casual Leave.	Full powers upto BS-15 within Region	Full powers upto BS-16 within Region.
6.	Engaging persons on work-charge / daily wages / adhoc / Part Time basis.	Nil	Full powers to the extent of engaging persons on Part Time basis against the sanctioned Budgeted Fixed/Part Time posts of Sweepers / Malies/ Chowkidars only.

  
JOINT DIRECTOR (ESTAB)

Copy to:-

1. Joint Director (Admn)/(Legal), PSIC, H.O. Lahore.
2. Dy. Secretary (Board), PSIC, H.O. Lahore.
3. PSO to Managing Director, PSIC.
4. PS to Dy. Managing Director, PSIC.
5. PA to Director (A&C), PSIC.