

1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

1.2.1 Powers and duties of officers(administrative, financial andjudicial).

1. Provident Fund Commissioner:

- (1) The Commissioner shall not undertake any work unconnected with his office without the previous sanction of the Government.
- (2) The Commissioner may at any time for reasons to be recorded in writing and after he is given an opportunity of being heard be removed by the Government.
- (3) The Commissioner shall receive such salary and allowance and shall be subject to such conditions of service as may be specified in this behalf from time to time by the Government.
- (4) The Commissioner while attending the meetings of a Board may take part in its deliberations but shall not be entitled to vote.

2. Secretary to the Board :

- (1) The Government shall appoint a Secretary to the Board. (2) The Secretary to the Board shall, in consultation with the Chairman, convene meetings of the Board, keep a record of its minutes and shall take the necessary steps for carrying out the decisions of the Board. Commissioner is the Secretary to the Board-vide Notification No.5-MT(2)66 dated 6.10.1966.

3. Information of appointment to the Board.

References relating to all appointments of officers of the Fund made by the Government shall be placed before the next meeting of the Board of Trustees for information.

4. Staff:

- (1) The Commissioner may employ such as the Board may consider necessary for the efficient administration of the Scheme.
- (2) Subject to the provisions of this paragraph Regulations regarding the method of recruitment, salary and allowance discipline and other conditions of service of members of the staff shall be made by the Board with the approval of the Government.

5. Administrative and Financial Powers of the Commissioner:

- (1) The Commissioner may, without reference to the Board sanction expenditure on contingencies, supplies and services and purchase of articles required for administering the Fund subject to financial provision in the budget and subject to the limits upto which the Commissioner may be authorized to sanction expenditure on any single item from time to time by the Board with the approval of the Government.
- (2) The Commissioner may also exercise such administrative and financial powers other than those specified in sub-paragraph (1) above, as may be delegated to him from time to time by the Board with the approval of the Government.
- (3) The Commissioner may delegate from time to time the administrative and financial powers delegated to him by the Board to any officer under his control and superintendence to the extent considered suitable by him for the administration of the Scheme with the prior approval of the Government. A statement of such delegation shall be placed before the next meeting of the Board for information.

6. Delegation of power by the Board :

- (1) The Board may, with the prior approval of the Government, by a resolution, empower its Chairman to sanction expenditure, subject to such limits as may be specified in the resolution, on contingencies, supplies and purchase of articles required for administering the Fund subject to Financial provision in the budget, where such expenditure is beyond the limits upto which the Commissioner is authorized to sanction expenditure on any single item.
- (2) The Board may also, by a resolution, empower its Chairman to appoint such officers and employees other than those mentioned in subsections (1) and (2) of Section 7 of the Act, as he may consider necessary for the efficient administration of the Scheme.
- (3) All sanctions of expenditure made by the Chairman in pursuance of sub-paragraph (1) shall be reported to the Board as soon as possible after the sanction of the expenditure.