

4.9 Administrative approval of expenditure on works etc.

S.No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1.	To accord Administrative Approval to expenditure on individual works other than residential buildings, rest houses and inspection bungalows.	All Departments.	<p>(a) Up to Rs. 100 lakhs with the concurrence of FA and CAO provided that the scheme is included in the plan.</p> <p>(b) The accord of Administrative approval shall not, however, be treated as an authority :</p> <p>(i) to spend money not provided for in the budget ; and</p> <p>(ii) to create new posts, if any, provided for in the Administrative Approval</p> <p>Proposals for creation of new posts, plan or non-plan , will be processed in accordance with the order of the Government in vogue from time to time and orders for their creation will be issued only after the approval of the competent authority is obtained.</p>
2.	To accord Administrative Approval to expenditure on individual works in connection with the construction, purchase or conversion of a building intended to be used as the residence of a Government servant.	All Departments.	Up to Rs. 25 lakh with the concurrence of FA and CAO provided that scheme is included in the plan.
3.	To accord Administrative Approval to expenditure on original works in connection with existing residential buildings.	PWD & Forest Deptt.	Up to Rs.50,000 with the concurrence of FA and CAO.
4.	To sanction construction of Annexes or additions to Government Huts and Buildings.	PWD	Provided it is at the expense of lessee and the sanitary authority have no objection.

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5.	To permit work being done under petty work order system.	PWD	Up to Rs. 25,000
6.	To accord Administrative Approval to Schemes	All Departments	<p>(a) Up to Rs. 500 lacs in consultation with the FA and Jt. Director or Deputy Director, Planning without reference to Finance/Planning Department</p> <p>(b) The accord of Administrative Approval shall not, however, be treated as an authority :-</p> <p>(i) To spend money not provided for in the budget ; and</p> <p>(ii) To create new posts, if any, provided for in the Administrative Approval.</p>

Proposals for creation of new posts, plan or non-plan, will be processed in accordance with the order of the Govt. in vogue from time to time, and orders for their creation will be issued only after the approval of the competent authority is obtained.

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4.10 Tenders and Contracts.

S.No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1.	To sanction bids without any condition in order to avoid the danger of the withdrawal of the bids before sanction is obtained.	All Departments.	When the most favourable offer is accepted .
2.	To sanction contracts for purchase of stores, supplies and services in all branches of the PWD.	Public Works Department	Provided the most favourable tender is accepted
3.	To sanction allotment of contracts for Tawi Lift Irrigation Project.	Administrative Deptt.	Above Rs.10 lakhs on the recommendations of the Purchase and Contract Committee.
4.	To sanction periodical contract.	Revenue Deptt.	For a period not exceeding 3 years and if the most favourable offer is accepted.
5.	To sanction Forest contracts.	Forest Deptt.	If the most favourable tender is accepted.

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6.	To sanction contracts for the sale of excisables.	Excise and Taxtion Deptt.	If the most favourable tender is accepted.
7.	To sanction milling of shali on contract system.	Food and Supplies Deptt.	If the most favourable tender is accepted.
8.	To sanction execution of repair works without calling for tenders.	Revenue Deptt.	To the extent of Rs. 10,000 in each individual case.
9.	To sanction contracts for purchase of stores, supplies and services (other than in PWD) in respect of items, where consultation/formation of Purchase Committee has not been possible for recorded reasons.	All Departments	<ul style="list-style-type: none"> (i) To any extent within budget grants. (ii) Any negotiated or single tender contract up to the value of Rs. 2.5lac in each case. (iii) Purchase of stores of proprietary nature within budget grant. (iv) The Finance Deptt. shall be consulted in respect of any agreement or contract for technical collaboration or consultancy services with firms or with other Governments. (v) The consent of the Finance Deptt. is subject to overall condition that - <ul style="list-style-type: none"> (a) Purchases and contracts are sanctioned within the available budget provision ; (b) Purchases are made in the most economical manner ; and
10.	To form Purchase Committee in the Departments, under them.	All Departments.	<p>(c) The system of competitive tenders is adopted and the most favourable tender is accepted, except in cases of proprietary and negotiated items.</p> <p>(d) In respect of purchase of vehicles the agency of State Motor Garages Deptt. is employed.</p> <p>Provided that senior and experienced officers in the Department are selected as its members, Financial Advisor or an Accounts Officer, if any, available in the Department and a representative from Industries and Commerce Deptt. should also be selected as two of its members. In respect of rate contract the rates fixed will remain valid for a period as may be specified by the Committee but not beyond one year from the date of issue of orders determining the contract. Where the period of validity of rates may not have been mentioned by the Committee the same will be valid for one year from the date of issue of the order. For individual contracts the rates will be valid till completion of the contract, as per the terms of the agreement and/ or supply order.</p>

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| 11. | To form Contract Committee in the case of works for Engineering Departments. | Administrative Deptt. | <p>The Contract Committee shall comprise the following members :-</p> <ol style="list-style-type: none"> 1. Principal Secretary Public Works Deptt. 2. Financial Commissioner, Finance Deptt. or his representative. 3. Secretary , PWD (Technical). 4. Chief Engineer of the concerned Department. 5. Director Designs. 6. Chief Engineer (Mech.) for such works as involve purchase of Mechanical Equipments. 7. Vice-Chairman Srinagar Dev. Authority . 8. Financial Advisor and Chief Accounts Officer of Irrigation and Flood Control Deptt. in respect of projects of that Deptt. 9. In case of allotment of contracts to a contractor other than the lowest tenderer, the allotment shall be decided by the Contract Committee up to financial limit of Rs. 6 lakh and beyond that it should be referred |
| 12. | To sanction contracts or purchase of stores in regard to cases where contractors selected in accordance with the recommendations of the Purchase Committee back out from contractual obligations and necessary formalities for affecting penalties etc. against them are observed. | All Departments. | <p>by it to the Govt. along with its recommendations.</p> <p>Full powers where the offers are beyond 20% of the rate determined by the Committee.</p> |
| 13. | To constitute an Empowered Committee for special and prestigious projects particularly construction projects which include renovation of | General Administration Deptt. | <p>The Empowered Committee shall comprise of the following :-</p> <ol style="list-style-type: none"> (i) Chief Secretary. (ii) Financial Commissioner Planning & Dev. Deptt. (iii) Financial Commissioner Finance Department. (iv) Principal Secretary to Chief Minister. |

Civil Service Regulations in respect of Government servants.

- 2. Dy. Inspector General of Police/Jt. Director of Fire Services. Up to Rs. 300 in any case.
- 3. Superintendent of Police/Dy. Director Fire Services. Up to Rs. 100 in any case.

Games Department

- 10. To sanction the grant of rewards to the watchers, of the Games Preservation Department and Fisheries giving such bonafide information as shall lead to conviction under Game Preservation Notifications issued from time to time. Magistrates trying the cases. Up to the full amount of fine inflicted.
- 11. To grant rewards to persons not in the Director Fisheries. (i) Up to Rs. 50 in each case.

service of the Government for detecting peachers in Fish sanctuaries or Game Preserves.

(ii) The amount of such rewards does not exceed Rs. 1,000 a year.

(iii) Subject to Budget provision.

- 12. To grant rewards for all the vermin killed by licence holders and watchers employed in Game Preservation Department and by any other person specially authorised to kill the vermin subject to the provisions of the Wild Life Act. Head of the Department concerned. In accordance with the following scale :-
 - (i) Leopards(snow and common) Rs. 1,000
 - (ii) Leopard cubs (snow and common) Rs. 500
 - (iii) Wolves wild dogs Lynx Rs. 500.
 - (iv) Carrion Crow and Cormorant Rs.2.50
 - (v) Wild cats weasels Primmartins Rs.2.50
 The rewards of Rs. 50 may be paid at the discretion of the Head of the Game and Fish Preservation Department for other wild animals in rivers and other places where they cause damage.

Industries Department

- 13. To grant rewards to individuals giving information which leads to the location of the useful minerals in the State. Director Geology and Mining. Up to Rs. 1,000 in each case subject to maximum of Rs. 10,000 in a year.

5.2 The power to sanction sale and disposal of buildings, stores etc. is delegated in the following cases :-

Sr.	Nature of Power	To whom delegated	Extent
1	2	3	4
1.	To sanction under rule 18.8 of Jammu and Kashmir Financial Code Vol-I, sale by auction of worn out and unserviceable article declared surplus, obsolete, or unserviceable by competent authority and to sanction resultant loss wherever necessary.	(i) Class -I Officers. (ii) Class II Officers. (iii) Heads of offices. (iv) Chief Education Officers.	(i) Full powers. (ii) Up to a limit of Rs. 20,000 book value in a year. (iii) Up to a limit of Rs. 2,000 book value in a year. (iv) Up to Rs. 1,000 in case of each institution subject to a maximum of Rs. 10,000 in a year. Note - The Principals Higher Secondary Schools/ Head Masters of High Schools and Zonal Education Officers shall be competent to sanction up to Rs. 5,000 in a year.
2.	To issue orders declaring stores etc. surplus or unserviceable on the recommendations of the Survey Committee.	(i) Major Heads of Health and Med. Edu. Departments. (ii) Class I Officers. (iii) Class II Officers.	(i) Up to Rs. 1,00,000 at a time subject to a ceiling of Rs. 5.00 lakh in a year. (ii) Up to Rs. 20,000 at a time subject to ceiling of Rs. 1.00 lac in a year. (iii) Up to Rs. 10,000 at a time subject to ceiling of Rs. 50,000 in a year :
			Provided above stores being declared as unserviceable are survey reported by the Survey Committee constituted by the Government for the purpose and their recommendations are on record.
3.	To issue orders declaring stores of small nature as surplus or unserviceable without consultation of Survey Committee.	(1) Major Heads of Department. (2) Class -I Officers. (3) Class -II Officers. (4) Class -III Officers.	Provided that the total book value of stores declared surplus / unserviceable during the year does not exceed Rs. 5,000 in respect of their-respective offices.
		Forest Department	
4.	To sanction disposal of poles and other unmarkable Forest material.	Pr. Chief Conservator of Forests.	In accordance with sanctioned rules.
5.	(a) To fix rates for sawn timber in damage cases. (b) To fix rates for sawn timber for	Pr. Chief Conservator of Forests.	Provided that in either cases :- (a) The total sale of a particular commodity does not exceed Rs. 5 lakh in a year. (b) Each sanction remains in force for one year only.

retail sale from
Timber Sale De-
pots.

(c) The Pr. Chief Conservator of Forests keeps the Audit Office informed of the rates fixed by him from time to time.

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| 6. | To sanction sale by auction or otherwise of unserviceable or surplus animals and write off of the difference between the sale proceeds and the cost price. | Pr. Chief Conservator of Forests. | Full powers. |
| 7. | To sanction disposal of timber in sawn or log form, railway returns, mill rejections such as Karies, Planks Passelas, Saw dust etc. in the depots on negotiated or depot reserve rates, keeping market rates, in view. | Do. | Full powers to be exercised only when the rates method etc. as recommended by the Committee set up for the purpose are approved by the Govt. |

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Agriculture Department

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| 8. | To fix rates not below prevalent rates on which poultry , eggs, honey , beewax and bee colonies are sold. | Director Agriculture. | Full powers. |
| 9. | To fix rates not below the cost price for the seeds purchased departmentally for supply to the Zamin-dars. | Do. | Full powers. |
| 10. | To fix rates not below the market rates for sale of plants and seeds produced in departmental orchards and nurseries. | Director Horticulture. | Full powers.
In case trees are to be sold these should be properly auctioned. |
| 11. | To fix rates not below the market rates | Director Gardens and Parks. | Full powers. |

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26.	To sanction sale of articles on the stock accounts for full value plus usual charge of 10% provided that the sale value is not less than the market value at the time of sale.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Electrical and Executive Engineers.	(i) Full powers. } (ii) Rs. 2 lakh }* (iii) Rs. 50,000 } The addition of 10% may, however be waived off by the authority empowered to sanction the sale in the case of stock which has been declared surplus by competent authority and which in his opinion would otherwise be unsaleable. Note : Preference should be given to Govt. Departments purchasing stores etc.
27.	To sanction by public auction the sale of grass, trees or other produce in plantations including roadside avenues and gardens.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers and (iv) Assistant Executive Engineers.	(i) Full powers (ii) Up to Rs. 1 lakh (iii) Upto Rs. 5,000 (iv) Up to Rs. 5,000
28.	To sanction the sale of produce of thinning and pruning and of dead and fallen trees.	Executive Engineers.	Full powers.
29.	To sanction sale of standing green trees by public auction.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers.	(i) Up to Rs. 1 lakh (ii) Up to Rs. 70,000 (iii) Up to Rs. 10,000
30.	To sanction dismantlement of service connections installed by the Electric Department.	(i) Chief Engineers Electric. (ii) Superintending Engineers Electric (iii) Executive Engineers Electric.	(i) *Rs. 50,000 per annum. (ii) *Rs. 30,000 per annum. (iii) Rs.500 per connection subject to a total of Rs. 10,000 per annum. *When the service has remained idle for a month or more all dismantled materials should be returned to stores.
31.	To sanction dismantlement of service connections, sub-mains, mains, transmission lines, and other equipment installed by the Electric Deptt.	(i) Chief Engineer Electric. (ii) Superintending Engineers Electric. (iii) Executive Engineers Electric. (iv) Assistant Executive Electrical Engineers.	(i) Full powers. } (ii) When the estimate does not exceed Rs. 1 lakh. } (iii) When the estimate does not exceed Rs. 25,000. } (iv) When the estimate does not exceed Rs. 10,000. }

- Where the dismantlement is undertaken for the purpose of augmentation or replacement provided :
- (a) there is a properly sanctioned estimate for the purpose of augmentation or replacement ; and
- (b) material from the old work which is not used in the new work regularly returned to stores.
32. To sanction auction of unserviceable Government buildings provided the building is sold standing and not after being dismantled either partly or wholly.
- (i) Chief Engineers. Up to Rs. 1 lakh.
- (ii) Superintending Engineers. Up to Rs. 60,000
- Medical Department**
33. To sanction disposal of stocks, stores, etc. in the Medical Department.
- (i) Director Health Services. } Full powers, if their retention or disposal by auction is certified to be fraught with danger.
- (ii) Principal Govt. Med. Colleges. }
- (iii) Principal Dental Colleges. }

- (iv) Director ISM
- (v) Director Family Welfare, MCH & Immunisation.
- (vi) Controller Drugs & Food Organisation.

Food & Supplies Deptt.

34. To sanction the disposal of deteriorated grain by auction and write off of the difference between the price realised and cost price.
- Director Food and Supplies. Provided other difference does not exceed Rs. 1,000 in any one case and Rs. 50,000 in a year
35. To make recoveries from persons concerned in handling, movement and distribution on account of-
- (a) Shortages in shali, rice, wheat, maize and
- (i) Where recovery of shortages is made in kind, weight for weight plus a fare as may be deemed fit by the Director or the Deputy Directors of Food and Supplies Department as the case may be ;
- (ii) Where recovery is made in cash, recovery at landed cost up to a shortage of 20 kilos in

	other food grains, salt and sugar.		one consignment under one challan and above that at landed cost plus a fine of Re. 1 per kilo (Rs. 100 per quintal) except in case of salt for which fine will be imposed at 25 paise per kilo.
	(b) Adulteration of food stuffs.	(i) Director Food and Supplies Deptt. (ii) Deputy Director Food Kashmir.	As in the case of shortages at item (a) above provided the shortage in this case is taken to be equal to the adulteration. Action in either of the two cases will be in addition to any other administrative action that the Director Food and Supplies may deem expedient in the interest of the Food Administration.
36.	To impose, recover and remit fines on Departmental Hanjis and Hamals.	Director, Food and Supplies	(i) Upto Rs. 1,000 in the case of Hanjis. (ii) Up to Rs. 200 in the case of Hamals.
37.	To fix sale rates of surplus empty gunny bags after necessary classification to other Government Departments for their Departmental use.	Directors of Food and Supplies.	Up to the value of Rs. 50,000 on each occasion and not more than Rs. 3 lakh during a year. Subject to the condition that the rates fixed are not less than those at which bags were sold by inviting tenders on the last occasion. In the case of sale from the godowns of the Food and Supplies Deptt. Kashmir the sale rates shall be
			determined after deducting the transport and other incidental charges from Srinagar to Jammu from the rates at which bags were sold at Jammu by inviting tenders on the last occasion.
38.	To sanction refund of sale proceeds of grains necessitated as a result of return of unconsumed quantity or reduction in the sale price.	Directors of Food and Supplies.	Up to Rs. 5,000 in each case.
39.	To fix the rate for outturn of milled shali.	Directors, Food and Supplies Deptt.	Only in case where the outturn is not less than 9 traks per khirwar (including brokens).
40.	To fix the price of by-products such as Bhoosa, broken Rice and Toh.	Director, Food and Supplies Deptt.	Full powers.
41.	To fix sale of rations for Military Hospital and Government in-	Deputy Directors Food and Supplies.	Full powers.

stitutions subject to a maximum per head at the rate admissible to an ordinary citizen.

42. To issue Food Grains on special permits at the fixed sale rate. Directors, Food and Supplies Deptt. Subject to the maximum of one quintal in each case.

Tourism Deptt.

43. To sanction supply of official publications, pamphlets, guide books, hand bills, posters and brochures issued by the Department to visitors, Government Departments, Private Institutions, Clubs, Messes, Army Units in India, Banks, Shipping Agencies, Tourists and Travelers.. Director Tourism. Free of charge or on payment as he may consider suitable.

**Excise and Taxation
Department**

44. To confirm sale and resale of vend privileges of articles. Excise and Taxation Commissioner. Full powers.

Rural Dev. Department

45. To sanction fixation of rate of dryage of shali, Maize-in-cob and wheat purchased, collected and distributed by the Panchayats. Director Rural Dev. Department. From 3 to 5 kilos per quintal and where the dryage fixed exceeds 3 kilos per quintal full reasons should be recorded.

Revenue Department

46. To sanction cutting and sale of Chinar trees by public auction. Divisional Commissioner. Full powers.

5.3 The power to grant scholarships is delegated in the following cases :-

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
Education Department			
1.	To sanction the grant of scholarship in Government Colleges and Schools.	(i) Head of the Institution. (ii) Provincial Joint Directors of School Education. (iii) Chief Education Officers.	(i) In respect of the students in Colleges. (ii) In respect of the students in High / Higher Secondary Schools. (iii) In respect of the students in Middle Classes reading in schools other than High / Higher Secondary .

Note : The above officers will exercise the powers delegated to them in this behalf under the close supervision of the Commissioner Education or the Directors School Education as the case may be and under subject to the limits and under the conditions sanctioned in rules regulating the award of scholarships and within the funds placed at their disposal.

5.4 The power to sanction expenditure on Tools and Plants and other Stores in the Public Works Deptt. is delegated in the following cases :

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1.	To fix stock reserve limits for each Division under his administrative control depending up to magnitude of stores to be purchased by each Division from time to time.	Chief Engineers.	Full powers provided that when stock limit in a Division once sanctioned is subsequently raised by more than 10% prior opinion of the Finance Department is obtained.
2.	To sanction re-adjustment and distribution of stock in the various Divisions under his control.	(i) Chief Engineers. (ii) Superintending Engineers.	(i) Provided such re-adjustment is within the total sanctioned limits. In case in which re-adjustment and distribution beyond the jurisdiction of one Superintending Engineer is involved. (ii) Do.
3.	To sanction estimates for purchase, manufacture, repairs, and carriage of tools and plants (excluding live stock, tents, office	(i) Chief Engineers. (ii) Chief Engineer Floods.	(i) Full Powers. (ii) (a) Ordinary Tools and Plants up to Rs. 2.5 lakh. (b) Special Tools and Plants up to Rs. 5.00 lakh for each unit of machinery)*

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	furniture or motor vehicles).	(iii) Superintending Engineers. (iv) Executive Engineers (v) Assistant Executive Engineers.	(iii) Up to Rs. 5 lakh for each estimate. } (iv) Up to Rs. 50,000 for each estimate. } (v) Up to Rs. 5,000 for each estimate. }
			*Provided that the limits prescribed under the standing orders in respect of tools and plants are not exceeded.
4.	To sanction the purchase of mathematical instruments and new travelling staves.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers	(i) Full Powers. (ii) Up to Rs. 5 lakh. (iii) Up to Rs. 1 lakh.
5.	To sanction purchase of stores for use in all branches of the Public Works Deptt.	All Officers above the rank of Assistant Executive Engineers but including Assistant Executive Engineers of Special Sub-Division/ Divisions.	Full Powers within the Budget grant including purchases under the suspense head "Stock" Provided that :- (a) no purchase is made in respect of materials the purchase whereof is the responsibility of Mechanical and Stores Department ; and (b) the purchases are made in accordance with the recommendations of the Purchase

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6.	To sanction purchase of stores in respect of which consultation/ formation of Purchase Committee may not have been possible for recorded reasons.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers.	(i) Rs.5.00 lakh in value per annum not exceeding Rs. 2 lakh in each case. (ii) Rs.2.00 lakh in value per annum not exceeding Rs. 50,000 in each case. (iii) Rs. 1 lakh in value per annum not exceeding Rs. 5,000 in each case.
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Committee appointed by the Government for the purpose.

Provided that :-

- No materials the purchase whereof is the responsibility of Mechanical and Stores Department are purchased ;
- The purchase does not involve any departure from rules ;
- The supply of stores is not negotiated or based on single tender exceeding Rs. 50,000 in each case ;

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- (d) The supply of materials of proprietary nature does not exceed Rs. 1 lakh in value ;
- (e) In respect of purchase of stores outside the State and borne on rate contract of D.G.S & D that agency is consulte ;
- (f) In respect of purchase of vehicles the agency of J&K SRTC is employed ;
- (g) Purchase of stores including purchases under suspense head "Stock" is made within the available Budget provision ; and
- (h) The purchases are made in most economical manner and the system of competitive tenders is adopted, and the most favourable tender accepted.

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Note : The Executive Engineers will not be competent to make any purchase of negotiated or proprietary nature.

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| 7. | To sanction purchase of stores where the suppliers selected | (i) Chief Engineers.
(ii) Superintending Engineers. | Where the new offers are up to 20% of the rates fixed by the Purchase Committee. |
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in accordance with the recommendations of the Purchase Committee, back out from contractual obligations and necessary formalities for affecting penalty etc. against them are observed.

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| 8. | To make purchase of stores the purchase whereof may be the responsibility of the Mechanical and Stores Department. | Chief Engineers. | Up to Rs. 2.50 lakh at a time and not exceeding Rs. 15 lakh per annum provided that such purchases are made only when the materials are required for emergent use and the same are not readily available with the Mech. & Stores Deptt. |
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5.5 The power to accord technical sanction, to sanction estimates for expenditure on works or to divert provision under works etc. is delegated in the following cases.

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1.	To accord technical sanction to detailed estimates of cost of original works or parts thereof including special repairs, renovations, additions and alterations and improvements not chargeable to maintenance.	1. Chief Engineer 2. Superintending Engineers 3. Executive Engineers 4. Assistant Executive Engineers.	1. Full Powers. 2. Up to Rs. 25 lakhs. 3. Up to Rs. 5 lakhs. 4. Up to Rs. 0.50 lakhs. Provided that : (a) the estimated cost technically sanctioned does not exceed the corresponding administratively approved cost by more than 10% subject to a monetary limit of Rs. 5 lakhs for estimates up to Rs. 100 lakhs and 5% of the cost administratively approved subject to a monetary limit of Rs. 10.00 lakh for estimates above Rs. 100 lakhs. (b) the plans and designs for individual works costing over Rs. 2.50 lakhs and Rs. 10.00 lakhs are approved by the Superintending Engineer and the Chief Engineers respectively before technical sanction is accorded by the Executive Engineer, Superintending Engineer.
2.	To accord technical sanction of RD Works including Works under the crash scheme for Rural Employment.	Executive Engineers.	Up to Rs. 5 lakh in each case. The Executive Engineers should also inspect the works during execution.
3.	To sanction estimates technically within limits of Budget allotment for maintenance of works during construction chargeable to the Project Estimate.	(i) Superintending Engineers Electric. (ii) Executive Engineers Electric. (iii) Assistant Executive Engineers (Electric).	(i) UP to Rs. 15,000. (ii) Up to Rs. 5,000. (iii) Up to Rs. 2,500 subject to such restrictions as the Chief Engineer may impose.
4.	To accord technical sanction to detailed estimates chargeable to maintenance and repairs.	1. Chief Engineers. 2. Superintending Engineers 3. Executive Engineers 4. Assistant Executive Engineers.	1. Full Powers. 2. Up to Rs. 5 lakh. 3. Up to Rs. 2.50 lakh. 4. Up to Rs. 0.50 lakhs. Provided that the estimates sanctioned by the Superintending Engineer/ Executive Engineer, Assistant Executive Engineer are within the corresponding provision approved by the Chief

1	2	3	4
9.	To accord technical sanction to estimates for Roads and Buildings, Bridges Booms etc.	(i) Principal Chief Conservator of Forests. (ii) Chief Conservator of Forests. (iii) Conservator of Forests. (iv) Divisional Forest Officer.	(i) Full powers. (ii) Up to Rs. 3.00 lakh. (iii) Up to Rs. 1.00 lakh. (iv) Up to Rs. 50,000. Provided that the amount technically sanctioned does not exceed the amount administratively approved by the Competent Authority by more than 5 per cent.
10.	To sanction estimates for new works and additions & alterations chargeable to the Head Scientific Service and Research.	Director Archives/ Libraries, Archeology and Museums.	To the extent of Rs. 10,000 in each case.
11.	Sanctioning of estimates & Execution of Works.	Director of Rural Dev.	All powers exercised by the Chief Engineer, Public Works Department.
12.	To sanction estimates of petty works including works of repairs.	(i) Director General of Police. (ii) Addl. Director General of Police. (iii) Inspector General of Police. (iv) Deputy Inspector General of Police.	(i) Up to Rs. 5.00 lakh in each case. (ii) Up to Rs. 1.00 lakh in each case. (iii) Up to Rs. 1.00 lakh in each case. (iv) Up to Rs. 25,000 in each case. Provided the work is got done through pioneer platoons and estimates are technically examined by an Assistant Executive Engineer to be nominated and also subject to availability of funds.
13.	To accord technical sanction to detailed estimates of cost of original Soil Conservation Works in each individual case.	a)(i) Director Agriculture. (ii) Divisional Soil Conservation Officers. (iii) Assistant Soil Conservation Officers.	(i) Full powers. (ii) Up to Rs. 1.50 lakh. (iii) Up to Rs. 0.50 lakh.

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		b)(i) Director Command Area Dev.	(i) Full powers.
		(ii) Deputy Director CAD	(ii) Up to Rs. 1.50 lakh.
		(iii) Asstt. Soil Conservation Officers.	(iii) Up to Rs. 50,000.
14.	To sanction excess expenditure over the estimates in the original technical sanction.	a)(i) Director Agriculture.	Up to 5%
		(ii) Divisional Soil Conservation Officers.	Up to 2%
		b)(i) Director Command Area Dev.	Up to 5%
		(ii) Deputy Director Command Area Dev.	Up to 2%

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5.6 The power to make advances (1) to Contractors against sanctioned works and (2) to Government servants and other individuals is delegated in the following cases :-

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1.	To sanction advances to contractors in the Forest Deptt. for work to be done.	(i) Principal Chief Conservator of Forests.	(i) Up to Rs. 2.50 lac in any one case } }
		(ii) Chief Conservators of Forests.	(ii) Up to Rs. 1.00 lakh in any one case } }
		(iii) Conservator of Forests.	(iii) Up to Rs. 50,000 in any one case }*
		(iv) Divisional Forest Officers.	(iv) Up to Rs. 5,000 in any one case } }
			*Provided that advances are given in exceptional cases, when no other arrangements can be made for carrying on the work and that the contract has been given to contractors of substance against adequate security to ensure summary recovery in the event of the advances not being adjusted by work done.
2	To sanction advance to Mates/Contractors for procurement of labour.	Divisional Forest Officers.	Up to Rs. 1,000 per labourer subject to a maximum of Rs. 50,000 per Mate/Contractor. Detailed accounts to be maintained and furnished to the Dy. General Manager and the Financial Advisor every month.

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1	2	3	4
3.	To sanction advances to contractors for work done in the Forest Deptt.	Divisional Forest Officers.	Full powers ; provided certificate is signed by the Divisional Forest Officers that the advances made are covered by the work done and the payment does not exceed 90 per cent of the value of work done.
4.	To sanction advance from the General Provident Fund in the case of :	(i) Class -I Officers. (ii) Class-II Officers and other Officers. (iii) Zonal Education Officers in Leh and Kargil Districts.	In accordance with the General Provident Fund Rules.
	(i) all Officers subordinate to them.		
	(ii) Officers whom they can appoint.		
	(iii) Officers subordinate to them (Up to 3 months)		
5.	To sanction House Building Advance to	Class -I Officers.	In accordance with the Rules in Financial Code, provided the funds are available.

all officers subordinate to them.

6.	To sanction one month's advance pay to those who have to remain on tour for more than a month and touring is to be done in the areas where Compensatory Allowance is paid.	Director Geology and Mining.	Full powers.
7.	To make advance payments for cost, freight and incidental charges of stores purchased outside the State without obtaining prior sanction of the Competent Authority and orders of the Accountant General.	(i) Director Central Purchases and Stores. (ii) Chief Engineer of the Power Dev. Deptt.	Provided that necessary provision exists in the Budget and full amounts are advanced only in cases of purchases of cement . In respect of other materials advances to the extent of 10% to 20% only shall be made.

1	2	3	4
8.	To sanction advance payment of subscriptions for purchase of journals.	1. Director SKIMS 2. Principal Medical Colleges. 3. Principal Dental College. 4. Director Geology & Mining.	(i) In respect of such journals-only which are of technical nature and advance subscription for which is a pre-condition for their supply by the publishers. (ii) Advance subscription is paid only for the minimum period i.e., if periodical subscriptions are prescribed by the publishers the advance at a time should not exceed the prescribed subscriptions. (iii) Before advance payment is made the terms and conditions are properly negotiated so as to secure the Govt. money from any loss. (iv) In no case should the advance be made in absence of necessary provision of funds in the Budget.

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5.7 The power to accord Administrative Approval to works is delegated in the following cases:-

Note : The money limits specified in the delegations below relate to the entire estimated cost of a work including both original works and repairs, if any, and not merely to the cost of the portion relating only to original works.

Sr. No.	Nature of Power	To whom delegated	Extent
1.	To accord Administrative Approval to works other than residential building appertaining to the respective departments.	(i) Major Heads of Departments except Chief Engineers, Public Works Department including Dev. Commissioner, Power Development Department. (ii) Class -I Officers.	(i) Up to Rs. 25.00 lakh in each case. (ii) Up to Rs. 2.5 lakh. For works appertaining to their Departments within their jurisdictions.
2*	To accord Administrative Approval to individual works other than residential buildings.	(i) Chief Engineers. (ii) Superintending Engineers.	Up to Rs. 50.00 lakhs. Up to Rs. 10.00 lakhs.

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*Delegation as per Sl. 2 shall apply *mutatis mutandis* in the case of officers of corresponding ranks of Ravi Canal Project.

1	2	3	4
7.	To accord Administrative Approval for the construction of :- (i) Roads, Buildings Bridges and Booms etc. (ii) Wells , Tanks etc.	(i) Principal Chief Conservator of Forests. (ii) Chief Conservator of Forests. (iii) Conservators of Forests.	(i) Up to Rs. 5.00 lakh. (ii) Up to Rs. 2.50 lakh. (iii) Up to Rs. 0.50 lakh in each case.
8.	To accord Administrative Approval to :- (i) the construction of roads, bridges and buildings; (ii) the maintenance of roads, buildings and bridges chargeable to the grant provided under 2406-Forest Conservation and Development. (iii) Other works.	Divisional Forest Officers.	Up to Rs. 25,000 in each case in respect of (i) & (ii) to the proviso that the works are included in the annual list of works (prepared in order of urgency and importance) approved by the Chief Conservator of Forests.
9.	To accord Administrative Approval to estimates for the repairs of Patwar Khanas chargeable toLand Revenue Patwar Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 15,000 in each case. (ii) Up to Rs. 10,000 in each case. (iii) Up to Rs. 5,000 in each case.
10.	To accord Administrative Approval to estimates for the construction of Patwar Khanas chargeable to Land Revenue Patwar Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 50,000 in each case. (ii) Up to Rs. 30,000 in each case. (iii) Up to Rs. 10,000 in each case.
11.	To accord Administrative Approval to the estimates of Road Cess Works chargeable to Land Revenue Road Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners.	(i) Up to Rs. 50,000 in each case. (ii) Up to Rs. 20,000 in each case.

1	2	3	4
12.	To accord Administrative Approval to the estimates for Revenue, Irrigation Works, chargeable to Land Revenue Canals.	(i) Financial Commissioner. (ii) Divisional Commissioners.	(i) Up to Rs. 50,000 in each case. (ii) Up to Rs. 10,000 in each case.
13.	To accord Administrative Approval and sanction estimates in respect of Road Cess, Panchayat and Irrigation works pertaining to Rural Dev. Department.	Director Rural Development.	Up to Rs. 50,000 in each case provided funds exist in the Budget.
14.	To accord Administrative Approval to all subsidiary works and operation concerned with large projects (subsidiary works will include works like	(i) Chief Engineer. (ii) Superintending Engineers.	(i) Up to Rs. 15.00 lakh. (ii) Up to Rs. 10.00 lakh. Provided that (i) such subsidiary works etc. are already provided for in the main project and covered by a lump sum amount and (ii) the value

residential buildings, approach roads, surveys including consultations which are complementary works but not essential part of the main project.

of any residential building or buildings does not exceed their powers in respect of according Administrative Approval for construction of residential buildings.

15.	To accord Administrative Approval to new works and additions and alterations falling under the head Scientific Services and Research.	Director Archives/ Libraries, Archeology and Museums.	To the extent of Rs. 5,000 in each case.
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5.8 The power to sanction the write off losses, stores etc is delegated in the following cases.

Sr. No.	Nature of Power	To whom delegated	Extent
1	2	3	4.
1.	(a) To write off under Rule 18.18 of the J&K Financial Code Vol.-I the irrecoverable value of stores and live stock lost by fraud or negligence of individuals or other causes.	(i) Major Head of Departments. (ii) Class -I Officers. (iii) Class-II Officers. (iv) Other officers.	(i) Up to Rs. 50,000 in each case subject to the limit of Rs. 5.00 lakh in a year. (ii) Up to Rs. 10,000 in each case subject to the limit of Rs. 50,000 in a year. (iii) Up to Rs. 1,000 in each case subject to the limit of Rs. 10,000 in a year. (iv) Up to Rs. 100 per item subject to the limit of Rs.5,000 in a year. Provided that the loss does not disclose:- (a) a defect of system the amendment of which requires the orders of a higher authority, or (b) serious negligence on the part of some individual Govt. servant or servants which might possibly call for disciplinary action requiring the order of a higher authority and in case of any fraud or negligence, disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2 of J&K Financial Code Vol-II and any other Government orders on the subject before the loss is written off.
	(b) To sanction under Rule 18.18 of the J&K Financial Code Vol-I the writing off of public money lost by no fraud or no negligence of individuals or other causes.	(i) Major Head of Departments. (ii) Class-I Officers.	(i) Up to Rs. 5,000 in each case subject to a limit of Rs. 50,000 per annum. (ii) Up to Rs. 5,000 during the year.
2.	To sanction under Rule 18.18 of the J&K Financial Code Vol-I the writing off of public money lost by fraud or negligence of individuals or other causes.	(i) Major Head of Departments. (ii) Class-I Officers.	(i) Up to Rs. 5,000 in each individual case subject to a limit of Rs. 50,000 a year. (ii) Up to Rs. 500 in each individual case subject to a limit of Rs. 5,000 a year: Provided the loss does not disclose :- (a) a defect of system the amendment of which requires the orders of a higher authority, or (b) serious negligence on the part of the some individual Govt. servant or servants which might possibly call for disciplinary action requiring reference to the higher authority, and in case of any fraud or negligence, disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2, of J&K

3. To sanction write off of books lost or rendered unserviceable in their own and in subordinate offices if any.
- (i) Class -I Officers. (i) Full powers.
(ii) Class -II Officers. (ii) Up to Rs. 1,000 in each case.
4. To sanction write off of the books of the Secretariat Library.
- (i) Chief Secretary. Full powers provided the loss does not disclose :-
(ii) Chairman Library Committee (Principal-Secretary).
(a) a defect of system the amendment of which would require a reference to Finance Department.
(b) serious negligence on the part of some individual Govt. employee or employees which might possibly call for disciplinary action requiring a reference to Finance Department and in case of any fraud or negligence disciplinary action is taken against the defaulting officer/officers.
5. To write off irrecoverable loss of stamp revenue.
- Stamp Department**
Commissioner of Stamps. Up to Rs. 5,000 in each case.

6. To write off finally the value of Medical articles and supplies rendered unserviceable, useless or obsolete on recommendation of Survey Committee to be constituted by them.
- Medical Department**
- (i) Principal Med. College/Dental College/ Director Health Services/ Director Family Welfare/ Director ISM/ Drug Controller. Full Powers.
- (ii) Superintendent Hospitals and Dy. Directors. Up to Rs. 25,000 at a time subject to a maximum of Rs. 2.00 lakh per annum.
- (iii) District Medical Officer. Up to Rs. 15,000/ at a time subject to a maximum of Rs. 1.00 lakh per annum.
- (iv) CMOs/Suptds. of Distt. Hospitals. Up to Rs. 10,000 at a time subject to a maximum of Rs. 50,000 per annum.
- (v) Block Medical Officer. Up to Rs. 5,000 at a time subject to a maximum of Rs. 50,000 per annum.

Note 1 : The powers to declare stores and equipment in the SMHS Hospital and Medical College, Srinagar as unserviceable and obsolete and issue orders for their final disposal either by public auction or otherwise and write off finally the difference between their book value and the sale proceeds, if any, are vested in the "Board of Survey" constituted for the purpose vide Government Order No.294/MD/G of 1966 dated 6th June, 1966 issued from the Health Department.

Note 2 : In respect of Medical College/SMGS Hospital Jammu the powers as indicated in Note 1 supra shall be exercised by the "Board of Survey" constituted vide Govt. Order No. 214-ME of 1975 dated 16th September, 1975.

Note 3 : The provisions of Notes 1 & 2 above shall apply *mutatis mutandis* to all the other Associated Hospitals also.

- | 1 | 2 | 3 | 4 |
|-----|---|---|---|
| 7. | To write off finally the value of articles and supplies rendered unserviceable, useless and obsolete. | (i) Director Sher-e-Kashmir Institute of Medical Sciences.
(ii) Joint Director Administration (Institute of Medical Sciences). | (i) Full powers.
(ii) Up to Rs. 10,000 in each case (on the recommendations of the Condemnation Committee that may have been constituted for the purpose). |
| 8. | To sanction write off of breakages and leakages of Medical stores not attributable to gross negligence of any employee. | (i) Director Health Services.
(ii) Principal Govt. Medical Colleges.
(iii) Principal Dental College, Srinagar.
(iv) Director ISM.
(v) Director Family Welfare/ MCH & Immunisation.
(vi) Controller Drugs, Food Organisation.
(vii) Superintendents of Hospitals.
(viii) Dy. Director Health Services.
(ix) Chief Medical Officer. | (i) Up to Rs. 10,000 in each individual case subject to a limit of Rs. 1.00 lakh.
(ii-ix) Up to Rs. 5,000 in each individual case subject to a maximum of Rs. 50,000 a year. |
| | | | Provided that a list of all such writes off is submitted to the next higher authority at the close of every year. |
| 9. | To write off losses of stores on account of breakages or otherwise. | Director Sher-e-Kashmir Institute of Medical Sciences. | Up to Rs. 10,000 in each case subject to Rs. 1.00 lakh in a year. |
| | | Public Works and Power Dev. Deptt. | |
| 10. | To write off losses due to depreciation of serviceable stock i.e., Book losses only as opposed to actual losses. | (i) Chief Engineers.
(ii) Superintending Engineers.
(iii) Executive Engineers. | (i) Up to Rs. 1.00 lakh.
(ii) Up to Rs. 60,000.
(iii) Up to Rs. 10,000. |
| 11. | To sanction write off from Return of Tools and Plants where only Part values have been recovered. | (i) Chief Engineers.
(ii) Superintending Engineers.
(iii) Executive Engineers. | (i) Up to Rs. 25,000.
(ii) Up to Rs. 15,000.
(iii) Up to Rs. 5,000. |
| | | Forest Department | |
| 12. | To write of from the accounts of their own offices or the | (i) Pr. Chief Conservator of Forests. | (i) Up to Rs. 1.00 lakh for (a) and full powers for (b) |

accounts of the Divisional Forest offices.
 (a) the value of Stores, Tools and Plants, livestock and other stocks.
 (b) the difference between book value and auction proceeds of un-serviceable stores or animals.

(ii) Chief Conservators of Forests. (ii) Up to the value of Rs. 50,000 for (a) and (b).
 (iii) Conservator of Forests. (iii) Up to the value of Rs. 10,000 for (a) and Rs. 50,000 for (b).
 (iv) Divisional Forest Officers. (iv) Up to the value of Rs. 2,500 for (a) and Rs. 10,000 for (b).

13. To sanction write off of cartridges used by the Police Officers.

Police Department
 Additional Director General of Police/ Inspector General of Police and Deputy Inspectors General of Police.

To the extent actually used in the performance of Govt. duty.

14. To sanction write off of decrease in seeds owing to dryage or damage.

Agriculture Department
 (i) Director of Agriculture.
 (ii) Director Gardens & Parks.

Up to 3 kilos per quintal.

Revenue Department

15. To sanction the write off of grain eaten by worms in frontier granaries.

Financial Commissioner. Up to 3 per cent of the total book value of stock or 50 maunds which ever is greater.

Sericulture Department

16. To sanction write off of decrease in seeds owing to dryage or damage.

Directors of Sericulture Up to 2 per cent of the weight.

Food & Supplies Department

17. To sanction the write off of debit and credit balances.

Directors of Food and Supplies Department. Below ten rupees in the case of each personal account at the time of final settlement and closing of such account.

18. To sanction the write off of dryage on shali, rice and other food stuffs.

Directors of Food and Supplies Department.

(i) Within sanctioned Budget grant.
 (ii) Up to 3 kilos per quintal.
 (iii) The cases where 3 kilos limit is passed the matter to be reported to the Government.

Estates Department

25. To sanction actual wastage of timber for manufacture of "B" class furniture. **Chief Secretary.** Up to the maximum limit of :-
 (i) 50% in case of walnut wood logs ;
 (ii) 50% in case of shesham;
 (iii) 30% in other varieties.
 Use of raw materials for preparing furniture articles including wastage to be allowed as per the approved schedule of the Estates Section.
26. To write off of the wastage in feed purchases **Development Commissioner, Fisheries/Director Fisheries.** To the extent of 1 k.g. per quintal.

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5.9. Except as provided in the specific delegations made in the following cases Disbursing Officers, Controlling Officers and Departmental Heads may incur expenditure on objects which are specified in detail in the sanctioned Budget Estimates under the various fluctuating grants and which are necessary for the technical working of the Department in which they are incurred within amount. allotted in such Estimates or otherwise by competent authority, unless there is something novel, doubtful or irregular in the character of expenditure:-

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1.	To sanction payment of rent for accommodation of Offices and other public Institutions in private buildings required for non-residential purposes.	(i) Head of Department. (ii) District Officers of the concerned Department.	Full powers, subject to the following conditions :- (a) In each District there will be a District Rent Assessment Committee comprising :- i. District Development Commissioner ... Chairman ✓ ii. Distt.Supt.Engineer ... Member ✓ iii. District Level Officer of the Deptt. concerned ... Member ✓ iv. Executive Engineer R&B to be nominated by the District Superintendent Engineer ... Member- Secretary ✓

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- (b) Departmental Officers in a District including those of the Engineering Departments, will forward their cases for determination of rent for private buildings occupied for Government Offices or other public Institutions to the District Rent Assessment Committee.
- (c) The Committee after ascertaining that there is no Government Building available in the concerned locality to house the Institution, shall recommend the amount of rent to be paid for the proposed accommodation. In determining the rent payable the Committee shall besides the formula of capital cost keep among other things in view the factors of site, locality, minimum accommodation required and other relevant factors.
- (d) On the basis of the rent recommended by the Committee the District Officer of the concerned Department for which the building is hired will issue necessary orders sanctioning the rent and the terms and conditions thereof. Where in any case the requisitioning Department may not have an

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Officer at the District Level the rent will be sanctioned by the Divisional Level Officer of the Department.

- (e) The District Committees will not consider cases for sanctioning of rent for buildings required for residential purposes.
- (f) In respect of Districts of Jammu and Srinagar the District Committees will confine their jurisdiction to the hiring of buildings required in areas outside the limits of cities of Jammu and Srinagar.
- (g) For accommodation required to be hired in the cities of Jammu and Srinagar the Departmental Officers will refer their cases to the State Rent Assessment Committee comprising:-
- | | |
|---|--------------|
| i. Director Estates | ... Convener |
| ii. Head of the Deptt. of the concerned requisitioning Deptt. | ... Member |
| iii. Dy. Commr. or his representative | ... Member |
| iv. Distt. Superintending Engineer | ... Member |

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