

(केवल बैंक के कर्मचारियों के प्रयोग के लिए)
(For Use of Officials of the Bank)

राष्ट्रीय कृषि और ग्रामीण विकास बैंक व्यय नियमावली, 2008
NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT
EXPENDITURE RULES, 2008



<p>राष्ट्रीय कृषि और ग्रामीण विकास बैंक सामान्य प्रशासन विभाग प्रधान कार्यालय मुम्बई</p>	<p>National Bank for Agriculture and Rural Development General Administration Department Head Office Mumbai</p>
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**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT**

EXPENDITURE RULES, 2008

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**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT**

EXPENDITURE RULES 2008

Preamble

Whereas it is desirable and considered expedient to revise the rules governing expenditure to be incurred by or on behalf of the National Bank for Agriculture and Rural Development, the Board of Directors of the Bank, in supersession of the National Bank for Agriculture and Rural Development Expenditure Rules, 1998, hereby makes the following rules, namely :

1. **Title and commencement**

These rules may be called the National Bank for Agriculture and Rural Development Expenditure Rules, 2008 and shall come into force from 1 January 2008.

2. **Power to sanction expenditure on behalf of the Bank**

The power to sanction expenditures on behalf of the Bank shall be exercised in accordance with the provisions of these rules.

3. **Definitions**

In these rules and in the Schedules to these rules, unless there is anything repugnant in the subject or context

- a. "the Act" means the National Bank for Agriculture and Rural Development Act, 1981;
- b. "the Bank" means the National Bank for Agriculture and Rural Development established under the above said Act;
- c. "the General Regulations" means the National Bank for Agriculture and Rural Development General Regulations, 1982, or National Bank for Agriculture and Rural Development (Additional) General Regulations, 1984 or any replacement thereof;

- d. "the Board" means the Board of Directors of the Bank, and in relation to any power exercisable by it, includes the Executive Committee;
- e. "R.O." means Regional Office;
- f. "T.E." means Training Establishment;
- g. "DIT" means Department of Information Technology;
- h. "DEAR" means Department of Economic Analysis and Research;
- i. "CSID" means Central Statistical Information Department;
- j. "AD" means Accounts Department;
- k. "FD" means Finance Department;
- l. "GAD" means General Administration Department;
- m. "HRMD" means Human Resources Management Department;
- n. "HRDD" means Human Resource Development Department;
- o. "PD" means Premises Department;
- p. "DCRR" means Department for Co-operative Revival and Reforms;
- q. "SPD" means State Projects Department;
- r. "Controlling Officer" in respect of an Office, Division, a Department of Head Office or a Training Establishment means the Officer who is nominated for this purpose by the Chief General Manager, FAD, Head Office, as Controlling Officer under the budgetary control system;
- s. "the Executive Committee" means the Executive Committee of the Board of the Bank;
- t. "Chairman" means the Chairman of the Bank and, in relation to any power exercisable by him under these rules, includes a whole time Director appointed under sub-section (3) of Section 6 of the Act.
- u. "Managing Director" means the Managing Director of the Bank and, in relation to any power exercisable by him under these rules, includes a whole time Director appointed under sub-section (3) of Section 6 of the Act.
- v. "Executive Directors' Committee" means the Committee of Executive Directors of the Bank and for the purpose of conducting a meeting, the quorum shall be at least three Executive Directors present in the meeting.
- w. "Executive Director" means an Officer designated as such by the Bank.

- x. “Officer-in-Charge” means an Officer in Grade ‘F’, Grade ‘E’ and Grade ‘D’, who is In-Charge of an Office, Training Establishment or agency established by the Bank under sub-section (4) of Section 3 of the Act;
- y. “Chief General Manager” means an Officer in Grade ‘F’, called as such or by any other designation;
- z. “General Manager” means an Officer in Grade ‘E’, called as such or by any other designation;
- aa. “Deputy General Manager” means an Officer in Grade ‘D’, called as such or by any other designation;
- ab. “Assistant General Manager” means an Officer in Grade ‘C’, called as such or by any other designation;
- ac. “Manager” means an Officer in Grade ‘B’, called as such or by any other designation;
- ad. “the Sanctioning Authority” means the authority nominated to sanction expenditure under the said Rules and as per Schedule II to these Rules;
- ae. “Year” means the accounting year of the Bank, i.e. 01 April to 31 March of the succeeding year;
- af. Consultant means the external consultants appointed by the Bank such as Engineers, Geologists, Management Experts, Airconditioning Consultant, Architects, Structural Consultants, Valuers Electrical, Interior Designers and the like.
- ag. Technical Officers (Civil/Electrical) means AM/Mgr./AGM/DGM/GM/CGM appointed by the Bank.
- ah. Various sanctioning authorities mentioned in Schedule II of this Act refer to all the authorities connected with the said work in Head Office, Regional Offices, Sub-Offices and Training Establishments.
- ai. Words and expressions used herein and not defined but defined in the Act shall have meanings respectively assigned to them in that Act.

4. **Power of sanctioning expenditure on behalf of the Bank - by whom to be exercised**

- i. The various authorities/officers referred to in Schedule II to these rules are hereby authorised to sanction expenditure under the various heads

as specified in that Schedule, subject to the conditions, if any, specified therein.

- ii. Expenditure in excess of powers delegated to Chairman/Managing Director under the various heads referred to in Schedule II shall be sanctioned by Board.
- iii. Pay Order on bills, expenditure in respect of which has been sanctioned by a sanctioning authority, may be given by an Officer in Grade 'B' and above.

5. **Delegation of powers in favour of other Officers**

Delegation of powers in favour of an authority in Schedule-II of these rules shall be deemed to include delegation in favour of any authority who is in a grade higher to him in that Department or Division.

6. **Economy in expenditure and financial discipline**

- i. Every Sanctioning Authority shall always ensure that proper record of expenses sanctioned is maintained and shall observe financial discipline and strive to effect economy in the expenditure and shall ensure that the expenditure is within the budgetary allocation.
- ii. Sanction of any expenditure in excess of the budgetary allocation shall ordinarily require prior approval of the concerned Department at the Head Office.
- iii. The Officer vested with the sanctioning power is the authority empowered to approve the proposal for expenditure. At Head Office, the concerned Department shall approve the proposals as per norms laid down.
- iv. "The Competent Authority" means the authority nominated to sanction expenditure as per Schedule II to these Rules. Prescribed norms and procedures laid down for expenditure may be meticulously followed.
- v. While sanctioning the expenditure, the Sanctioning Authority shall follow such instructions and directions as are in force from time to time for determining the requirements and eligibility and also follow the prescribed procedure and safeguards in respect of calling for and opening of quotations, awarding of contracts, payment of bills, etc.
- vi. The Sanctioning Authority shall not sanction or incur expenditure in excess of the powers vested in him excepting in case of emergency and if he is satisfied that it is in the interest of the Bank, to do so. Such

excess expenditure incurred or sanctioned by him shall be immediately reported to the appropriate higher authority having powers to sanction such expenditure giving reasons therefor and such authority may accord post-facto sanction for such expenditure.

7. **Obligations of Sanctioning Authorities**

In exercising the powers delegated under these rules, the sanctioning authorities shall take the following precautions:

- i. Specific instructions issued by various Departments with regard to functioning of the Bank are kept in mind while exercising the powers.
- ii. A Sanctioning authority other than Executive Director shall exercise only those powers that are consistent with the responsibilities and duties attached to the Office or post held by him.
- iii. Save as specifically provided otherwise, powers relating to the expenditure on Dead Stock, machineries and other capital expenditure as also revenue expenditure such as repairs, printing and stationery, etc. are exercised by the Officers of GAD & Premises Dept. at HO and General Administration Division at ROs/TEs in accordance with the delegation of powers.
- iv. For the sake of propriety, the expenditure pertaining to the concerned Officer himself shall always be sanctioned by the next higher authority.
- v. When the in-charge of a Regional Office/HO Dept. is on tour, or absent for any reason, the official attending to his duties will exercise the powers required in urgent cases for smooth functioning of the Office. All actions so taken will be got confirmed from the in-charge of the Office/Department on his return.
- vi. Except Chairman and Managing Director, all delegated officers who are due to retire within three months or who have served a notice of resignation or have sought voluntary retirement, shall exercise their delegated power in financial matters jointly with another Officer of the same rank.
- vii. Various periodical reports prescribed in connection with incurring of expenditure are promptly submitted to the appropriate authority.
- viii. Any item of work not covered under the delegation of powers will require specific reference to the Head Office.

ix. The powers delegated are not to be further delegated. Managing Director may effect further delegation of sanctioning power whenever it is considered necessary out of exigencies and cause such delegation to be placed before the Board.

8. **Form of Accounts**

Subject to the provisions of the Act and the General Regulations, the accounts of the Bank shall be maintained under the "Heads" as set out in Schedule-I to these rules or in such other manner as the Managing Director may specify from time to time.

In the event of the Managing Director specifying a change in the heads of account, such change shall accordingly be deemed to have been incorporated in the Schedule-I, with effect from such date as may be specified by the Managing Director. Such changes shall also be notified to all Sanctioning Authorities.

9. **Power to interpret and implement the Rules**

The power to interpret these rules unless otherwise stated vests with the Managing Director, who is also hereby empowered to issue such administrative instructions, as may be necessary, to give effect to and carry out the purposes of the provisions of these rules or otherwise to secure effective control over the expenditure.

10. **Limitation of Rules**

Nothing in these rules shall apply to the investing of the funds of the Bank in the purchase or sale of securities, investment of surplus funds in the approved avenues, issue of loans and advances including refinance, grants, purchases and sales of exchange or to the payment of commission, brokerage and other regular charges in connection with the same, orders in regard to which shall be issued by the Managing Director, who may delegate the power to invest the funds of the bank and to perform other functions to Officers-in-Charge of Offices/Department, either specifically or by general instructions, subject to such conditions/restrictions or limitations as the Board may impose.

11. **Repeal of NABARD Expenditure Rules, 1998**

The NABARD Expenditure Rules, 2008 are being adopted in substitution of, and to the exclusion of, the NABARD Expenditure Rules, 1998 which shall cease to be in force with effect from the date on which these Rules come into force.

SCHEDULE - I**ACCOUNT HEADS**

1	LAND
	- Freehold
	- Leasehold
2	PREMISES
	- Office Premises
	- Staff Quarters
3	FURNITURE & FIXTURES
	- Furniture & Fixtures - Office
	- Furniture & Fixtures - Quarters
	- Furniture & Fixtures - Residence
	- Fan & Electric Installation - Office
	- Fan & Electric Installation - Quarters
	- Fan & Electric Installation - Residence
	- Miscellaneous/carpet etc. - Office
	- Miscellaneous/carpet etc. - Quarters
	- Miscellaneous/carpet etc. - Residence
	- Expenses on Misc. Assets A/c - Furniture & Fixtures
4	COMPUTER INSTALLATIONS & OFFICE EQUIPMENTS
	- Computer Installations & Office Equipments - Office
	- Computer Installations & Office Equipments - Residence
	- Medical Equipments - Office
	- Air-conditioners & Water Coolers - Office
	- Air-conditioners & Water Coolers - Residence
	- Audio Visual Aid - Office
	- Audio Visual Aid - Residence
	- Communication Devices & Office Equipments - Office
	- Communication Devices & Office Equipments - Residence
	- Office Equipments - Office
	- Office Equipments - Residence
	- Expenses on Misc. Assets A/c - CI
	- Expenses on Misc. Assets A/c - Other CIOE Items
5	VEHICLES
	- Motor Vehicles
	- Bicycles
6	REPAIRS TO PROPERTY A/C
7	ESTABLISHMENT CHARGES ACCOUNT
	- Salary & Allowances - Chairman
	- Contribution to Leave Salary - Chairman
	- House Rent - Chairman

	- LRTC - Chairman
	- Reimbursement of Conveyance - Chairman
	- Other Allowances - Chairman
	- Salary & Allowances - MD
	- Other Allowances - MD
	- Contribution to Leave Salary - MD
	- House Rent - MD
	- LRTC - MD
	- Reimbursement of Conveyance - MD
	- Salary & Allowances - Other Staff
	- Contribution to Leave Salary - Other Staff
	- House Rent - Other Staff
	- LRTC - Other Staff
	- Reimbursement of Conveyance- Other Staff
	- Encashment of OL - Other Staff
	- Salary & Allowances - Overtime
	- House Rent Recovery - Other Staff
	- House Rent Subsidy - Other Staff
	- House Rent Subsidy (Paying Guest)
	- Income Tax on gratuity - Other Staff
	- Miscellaneous
	- Expenditure on Officers Lounge & Dining Room
	- Other Allowances - Staff and IT on Non Monetary Perks
	- Household Help/Cleaning Allowance
	- Book Grant
8	CONTRIBUTION TO PF & OTHER FUNDS
	- Establishment Charges A/c - Contribution to PF - Chairman
	- Establishment Charges A/c - Contribution to PF & Other Funds - PF-MD
	- Establishment Charges A/c - Contribution to PF & Other Funds - PF - Other Staff
	- Establishment Charges A/c - Provision & Other Funds - Pension Fund
	- Establishment Charges A/c - Contribution to Encashment of OL
9	EXPENDITURE ON GRATUITY A/C
10	TRAVELLING & OTHER ALLOWANCES - DIRECTORS & COMMITTEE MEMBERS MEETINGS
11	DIRECTORS & COMMITTEE - MEMBERS FEE A/C
12	RENT, RATES, INSURANCE, LIGHTING, ETC. A/C
	- Rent , Rates & Taxes
	- Electricity Charges
	- Electricity Charges - Staff Quarters
	- Insurance to property & Insurance Air Travel
13	TRAVELLING EXPENSES A/C

	- Chairman
	- Managing Director
	- Staff - Transfer
	- Tour - Staff (Inland Tour)
	- Technical Expert
	- Trainees
	- Foreign Tour - Chairman
	- Foreign Tour - MD
	- Foreign Tour - Staff
	- Statutory Auditors, Consultants, Others
14	PRINTING & STATIONERY
	- Stationery, Banks' Publication, Computer Consumables, Others
15	POSTAGE, TELEGRAM & TELEPHONE A/C
	- FAX, Telex, Teleprinter Charges
	- Telephone Charges - Lease Line
16	AUDIT FEES
17	LEGAL CHARGES A/C
18	WEALTH TAX A/C
19	DISCOUNT, BROKERAGE & COMMISSION ON BONDS, ETC.
20	NABARD SDC RIF
21	OTHER EXPENSES - MISCELLANEOUS A/C
	- Bank Charges
	- Consultation Fees
	- Conveyance Charges
	- Conveyance - Chairman
	- Conveyance - MD
	- Crockery & Cutlery
	- Donation
	- Entertainment
	- Honorarium to Staff
	- Trainees Lounge facility
	- Library Books
	- Liveries
	- Maintenance & Security including Computer Maintenance & Other Dead Stock Maintenance
	- Medical Expenses - Chairman
	- Medical Expenses - MD
	- Medical Expenses - Other Staff
	- Miscellaneous
	- House Journal
	- Newspapers & Periodicals

	- Office Conveyance
	- Personal Injury Compensation Scheme, 1972
	- Recruitment
	- Scholarship to Employee's Children
	- Stamp duty on bonds & shares
	- Subsidy to lounge & dining room
	- Subsidy to Staff Canteen
	- Reimbursement of tea, lunch & conveyance
	- Grant to small farmers, agri-business consortium
	- Software purchase/consultancy
	- Software Maintenance
	- Advertisement
	- Promotion of Rural Industries - General
	- Promotion of Rural Industries - ECRC
	- Promotion of Rural Industries - B.O. Training
	- Committee charges -KFW NABARD VI
	- Non-recurring expenses under SDC VII
	- Expert Group on Agricultural Indebtness
	- Interest on TDS
	- Memento
	- Hospitality - Directors of the Board / Committees of the Board
	- Reimbursement of briefcase expenses
	- Holiday Home charges
	- Festival celebrations
	- VOF & VEF maintenance
	- Task Force for Revitalisation of Cooperatives (HO)
22	EXCHANGE & CHARGES ON REMITTANCE A/C
23	EXPENDITURE ON STUDY & TRAINING
24	INCENTIVE FOR PROFESSIONAL QUALIFICATION
25	GRANT TO SOCIETY
26	REMITTANCE TO BIRD SOCIETY
27	DEPRECIATION
28	BOND ISSUE AND SERVICING EXPENSES A/C
	- Guarantee Fee A/c
	- Listing and surveillance Fee A/c
	- Printing, Postage and Other Expenses on Bonds
	- Credit Rating Fee A/c

Schedule II

**AUTHORITIES AUTHORISED TO SANCTION
EXPENDITURE UNDER VARIOUS HEADS**

DEAD STOCK ACCOUNT

Acquisition of Immovable Property

1. An annual budget containing proposals for acquisition of immovable property for Office or Residential purposes shall be placed before the Board for its approval.
2. Subject to the budget approved by the Board and the specifications and priorities as laid down by it, individual proposals for acquisition of immovable property shall be approved by the Board.

**Release of Payments/Advances for Acquisition of Immovable
Properties/Construction of Office/Residential Buildings**

3. The expenditure for acquisition of Immovable Property shall include cost of acquisition of land/buildings, payment of premium and rent deposits where the property is acquired on lease, or payment of bid amounts where the property is acquired in auction, release of payments/ advances for construction of buildings, interior furnishing, horticulture, electrical/ air-conditioning, automation etc. of Bank's Buildings, appointment and extension of term of consultants, additions/alterations to Bank's Buildings, etc.

Subject to provision of Clauses 1 and 2, the expenditure may be sanctioned by the following authorities up to the limits as specified herein below :

(a)	Chief General Manager, PD, HO.	Rs.100 lakh
(b)	Executive Director	Rs.200 lakh
(c)	Managing Director	Rs.500 lakh
(d)	Board	Exceeding Rs.500 lakh

4. In cases where the expenditure has been sanctioned as per the powers delegated under Clause 3, the payments of all bills shall be made to the concerned parties strictly in accordance with the terms of contract and the payments may be sanctioned up to 90% or as the case may be (ie. ad-hock

payment) by the Officer-In-Charge or any officer in Grade E or D nominated by O-I-C subject to recommendations of the Technical Officer (Civil or Electrical) of Premises Department. Final settlement may be made subject to approval by PD., HO.

Additions/Alterations to Bank's Buildings (Office and Staff Quarters)

5. The project works of the following types both in Office and Staff Quarters shall be executed in consultation with Premises Department :

(a) Work necessary to bring into use and improve habitable conditions in the premises which are either newly acquired or where services are improperly provided, additions, alterations to existing buildings, reconstruction of buildings, purchase and installation of plant and machinery, additions and alterations to equipments and installations.

(b) Prior consultation with the Premises Department shall also be made in the following types of works where structural alterations are involved or a clearance from the local authorities is required or the estimated expenditure is in excess of the sanctioning powers of the ROs, renewals and replacements necessitated for technical and engineering reasons, works required to make good the damage to buildings, installations and services and preventive maintenance and special repairs, replacements required so as to ensure least inconvenience to the users and prevent failures.

(c) For other works involving additions / alterations to Bank's properties, prior consultation with Technical Officers may be made wherever necessary.

6. Subject to provisions of Clause 5 and scrutiny by a Technical Officer (Civil/Electrical) of Premises Department, the following officers may sanction expenditure for additions, alternation, renovation of properties contractual maintenance, servicing and repairing of installations on each occasion up to the limits indicated here under :

(a)	Manager	Rs.20,000/-
(b)	Assistant General Manager	Rs.50,000/-
(c)	Deputy General Manager	Rs.1 lakh
(d)	General Manager	Rs.2 lakh
(e)	Chief General Manager, RO/O-I-C	Rs.20 lakh

(f)	Chief General Manager, HO	Rs.50 lakh
(g)	Executive Director	Rs.100 lakh
(h)	EDs' Committee	Exceeding Rs.100 lakh

PD., HO. shall be the authority to interpret or make changes in the norms mentioned in Clause 1 to 6 mentioned above.

Dead Stock Articles (Office and Staff Quarters)

A. Furniture & fixtures

7. Expenditure towards purchase of new furniture, replacement of worn out furniture both in Office and Staff Quarters in accordance with existing norms and procedures prescribed by PD/GAD., HO from time to time may be sanctioned by the following officers up to the limits indicated here under :

(a)	Manager	Rs.20,000/-
(b)	Assistant General Manager	Rs.50,000/-
(c)	Deputy General Manager	Rs.1 lakh
(d)	General Manager	Rs.2 lakh
(e)	Chief General Manager, RO/O-I-C	Rs.20 lakh
(f)	Chief General Manager, HO	Rs.50 lakh
(g)	Executive Director	Rs.100 lakh
(h)	EDs' Committee	Exceeding Rs.100 lakh

8. Purchase of articles for use in residences of Senior Officers (Office cum Residence) and FRO Schemes in accordance with instructions issued by HRMD, HO from time to time by GM/O-I-C.

B. Electrical Installations

9. Expenditure towards purchase of new electrical equipments and goods both in office and staff quarters such as water coolers, air conditioners, desert coolers, fans, water pumps, exhaust fans and electrical kitchen appliances such as cooking range, water boilers, all expenses towards inter-office and intra-office Networking Communication; additions, alterations to the electrical installations such as wiring system, distribution board, sub-panel boards, modifications to air conditioner ducting, chilled water piping, AC fan coils, units as part of central plant and other electro-mechanical systems, including burglar alarm system, etc., purchase and installation of new fans and any other expenditure towards purchase of electrical goods, equipments and accessories including water pumps

and geysers in replacement of the old one in accordance with the norms and procedures prescribed by PD/GAD, HO from time to time may be sanctioned by the following officers up to the limits indicated here under :

(a)	Manager	Rs.20,000/-
(b)	Assistant General Manager	Rs.50,000/-
(c)	Deputy General Manager	Rs.1 lakh
(d)	General Manager	Rs.2 lakh
(e)	Chief General Manager, RO/O-I-C	Rs.20 lakh
(f)	Chief General Manager, HO	Rs.50 lakh
(g)	Executive Director	Rs.100 lakh
(h)	EDs' Committee	Exceeding Rs.100 lakh

C. Computers, Communication equipments, Cooling Systems, Office Equipments, Security Equipments and small value articles

10. Expenditure towards purchase and replacement of computer hardware in conformity with the norms prescribed by DIT/GAD/PD, HO from time to time may be sanctioned by the following officers up to the limits indicated here under :

(a)	Assistant General Manager	Rs.50,000/-
(b)	Deputy General Manager	Rs.1 lakh
(c)	General Manager	Rs.2 lakh
(d)	Chief General Manager, RO	Rs.10 lakh
(e)	Chief General Manager,GAD/PD.HO	Rs.15 lakh
(f)	Executive Director	Rs.25 lakh
(g)	EDs' Committee	Exceeding Rs.25 lakh

11. Expenditure towards purchase of ready made software, software development and maintenance by external software agencies and hiring consultants for software development, etc. in conformity with the norms prescribed by DIT/GAD/PD, HO from time to time may be sanctioned by the following officers up to the limits indicated here under :

(a)	Chief General Manager, RO/O-I-C	Rs.5 lakh
(b)	Chief General Manager,GAD/PD.HO	Rs.10 lakh
(c)	Executive Director	Rs.25 lakh
(d)	EDs' Committee	Rs.100 lakh
(e)	Managing Director	Exceeding Rs.100 lakh

12. Expenditure towards purchase and replacement of telecommunication equipment for the purpose of inter-office and intra-office communication of the Bank, Cooling Systems such as air conditioners, central air-conditioning plant and equipments, security installations, office automation equipments such as photocopying machines, fax machines, etc. may be sanctioned by the following officers up to the limits indicated here under :

(a)	Deputy General Manager	Rs.1 lakh
(b)	General Manager	Rs.2 lakh
(c)	Chief General Manager, RO	Rs.10 lakh
(d)	Chief General Manager, GAD/PD,HORs.	Rs.50 lakh
(e)	Executive Director	Rs.100 lakh
(f)	EDs' Committee	Exceeding Rs.100 lakh

13. Expenditure towards purchase and replacement of Office Equipments of small value such as pocket/desk calculator, weighing scale, franking machine, wall clock as also medical equipment required for dispensary such as stethoscope, blood pressure apparatus etc. and computer peripherals such as mouse, keyboard, speakers, data storage devices, etc. may be sanctioned by the following officers up to the limits indicated here under :

(a)	Assistant General Manager	Rs.25,000/-
(b)	Deputy General Manager	Rs.50,000/-
(c)	General Manager	Rs.1 lakh
(d)	Chief General Manager	Rs.2 lakh

D. Motor vehicles

14. Expenditure towards purchase and replacement of vehicles for use of Chairman, MD & Full-time Directors of the Bank, Executive Directors, Chief General Managers and other Officers of the Bank or the Common Carpool of the Bank as per existing guidelines laid down from time to time may be sanctioned by the following officers up to the limits indicated here under :

(a)	Chief General Manager, RO	Rs.10 lakh
(e)	Chief General Manager, GAD.,HO	Rs.15 lakh
(f)	Executive Director	Rs.25 lakh
(g)	EDs' Committee	Exceeding Rs.25 lakh

Disposal of Dead Stock Articles including vehicles

15. Disposal of dead stock articles including vehicles shall be made as per norms laid down in the Manual and guidelines issued by PD/GAD, HO from time to time. The following officers may authorise the disposal and write-off of dead stock articles including vehicles
- | | | |
|----|--|----------|
| a. | If the article has been utilised for prescribed period - | DGM |
| b. | Other cases | - GM/OIC |
16. The write-off of the cost of any item of asset lost or stolen or damaged by fire, flood or any other cause may be authorised by the following officers as indicated below :
- | | | |
|-----|---------------------------------|---------------------|
| (a) | General Manager | Rs.25,000/- |
| (b) | Chief General Manager, RO/O-I-C | Rs.50,000/- |
| (c) | Chief General Manager, GAD.,HO | Rs.1 lakh |
| (d) | Executive Director | Rs.2 lakh |
| (e) | EDs' Committee | Rs.5 lakh |
| (f) | Managing Director | Exceeding Rs.5 lakh |

GAD/PD, HO. shall be the authority to interpret or make changes in the norms mentioned in Clause 7 to 16.

CHARGES ACCOUNT

ESTABLISHMENT

Salaries and Allowances

17. Assistant General Manager may sanction monthly expenditure in respect of pay and allowances of the staff (permanent, temporary & casual) and pension in accordance with the Service / Pension Rules applicable to them from time to time.

Miscellaneous Expenses

Leave and Retirement Travel Concession Expenses (LRTC & LTC)

18. Expenditure on account of Leave and Retirement Travel concessions (LRTC & LTC) in respect of all staff may be sanctioned by AGM in accordance with the rules in force from time to time.

Medical Expenses

19. Manager may sanction all medical claims on declaration basis in accordance with the rules in force from time to time.
20. Assistant General Manager may sanction all medical claims other than on declaration basis in accordance with the rules in force from time to time.
21. Deputy General Manager may sanction all expenses connected with the maintenance of dispensaries, including payment to Bank's Medical Officers and the cost of medicines and drugs purchased therefor within the limits approved by HRMD, HO. from time to time.
22. Expenditure not covered in Clauses 19, 20 & 21 shall be referred to HRMD, HO.

Overtime Allowance

23. Subject to prior approval of the appropriate authority, Assistant General Manager posted in Salary Section may sanction Overtime Allowance in accordance with the rules of service governing the employees concerned and the guidelines issued in this regard from time to time by HRMD, Head Office.

Travelling & Halting Allowances (Transfer & Tour)

24. Assistant General Manager may sanction Travelling and Halting Allowance (Trnasfer/Tour) bills, including foreign tour bills, of all staff including the Chief General Manager/Officers-in-Charge in accordance with the rules applicable from time to time. Travelling and Halting Allowance bills not covered by this para shall be referred to GAD, HO.

Payment of Rent for Leased Flats and Recovery of Rent for Staff Quarters

25. Assistant General Manager may sanction payment of rent for leased flats and authorise recovery of rent for staff quarters in accordance with the instructions issued by GAD, HO .

Reimbursement of Conveyance Expenses to Officers

26. Manager may sanction all bills pertaining to reimbursement of petrol, maintenance, repairs, etc. and other charges to owners of vehicles and conveyance allowance to eligible employees in accordance with the instructions issued by HRMD, HO.
27. Assistant General Manager may sanction all bills pertaining to reimbursement on account of tea, lunch, dinner and conveyance expenses claimed by officers as also local conveyance bills of officers and staff in accordance with the rules in force from time to time.

Encashment of Ordinary Leave

28. Assistant General Manager may sanction payment on account of encashment of Ordinary Leave in accordance with the instructions issued by HRMD, HO from time to time.

Expenditure on account of Officers' Lounge and Staff Canteen

29. Deputy General Manager may sanction expenditure in respect of Officers' Lounge (including subsidy where applicable) and subsidy for staff canteen, VOF and VEF in accordance with the instructions issued by HRMD, HO from time to time.
30. Deputy General Manager may sanction all expenditure in respect of establishment and maintenance of VOF, VEF, SRA, etc. (including crockery/cutlery & kitchen-wares) subject to instructions issued by GAD, HO from time to time.

Contribution to Recreation clubs/ Other Staff Organisations for Welfare Activities

31. Assistant General Manager may sanction expenditure under this head in accordance with the instructions issued by HRMD, HO from time to time.

Scholarship, Honorarium, Stipend, Examination Fee, etc. for Education of Self or Dependants

32. Chief General Manager may sanction expenditure under this head for the said purposes in accordance with the instructions issued by HRMD, HO from time to time.

Book grant and Briefcase reimbursements, gifts to staff, including gold coins, & other Staff Welfare Measures

33. Assistant General Manager may sanction expenditure under this head in accordance with the instructions issued by HRMD, HO.
34. Deputy General Manager may sanction expenditure in accordance with the instructions issued by GAD, Head Office from time to time relating to Establishment Expenses not covered by Clauses 17 to 33.

FUND CONTRIBUTIONS

Provident fund, Gratuity and Superannuation Fund

35. Assistant General Manager of the office in which the employee is posted may sanction payment of Bank's monthly contribution to the Provident Fund in accordance with the rates prescribed in the Employee's Provident Fund Regulations in force from time to time.
36. Assistant General Manager may sanction monthly contribution by the Bank to the Pension portion in respect of serving employees who have opted for pension and those who are compulsorily governed by NABARD Pension Regulations, 1993 in accordance with the instructions issued by GAD, HO.
37. Chief General Manager may authorise appropriations to the Bank's Gratuity and other Superannuation Funds at the end of each year to cover the Bank's liability on account of payment of Gratuity and Pension, etc. in accordance with the regulations governing the relative funds.
38. Chief General Manager, GAD, HO may sanction payment of gratuity to the employees at Head Office as also the Officer'-In-Charge of the Regional Offices in accordance with existing instruction. CGM/OIC of the Regional Offices may sanction payment of gratuity to the employees attached to their respective offices in accordance with the instructions issued by GAD, HO. In case of employees posted in Sub-Offices, Gratuity may be sanctioned by Officer-in-Charge of the Controlling Regional Office.

Directors' Fees and Expenses

39. Assistant General Manager, GAD, HO. may sanction expenditure on account of Directors of the Board, Committee/s constituted by the Board and the Members of the Advisory Council in accordance with the scales laid down in the National Bank for Agriculture and Rural Development General Regulations, 1982 or the National Bank for Agriculture and Rural Development (Additional) General Regulations, 1984 as the case may be.

Auditor's Fees and Expenses

40. a. **Statutory Audit** : Chief General Manager, AD may sanction expenditure on account of the fees and other expenses of the Statutory Auditors of the Bank in accordance with the terms of remuneration fixed by the Central Government under the Act.
- b. **Concurrent Audit**: Chief General Manager/Officer-in-Charge at RO & TE may sanction expenditure on monthly basis pertaining to concurrent audit of an Office whether done internally or outsourced in accordance with the instructions issued in this regard from time to time.
- c. **Special Audit** : Chief General Manager/Officer-in-Charge may sanction expenditure pertaining to Special Audit (ie. other than Statutory and Concurrent Audit) in accordance with the instructions issued by AD, HO from time to time.

Rent and Taxes

41. a. Executive Director may approve any proposal to take on lease or leave and licence basis office accommodation within a total monthly rent for licence fee / compensation not exceeding Rs.5 lakh provided the location of the Office at that Centre has been approved by the Head Office.
- b. Any proposal involving payment of rent or licence fee/compensation exceeding Rs.5 Lakh per month shall require the specific approval of the Executive Directors' Committee.
- c. Chief General Manager,GAD/ Officer-in-Charge may approve any proposal to take on lease or leave and licence basis residential

accommodation in accordance with the instructions issued/norms prescribed in this regard by HRMD, Head Office.

- d. Executive Director may approve any proposal to take on lease or leave and licence basis residential accommodation involving payment of rent or licence fee/compensation in excess of the ceilings applicable from time to time.
- e. Managing Director may approve any proposal for Holiday Home Facility in any location. Subject to approval by Managing Director, payment of annual rent may however, be sanctioned by AGM.
- f. CGM, GAD, HO. may approve renewal of Holiday Home Facility on existing terms and conditions. In other cases, when there is an enhancement of annual compensation, Managing Director may approve the renewal of Holiday Home.

Subject to approval by the Competent Authority as mentioned in paras 41. a to f above, payment of annual rent may, however, be sanctioned by AGM.

Insurance

- 42. Assistant General Manager may sanction payment of premia on insurance policies taken out in respect of all the Bank's properties, including office and residential premises, dead stock articles, vehicles, cash in transit, Bank's personnel, etc. in accordance with the instructions issued by GAD, HO.

Electricity, Gas, Water and Housekeeping charges

- 43. a. Assistant General Manager may sanction expenditure on account of electricity, gas and water consumed in the office premises including Visiting Officers' Flats, common areas in Staff Quarters and unallotted Staff Quarters on receipt of the relative bills and after scrutiny of the same.
- b. Assistant General Manager may also sanction expenditure towards disposal of waste and any expenditure for maintaining sanitation in office and Staff Quarters.

- c. Chief General Manager/Officer-in-Charge may sanction any other expenditure related to the above either owned by the Bank or taken on lease/rent.
- d. Expenditure in respect of electricity and gas consumed in the staff quarters or leased flats shall be borne and paid by the occupant employee. In case of default, the amount may be recovered, in one lump sum, from the concerned employee's salary or any other amounts payable to him and paid to the concerned authority or party as the case may be. Provided that the Chief General Manager, GAD/Officer-in-Charge may allow such recovery to be made in suitable instalments.
- e. Assistant General Manager may sanction expenditure on the purchase of electric bulbs, tube lights, etc. for office and staff quarters other than flats taken on lease.
- f. Assistant General Manager may sanction expenditure on account of installation, repairs or replacement of electric and water meters for the Bank's office and staff quarters.

Law charges

- 44. Chief General Manager/Officer-in-Charge may sanction law charges such as Advocate's/Solicitor's Fees, Court Fees and other incidental expenses after obtaining approval from Chief General Manager, Law Department or any Officer not below the rank of Deputy General Manager nominated by Chief General Manager, Law Dept.

Consultancy charges

- 45. Chief General Manager/Officer-in-Charge may sanction Consultancy Charges and other incidental expenses connected with engaging the services of a consultant or consultants as per instructions issued by respective Head Office Departments from time to time.

Postage charges

- 46. Assistant General Manager may sanction expenditure towards purchase of Revenue Stamps, Postal Orders, Money Order Commission, Bank Charges as well as postal charges, including rentals of post box / bag numbers and

their renewal thereof, courier charges and incidental expenses connected with the same as per guidelines issued by GAD. HO. from time to time.

Telephone, FAX,E-mail, Internet, Network etc.

47. Chief General Manager/Officer-in-Charge may sanction expenditure towards installation and shifting of Fax, e-mail, networks, etc. in office and residential premises and reimbursement of these expenses in accordance with instructions issued by GAD. HO. from time to time.
48. Assitant General Manager may sanction periodical expenditure towards fax, e-mail, networks etc. on receipt and verification of the bills.

Stationery expenses

49. Expenditure on bulk purchase of all stationery items commonly used in the Office including paper, pencils, pens, ink pads, files, file boards, toner cartridges, electronic data storage devices, printer ribbons, binders etc. may be sanctioned by the following officers, subject to the limits on each occasion indicated here under :

(a)	Assistant General Manager	Rs.50,000/-
(b)	Deputy General Manager	Rs.1 lakh
(c)	General Manager	Rs.2 lakh
(d)	Chief General Manager	Rs.5 lakh
(e)	Executive Director	Rs.10 lakh
(f)	EDs' Committee	Exceeding Rs.10 lakh

50. Stray purchase of stationery articles required urgently or replacement of worn out items and reimbursement of cost of stationery articles purchased urgently may be sanctioned by Deputy General Manager up to Rs.5,000/-. Such urgent purchases/ reimbursement not exceeding Rs.10,000/- on each occasion may be sanctioned by General Manager.
51. Chief General Manager/Officer-in-Charge can sanction expenditure towards purchase of unusual items of stationery or replacement of worn out items and reimbursement of cost of expenditure not covered under clauses 49 and 50 above.

Printing, copying and painting charges

52. Expenditure on account of the printing of various forms, registers, ledgers, photocopying charges (including cost of paper), calendars, diaries etc. and painting of name boards, emblems etc. may be sanctioned, on each occasion, by the following officers up to the limits indicated here under:

(a)	Deputy General Manager	Rs.30,000/-
(b)	General Manager	Rs.1 lakh
(c)	Chief General Manager	Rs.2 lakh
(d)	Executive Director	Rs.5 lakh
(e)	EDs' Committee	Exceeding Rs.5 lakh

Printing charges - Bank's Publications

53. a. **Bank's publications** : Executive Director may approve the proposal for bringing out any publication for internal circulation / use.

b. **Other publications** : Executive Directors' Committee may approve the proposal for bringing out any other publication intended for wider circulation/ use.

54. The expenditure on printing of approved publications may be sanctioned by the following officers, subject to the limits on each occasion indicated here under :

(a)	Deputy General Manager	Rs.50,000/-
(b)	General Manager	Rs.1 lakh
(c)	Chief General Manager	Rs.2 lakh
(d)	Executive Director	Rs.5 lakh
(e)	EDs' Committee	Exceeding Rs.5 lakh

Depreciation to property

55. No depreciation will be charged in respect of the Freehold Land for Office/ Staff Quarters. Depreciation on the Bank's other property (movable & immovable) may be authorised to be charged by Assistant General Manager in accordance with the instructions issued by FAD, HO.

Repairs to Bank's Property - Office & Staff Quarters

56. Expenditure towards general and periodical repairs, painting, etc., of the Bank's buildings including electrical and other installations, Dead Stock

articles and items of small value in accordance with the norms prescribed by Premises Department may be sanctioned by the following officers up to the limits indicated here under :

(a)	Manager	Rs.20,000/-
(b)	Assistant General Manager	Rs.50,000/-
(c)	Deputy General Manager	Rs.1 lakh
(d)	General Manager	Rs.2 lakh
(e)	Chief General Manager, RO/O-I-C	Rs.20 lakh
(f)	Chief General Manager, HO	Rs.50 lakh
(g)	Executive Director	Rs.100 lakh
(h)	EDs' Committee	Exceeding Rs.100 lakh

Maintenance/Service Contracts

57. Wherever possible, Maintenance / Service Contracts of high value dead stock articles including vehicles may be entered into with the manufacturer / supplier or their authorised agencies at each centre, except where more economical arrangements are available / possible.
58. Expenditure in respect of new contracts under the maintenance and service contracts will be approved by CGM, GAD/PD at HO. and OIC, RO. Such expenditure may be sanctioned by AGM in respect of the following items
- a. Electrical installation including lifts, air conditioners, water coolers, voltage stabiliser, refrigerators, telephone exchanges, UPS systems, water pumps, etc.
 - b. Sanitary and plumbing installations.
 - c. Inter-office and intra-office communication equipments, computers, computer peripherals and computer software.
 - d. Microprocessors, photocopiers, and other office equipments.
 - e. Motor vehicles.
 - f. All other Annual Maintenance Contracts not covered above.
59. Renewal of these contracts may be approved by Deputy General Manager in accordance with instructions issued by GAD/PD HO. from time to time, provided there is no change in terms and conditions other than due to changes in duties, taxes, etc. thereof. If there is change in terms and conditions, renewal of AMC may be approved by Chief General Manager/Officer-in-Charge.

60. Expenditure not exceeding Rs.50,000/- may be sanctioned by Deputy General Manager on each occasion for carrying out minor repairs to the Office Buildings leased to the Bank, provided the terms of agreement empower the Bank to carry out such repairs.

Advertisement, publicity and Mementos to Staff

61. Issue of advertisements other than those relating to recruitment of staff shall require the approval of the concerned Head of Department in HO. Subject to this, the actual expenditure on this account may be sanctioned by Assitant General Manager.
62. Deputy General Manager may sanction expenditure towards gifting of Mementos, souvenirs, presents & gifts etc. to serving/retired staff as per norms laid down by HRMD. HO.

Security Guards

63. Assistant General Manager can sanction expenditure in respect of guards provided for protection of the Bank's property subject to guidelines issued by HRMD and after verification of the relative papers/bills.

Library Books , Newspapers and Periodicals

64. Expenditure for the purchase of books for the Office / Departmental Library as approved by the Head of the concerned HO Department to which the Library is attached or the OIC of the RO / TE in case of Libraries at the RO / TE may be sanctioned by AGM in accordance with the instructions issued by the Chief General Manager/Officer-in-Charge, Central Library of the Bank at HO.
65. Expenditure for purchase of Hindi books for the Office/Departmental Library may be sanctioned by Assistant General Manager provided the purchase of books has been approved by the Head of the concerned HO Department / Officer-in-Charge in accordance with the instructions issued/ norms prescribed in this regard from time to time by GAD/Rajbhasha Division at HO.
66. Expenditure for purchase of newspapers / financial dailies / journals and periodicals of repute and useful to the Bank, as have been approved by

respective Heads of the HO Departments or the Officers-in-Charge in the case of ROs / TEs and reimbursement of cost of newspapers, periodicals, etc. supplied at the residence of the officers of the Bank as per their entitlement under the scheme or arrangement approved by the Bank may be sanctioned by Assistant General Manager.

Liveries

67. Deputy General Manager may sanction expenditure for purchase of all articles which form a part of uniform supplied to the staff, including shoes/sandals, gloves, aprons and monsoon equipments, etc. in accordance with the norms of supply and the pattern of liveries prescribed from time to time by HRMD. HO.
68. Assistant General Manager may sanction expenditure for periodical washing charges of liveries in accordance with the norms prescribed by HRMD, HO.

Vehicles maintenance charges, taxes etc.

69. Assistant General Manager may sanction all expenditure towards hiring of vehicles, fuel, oil, repair and replacement of parts and servicing of vehicles and payment of municipal and RTO taxes, etc. for the Bank's vehicles and equipments in accordance with the norms prescribed by GAD, HO.

Cleaning materials

70. Assistant General Manager may sanction expenditure towards purchase of cleaning materials required for proper upkeep of the Bank's properties including office and staff quarters whether owned or taken on lease/rent in accordance with the norms prescribed by GAD, HO.

Entertainment Expenses including Foreign Delegation

71. Expenditure in respect of Official Entertainment* - tea/lunch service, conveyance charges (local) and sitting fees and other expenses of outside Members of Committees/ Working Groups constituted by the Government/Bank may be sanctioned by the following officers in accordance with the norms/ instructions on the subject issued by GAD, HO from time to time up to the limits as indicated hereunder :

(a)	Assistant General Manager	Rs.2,000/-
(b)	Deputy General Manager	Rs.5,000/-
(c)	General Manager	Rs.10,000/-
(d)	Chief General Manager, RO	Rs.25,000/-
(e)	Chief General Manager, HO	Rs.25,000/-
(f)	Executive Director	Rs.50,000/-
(g)	EDs' Committee	Exceeding Rs.50,000/-

*Power to incur expenditure on official entertainment shall vest with the officers to whom budget allocation is made for such expenses.

72. Expenditure on entertaining foreign delegations over and above the ceiling fixed for General Managers/Chief General Managers will be sanctioned by the Executive Directors' Committee.
73. Entertainment expenses paid to individual officers may be sanctioned by Assistant General Manager in accordance with the norms laid down by HRMD.

Expenditure in connection with Recruitment/Promotion

74. Expenditure relating to the recruitment/promotion of staff in Bank including advertisement, conduct of pre- examination training for SC/ST candidates, payment of rental charges for the venue of examination, payment of honorarium to the test personnel and expenses incurred for holding briefing sessions, payment to outside computer agencies, whenever engaged, for data entry in connection with the processing of applications of the candidates, payment for printing of call letters, payment of honorarium to the paper setters and charges paid for printing of the question papers, appointment of examiners and payment of charges for evaluation of the answer books, payment to Institute of banking Personnel Selection or any other similar Institute for conducting examinations, freight/ conveyance charges for dispatch/ receipt of test material, payment of honorarium to the Recruitment Consultant and any other expenditure incurred by him in connection with recruitment/ promotion of staff in the Bank may be approved and sanctioned by the officers of HRMD, HO as indicated hereunder :

(a)	Deputy General Manager	Rs.1 lakh
(b)	General Manager	Rs.2 lakh
(c)	Chief General Manager, HO	Rs.5 lakh

(d)	Executive Director	Rs.10 lakh
(h)	EDs' Committee	Exceeding Rs.10 lakh

TRAINING

Conduct of training programmes, Workshops, Seminars etc. in ROs/SOs.

75. a. **Technical subjects** : Proposals for conduct of training programmes on technical subjects for Bank's staff by the ROs/SOs shall require the prior approval of HRDD-Training Division, HO.
- b. **Functional subjects** : Proposals for conduct of training programmes on functional subjects for outsiders and for conduct of studies, seminars, workshops, etc. by ROs/SOs shall require the prior approval of the concerned HO Department who may approve of the same subject to the annual budget of their Department for such purposes as approved by HRDD-Training Division, HO.
76. Subject to the provisions mentioned in Clause 75 'a' and 'b', expenditure in this regard may be sanctioned by the following officers on each occasion indicated here under :

(a)	Deputy General Manager	Rs.10,000/-
(b)	General Manager	Rs.25,000/-
(c)	Chief General Manager, RO	Rs.50,000/-
(d)	Chief General Manager, GAD.HO	Rs.1 lakh
(e)	Executive Director	Rs.5 lakh
(f)	EDs' Committee	Exceeding Rs.5 lakh

Participation fee for training programmes in India and abroad

77. Deputation of officers to attend any courses or seminars or workshops etc. within India or abroad shall require the prior approval of the appropriate authority in accordance with the instructions issued by HRDD-Training Division, HO.

Subject to such approval, the payment of participation fee on behalf of an officer deputed to attend any course or seminar or workshop may be

sanctioned by the officers up to the limits, applicable for each officer so deputed, as indicated here under :

(a)	Deputy General Manager	Rs.10,000/-
(b)	General Manager	Rs.25,000/-
(c)	Chief General Manager, RO	Rs.50,000/-
(d)	Chief General Manager, GAD.HO	Rs.1 lakh
(e)	Executive Director	Rs.5 lakh
(f)	EDs' Committee	Exceeding Rs.5 lakh

Institutional Membership Fee

78. Executive Director may approve proposal for National Bank becoming a member of any Institution. Renewal of such membership shall require the prior approval of the Chief General Manager of the concerned HO Department. Subject to such approval, Deputy General Manager may sanction payment of annual membership fee to such Institutions.

Expenditure arising out of Contractual Obligations to Government of India/ Reserve Bank of India/ Other Banks / Others

79. Expenditure on account of the following items may be incurred and payment authorised by the Chief General Manager, FD, HO. without any monetary limits :
- Payment of Principal and interest on loans, borrowings, bonds and deposits payable to RBI, Central Government, State Governments, banks and others, including interest payable to foreign financial and non-financial institutions in foreign currency.
 - Guarantee fee in respect of bonds/loans payable to Government of India.
 - Discount, brokerage and underwriting commission and consolidated commission on bonds, front end incentives on bonds and service charge payable to State Cooperative Agricultural and Rural Development Banks, State Co-operative Banks' Federation, banks, financial institutions/ agents/ other financial institutions for canvassing support on behalf of NABARD.

- (d) Management charges/incidental expenses such as stamp duty, postage, printing, etc./Commission payable to RBI/Lead Managers/Registrars/Banks, etc..
- (e) Payment in respect of printing of prospectus/mandatory advertisements/other issue related to advertisements in respect of floatation of Bonds/deposits.
- (f) Credit rating fee including surveillance fee payable to the credit rating agency.
- (g) Listing and other incidental charges payable to stock exchange wherein the deposits/bonds of NABARD will be listed as per guidelines.
- (h) Payment of fee to lead manager/consultant/ advisor/trustee for rendering services to NABARD in respect of floatation of bonds/deposits, etc..

Discount, Commission & Bank charges etc..

- 80. Chief General Manager, Finance Department, HO is authorised to incur without any limit, exchange and other charges and bank charges in respect of remittances/ discounting/ maintenance of deposit accounts with RBI/ Banks.
- 81. Chief General Manager, Finance Department, HO may sanction without any limit payment on account of Income Tax and any other tax, surcharge or levy under Income Tax Act, 1961/FBT/WT payable to the Government of India.
- 82. Expenditure on account of the following items may be incurred by the Officer-in-Charge of the RO as per the guidelines issued by FD, Head Office.
 - (a) Interest on deposits/bonds and other borrowing payable to State Governments, banks and others.
 - (b) Interest and other charges on remittance and also bank charges.

Expenditure related to various Funds created in the Bank

83. Administrative Expenditure relating to various funds created in the Bank for a specific purpose shall be sanctioned, unless otherwise specified, by the Chief General Manager of the concerned Department at HO.

Sub-Offices

84. Officers in the Sub-Offices may exercise such powers as may be specified by Managing Director from time to time

District Offices

85. Manager/Assistant General Manager (District Development) may exercise such powers as may be specified by the Managing Director from time to time.

86. **Miscellaneous Expenditure not enumerated above**

Any expenditure for which provision has not been made in any of the foregoing clauses shall be classified as Miscellaneous expenditure and may be sanctioned by the following officers up to the limits indicated here under :

(a)	Assistant General Manager	Rs.5,000/-
(b)	Deputy General Manager	Rs.10,000/-
(c)	General Manager	Rs.25,000/-
(d)	Chief General Manager, RO	Rs.50,000/-
(e)	Chief General Manager, HO	Rs.75,000/-
(f)	Executive Director	Rs.1 lakh
(g)	EDs' Committee	Rs.5 lakh
(h)	Managing Director	Rs.10 lakh
(i)	Chairman	Exceeding Rs.10 lakh