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Effective from July 1, 2018

# RESERVE BANK OF INDIA

## EXPENDITURE RULES, 2018



RESERVE BANK OF INDIA  
CORPORATE STRATEGY AND BUDGET DEPARTMENT  
CENTRAL OFFICE  
MUMBAI – 400 001

# RESERVE BANK OF INDIA EXPENDITURE RULES, 2018

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## **RESERVE BANK OF INDIA EXPENDITUE RULES, 2018**

### **Preamble**

Whereas it is desirable to revise the Rules governing expenditure to be incurred by or on behalf of the Reserve Bank of India and the power of the authorities who can sanction or incur such expenditure, the Central Board of the Bank hereby makes the following rules, namely,

### **Rules**

#### **1. Title and commencement**

- 1.1. These Rules may be called the Reserve Bank of India Expenditure Rules 2018 (ER, 2018) and shall come into force from July 1, 2018.

#### **Power to sanction expenditure on behalf of the Bank**

- 1.2. The power to sanction expenditure on behalf of the Bank shall be exercised in accordance with the provisions of these Rules.
- 1.3. Any amendments to the ER, 2018 may be carried out with the approval of the Committee of Central Board of Directors.

#### **2. Definitions**

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

- 2.1. "The Act" means the Reserve Bank of India Act, 1934, as amended from time to time.
- 2.2. "The Bank" means the Reserve Bank of India.
- 2.3. "The General Regulations" means the Reserve Bank of India General Regulations, 1949, or any replacement thereof.
- 2.4. "The Central Board" means the Central Board of Directors of the Bank and in relations to any power exercisable by it, includes its Committee.

- 2.5. "The Local Board" means a Local Board constituted under Section 9 of the Act.
- 2.6. "The Governor" means the Governor of the Bank and in relation to any power exercisable by him / her under these Rules includes a Deputy Governor or an Executive Director.
- 2.7. "EDs' Committee" means the Committee of the Executive Directors. The minimum quorum for sanction of Expenditure will be any three Executive Directors (EDs) including the ED of the concerned Department.
- 2.8. "The Principal Legal Advisor" means the Officer-in-Charge of the Legal Department and in relation to any powers exercisable by him, including any Officer in Grades F or E nominated by him / her in this behalf.
- 2.9. "Unit" means a Regional Office, Sub-Office, Central Office Department or Training Establishment under the overall charge of an Officer in Charge.
- 2.10. "Controlling Officer" in respect of a Unit means the Officer, not less than Officer in Grade C, who is nominated for this purpose by the Officer-in-Charge as Controlling Officer under the budgetary control system.
- 2.11. "the Officer-in-Charge" (O-i-C) is an Officer in Grade F, who is the head of a Unit for the purpose of sanction of expenditure as per ER, 2018. Chief General Managers posted at the Unit will exercise financial powers of Officer-in-charge only when they are authorized to act as such, else they may exercise financial powers for that grade as mentioned in Schedule II..

- 2.12. The Officer-in-Charge, Department of Government and Bank Accounts (DGBA) / Department of Currency Management (DCM) / Premises Department (PD) / Human Resources Management Department (HRMD) / Department of Information Technology (DIT)” means the Officer-in-Charge of the respective Central Office Department and in relation to any powers exercisable by him / her, includes any Officer in Grade F to C designated by him /her in this behalf.
- 2.13. “The Sanctioning Authority” means the authority nominated to sanction expenditure as per Schedule II to these Rules.
- 2.14. “Metropolitan Centres” mean the cities of Mumbai, Kolkata, Chennai, New Delhi, Bengaluru and Hyderabad or any other city that may be declared as a metropolitan centre for the purposes of these rules by the Bank.
- 2.15. “Year” means the accounting year of the Bank i.e., 1<sup>st</sup> July to 30<sup>th</sup> June.
- 2.16. Estate Department wherever mentioned includes the Project Management Cell (PMC).
- 3. Form of Accounts**
- 3.1. Subject to the provisions of the Act and the General Regulations, the accounts of the Bank shall be maintained under the heads and sub-heads as set out in Schedule I to these Rules or in such other manner as the Governor may, from time to time specify.
- 3.2. In the event of the Governor specifying a change in the heads of accounts, such change shall be incorporated in Schedule I.

**4. Power to sanction expenditure on behalf of the Bank, by whom to be exercised**

- 4.1. The various authorities referred to in Schedule II to these Rules are hereby authorized to sanction expenditure under the various heads as specified in Schedule I to these Rules, subject to the conditions, if any, specified therein and also subject to all the administrative approvals / Central Office instructions as applicable.
- 4.2. The various authorities except Officer-in-Charge have been referred to in terms of grades i.e., Officers in Grade F to Grade A.
- 4.3. **Sub offices** - In case of offices which are not independent accounting units and do not have separate departments like Estate, Establishment and Administration etc., all the sanctioning powers of in charges of these departments referred to in various provisions of ER will be exercised by the Officer-in-Charge of that Office or on delegation by him, by an Officer not less than an Officer in Grade C as far as these clauses are concerned. This provision will further be subjected to the limitations that may be prescribed by Department of Government and Bank Accounts/Corporate Strategy and Budget Department/ Human Resource Management Department from time to time.

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

- 5.1 Delegation of power in favor of an Officer specified in Schedule II to these Rules shall be deemed to include delegation in favor of any Officer who is in a grade higher to him/her in that Unit.

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

- 6.1. Every Competent Authority shall enforce financial discipline and strive for economy of expenditure in his / her department or branch.
- 6.2. An authority empowered by Rule 4 to sanction expenditure shall not sanction or incur expenditure on an item exceeding the limit of his authority, except in emergency

and if he is satisfied that it is in the interest of the Bank to do so. Such excess expenditure shall be immediately reported to the Officer-in-Charge of the concerned Central Office Department, regarding reasons for incurring the expenditure, and the Officer-in-Charge may accord post facto sanction to such expenditure provided the same is within his powers.

- 6.3. Wherever required by the Central Office instructions, the sanctioning authority at the Unit (including the Officer in Grade F nominated by the Regional Directors) shall seek the advice of an Advisory Committee constituted by the O-i-C prior to sanction and report such expenses in the manner prescribed by the concerned Central Office department.
- 6.4. Every endeavor must be made by the Controlling Officer to maintain the expenditure at the minimum and within the overall ceiling amount approved in the Bank's Annual Budget under different heads of accounts.
- 6.5. In all cases where the expenditure exceeds the limits fixed by Central Office or the budgetary allocation or norms for entitlements, individual or collective, approval / confirmation of the CSBD shall be obtained through the concerned Central Office Department.
- 6.6. In all cases of sanction of expenditure, the Competent Authorities shall follow Central Office instructions / check lists for determining the requirements and eligibility and also follow the prescribed procedure and safeguards provided in the Banking Department / Premises Department/Department of Information Technology Manual in respect of calling and opening of quotations, awarding of contracts, payment of bills etc.
- 6.7. Any individual expenditure (other than routine expenditures like pay and allowances etc.,) exceeding ₹ 20 lakh on any one occasion, shall be monitored by the CSBD through reports generated from Core Banking Solution (CBS). The above limit and also any other aspect relating to the monitoring and control of the expenditure will be guided by the administrative circulars to be issued by CSBD from time to time.

- 6.8. Sanctions accorded by the Central Office Departments for any specific global expenditure by following the said procedure is deemed to have taken as per the ER, 2018 and Regional Offices/Central Office Departments incurring the expenditure, as per the instructions of the concerned Central Office Department are deemed to be only disbursing the expenditure and therefore the limits mentioned in the ER do not apply to such expenditures. The Regional Offices/Central Office Departments therefore can incur the expenditure under the paras after taking approval from their Officer-in-Charge irrespective of the limits mentioned in the Expenditure Rules.
- 6.9. Notwithstanding, the powers conferred to Sanctioning authorities for sanctioning expenditure, no unit can incur expenditure in excess of budgetary provisions approved for the year under various heads and transaction-wise limits fixed by the concerned COD for the specific activity.
- 6.10. All the financial sanctions above a threshold of ₹ 1,00,000/- and 10% of sanctions below ₹ 1,00,000/- will be subjected to concurrent audit. Irregular sanctions by authorities below the rank of O-i-C will be reported to the O-i-C and irregular sanction by the O-i-C to the Inspection Department by the Concurrent Auditors.
- 6.11. Reference to any Central Office Department in these Rules will mean that Department in Central Office, which is looking after the policy aspects pertaining to that particular item of expenditure as applicable at the time of sanction of the expenditure.

## **7. Limitations of Rules**

- 7.1 Nothing in these Rules shall apply to the investing of Funds of the Bank in the purchase or sale of securities, making of advances, purchase and sale of foreign exchange and conduct of banking business 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 Governor, who may delegate the powers to invest the funds of the Bank and to perform other banking functions to Officers-in-Charge of Offices, either



specifically or by general instructions, subject to such restrictions or limitations as the Central Board may impose.

**8. Repeal of Reserve Bank of India Expenditure Rules,2009**

8.1 The Reserve Bank of India ER, 2018 are being adopted in substitution of and to the exclusion of, the Reserve Bank of India Expenditure Rules, 2009 which shall cease to be in force with effect from the date on which these Rules come into force.

**SCHEDULE I**

**ACCOUNT HEADS**

**I) DEAD STOCK ACCOUNT:**

**1. FREEHOLD LAND**

- (a) Office
- (b) Residence

**2. LEASEHOLD LAND**

- (a) Office
- (b) Residence

**3. PREMISES**

**i. Premises on Freehold Land**

- (a) Office
- (b) Residence

**ii. Premises on Leasehold Land**

- (a) Office
- (b) Residence

**4. FURNITURE**

- (a) Office
- (b) Residence

**5. ELECTRIC INSTALLATIONS AND OFFICE EQUIPMENTS**

**i. Electrical Installations and Office Equipments - Fixed**

- (a) Office
- (b) Residence

**ii. Electrical Installations and Office Equipments – Movable**

- (a) Office
- (b) Residence

**6. COMPUTERS /MICROPROCESSORS AND OTHER ELECTRONIC ITEMS AND COMPUTER SOFTWARE INDIVIDUAL ITEM COSTING MORE THAN ₹ ONE LAKH**

- (a) Computers / Microprocessors and other Electronic Items
- (b) Computer software costing above ₹1 lakh

**7. TELECOMMUNICATION EQUIPMENTS**

**8. MOTOR VEHICLES**

**9. OTHER CAPITAL EXPENDITURE-CURRENCY / COIN EXHIBITS / SECURITY DEPOSITS ETC.**

**II) CHARGES ACCOUNT:**

**10. ESTABLISHMENT**

**i Salaries**

- (a) Class I Staff
- (b) Class III staff
- (c) Class IV staff
- (d) Temporary Staff Class I
- (e) Temporary Staff Class III
- (f) Temporary Staff Class IV
- (g) Part time staff

**ii Allowances**

- (a) Dearness Allowance
- (b) Deputation Allowance
- (c) Family Allowance
- (d) House Rent Allowance
- (e) Local Allowance
- (f) Special Allowance
- (g) City Compensatory Allowance
- (h) Education Allowance
- (i) Conveyance Allowance
- (j) Night Duty Allowance
- (k) Watch and Ward Allowance
- (l) Hill Allowance
- (m) Personal Allowance
- (n) Fixed Personal Allowance
- (o) Special (Perquisite) Allowance

- (p) Tax on Non-monetary Perquisites
- (q) Special Duty Allowance
- (r) Special Compensatory Allowance
- (s) Other Allowances

**iii. Miscellaneous**

- (a) Leave & Retirement Fare Concession
- (b) Medical Expenses
- (c) Overtime Expenses
- (d) Transfer / Travelling and Halting Allowances
- (e) Rent Paid / Recovered for Leased Houses / Flats
- (f) Encashment of Ordinary Leave
- (g)(i) Reimbursement of Out of Pocket & Conveyance Expenses
- (ii) Reimbursement of Conveyance Expenses to Employees
- (iii) Reimbursement of Household Expenses to Employees
- (iv) Reimbursement of GSLI Premium to Employees
- (v) Reimbursement towards cost of financial dailies /newspapers supplied at the residence to employees
- (vi) Reimbursement of telephone charges to the employees
- (vii) Reimbursement of any other expenditure to the Employees by the Bank
- (h) Expenditure incurred on account of Officers' Lounge
- (i) Contribution to Recreation Clubs/ Other Staff Organizations for Welfare Activities
- (j) Bank's assistance towards Creche facility.
- (k) Scholarships
- (l) Book Grant
- (m) Brief Case
- (n) Training Expenses
- (o) Medical Assistance to Beneficiaries of Ex-gratia Relief Pre 1986 Retirees / their family members
- (p) FRO Scheme
- (q) Incentive Scheme for employees for acquiring higher qualifications
- (r) Payments to staff on contract
- (s) Not Enumerated.

**iv. Fund Contributions.**

- (a) Provident Fund
- (b) Gratuity and Superannuation Fund

- (c) Leave Encashment (Retiring Employees) Fund
- (d) Medical Assistance Fund
- (e) Gold Coin Fund Account

**V. New Pension Scheme**

- (a) Bank's Contribution towards New Pension Scheme
- (b) Charges/fees in respect of New Pension Scheme
  - i. Payable to the Point of Presence (POP)
  - ii. Payable to the Central Record Keeping Agency (CRA)
  - iii. Payable to others

**11. Central Board Directors' and Local Board Members' Fees and Related Expenses**

**12. AUDITORS' FEES AND EXPENSES.**

- (a) Statutory Audit
- (b) Concurrent Audit
- (c) Special Audit

**13. RENT, TAXES, INSURANCE, LIGHTING, WATER, ETC.,**

- (i) **Rent**
  - (a) Office Buildings
  - (b) Residential Buildings/leased flats.
- (ii) **Taxes**
  - (a) Office Buildings
  - (b) Residential Buildings
- (iii) **Insurance**
  - (a) Office Buildings
  - (b) Residential Buildings
  - (c) Others
- (iv) **Electric & Gas Charges**
  - (a) Office Buildings
  - (b) Residential Buildings
- (v) **Water Charges**
  - (a) Office Buildings
  - (b) Residential Buildings

**14. LAW CHARGES**

## **15. POSTAGE AND TELECOMMUNICATION CHARGES**

- i Postage and Telecommunication Charges**
  - (a) Postage / Courier
  - (b) Telecommunication
  - (c) SWIFT / SMART Card
  - (d) Internet
  - (e) Cable / CCTV
- ii. Telephones / Cellular Phones /FAX**
- iii. Maintenance of Websites**
- iv. On Line Data Services**
- v. Live webcast, mobile streaming, teleconferencing, media monitoring, website/social media and audio/video setup**

## **16. REMITTANCE OF TREASURE**

- (a) TA/HA of Staff Accompanying Remittance
- (b) Insurance
- (c) Police Escort
- (d) Railway / Air / Steamer Fares
- (e) Freight Charges ( Including Transport)
- (f) Purchase of Boxes
- (g) Cartage & Mazdoor Hire
- (h) Not Enumerated.

## **17. PRINTING AND STATIONERY**

- (a) Stationery Expenses
- (b) Printing Charges of Stationery Articles etc.,
- (c) Computer / Consumables
- (d) Record Management (Scanning etc)

## **18. COMPUTER SOFTWARE COSTING LESS THAN ₹ 1 LAKH**

## **19. PRINTING CHARGES**

- (a) Bank's Publications
- (b) Photo-copying Charges/transcription services and copy editing services

**20. SECURITY PRINTING (CHEQUES, NOTE FORMS, ETC.,)**

**21. DEPRECIATION AND REPAIRS TO BANK'S PROPERTY**

**(i) Depreciation of Property**

- (a) Leasehold Land
- (b) Office Buildings
- (c) Residential Buildings
- (d) Dead Stock other than Buildings

**(ii) Repairs to Bank's Property**

- (a) Office Buildings
- (b) Residential Buildings
- (c) Dead Stock (other than Buildings and CVPS/SBS)
- (d) CVPS/SBS

**(iii) Repairs to Buildings Leased to the Bank.**

**(iv) Additions / Alterations / Renovations / Modernisations**

- (a) Office Buildings
- (b) Residential Buildings

**22. AGENCY CHARGES, UNDERWRITING FEES AND CUSTODIAN CHARGES**

- (a) Turnover Commission
- (b) Commission on Government Securities Paid to the Primary Dealers
- (c) Custodian charges for securities and gold; Fees to external asset managers; Fees for derivative instruments
- (d) Sundries (any other related charges)

**23. ADVERTISEMENTS**

**24. BANK SECURITY**

**25. LIBRARY BOOKS**

**26. NEWSPAPERS AND PERIODICALS**

**27. LIVERIES**

**28. MAINTENANCE / SERVICE CONTRACTS**

- (a) Office Buildings
- (b) Residential Buildings
- (c) Dead Stock other than Buildings
- (d) Computer Hardware / Software

**29. PETROL, DIESEL, OIL ETC.,**

- (a) Petrol, Diesel, Oil expenses etc.,
- (b) Car Hire

**30. CLEANING MATERIAL**

- (a) Office Buildings
- (b) Residential Buildings

**31. CARTAGE AND MAZDOOR HIRE FOR REMOVAL OF COINS, CANCELLED NOTES ETC.,**

**32. ISSUE DEPARTMENT STORES**

**33. SUNDRY ARTICLES UPTO ₹ 1,00,000/-**

- (a) Sundry Articles up to ₹ 5000/- each.
- (b) Furniture - Office
- (c) Furniture - Residence
- (d) Electrical Installations and Office Equipments - Office
- (e) Electrical Installations and Office Equipments - Residence
- (f) Computers / Microprocessors and other Electronic Items
- (g) Telecommunications Equipments
- (h) Security equipment
- (i) Firefighting equipment
- (j) Currency and Coin Exhibits.
- (k) Other items

**34. FINANCIAL LITERACY AND INCLUSION PROGRAMMES**

**35. BANKING DEVELOPMENT SCHEMES**

**36. RBI QUIZ/DEBATE**

**37. MISCELLENEOUS EXPENSES**

- a) Money Order Commission
- b) Revenue Stamps



- c) Official Entertainment – Tea / Lunch Service etc.,
- d) Recruitment Charges (Inclusive of Advertisement, Printing , Honorarium etc.,)
- e) Conveyance Charges (Local)
- f) Sitting Fees & Other Expenses of Outside Members of Committees/ Working Groups Constituted by the Government / Bank
- g) Cost of Patent Coin Boxes
- h) Expenses Towards Repairs / Painting etc., of Patent Coin Boxes
- i) Contribution to Local / Foreign Institutions
- j) Consultancy Charges (other than legal )
- k) Seminars / Guest Lectures/Conferences
- l) Expenditure towards training arranged for outsiders
- m) Service Charges for Mechanized Cheque Processing by National Clearing Cell / ECS /EFT
- n) Compassionate Package for Dependents
- o) Expenditure incurred on Surveys
- p) Not Enumerated

**38. USAGE AND OTHER CHARGES PAID TO OTHER INSTITUTIONS**

**39. CARPETS, VENETIAN BLINDS, CURTAINS, BEDSHEETS, ROLLER BLINDS ETC.**

**40. GOODS AND SERVICE TAX AND ANY OTHER TAX/CESS**

## SCHEDULE II

### AUTHORITIES AUTHORISED TO SANCTION EXPENDITURE UNDER VARIOUS HEADS OF ACCOUNT

#### DEAD STOCK ACCOUNT

**1. Freehold Land**

- (a) Office**
- (b) Residence**

1.1. The following authorities may sanction expenditure for the purchase of freehold land at any place in India for Office / Residence purpose upto the limits indicated hereunder.

- (a) Central Board, Exceeding ₹ 5 crore
- (b) Committee of the Executive Directors ₹ 5 crore

**2. Leasehold Land**

- (a) Office**
- (b) Residence**

2.1. The Committee of the Executive Directors may sanction payment of a lump sum lease premium<sup>1</sup> not exceeding ₹ 5 crore on the land taken by the Bank on lease for the purpose of construction of buildings for Office or Residence at any place in India.

2.2. Any proposal involving payment of a lump sum lease premium exceeding ₹ 5 crore shall require the approval of the Central Board.

**3. Premises**

**i) Premises on Freehold Land**

- (a) Office**
- (b) Residence**

**ii) Premises on Leasehold Land**

- (a) Office**
- (b) Residence**

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<sup>1</sup> Lease Premium is the non-refundable consideration to be paid for acquiring land/premises on lease.

- 3.1. The Committee of the Executive Directors may sanction an expenditure not exceeding ₹ 5 crore for the construction / purchase of buildings / flats for office or residential purposes at any place in India.
- 3.2. Any proposal involving payment of lump sum amount exceeding ₹ 5 crore shall require the approval of the Central Board.
- 3.3. The following Officers may sanction expenditure for additions / alterations / modifications to office or residential buildings (which result in capacity increase / structural improvements like floor addition, constructed space increase etc.) on any one occasion, upto the limits indicated hereunder.

(a) Officer-in-Charge	₹ 75 lakh
(b) Grade F*	₹ 50 lakh
(c) Grade E*/D*	₹ 20 lakh

- 3.4. Expenditure which, on any one occasion, exceeds the limit vested with the Officer-in-Charge under paragraph 3.3. Shall be sanctioned by the following authorities upto the limits indicated hereunder.

(a) Central Board, Exceeding	₹ 5 crore
(b) Committee of the Executive Directors	₹ 5 crore
(c) Officer-in-Charge (Premises Department)	₹ 1 crore

(A project account will have to be opened for any renovation / addition / alteration works where the total expenditure incurred on the project is required to be appropriated under more than one sub-head)

#### **4. Furniture**

##### **(a) Office**

- 4.1. Expenditure towards purchase of new office furniture and purchases in replacement of the worn out furniture in accordance with the norms and procedures prescribed by the Central Office, from time to time, may be sanctioned by the following officers on any one occasion subject to the limits mentioned hereunder.

(a) Officer-in-Charge	₹	75 lakh
(b) Grade F*	₹	50 lakh
(c) Grade E*/D*	₹	20 lakh

4.2. Expenditure in excess of the limits mentioned in paragraph 4.1 shall be sanctioned by the following authorities, on any one occasion, upto the limits as indicated hereunder.

- (a) Committee of the Executive Directors, Exceeding ₹ 1 crore  
(b) Officer-in-Charge (Premises Department) ₹ 1 crore

**(b) Residence**

4.3. Expenditure under this sub-head shall be sanctioned by the following authorities on any one occasion, upto the limits indicated hereunder.

- (a) Officer-in-Charge (Premises Department) Exceeding ₹5 lakh  
(b) Officer-in-Charge ₹5 lakh

**5. Electrical Installations and other Office Equipments**

- i) **Electrical Installations and other Office Equipments – Fixed**  
ii) **Electrical Installations and other Office Equipments – Movable**

**(a) Office**

- (i) Currency Verification and Processing Systems (CVPS)  
(ii) Shredding and Briquetting Systems (SBS) machines  
(iii) Security related equipments  
(iv) Other Office Equipments

5.1. Expenditure towards purchase of electrical and other office equipments, including Currency Verification and Processing Systems (CVPS) and Shredding and Briquetting Systems (SBS), other articles and electrical kitchen appliances shall be sanctioned by the following officers upto the limits, on any one occasion, indicated hereunder.

- (a) Officer-in-Charge ₹ 75 lakh  
(b) Grade F\* ₹ 50 lakh  
(c) Grade E\*/D\* ₹ 20 lakh

5.2. The following officers may sanction expenditure for provision / complete replacement of the electrical installations such as wiring system, distribution boards, sub-panel boards, substation, central AC plant, package AC units and other electro mechanical systems, including lift, UPS, burglar alarm system, fire alarm system , public address system etc., in the office upto the limits, on any one occasion, indicate hereunder.

(a) Officer-in-Charge	₹ 75 lakh
(b) Grade F*	₹ 50 lakh
(c) Grade E*/D*	₹ 20 lakh

5.3. Expenditure which exceeds the limit vested with the Officer-in-Charge under paragraphs 5.1 and 5.2 shall be sanctioned by the following authorities, on any one occasion upto the limits as indicated hereunder.

(a) Committee of the Executive Directors, Exceeding	₹ 1 crore
(b) Officer-in-Charge (Premises Department)	₹ 1 crore

**(b) Residence.**

5.4. Expenditure towards purchase and installation of electrical goods, equipments and accessories including water pumps, geysers and electrical wiring systems in replacement of the old ones in accordance with the norms and procedures prescribed by the Central Office from time to time may be sanctioned by the following officers on any one occasion, upto the limits indicated hereunder.

(a) Officer-in-Charge	₹ 50 lakhs
(b) Grade F*	₹ 25 lakhs
(c) Grade E*/D*	₹ 10 lakhs

5.5. Expenditure which exceeds the limits vested with the Officer-in-Charge in paragraph 5.4 shall be sanctioned by Officer-in-Charge, Premises Department.

*\* Attending to the works of Estate Department/ Administration of an office/Central Office Department/Training Establishment*

**6. Computers / Microprocessors / other Electronic Items / Computer Software individual item costing more than ₹ One lakh**

**(a) Computers /Micro Processors and Other Electronic Items**

6.1. Expenditure towards purchase/replacement of Computers and Microprocessors or other Electronic Items of value of more than ₹ 1,00,000/- may be sanctioned by the following Officers, on any one occasion, upto the limits as indicated hereunder in conformity with the norms prescribed by Central Office from time to time.

(a) Officer-in-Charge	₹ 75 lakh
(b) Grade F	₹ 50 lakh
(c) Grade E/D	₹ 10 lakh

6.2. Expenditure towards purchase of valuable but easily portable electronic items such as Laptops etc., individually costing more than ₹ 10,000 will be sanctioned by the following authorities on any one occasion upto the limits as indicated hereunder in conformity with the norms prescribed by the Central Office from time to time.

(a) Officer-in-Charge	₹ 50 lakhs
(b) Grade F	₹ 25 lakhs
(c) Grade E/D	₹ 5 lakhs

**(b). Computer Software costing above ₹ 1 lakh**

6.3. Expenditure towards purchase/up-gradation of software costing above ₹ 1 lakh shall be sanctioned by the following Officers, on any one occasion upto the limits indicated hereunder:

(a) Officer-in-Charge	₹ 20 lakh
(b) Grade F	₹ 10 lakh
(c) Grade E/D	₹ 5 lakh

6.4. Expenditure, which exceeds the limits, vested with the Officer-in-Charge under paragraphs 6.1, 6.2 and 6.3 shall

be sanctioned by the following authorities, on any one occasion, upto the limits as indicated below:

- |  |           |           |
|--|-----------|-----------|
| (a) Committee of the Executive Directors | Exceeding | ₹ 1 crore |
| (b) Officer-in-Charge - /PD/DIT          |           | ₹ 1 crore |

## 7. Telecommunication Equipment

7.1. Expenditure for purchase of telecommunication equipment shall be sanctioned by the following authorities, on any one occasion, upto the limit as indicated hereunder.

- |                       |   |         |
|-----------------------|---|---------|
| (a) Officer-in-Charge | ₹ | 75 lakh |
| (b) Grade F           | ₹ | 50 lakh |
| (c) Grade E/D         | ₹ | 10 lakh |

7.2. Expenditure in excess of the limit vested with the Officer-in-Charge in paragraph 7.1 shall be sanctioned by the following authorities, on any one occasion, upto the limits as indicated hereunder.

- |  |           |           |
|--|-----------|-----------|
| (a) Committee of the Executive Directors | Exceeding | ₹ 1 crore |
| (b) Officer-in-Charge of DEBC / PD / DIT |           | ₹ 1 crore |

## 8. Motor Vehicles

8.1. Expenditure for purchase /replacement of cars/existing cars and other motor vehicles shall be sanctioned by the Officer-In-Charge in accordance with the guidelines issued by HRMD, Central office.

8.2. Proposals relating to purchase of Jeeps/Bullion Vans shall be referred to Premises Department/DCM respectively for prior approval. Subject to this, the concerned Officer-in-Charge may sanction the expenditure.

**9. Other capital expenditure – currency/ coin exhibits / security deposits etc,**

- a) Currency /coin exhibits
- b) Expenses towards deposits / payments made to statutory authorities like Electricity Dept / water and sewerage boards etc.
- c) Any other capital expenditure which is not covered under other heads of account.

9.1. Expenditure incurred for acquiring Currency/Coin Museum exhibits/security deposits (other than utility providers) etc. may be sanctioned by the following authorities on any one occasion up to the limits as indicated hereunder:

(a)Central Board	Exceeding	₹ 10 lakh
(b)Committee of the Executive Directors		₹ 10 lakh
(c) Officer-in-Charge, DCM		₹ 5 lakh
(d) Grade E/D – DCM		₹ 50,000/-.

9.2 Expenditure incurred for security deposits to Utility providers (water, electricity, gas, sewerage boards etc) may be sanctioned by the Officer-in-Charge.



## CHARGES ACCOUNT

### 10. ESTABLISHMENT

#### i) Salaries

#### ii) Allowances

10.1 Expenditure in respect of the pay and allowances of the staff (permanent as well as temporary) may be disbursed directly through the system in accordance with the rules of service applicable from time to time.

#### iii) Miscellaneous

##### (a) Leave and Retirement Fare Concessions

10.2 Expenditure on account of Leave Fare Concessions in respect of all staff may be disbursed based on the eligibility directly through the system in terms of instructions issued by HRMD, CO after verification of supporting documents, wherever applicable.

10.3 Expenditure in respect of Retirement Fare Concessions may be sanctioned by Grade C/B Officer in charge of Establishment Section in accordance with the rules applicable to them from time to time. Retirement Fare Concession bills not covered by the above provisions may be referred to HRMD, Central Office.

##### (b) Medical Expenses

10.4. Payments under Health Check-up Scheme for Officers may be sanctioned by Officer in Grade A in accordance with the rules applicable from time to time.

10.5 Medical claims (other than those on declaration basis and Health Check-up Scheme) of all staff may be sanctioned by Officer in Grade C/B from Establishment section in accordance with the rules applicable from time to time.

- 10.6 Expenditure incurred on the maintenance of dispensaries, including the cost of medicines and drugs purchased therefore, may be sanctioned by Officer in Grade C, within the limits approved by the concerned Central Office Department for each office from time to time.
- 10.7. Expenditure not covered by the provisions of paragraphs 10.4, 10.5, and 10.6 shall be referred to the HRMD,CO.
- 10.8 All system based sanctions for claims on account of medical expenditure by employees may be disbursed directly based on the eligibility through the system and in terms of instructions issued by HRMD, CO from time to time after verification of supporting documents, wherever applicable

**(c) Overtime Allowance**

- 10.9. Subject to prior approval of the Officer-in-Charge, the Grade C/B Officer, in charge of Establishment Section may sanction payment of 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,CO.

**(d) Transfer/Travelling & Halting Allowances**

- 10.10 Transfer/Travelling and Halting Allowance bills of all staff including the Officer-in-Charge, and all foreign and domestic tour bills may be sanctioned by the Officer in Grade C/B in charge of Establishment Section in accordance with the rules applicable from time to time by HRMD,CO. Travelling and Halting Allowances bills (transfer/tour) not covered by the above provision shall be referred to HRMD,CO.

**(e) Rent paid/recovered for Leased Houses/Flats**

**(f) Encashment of Ordinary Leave**

10.11. Payment under the above sub-head (e), may be sanctioned by the Grade C/B Officer in charge of Establishment Section in accordance with the instructions issued by HRMD, CO from time to time.

10.12 Encashment of OL may be disbursed based on the eligibility directly through the system and in terms of instructions issued by HRMD, CO after verification of supporting documents wherever applicable.

**(g) (i) Reimbursement of Out of Pocket and Conveyance Expenses**

10.13 All bills pertaining to reimbursement of out of pocket expenses such as tea, lunch/dinner and conveyance expenses etc., claimed by Officers may be sanctioned by the Grade A Officer of Establishment Section in accordance with the rules applicable from time to time, provided that late sittings were permitted by the Head of the Department for approved purposes.

**(ii) Reimbursement of Conveyance Expenses to Employees**

**(iii) Reimbursement of Household Expenses to Employees**

**(iv) Reimbursement of GSLI Premium to Employees**

**(v) Reimbursement towards cost of financial dailies/newspapers supplied at the residence, to Employees.**

**(vi) Reimbursement of Telephone Charges to Employees.**

**(vii) Reimbursement of any other expenditure to the Employees by the Bank**

10.14 All claims pertaining to reimbursement of petrol, etc. charges to owners of vehicles and conveyance allowance to eligible employees and also the expenditure with regard to reimbursement of household expenses, GSLI Premium financial dailies, telephone and internet charges, mobile phone purchase reimbursement, mobile call charges, official entertainment, electricity charges and any such expenditure by the Bank to the staff / officers may be disbursed directly based on the eligibility through the system in terms of instructions issued by HRMD, CO from time to time after verification of supporting documents, wherever applicable.

**(h) Expenditure incurred on account of Officers' Lounge**

10.15 Expenditure on account of the Officers' lounge and staff canteens, tea/coffee vending machines and food coupons/meal cards for Officers' and workmen employees may be sanctioned by the Officer in Grade C on the scales prescribed by HRMD,CO from time to time.

10.16 Expenditure towards purchase of ordinary crockery/cutlery, etc. for day-to-day use in the Officers' lounge in accordance with the norms prescribed by HRMD, CO from time to time and special crockery/cutlery for use during official lunches/dinners, etc., hosted by Senior Executives/Officer-in-Charges/Heads of Departments may be sanctioned on any one occasion upto the limits indicated hereunder:

(a) Officer-in-Charge	₹ 1 lakh
(b) Grade E/D	₹ 50,000/-
(c) Grade C/B	₹ 10,000/-

**(i) Contribution to Recreation Club/Other Staff Organisations for Welfare Activities**

**(j) Bank's contribution towards Creche facility**

10.17 Expenditure under this sub-head may be sanctioned by the Officer in Grade C/B in charge of Establishment Section / HRMD,RO in accordance with the instructions issued by Central Office from time to time.

**(k) Scholarships**

10.18 Officer in Grade E may sanction the scholarships under "RBI Golden Jubilee Scholarship Scheme" and "Bharat-Ratna Dr. Babasaheb Ambedkar Scholarship Scheme" for wards of employees in accordance with the instructions issued by the concerned Central Office Department from time to time. Subsequent annual renewals of such scholarships maybe sanctioned by Grade D/C Officer after ensuring compliance of the terms and conditions set for such renewals.

**(l) Book Grant**

**(m) Briefcase**

10.19 Reimbursement of expenditure for the purchase of books under Book Grant Scheme and purchase of briefcases may be disbursed directly based on eligibility through the system and in terms of instructions issued by HRMD, CO from time to time, after verification of supporting documents, wherever applicable.

**(n) Training Expenses**

**(a) Domestic Training**

- i) Travel and halting allowances
- ii) Training fees paid to external institutes/consultants
- iii) In-house programmes
- iv) Other expenditure

**(b) Foreign Training**

- i) Travel and halting allowances
- ii) Training fees
- iii) Golden Jubilee Scholarship Scheme

10.20 All expenditure in connection with training of the staff at training centres/colleges/other institutions may be sanctioned by Officer in Grade C/B.

**(o) Medical Assistance to Beneficiaries of Ex-gratia Relief Pre 1986 retirees/their family Members**

10.21 Expenditure by way of medical assistance to all beneficiaries of ex-gratia relief and Family Pensioners may be sanctioned by Officer in Grade D/C.

**(p) FRO scheme**

- a) Furnishing the Residences of Officers Scheme
- b) Furnishing the Residences of Employees Scheme

10.22 Expenditure towards purchase of furnishing of residence and maintenance thereof and consumer durable articles

under the above Schemes may be disbursed directly through the system based on the eligibility and in terms of instructions issued by HRMD, CO from time to time, after verification of supporting documents, wherever applicable.

**(q) Incentive scheme for employees for acquiring higher qualifications-**

10.23 The expenditure towards reimbursement of expenses and payment of incentive under the scheme may be sanctioned by Officer in Grade D / Grade E In-charge of administration, subject to the guidelines issued from time to time by the Central Office in this regard.

**(r) Payment to staff on contract**

10.24 The expenditure towards payment to staff on contract may be sanctioned by Officer in Grade E/D, In-charge of administration subject to contractual appointments having been made as per extant instructions.

**(s) Not Enumerated**

10.25 Expenditure relating to Establishment, not covered by any of the sub-heads (a) to (q) above, may be sanctioned by an Officer in Grade D in accordance with the instructions issued by concerned Central Office from time to time.

**(iv) Fund Contributions**

**(a) Provident Fund**

10.26 Payment of Bank's contribution to the Provident Fund may be sanctioned monthly by the Officer in Grade C/B in charge of Establishment Section on the scales applicable to the various employees as laid down in the Reserve Bank of India Employees' Provident Fund Regulations, as amended from time to time.

**(b) Gratuity and Superannuation Fund**

- 10.27 Monthly contribution by the Bank to the Pension Scheme of RBI Employees' Gratuity and Superannuation Fund in respect of serving employees who have opted for pension and those who are compulsorily governed by RBI Pension Regulations 1990, may be sanctioned by Officer in Grade C/B in charge of Establishment Section, in accordance with the instructions issued by Central Office from time to time.
- 10.28 Appropriations to Bank's Gratuity and Superannuation Fund may be made by the Officer-in-charge, CSBD, as per prescribed periodicity at the end of the year, to cover the Bank's liability on account of payment of Gratuity and Pension, etc., in accordance with the regulations governing the above Fund.

**(c) Leave Encashment (Retiring Employees) Fund**

**(d) Medical Assistance Fund**

- 10.29 Appropriations to Bank's Encashment of Ordinary Leave (Retiring Employees') Fund and MAF may be made by the Officer-in-Charge, CSBD, as per prescribed periodicity, at the end of the year, to cover the Bank's liability on account of payment of encashment of OL and medical benefits to retiring/retired employees, in accordance with the regulations governing the Fund.

**(e) Gold Coin Fund Account**

- 10.30 Appropriations to Bank's Gold Coin Fund Account may be made by the Officer-in-Charge, CSBD, as per prescribed periodicity, to cover the Bank's liability on account of distribution of gold coin to retiring employees, in accordance with the instructions governing the Fund.
- 10.31 Payment of interest on Provident Fund, Gratuity and Superannuation Fund, Gold Coin Fund, MAF and Encashment of Ordinary Leave (Retiring Employees') Fund may be made by the Officer-in-Charge, CSBD, as per prescribed periodicity, in accordance with the regulations governing these Funds.

**(v) New Pension Scheme**

**(a) Bank's Contribution towards New Pension Scheme**

- 10.32 Monthly Contribution by the Bank to the New Pension Scheme in respect of serving employees who are governed by the scheme may be sanctioned by an Officer in Grade

C/B, of HRMD, CO in accordance with the instructions issued by Central Office from time to time.

**(b) Charges/fees in respect of New Pension Scheme –**

- (i) Payable to the Points of Presence (POP)**
- (ii) Payable to the Central Record keeping Agency (CRA)**
- (iii) Payable to others**

10.33 Incidental expenditure towards implementation of New Pension Scheme such as charges/fees payable to the POP, CRA etc., may be sanctioned by an Officer in Grade E/D, of HRMD, CO in accordance with the instructions issued by Central Office from time to time.

**11. Central Board Directors' and Local Board Members' Fees and Related Expenses**

11.1 Expenditure on account of Local Board Members' fees and other expenses towards Local Board meetings may be sanctioned by Officer in Grade C/B of the concerned office in accordance with the directions laid down in the General Regulations or Resolutions of the Central Board.

11.2 Expenditure on account of Directors' fees and other expenses towards Central Board/Committees of Central Board meetings shall be sanctioned by the Officer in Grade C/B of the concerned office/department in accordance with the instructions issued by concerned Central Office in this regard.

**12. Auditors' Fees and Expenses**

- (a) Statutory Audit**
- (b) Concurrent Audit**
- (c) Special Audit**

12.1 Expenditure on account of the Auditors' fees and expenses pertaining to "Statutory Audit" shall be sanctioned by the Officer-in-Charge, DGBA, in accordance with the terms of remuneration fixed by the Central Government under the Act. All ancillary expenses on account of statutory audit shall be sanctioned by Officer-in-Charge of respective Unit.

12.2 Expenditure pertaining to "Concurrent Audit" of an office shall be sanctioned by the Officer in Grade C/B in



accordance with the instructions issued by Inspection Department.

- 12.3 Any expenditure pertaining to audit other than "Statutory Audit" and "Concurrent Audit" shall be booked under the head "Special Audit". Expenditure pertaining to "Special Audit" shall be sanctioned by the Officer-in-Charge in accordance with the instructions received from the concerned Central Office Department.

**13. Rent, Taxes, Insurance, Lighting, Water etc.**

**i. Rent**

**(a) Office Buildings**

**(b) Residential Buildings/leased flats**

**ii. Taxes**

**(a) Office Buildings**

**(b) Residential Buildings**

- 13.1 The Committee of Executive Directors may approve proposal to take on lease or leave and license basis office accommodation with annual rent or license fee/compensation up to ₹ 1 crore.
- 13.2 Any proposal involving payment of annual rent or license fee/compensation exceeding ₹ 1 crore shall require the approval of the Central Board.
- 13.3 Officer-in-Charge may approve any proposal to take on lease or leave and license basis residential accommodation in accordance with the instructions issued and upto the limits approved by HRMD, CO.
- 13.4 Officer-in-Charge, HRMD, CO may approve any proposal to take on lease or leave and license basis residential accommodation for Officer-in-Charge involving payment of rent or license fee/compensation in excess of the prescribed ceiling.
- 13.5 Expenditure on account of rent or license fee/compensation for office or residential accommodation in accordance with the terms of the relative lease or leave and license agreements duly approved by the Competent authority ( Central Board/ Committee of the Executive Directors/ HRMD C.O. / Officer-in-Charge of a unit) and

expenditure on account of rents and taxes, on the scales applicable to the property involved, may be sanctioned by an Officer in Grade C/B on receipt and verification of relevant bills.

13.6 The renewal of accommodation on lease or leave and license basis of holiday homes/VOFs/THH etc., without any change in the original terms and conditions, may be approved by the Officer-in-Charge, HRMD, CO.

**iii. Insurance**

**(a) Office Buildings**

**(b) Residential Buildings**

**(c) Others**

13.7 Expenditure on account of payment of premia on insurance policies taken out in respect of the Bank's premises and their contents as also insurance policies in respect of the Bank's personnel, cash in transit, etc. may be sanctioned by Officer in Grade C/B as and when such premia fall due, provided that the insurance policies are taken out in accordance with the instructions issued by Central Office from time to time. Provided further that any change in the insurance cover shall require the sanction of Central Office.

**(iv) Electric and Gas Charges**

**(a) Office Buildings**

**(b) Residential Buildings**

**(vi) Water Charges**

**(a) Office Buildings**

**(b) Residential Buildings**

13.8 Expenditure towards electric current and gas consumed in office/ residential premises and water charges may be sanctioned by Officer in Grade C/B on receipt and verification, provided the amount of the bills is in accordance with the scheduled rates/tariff. Other bills shall be paid only after obtaining sanction of the Officer in Grade D.

**14. Law Charges**

- 14.1 No lawyer shall be consulted or engaged for instituting or defending any legal proceedings on behalf of the Bank and no legal proceedings shall be instituted or defended without the prior sanction of the Governor, except in emergency. In case of an emergency where it is not possible to obtain Governor's prior sanction, Officer-in-Charge may accord necessary sanction and immediately advise the Governor full details of the action taken. The power to engage the services of advocates for filing suits/defending Bank's cases is vested with the Officer-in-Charge once a decision to file a suit/contest a suit filed against the Bank or where the Bank has been impleaded as a necessary party, is taken by the Governor. The choice regarding the name of lawyer/s or Counsel/s or solicitors to be consulted or engaged shall be decided by the Principal Legal Adviser, provided that for important cases, the choice of the Lawyer/s or Counsel/s or Solicitors to be consulted or engaged shall be decided by the Governor.
- 14.2 Law charges incurred in terms of sanction under paragraph 14.1 towards engaging a lawyer for instituting or defending any legal proceedings on behalf of the Bank, certified by the Principal Legal Adviser/ Legal Adviser that the charges claimed are reasonable, may be paid by the Officer in Grade C/B on receipt and verification of relative bills.
- 14.3 Approval for engaging consultants to obtain opinion in legal matters may be accorded by Governor. Legal consultancy charges incurred in terms of sanction under paragraph 14.1, certified by PLA/Legal Advisor that the charges claimed are reasonable, may be paid by the Officer in Grade C/B on receipt and verification of relative bills.
- 15. Postage and Telecommunication Charges**
- i. Postage and Telecommunication Charges**
    - (a) Postages / Courier**
    - (b) Telecommunication**
    - (c) SWIFT/SMART Card**
    - (d) Internet**
    - (e) Cable/CC TV**

- 15.1 Renewal fees for abbreviated telegraphic addresses and rental of Post Box/Bag Numbers may be sanctioned by Officer in Grade A. Other expenditure pertaining to postage/Courier Charges, Telecommunication charges and Internet charges may be sanctioned by an Officer in Grade C/B.
- 15.2 Periodic expenditure on account of charges, SWIFT/ SMART Card charges, Cable TV charges may be sanctioned under respective sub-head by Grade C/B Officer, on receipt and verification of the bills.

**ii. Telephones/ Cellular Phones/FAX/  
iii. Maintenance of Websites**

- 15.3 Officer-in-Charge may approve installation of telephone lines/extensions only for office use depending upon functional needs wherever deemed necessary.
- 15.4. Approval for dedicated lines required for installation of telecommunication equipments/ systems in the office such as Fax machines, RBINet, INTERNET, V-SAT, INFINet, ISDN/Leased lines etc. with STD connection, wherever necessary as per the guidelines issued by Central Office may be accorded by the Officer-in-Charge.
- 15.5 Expenditure for providing residential telephones to top management may be sanctioned by the Officer in Grade C/B in accordance with the instructions/guidelines issued by Central Office.
- 15.6 Officer in Grade C may approve of the shifting of telephone, wherever necessary.
- 15.7 Bills pertaining to Hot Lines, Dedicated Lines, etc. where the recurring expenditure is of a fixed nature may be sanctioned by Grade A Officer. Subject to what is stated in paragraphs 15.5 and 15.6, expenditure towards payment of telephone bills covering the rental and call charges, shifting and other allied charges and recurring expenditure on account of Bank's telecommunication equipments including cellular phones, V-SAT, maintenance of Websites, etc. may be sanctioned by Grade C Officer after verification of bills and in accordance with the instructions issued in

this regard from time to time by /Premises Department/  
DIT.

#### **iv. On Line Data Services**

15.8 Expenditure in respect of subscription towards online data services like Reuters, Bloomberg, Data Stream, Telerate etc., may be sanctioned, once the approval of Governor has been obtained, by the authorities after verification of bills as indicated hereunder:

(a) Committee of ED's, exceeding	₹ 50 lakh
(b) O-in-C,	₹ 50 lakh
(c) Grade E/D	₹ 20 lakh

#### **v. Webcast, mobile streaming, tele-conferencing, media monitoring, website/social media related expenses and audio/video setup arrangement for covering various events in the Bank**

15.9 Expenditure on account of live webcast, mobile streaming, teleconferencing, media monitoring, website/social media related expenses , audio/ video set up, media clipping services, etc may be sanctioned as under:

(a) Committee of ED's, exceeding	₹ 50 lakh
(b) O-in-C,	₹ 50 lakh
(c) Grade E/D	₹ 20 lakh

#### **16. Remittance of Treasure**

**(a) TA/HA of Staff Accompanying Remittance**

**(b) Insurance**

**(c) Police Escort**

**(d) Railway/Air/Steamer Fares**

**(e) Freight Charges (including Transport)**

**(f) Purchase of Boxes**

**(g) Cartage and Mazdoor Hire**

**(h) Not Enumerated**

16.1 Expenditure on account of remittance charges may be sanctioned under this sub-head by Officer in Grade C on the scales laid down in the various rules governing such

expenditure, provided that the rates at which boxes may be purchased shall require the sanction of the Officer in Grade E/D in charge of the Issue Department.

16.2 The remittance charges incurred by the Treasuries, or by any other institution which are entrusted with the remittance of the Bank's treasure, will be reimbursed to them by the respective Issue Offices on the applicable scales, on verification of the bills furnished through the respective Accountant General or the Central Accounting Office of the institution concerned.

16.3 The Officer-in-Charge may approve/renew any contract (as also its subsequent renewals) for the insurance, packing and/or cartage of remittances in accordance with the guidelines laid down by DCM, in this regard.

**17. Printing and Stationery**  
**(a) Stationery Expenses**

17.1 Expenditure on bulk purchase of usual items of stationery may be sanctioned by Officer in Grade C in accordance with the norms and procedure prescribed by Central Office from time to time. Stray purchases of such items required urgently may be sanctioned, after satisfying that the required stock is not available, by Officer in Grade C upto ₹ 5,000/-, by Officer in Grade E/D upto ₹ 25,000/-, on any one occasion. Purchases exceeding these limits and purchases of unusual and costly items may be sanctioned by the Officer-in-Charge.

**(b) Printing charges of stationery articles, etc.**

17.2 Expenditure on account of the printing of various forms, registers, ledgers, etc. (including the cost of paper) may be sanctioned by the Officer in Grade C, on any one occasion up to ₹ 10,000/- and expenditure exceeding this limit may be sanctioned by Officer in Grade D under this head, in accordance with the instructions contained in the departmental manuals and the instructions issued by the concerned Central Office Department from time to time.

**(c) Computer Consumables**

17.3. Expenditure towards purchase of items such as floppy disks, disk packs, magnetic tapes, printer ribbons, photocopier ink, etc. required for computer systems may be sanctioned by Officer in Grade D in accordance with the procedure laid down in Banking Department Manual for purchase of stationery articles. Stray purchases of these items required urgently may be sanctioned by the following authorities on any one occasion as per the rates approved by concerned department:

(a) Officer-in-Charge, exceeding	₹ 1 lakh
(b) Grade E/D	₹ 1 lakh
(c) Grade C upto	₹ 10,000

**(d) Record Management (Scanning etc)**

17.4 Expenditure towards record management (scanning / digitization) may be sanctioned by following authorities upto limits indicated hereunder:

(a) Committee of ED's, exceeding	₹ 20 lakh
(b) Officer-in-charge	₹ 20 lakh
(c) Grade E/D,	₹ 10 lakh
(d) Grade C	₹ 5 lakh

**18. Computer Software costing less than ₹ 1 lakh**

18.1. Expenditure towards purchase/up-gradation of software costing less than ₹ 1 lakh, issue of Digital signatures and other services etc. shall be sanctioned by the following Officers, on any one occasion upto the limits indicated hereunder:

(a) Officer-in-Charge	₹ 20 lakh
(b) Grade E	₹ 2 lakh
(c) Grade D	₹ 1 lakh

18.2. Expenditure exceeding ₹ 20 lakh, on any one occasion, shall be sanctioned by the following authorities upto the limits as indicated hereunder.

(a) Committee of the Executive Directors, Exceeding ₹ 1 crore

(b) Officer - in-Charge, DIT ₹ 1 crore

## 19. Printing Charges

### (a) Bank's Publications

19.1 Printing of any publication on behalf of the Bank shall require the approval of the Executive Directors. Subject to this, the expenditure on printing of such publications may be sanctioned by the Officer in Grade E/D in accordance with the Central Office instructions.

### (b) Photo-copying / Binding/ Transcription services and copy editing services

19.2. Expenditure towards Photo-copying/Binding of printed material required for meetings/seminars/conferences/workshops or other official purpose and charges for transcription and copy editing will be sanctioned by the following authorities as per the limits indicated hereunder:

(a) Committee of ED's, Exceeding	₹ 5 lakh
(b) Officer-in-Charge	₹ 5 lakh
(c) Grade E/D	₹ 50,000/-
(d) Grade C	₹ 10,000/-

## 20. Security Printing (Cheque, Note Forms, etc.)

20.1 Bank note forms supplied by the Note Printing Presses shall be indented through the Officer-in-Charge, DCM, who will approve the rates and sanction payment of the printing, etc. cost of these forms. The payments of bills shall be sanctioned by Grade C Officer of RMMT Division in DCM.

20.2. Cheque/Draft forms and other forms supplied by the Note Printing Presses shall be indented through the Officer-in-



Charge, DGBA, who will sanction payment of the printing, etc. cost of these forms.

## **21. Depreciation and Repairs to Bank's Property**

### **(i) Depreciation of Property**

- (a) Leasehold Land**
- (b) Office Buildings**
- (c) Residential Buildings**
- (d) Dead Stock other than Buildings**

21.1. Depreciation on the Bank's property (other than Free-hold land), on the scales prescribed in the Banking Department Manual, may be authorised to be charged by the Officer in Grade C, of concerned department in accordance with the instructions issued by DGBA..

### **(ii) Repairs to Bank's property**

- (a) Office Buildings**
- (b) Residential Buildings**

21.2. Expenditure on repairs, painting, etc. of the Bank's buildings, including electrical Installation, pumps, air conditioning system and electrical gadgets and renewal fee for licenses (for items like lifts, lounge etc.), horticulture etc., may be sanctioned by the following Officers in accordance with the norms and procedure prescribed by the Premises Department from time to time and subject to the absolute limits on any one occasion indicated as under:

(a) Officer-in-Charge, Exceeding	₹ 15 lakh
(b) Grade E*/D*	₹ 15 lakh
(c) Grade C*	₹ 2lakh
(d) Grade B*	₹ 50,000
(e) Grade A (Technical / Estate- Subject to checks and safeguards Prescribed by Premises Department)	₹ 10,000

### **(c) Dead Stock (Other than Buildings and CVPS/SBS)**

21.3. Expenditure on account of up-gradation of PCs and repairs to Dead Stock articles other than buildings, such as furniture, machines/office equipments, vehicles, electronic equipments etc. not covered by the periodic maintenance/service contracts may be sanctioned by the following Officers up to the limits, on any one occasion, as indicated hereunder:

(a) Officer-in-Charge, Exceeding	₹ 3 lakh
(b) Grade E*/D*	₹ 3 lakh
(c) Grade C*	₹ 50,000
(d) Grade B*	₹ 30,000
(e) Grade A (Technical / Estate- Subject to checks and safeguards Prescribed by Premises Department)	₹ 5,000

**d) CVPS/SBS spare parts**

21.4. Expenditure on account of spare parts and related charges for CVPS/SBS, may be sanctioned by the following Officers up to the limits, on any one occasion, as indicated hereunder:

(a) Committee of ED's, Exceeding	₹ 50 lakh
(b) Officer-in-Charge	₹ 50 lakh
(c) Grade E /D	₹ 20 lakh
(d) Grade C	₹ 5 lakh

**iii Repairs to Buildings leased to the Bank**

21.5 Expenditure on minor repairs to buildings leased to the Bank may be incurred after due notice to the landlord and the cost of repairs deducted from the amount payable to the landlord subject to a ceiling of one-sixth of the rent payable in a year for the rented/leased premises by the following Officers subject to the financial limits as indicated hereunder:

Residential Flats	Office Premises
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(a) Officer-in-Charge, Exceeding ₹ 4,000/-	₹ 25,000/-
(b) Grade E*/D*	₹ 4,000/-

**iv. Additions / Alterations / Renovation / Modernisation, etc., to Bank's Property**

**(a) Office Buildings**

**(b) Residential Buildings**

21.6. Expenditure incurred on account of addition / alteration / renovation / modernisation / modifications to the Bank's buildings including electrical / AC/ chilled water line/ AC fan coil units as part of Central AC plant / electro-mechanical installations such as electrical wiring, distribution boards, ducting as a part of central AC plant, etc., shall be sanctioned by the following officers upto the limits mentioned hereunder:

(a) Officer-in-Charge	₹ 75 lakh
(b) Grade F*	₹ 50 lakh
(c) Grade E*/D*	₹ 20 lakh
(d) Grade C*	₹ 1 lakh
(e) Grade B*	₹ 50,000
(f) Grade A*	₹ 10,000

*\* Attending to the works of Estate Department/ Administration of an office/Central Office Department/Training Establishment*

(A project account will have to be opened for any renovation / addition / alteration works where the total expenditure incurred on the project is required to be appropriated under more than one sub-head)

21.7. Expenditure exceeding ₹ 75 lakh on any one occasion shall be sanctioned by the following authorities' upto the limits as indicated hereunder:

- |   |           |
|---|-----------|
| (a) Committee of the Executive Directors, Exceeding ₹ 1 crore |           |
| (b) Officer-in-Charge, Premises Department                    | ₹ 1 crore |

**22. Agency Charges, underwriting fees and custodian charges**

**(a) Turnover Commission**

- (b) Commission on Government Securities Paid to Primary Dealers
- (c) Custodian charges for securities and gold; Fees to external asset managers; Fees for derivative instruments
- (d) Sundries (any other related charges)

22.1 Expenditure on account of turnover commission payable to the agency banks may be sanctioned by the Officer in Grade C, Banking Department/Government Banking Division.

22.2 Other Agency charges towards sub heads (b) to (d) may be sanctioned by Officer in Grade E/D in accordance with the instructions issued by respective Central Office Departments from time to time.

### **23. Advertisement**

23.1 Officer-in-Charge may accord the approval for advertisements in respect of the works relating to Premises Department which are included in the capital budget / general repairs and repainting works, without referring to Premises Department, C.O., subject, however, to technical clearance of the proposal by the competent authority. Subject to this, the actual expenditure may be sanctioned by Officer in Grade C.

23.2 Issue of advertisements for labour and transport contracts for Issue Department shall be approved by the concerned Regional Director. Advertisements, of a routine nature like calling for tenders / procurements, etc. after following established procedure /CVC guidelines, etc shall be approved by the concerned Regional Director/Chief General Manager. Any advertisement other than those mentioned above will require approval of concerned Central Office. Subject to this, the actual expenditure may be sanctioned by Officer in Grade C.

### **24. Bank Security**

- a. Bank Guards(expenditure towards police escorts etc)

- b. Security Guards arranged at Bank's premises (i.e. private security guards, other related expenses etc.,)
- c. Dog Squad Expenditure
- d. Engagement of firefighting Personnel

24.1 Expenditure in respect of the Bank Security provided for protection of the Bank's property may be sanctioned by Officer in Grade D/C on receipt and verification of the relevant bills with reference to the scales agreed and approved by Central Office.

## **25. Library Books**

25.1 Expenditure for the purpose of forming a library of the books on banking/finance etc. for the general benefit of the staff may be sanctioned by Officer in Grade C provided the purchase of such books has been approved by the Officer-in-Charge.

25.2 Expenditure towards purchase of Hindi books for the library may be sanctioned by an Officer in Grade C provided the purchase of the books has been approved by the Officer in Grade D in accordance with the instructions issued, norms prescribed in this regard from time to time by Rajbhasha Department.

25.3 Expenditure towards purchase of library books required by the Bank's training establishments and the Zonal Training Centres may be sanctioned by the Officer-in-Charge in accordance with the instructions issued/norms prescribed in this regard by HRMD, CO.

## **26. Newspapers and Periodicals**

26.1 Expenditure towards subscription for the supply of the official gazettes of Central Government and of the State in which the office is situated may be sanctioned by Officer in Grade A.

26.2 Expenditure towards the supply of copies of newspapers/financial dailies/journals and periodicals of repute and useful to the Bank, Training Establishments, Zonal Training Centres as have been approved for that

office by the respective Officer-in-Charge may be sanctioned by Officer in Grade A.

## **27. Liveries**

27.1 Expenditure for the purchase of all articles, which form a part of uniform supplied to the staff, including shoes/sandals, gloves, aprons and monsoon equipments, etc. may be sanctioned under this head by Officer in Grade D in accordance with the scales of supply and the pattern of liveries prescribed from time to time by the HRMD, CO. While the total expenditure in respect of all the articles to be supplied to the eligible members of staff may be sanctioned in general by the Grade D Officer, the payments to individual employees towards purchase of shoes, gloves, monsoon equipments, etc. may be sanctioned by the Officer in Grade C/B.

27.2 Expenditure towards periodic washing charges of liveries in accordance with the norms prescribed by the HRMD, CO may be sanctioned by Officer in Grade C/B.

## **28. Maintenance / Service Contracts**

**(a) Office Building**

**(b) Residential Building**

**(c) Dead Stock other than Buildings**

**(d) Computer Hardware/ Software**

28.1. Expenditure towards new Annual Maintenance and Service Contracts in respect of electrical installations, sanitary and plumbing installations, all machines, electronic equipments, software packages(including Annual Technical Support, help desk, etc), motor vehicles, etc. and renewal with change in terms of contract may be sanctioned by the following authorities as under:

(a) O-in-C exceeding ₹ 5 lakh

(b) Grade E/D ₹ 5 lakh

Renewal of these contracts may be sanctioned by Officer in Grade E/D provided there is no change in terms and conditions thereof and also in case where changes in AMC amount is as per the terms and conditions of existing agreement.

**29. Petrol, Diesel, Oil, etc.**  
**(a) Petrol, Diesel, Oil, etc**

29.1 Expenditure under this head may be sanctioned by the Officer in Grade C/B .

**(b) Car hire**

29.2. Expenditure towards car hire for Bank's officials/outside officials may be sanctioned by the following authorities as per limits prescribed hereunder subject to the instructions issued from time to time in this regard by DEBC.

(a) Officer-in-Charge, Exceeding	₹ 50,000/-
(b) Grade E/D	₹ 50,000/-
(c) Grade C /B	₹ 10,000/-

**30. Cleaning Material**  
**(a) Office Building**  
**(b) Residential Buildings**

30.1. Expenditure towards purchase of cleaning material required for the proper upkeep of the Bank's buildings may be sanctioned by Officer in Grade C in accordance with the norms prescribed by the Premises Department from time to time.

**31. Cartage and Mazdoor Hire for Removal of Coins, Cancelled Notes Etc.**

31.1. Expenditure to be incurred under this head may be sanctioned by Officer in Grade C on the basis of the contracts approved / renewed by the Officer-in-Charge.

**32. Issue Department Stores**

32.1. Expenditure for purchase of petty items of Issue Department Stores may be sanctioned by the following officers, on any one occasion up to the limits indicated hereunder:

(a) Officer-in-Charge	Exceeding ₹ 20,000/-
(b) Grade E / D, Issue Department	₹ 20,000/-
(c) Grade C	₹ 6,000/-
(d) Grade B	₹ 2,000/-

32.2 Expenditure for purchasing/placing indents for bulk purchases of technical stores consumed in the Issue Department in connection with the packing, handling and remittance of treasure e.g. gunny bags, cloth bags, stitching wire, jute twine, signode seals, lead seals, strappings, etc. may be sanctioned by the Officer-in-Charge or Officer in Grade E/D, in charge of Issue Department.

### 33. Sundry Articles up to ₹ One lakh

33.1 Expenditure towards the following items:

- (a) Sundry Articles up to ₹ 5000/- each.
- (b) Furniture – Office
- (c) Furniture – Residence
- (d) Electrical Installations and Office Equipments – Office
- (e) Electrical Installations and Office Equipments- Residence
- (f) Computers / Microprocessors and other Electronic items
- (g) Telecommunication Equipments
- (h) Security Equipments
- (i) Firefighting equipments
- (j) Currency and coin Exhibits.
- (k) Other items

whose individual cost i.e. cost per unit is up to ₹ 1,00,000/- and also bulk purchase of small value durables may be sanctioned by the following Officers in accordance with the norms/instructions issued by Central Office from time to time upto the limits (on any one occasion) as hereunder:

(a) Officer-in-Charge ( concerned Central Office Department)	Exceeding ₹ 50 lakh
(b) Officer-in-Charge	₹ 50 lakh
(c) Grade F	₹ 25 lakh
(d) Grade E/D	₹ 10 lakh
(e) Grade C	₹ 50,000/-



(f) Grade B	₹ 20,000/-
(g) Grade A	₹ 5000/-

Bulk purchase proposals beyond ₹ 10 lakh should be subject to examination/ recommendation of the Regional Capital Expenditure Committee (RCEC) at RO/TE and for CODs by Capital Expenditure Committee (CEC) beyond ₹ 40 lakh, respectively, as per the guidelines issued by CSBD, Central Office..

#### **34. Financial Literacy and Inclusion Programmes**

34.1 The expenditure may be sanctioned by the following Officers upto the limits on any one occasion in accordance with the instructions issued by relevant Central Office Department(s) from time to time, as indicated hereunder:

(a) Officer-in-Charge	Exceeding	₹75,000/-
(b) Grade E /D		₹75,000/-
(c) Grade C		₹40,000/-

#### **35. Banking Development Schemes**

35.1 The expenditure may be sanctioned by the following Officers upto the limits on any one occasion in accordance with the instructions issued by relevant Central Office Department(s) from time to time, as indicated hereunder:

(a) Officer-in-Charge	Exceeding	₹75,000/-
(b) Grade E /D		₹75,000/-
(c) Grade C		₹40,000/-

#### **36. RBI Quiz/Debate**

36.1 The expenditure may be sanctioned by the following Officers upto the limits on any one occasion as indicated hereunder:

(a) Officer-in-Charge	Exceeding	₹75,000/-
(b) Grade E /D		₹75,000/-
(c) Grade C		₹40,000/-

#### **37. Miscellaneous Expenses**

- (a) Money Order Commission
- (b) Revenue Stamps
- (c) Official Entertainment
- (d) Recruitment Charges (including Advertisement, Printing, Honorarium etc.)
- (e) Conveyance Charges (Local)
- (f) Sitting Fees and Other Expenses of Outside Members of Committees / Working Groups Constituted by the Government / Bank.
- (g) Cost of Patent Coin Boxes
- (h) Expenses towards Repairs/ Painting etc of Patent Coin Boxes
- (i) Contributions to Local / Foreign Institutions
- (j) Consultancy Charges (other than legal)
- (k) Seminars / Guest Lectures/Conferences
- (l) Expenditure towards training arranged for outsiders

37.1. Expenditure towards purchase of revenue stamp/money order commission may be sanctioned by Officer in Grade A in accordance with the instructions issued by Central Office from time to time. Expenditure in respect of other sub heads mentioned at (c) to (l) may be sanctioned by the following Officers in accordance with the norms/instructions on the subject issued by Central Office from time to time upto the limits on any one occasion as indicated hereunder:

(a) Officer-in-Charge, Exceeding	₹ 50,000/-
(b) Grade E/D	₹ 50,000/-
(c) Grade C	₹ 5,000/-
(d) Grade B	₹ 2000/-

- (m) **Service Charges for Mechanized Cheque Processing by National Clearing Cell / ECS / EFT.**

37.2. Expenditure towards Service Charges for mechanised cheque processing by National Clearing Cell / ECS / EFT etc., may be sanctioned by the following authorities in accordance with the norms/instructions issued by the concerned Central Office from time to time upto the limits on any one occasion, as indicated hereunder:

(a) Officer-in-Charge	Exceeding	₹ 5 lakh
(b) Grade E/ Grade D		₹ 5 lakh
(c) Grade C/ Grade B		₹ 2 lakh

**(n) Compassionate Package for Dependents**

37.3. Expenditure towards Compassionate Package will be sanctioned by the Officer-in-Charge in accordance with the norms / instructions on the subject issued by the Central Office from time to time.

**(o) Expenditure incurred on Surveys**

37.4 The expenditure towards outsourcing of survey work which may include field visit, data entry, generation of requisite reports/tabulation etc., subject to the administrative approvals by the competent authority, may be sanctioned by the following officers, upto the limits on any occasion, as indicated hereunder.

(a) Officer-in-Charge	₹ 10 lakh
(b) Grade E/D	₹ 5 lakh
(c) Grade C	₹ 1 lakh

Expenditure in excess of the power vested with the Officer-in-Charge may be sanctioned by the Committee of Executive Directors.

**(p) Not Enumerated**

37.5. Any expenditure which is not covered under any of the foregoing sub-heads of accounts may be sanctioned on any one occasion by the following officers' upto the limits indicated hereunder:

(a) Officer-in-Charge	₹50,000/-
(b) Grade E	₹20,000/-
(c) Grade D	₹ 8,000/-
(d) Grade C	₹ 2,000/-
(e) Grade B	₹ 500/-

37.6 Expenditure in excess of the power vested with the Officer-in-Charge under paragraph 37.5 shall be referred to the concerned Central Office Department (depending upon the nature of expenditure) for necessary sanction. The

expenditure may be sanctioned by the following authorities on any one occasion upto the limits indicated hereunder:

- (a) Committee of the Executive Directors, Exceeding ₹ 2 lakh
- (b) Officer-in-Charge – Central Office Department ₹ 2 lakh

### **38. Usage and other charges paid to other Institutions**

Expenditure towards payment of usage charges being paid to other institutions like CCIL (in case of PDO / NDS order matching system) and any other charges paid to outside institutions for such purposes may be sanctioned by the Officer-in-Charge of the concerned Central Office department subject to the administrative approvals from Top Management.

### **39. Carpets, Venetian blinds, Curtains, Bed sheets, Roller blinds etc.,**

Expenditure towards items which cannot be given an inventory number like carpets, Venetian blinds, curtains, bed sheets, roller blinds etc., may be sanctioned by the following Officers subject to the financial limits as indicated hereunder.

- (a) Officer-in-Charge, exceeding ₹ 10 lakh
- (b) Grade F ₹10 lakh
- (c) Grade E ₹ 5 lakh
- (d) Grade D ₹ 2 lakh
- (e) Grade C ₹ 50,000

### **40. Goods and Service Tax and any other tax/cess**

Expenditure towards payment of statutory taxes may be sanctioned by the Officer sanctioning expenditure for a given item of expenditure.

