

CHAPTER - 3 (MANUAL - 2)
POWERS & DUTIES OF OFFICERS AND EMPLOYEES FOR
MUNICIPAL PRINTING PRESS DEPARTMENT

Financial Power delegated to the
Manager, Municipal Press/Rota Printing Unit

As per AMC (WS)'s sanction u/no. AMC/WS/D/5368 dt.02.01.2013

Sr. No.	Type of Power	Manager	Dy. Manager	Asstt. Manager	Administrative Officer
1	Purchase of various type paper, Board, from the vendors.	Rs. 35,000/ Per Purchase	Rs. 27,000/- Per Purchase	Rs. 10,000/- Per Purchase	...
2	Works through outside agency.	Rs. 20,000/- Per Item	Rs. 11,000/- Per Item	Rs. 4,500/- Per Item	...
3	Maintenance break-down Machine	Rs., 28,000/- One time	Rs. 20,000/- One time	Rs. 5,000/- One time	...
4	From Imprest Patty Cash	Rs. 2,300/- Per item	Rs. 1,000/- Per item	Rs. 500/- Per item	Rs. 500/- Per item
5	Books/dead stock	Rs. 1,500/- Per item	Rs. 750/- Per item	Rs. 500/- Per item	...