

| 1 | 2 | 3 | 4 |
|---|--|---|--|
| 3. | To grant Poplar trees at concession rate or free of cost from the areas owned by the PWD in cases of distress caused by fire or flood. | (i) Chief Engineers. (ii) Superintending Engineer. (iii) Executive Engineers. | (i) On the specific recommendation of a responsible Revenue Officer not below the rank of a Tehsildar 3 trees in all in individual cases of fire or flood-sufferer, 30 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood. (ii) 2 trees in all in individual cases of fire or flood sufferer, 20 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood. (iii) One in individual cases of fire or flood sufferer. 10 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood. |
| 4. | To sanction grant-in-aid to the aided Educational Institutions. | (i) Education Commissioner. (ii) Director School Education Boys/Girls. (iii) Provincial Deputy Directors Boys/Girls (iv) District Education Officers Boys/Girls. | (i) Full Powers in the case of Colleges. (ii) Full Powers in the case of Lower/High/Higher Secondary Schools. (iii) Full Powers in the case of Middle/Central Schools. (iv) Full Powers in the case of Primary Schools. |
| <p>Provided the grant-in-aid is sanctioned strictly in accordance with the provisions of the Jammu & Kashmir Private Educational Institutions Grant-in-Aid Rules, 1975.</p> | | | |
| 5. | To sanction grants-in-aid. | Director Rural Dev. Deptt. | Full powers within the approved R.D. Programme. |
| 6. | To sanction casual relief to destitute families. | i) Provincial Rehabilitation Officer Jammu ; and ii) Divisional Commissioner, Kashmir within their respective jurisdictions. | Up to Rs. 500 per family out of the provision, available for this purpose. |
| 7. | To grant relief in deserving cases of migratory labour. | Deputy Labour Commissioner (Migratory). | Up to Rs. 200 per individual case subject to the provision of funds in the budget. |
| 8. | To distribute soap among migratory labour. | do: | Full powers subject to the provision in the budget. |
| 9. | To issue medicines to migratory labour on the advice of the Medical Officer. | Deputy Labour Commissioner (Migratory) | Full powers subject to the provision in the budget. |

5.11 The power to sanction excess over estimates is delegated in the following cases :-

| S.No. | Nature of Power | To whom delegated | Extent |
|-------|---|---|--|
| 1 | 2 | 3 | 4 |
| 1. | To deal finally with all excesses on the amounts of original estimates sanctioned by himself or by a higher authority | (i) Commissioner for Housing & Urban Dev. Department. (ii) Chief Engineers. (iii) Superintending Engineers. (iv) Executive Engineers. (v) Executive Engineers Electrical. | Provided such excesses are not more than 10% of the original estimates or Rs. 25 lakhs whichever may be less. Up to a limit of 5% of the amount of original estimates. Within the limit of 5% of the sanctioned estimates provided the amount does not exceed the limit of their powers to sanction } estimates technically. |

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5.12 The power to sanction or cancel the terms of instruments, lease agreements is delegated in the following cases :-

| S.No. | Nature of Power | To whom delegated | Extent |
|-------|---|--|---|
| 1 | 2 | 3 | 4 |
| | | Revenue Deptt. | |
| 1. | To sanction leases of buildings with or without land attached. | Deputy Commissioners and Director: Land Records. | Up to one year, subject to rules governing the leases of Nazool property and provided the amount of lease money does not exceed Rs. 2,500 P.A. |
| 2. | To sanction leases of Revenue Gardens and Rakhs. | (i) Financial Commissioner. (ii) Divisional Commissioners. | (i) For a period not exceeding three years provided that the value of the lease does not exceed Rs. 1.00 lakh and consideration is not less than received under the previous lease. (ii) For a period not exceeding three years provided that the value of the lease does not exceed Rs. 50,000 and consideration is not less than that received under the previous lease. |
| | | Education Deptt. | |
| 3. | To sanction leases of sweets and fruits sellers shops attached to | (i) Director Education. (ii) Principals of Colleges, Head Masters | (i) Up to three years. (ii) Up to one year. Provided that the rents are not lower than those fixed, if any, by the |

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ment such as Rest Houses, Roads, Bridges, Culverts, Railings and the like.

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|-----|---|--|--|
| 9. | To sanction leases for specified purposes such as land, water mills, shops, timber Depot etc. | (i) Principal Chief Conservator of Forest. (ii) Chief Conservator of Forests. (iii) Conservator of Forests. (iv) Divisional Forest Officers. | (i) Up to Rs. 1.00 lakh P.A. in each case for a period not exceeding five years. (ii) Up to Rs. 50,000 P.A. in each case for a period not exceeding five years. (iii) Up to Rs. 20,000 P.A. in each case for a period not exceeding three years. (iv) Up to Rs. 5,000 P.A. in each case for a period not exceeding two years. |
| 10. | To sanction wage contract of resin blazes. | (i) Principal Chief Conservator of Forests. (ii) Chief Conservator of Forests. (iii) Conservator of Forests. (iv) Divisional Forest Officers. | (i) Up to Rs. 5.00 lakh in each case. (ii) Up to Rs. 2.50 lakh in each case. (iii) Up to Rs. 1.00 lakh in each case. (iv) Up to Rs. 25,000 in each case. Subject to the conditions that the lowest offers are accepted |

which are not more than the reserve rates approved by Principal Chief Conservator of Forests for each lot.

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|-----|---|--|---|
| 11. | To sanction sale of crude resin. | (i) Principal Chief Conservator of Forests. (ii) Chief Conservator of Forests. (iii) Conservator of Forests. (iv) Divisional Forest Officers. | (i) Up to Rs. 5.00 lakh in each case. (ii) Up to Rs. 2.50 lakh in each case. (iii) Up to Rs. 1.00 lakh in each case. (iv) Up to Rs. 25,000 in each case. Subject to the conditions that the highest offers are accepted which are not less than the reserve price approved by the Principal Chief Conservator of Forests for each lot. |
| 12. | To sanction grants of timber or other forest produce free or at concessional rates. | All Forest Officers above and including DFOs. | As per standing orders of the Government given in the Forest Law Manual. |
| 13. | To issue raw drugs and minor forest | Pr. Chief Conservator of Forests. | Full powers provided the results of experiments or research are supplied to him. |

products to any individual or Institution of repute for research or experimental purposes.

14. To negotiate sale of forest produce which are not on the sale list of the Department and for which isolated requisitions for experimental/research purposes are received from private individual/firms.
- (a) Principal Chief Conservator of Forests. (a) Up to Rs. 50,000 at a time but not exceeding Rs. 5.00 lakh in a year provided that the price negotiated is not below the reserve price.
- (b) Chief Conservator of Forests. (b) (I) Up to Rs. 20,000 at a time but not exceeding Rs. 1.00 lakh in a year provided that the price negotiated is not below the reserve price.
(II) Sale beyond Rs. 20,000 but not exceeding Rs. 1.00 at a time and Rs. 2.50 lakh in a year will be authorised according to the recommendations of the Committee of Officers consisting of Commissioner/Secretary to Govt. Forest Department, Financial Commissioner Finance and

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Principal Chief Conservator of Forests subject to the conditions that—

- (i) The system of negotiated sale shall not be repeated for a particular new produce for more than three years.
(ii) The reserve price for the produce is fixed in advance before negotiating the sale. The sale may not be affected at a price below the reserve price.

Public Works Department

15. To sanction leases for grazing cattle on canal banks.
- (i) Chief Engineers. (i) Full Powers for a period not exceeding three years.
(ii) Superintending Engineers. (ii) Full Powers for a period not exceeding two years.
(iii) Executive Engineers. (iii) Full Powers for a period not exceeding one year.
16. Security Bonds for due performance of duties by Govt. servants.
- (i) Chief Engineers. In case of Govt. servants whom they are empowered to appoint to vacant posts subject to the prescribed minima.
(ii) Superintending Engineers.
(iii) Executive Engineers Electrical.
(iv) Executive Engineers.

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| 1 | 2 | 3 | 4 |
|-----|--|---|--|
| 17. | To sanction leases of Water Power for mills. | (i) Chief Engineers. (ii) Superintending Engineers (iii) Executive Engineers. | (i) Full powers up to five years (ii) Full powers up to three years. (iii) Full powers up to one year. |
| 18. | To sanction reconveyance of property given as security. | (i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers | (i) Full powers. (ii) Provided that the value of the property given as security does not exceed Rs.30,000. (iii) Provided that the value of the property given as security does not exceed Rs. 10,000. |
| 19. | To cancel leases of land under the Irrigation and Roads and Buildings Departments. | (i) Superintending Engineers. | In all cases whether relating to waste land or not, where the lease is for a period not exceeding one year provided the cancellation does not entail payment of an extra amount. |
| 20. | To sanction grant of lease of water power on canals and other | Chief Engineers | Full powers. |

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channels incharge of the PWD.

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|-----|--|--|---|
| 21. | To sanction leases and sub-leases of Gulmarg Huts. | Chief Engineer, Roads and Buildings. | Provided that the lease does not run for more than five years in any one case and the yearly rent is not below 9% of the capital cost of a hut or the standard rent if any fixed for it by Government which ever is higher. |
| 22. | To accept bids, regarding leases of land and fruits etc. belonging to the PWD. | (i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers. | (i) Up to Rs. 70,000. (ii) Up to Rs. 50,000. (iii) Up to Rs. 20,000. |

Provided that any of these officers will have powers to accept provisionally any bid in excess of his growers subject to confirmation by the higher authority if there is any risk of the highest bid being withdrawn because of delay in obtaining sanction of the higher authority.

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3. To sanction contracts of supplies and services where the contractors selected 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 (other than in PWD).

(i) Major Heads of Departments.
(ii) Heads of Departments (other than Major Heads of Departments)
(iii) Class-I Officers (other than Heads of Departments).

Whether the new offers are Up to 20% of the rate fixed by Purchase Committee.

4. To sanction contracts for transportation and carriage of goods, stores and supplies without invitation of tenders.

Class I Officers and above and Heads of Offices (other than Class I Officers).

Full powers ; provided the carriage is got done through State Road Transport Corporation at the rates approved by the State Transport Authority.

5. To sanction contracts for transport and carriage of goods , stores and supplies after invitation of tenders.

Heads of Departments and Class I Officers.

Full powers, provided that a non availability certificate from State Road Transport Corporation

is obtained and the contract is allotted to the lowest tenderer which should in no case exceed the rates fixed by the State Transport Authority from time to time for the purpose.

6. To grant contract for individual work.

Ladakh Autonomous Hill Development Council.

Up to Rs. 50.00 Lakh for which Contract Committee shall be constituted. The said Committee shall include, District Superintending Engineers , the concerned Head of the Department and Chief Controller of Finance L.H.D.C. While awarding contracts the council shall follow the general instructions issued from time to time by the State Govt. on the subject such as assigning work to J&K PCC etc. if the cost thereof exceeds a particular level.

7. To grant contract for individual works

(i) Contracts Committee. (i) Full Powers.
(ii) Chief Engineers. (ii) Up to Rs.50.00 lacs.
(iii) District Superintending Engineer. (iii) Up to Rs.20.00 lacs.
(iv) Superintending Engineers. (iv) Up to Rs.20.00 lacs.
(v) Executive Engineer. (v) Up to Rs. 10.00 lacs.

In a situation where the lowest rates offered are not considered reasonable by the Officers, he should negotiate with the lowest tenderer and allot work to him at rate considered reasonable and in case the tenderer does not reduce the rates, the next higher authority should negotiate with the next higher tenderer on the acceptance of a reasonable rate by him failing which this authority may order invitation of fresh tenders. The orders of allotment of contract approved by Contract Committee should be issued by the Chief Engineer of the Department to whom the work pertains. In case of allotment of contracts on negotiation basis, order for allotment should be issued by Officer conducting the negotiation. In the case of allotment of contract to a contractor other than the lowest tenderer the allotment shall be decided by the Contract Committee up to financial limit of Rs.6.00 lacs and beyond that it should be referred to Government alongwith recommendations of the said Committee.

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In case of single tender for work, the acceptance thereof shall be within the competence of the next higher authority provided the rates are considered to be reasonable by the competent authority.

(vi) Commissioner for
Housing and Urban
Dev. Department

To the full extent for projects administratively approved by the Urban Development Council/Government, provided the contracts are within the approved project and funds are available in the budget ;

Provided further if the contract is sanctioned other wise in accordance with the financial rules the matter shall be submitted to the Urban Development Council ;

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Provided further that cases of major contracts above Rs.50.00 lacs sanctioned by the Commissioner Housing and Urban Development Department be submitted to the Urban Development Council for information in its next meeting.

| 1 | 2 | 3 | 4 |
|-----|--|---|---|
| 8. | To sanction allotment of contracts for Tawi Lift Irrigation Project. | Chief Engineer Irrigation and Flood Control Department. | (i) Up to Rs. 5.00 lacs (Full Powers). (ii) Above Rs.5.00 lacs but not exceeding Rs.10.00 lacs with the concurrence of Financial Advisor & CAO Flood Control and Major Hydel Projects. |
| 9. | To negotiate contracts of individual work. | Commissioner for Housing and Urban Dev. Department. | Up to Rs. 15.00 lacs per contract, provided that the Commissioner is satisfied that the response to the tenders invited for the works is not satisfactory or when for the reasons to be recorded in writing he is satisfied that the tenders can not be invited without entailing unreasonable delay or administrative inconvenience. Commissioner will inform the Urban Development Council of the action taken on all such cases in its next meeting. |
| 10. | To grant contract for individual works to J&K PCC Ltd. | Contract committee. Chief Engineers. | Full powers in respect of contracts above Rs. 12.00 lacs. Up to Rs.12.00 lacs. Allotment of contracts in favour of the JKPCC Ltd. to be issued on the basis of the negotiations provided that the rates on which the contract is allotted are considered reasonable. |
| 11. | To grant contracts for individual works after inviting proper tenders and receiving offers within a minimum period of 10 days. | (i) Chief Engineer. (ii) Superintending Engineer. (iii) Executive Engineer. | (i) Up to Rs.50.00 lacs. (ii) Up to Rs.20.00 lacs. (iii) Up to Rs.10.00 lacs. (a) The revised delegation shall apply to fixation of contracts related to the project i.e. Development Project for Central Area of Jammu only. The work for which contract is fixed shall form a distinct approved and specified component of the project. The delegations shall vest with Officers as long as these are utilized for the components of aforesaid project and not otherwise. (b) The Contract Sub-Committee for this purpose shall have the following constitution :- (i) Divisional Commissioner Jammu. (ii) Commissioner/Secretary to Government Housing and UDD. (iii) Chief Engineer/Head of the Department concerned to whom the work relates. |

(iv) Jt. Development Commissioner (Works)
Jammu.

(v) Superintending Engineer JCADP.

(vi) Financial Advisor & CAO, H&UDD.

(iii) The Contract Sub Committee would be empowered to :-

(a) Negotiate rates with the lowest tenderer if his offer is not found reasonable. In case of his non acceptance, the negotiations can be had with other competitors, without making any reference to the next higher authority.

(b) Fix contract in case single tender is received in open competition without referring it to the next higher authority (Government) provided rates are established as reasonable by the Chief Engineer/ Head of the Department. The Committee shall have Full Powers in this case as well.

(c) For Chief Engineer/HOD connected with the implementation of project, the next higher authority would be aforesaid Contract Sub Committee.

(d) The allotment shall be issued by the Chief Engineer/ HOD on the basis of the decision taken by the Contract Sub Committee.

12. To grant contracts on the basis of limited tenders received within a limited time of 10 days. Chief Engineer with the approval of the Departmental Contract Committee.

Rs. 50.00 lakh.

(i) The Contract Sub-Committee shall be empowered to grant contracts to the lowest on the basis of limited enquiries obtained from such of the firm/contractors, whose performance has been established as highly/satisfactory by the concerned Chief Engineer/HOD, and list of such contractors/firms shall be prepared for specialized jobs earlier to floating of enquiries. Such pre qualified enquiries shall be received within a maximum period of ten days and at least three number offers shall be available. In case lesser number of offers be available (in some rare cases) the contract shall be fixed by the Chief Engineer after recording full justification/reasons related thereto, substantiate the action and with prior approval of the JCADP Contract Sub-Committee.

13. To grant contracts for individual works after inviting proper tenders and receiving offers within a minimum period of 10 days.
- | | |
|---|--|
| <ul style="list-style-type: none"> (i) Chief Engineer. (ii) Superintending Engineer. (iii) Executive Engineer. | <ul style="list-style-type: none"> (i) Up to Rs. 50.00 lacs. (ii) Up to Rs. 20.00 lacs. (iii) Up to Rs. 10.00 lacs. |
|---|--|
- (ii) At the Chief Engineer's level the Departmental Contract Committee shall comprise :-
- (a) Chief Engineer/HOD to whom work relates ;
 - (b) Chief Engineer, Territorial (Jammu Division) next senior most Chief Engineer Power Development Department (for works of electrical).
 - (c) Superintending Engineer JCADP.
 - (d) Chief Accounts Officer of the Department.
 - (e) Executive Engineer concerned.
- (i) The revised delegation shall apply to fixation of contracts related to the project i.e. Development Project for central area of Jammu only. The work for which contract is fixed shall form a distinct approved and specified component of the project.

The delegations shall vest with Officers as long as these are utilized for the components of the aforesaid project and not otherwise.

- (ii) The Contract Sub-Committee for this purpose shall have the following constitution :-
- (i) Divisional commissioner Jammu.
 - (ii) Commissioner/Secretary to Government Housing and UDD.
 - (iii) Chief Engineer/Head of Department concerned to whom the work relates.
 - (iv) Jt. Development Commissioner (Works) Jammu.
 - (v) Superintending Engineer JCADP.
 - (vi) Financial Advisor & CAO, H&UDD.
- (iii) The Contract Sub Committee would be empowered to :-
- (a) Negotiate rates with the lowest tenderer if its offer is not found reasonable. In case of his non acceptance, the negotiations can be

had with other competitors, without making any reference to the next higher authority.

- (b) Fix contract in case single tender is received in open competition without referring it to the next higher authority (Government) provided rates are established as reasonable by the Chief Engineer/Head of Department. The committee shall have Full Powers in this case as well.
- (c) For chief Engineer/HOD connected with the implementation of project, the next higher authority would be aforesaid Contract Sub Committee.
- (d) The allotment shall be issued by the Chief Engineer/HOD concerned on the basis of decision taken by the Contract Sub Committee.

14. To grant contracts on basis of limited tenders received within a limited time period of 10 days.
- (i) Chief Engineer with the approval of Departmental Contract Committee
- Up to Rs. 50.00 lakh.
- (i) The Contract Sub-Committee shall be

ders received within a limited time period of 10 days.

of Departmental Contract Committee

empowered to grant contracts to the lowest on the basis of limited enquiries obtained from such of the firm / contractors, whose performance has been established as highly / satisfactory by the concerned Chief Engineer / HOD, and list of such contractors / firms shall be prepared for specialized jobs earlier to floating of enquiries. Such pre qualified enquiries shall be received within a maximum period of ten days and at least three number offers shall be available. In case lesser number of offers be available (in some rare cases) the contract shall be fixed by the chief Engineer after recording full justification / reasons related thereto, substantiate the action and with the prior approval of the SCADP Contract Sub Committee.

- (ii) At Chief Engineer's level the Departmental Contract Committee shall comprise :-
 - (a) Chief Engineer to whom work relates ;
 - (b) Chief Engineer territorial (Kashmir Division) next senior most / Chief Engineer Planning Power Development

15. To issue work orders for works and repairs
- (i) Chief Engineer Ravi Tawi Irrigation Complex / Chief Engineer Project Organisation and Distt. Superintending Engineer of Leh and Kargil. } Up to Rs. 50,000 in each case.
 - (ii) Chief Project Engineer, Upper Sindh Hydel Project Stage-II Kangan }
 - (iii) Superintending Engineer Floods and Executive Engineers includ-
- Up to Rs. 10,000 in each case.
Provided that :-
- (a) Such allotment is made in respect of works for which tenders in the prescribed manner

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ing those in Ravi Tawi and Project Organisation.

have been called for and there has been unsatisfactory response or very high rates have been quoted or when due to great urgency like restoration of breach in river embankment during floods or in canal during irrigation season invitation of tender would entail delay.

- (b) The rates at which the work is allotted on the work order basis are certified by the Officer concerned to be reasonable as compared to the prevalent rates and have the effect of reducing the contract value by not less than 10% in relation to the lowest tendered rates for the work / section.

Note 1 : There is no objection to execute a work on work order basis through "Mates".

Note 2 : The term 'great urgency' for purposes of this delegation will include works in connection with the visits of VIPs and opening Road Blockades."

16. To issue work orders for works of original
- (i) Chief Engineers. } Up to Rs.25,000 in each case subject to the condition that rates for various items of works

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General Treasurer,
Superintendent of
Excise and Taxation
Department, Princi-
pals of Degree
Colleges, Inspectors
of School, Chief
Inspectress and
Director Libraries
Research and
Museums.

(iv) Managers Govern-
ment Presses, Set-
tlement Officers,
Project Officers of
C o m m u n i t y
Projects Civil Sur-
geons and Assistant
Engineers.

(v) Block Development
Officers, Sub-Divi-
sional Officers of
Roads, Buildings
and Irrigation and
Tehsildars.

Up to Rs. 10,000.

In the case of Block Development Officers up
to Rs.5000 and in respect of SDOs and Tehsildars
Up to Rs.2,000.

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| 19. | To execute agree- ments for individual works on behalf of Governor. | Chief Engineers. Superintending Engi- neers. Executive Engineers. | Full Powers. Up to Rs.15.00 lacs. Up to Rs.5.00 lacs. |
| 20. | To grant miscellane- ous contracts by auction. | Divisional Commis- sioner. Deputy Commissioners. | Above Rs. 1.00 lakh. Up to Rs. 1.00 lakh. |
| Provided that in both cases the auction will be conducted by such Committee of Officers as may be appointed by the Government for the purpose, and the period of contract does not exceed two years. | | | |
| 21. | To grant Revenue Department Irrigation Works contracts. | Deputy Commissioners. | Up to Rs.20,000. in individual cases provided that :- (i) provision for such work has been sanctioned and exists in the budget ; (ii) previous competent Administrative Approval to the estimate has been obtained. |
| 22. | To sanction all trans- port contracts. | do. | Provided they are not of inter Departmental character. |

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| 1 | 2 | 3 | 4 |
|-----|--|--|---|
| 23. | To grant contracts for the execution of Road Cess work. | Deputy Commissioners. | Up to Rs.50,000 provided that :- (a) The work has been administratively approved by competent authority ; and (b) provision exists in the budget. |
| 24. | To sanction contracts for repairs to machinery | Director, Sericulture. | (i) Up to Rs.5,000 in each case. (ii) Provision exists in the Budget. |
| 25. | To sanction contracts for collection of Mulberry wood. | do. | After tenders are invited and provided the value of contract does not exceed Rs.50,000 in each case. |
| 26. | To grant extension for recovery of any outstanding instalments from contractors in case of contracts not exceeding Rs. 50,000. | (i) Director Agriculture/Director Gardens and Parks. (ii) Director of Horticulture. | Up to 6 months. Up to 8 months. |
| 27. | To grant contracts for supply of articles of furniture, stores etc. after inviting tenders. | Estates Officer. | Up to Rs. 5,000 in each individual case subject to a maximum of Rs. 15,000 in a year provided funds are available in the budget. |
| 28. | To purchase Press material including spare parts. | Managers of Government Presses. | Up to Rs.20,000 per annum |
| 29. | To sanction contracts and accept tenders for Archaeological works. | Director Archives, Libraries, Archaeology and Museums. | Up to Rs.10,000 in each case. |
| 30. | To sanction contracts (not pertaining to works). | Director Archives, Archaeology & Museums. | Up to Rs.5,000. |
| 31. | To sanction felling, conversion, carriage and other contracts of roads, buildings etc. under rules. | Pr. Chief Conservator of Forests. | Full powers subject to the rates being accepted within the norms prescribed for different operations by the Competent Authority in consultation with the Financial Advisor. |
| 32. | To sanction contracts for various works viz. felling, conversion, transportation, roads and buildings in | Pr. Chief Conservators of Forests. | Up to Rs.50,000 in each case. |

items of work have prior approval of next higher authority in the case of the levels of the Officers at items (ii) & (iii).

37. To accept deposit contribution work.
- | | |
|--------------------------------|--|
| (i) Chief Engineers. | (i) Full powers. |
| (ii) Superintending Engineers. | (ii) Up to Rs. 5.00 lacs. |
| (iii) Executive Engineers. | (iii) Up to Rs.2.00 lacs. Provided that the intending organisation/bodies have accepted the estimates of cost in advance and funds have been placed at the disposal of concerned Executive Engineers. |
38. To grant extension in time of completion of works or waiving off of penalty for delay.
- | | |
|--------------------------------|--|
| (i) Chief Engineer. | (i) Full powers. |
| (ii) Superintending Engineers. | (ii) Full powers for works allotted by Executive Engineers. |
| (iii) Executive Engineers. | (iii) Full powers for works allotted by Assistant Engineers. Provided that wherever penalty for delay has to be waived off reasons thereof are communicated to the next higher authority. |
- Note : 1. In respect of execution of works the District Superintending Engineers of

Leh and Kargil will exercise the same financial powers as are delegated to the Chief Engineers, except whereunder this order or any other order their powers for any purpose are prescribed specifically.

Note : 2. Nothing contained in these orders shall apply to Rawi Tawi Project for which separate delegation of powers have been ordered.

39. To issue work orders for repairs and works in each individual case.
- | | |
|---|-------------------|
| (a)(i) Director Agriculture. | Up to Rs.10,000. |
| (ii) Divisional Soil Conservation Officers. | Up to Rs.5,000. |
| (iii) Asstt. Soil Conservation Officers. | Up to Rs. 1,000. |
| (b)(i) Director Command Area Dev. | Up to Rs. 10,000. |

The powers for allotting work on work order basis will be subject to overall conditions prescribed at serial 15 of Chapter 5.13 of Book of Financial Powers.

40. To grant contract for individual works after calling tenders as provided under rules and to accept tenders for the execution of works.
- (ii) Deputy Director Command Area Dev. Up to Rs.5,000.
- (iii) Asstt. Soil Conservation Officers. Up to Rs.1,000. The powers for allotting work on work order basis will be subject to overall conditions prescribed at serial 15 of Chapter 5.13 of Book of Financial Powers.
- (a)(i) Director Agriculture. Full Powers.
- (ii) Divisional Soil Conservation Officers. Up to Rs. 30,000.
- (iii) Asstt. Soil Conservation Officers with 5 years experience. Up to Rs. 10,000. Contracts in the Department be allotted in accordance with the recommendations of a Contract Committee to be appointed by the Administrative Department.
- (b)(i) Director Command Area Dev. Full Powers.
- (ii) Deputy Director Command Area Dev. Up to Rs. 30,000.

- (iii) Asstt. Soil Conservation Officers with 5 years experience. Up to Rs. 10,000. Contracts in the Department be allotted in accordance with the recommendations of a Contract Committee to be appointed by the Administrative Department.

41. To grant Contracts for individual work after calling tenders as provided under rules and to accept tenders for the execution of works under the Pradhan Mantri Grameen Sadak Yojna.
- (i) Duly constituted Provincial Contract Committee. (i) Full Powers.
- (ii) District Contract Committee. (ii) Up to Rs. 30.00 Lakhs.
- (iii) Superintending Engineer (R&B concerned). (iii) Up to Rs. 8.00 lakh.
- (iv) Executive Engineer (REW). (iv) Up to Rs. 3.00 lakh.
- Note-1 : Divisional Contract Committee should comprise of :
- (i) Head of the Department.
- (ii) Chief Engineer Design Directorate.
- (iii) Representative of Administrative Department.
- (iv) Representative of Finance Department.

Note-2 : Sub-Contract Committee (District Level) should comprise of :

- (i) District Development Commissioner.
- (ii) District Superintending Engineer (R&B).
- (iii) Chief Accounts Officer, Fund Organisation.
- (iv) Assistant Commissioner, Development.

42. To sanction without calling tenders, execution of repairs works of emergent nature like breaches of bunds and other works.
- (a)(i) Director Agriculture. (i) Full Powers.
- (ii) Divisional Soil Conservation Officers. (ii) Up to Rs. 20,000.
- (iii) Asstt. Soil Conservation Officers with 5 years experience. (iii) Up to Rs. 5,000.
In such cases work be done departmentally as in PWD.
- (b)(i) Director Command Area Dev. (i) Full Powers.
- (ii) Deputy Director Command Area Dev. (ii) Up to Rs. 20,000.

- (iii) Asstt. Soil Conservation Officers with 5 years, experience. (iii) Up to Rs. 5,000
In such cases work be done departmentally as in PWD.

43. To purchase material and arrange their supply at site for community and other works.
- (a)(i) Director Agriculture. (i) Full Powers.
- (ii) Divisional Soil Conservation Officers. (ii) Up to Rs. 1.00 Lakhs.
- (iii) Asstt. Soil Conservation Officers with 5 years, experience. (iii) Up to Rs. 20,000.
The purchases be made on the recommendations of the Purchase Committee to be constituted.
- (b)(i) Director Command Area Dev. (i) Full Powers.
- (ii) Deputy Director Command Area Dev. (ii) Up to Rs. 1.00 Lakhs.
- (iii) Asstt. Soil Conservation Officers with 5 years, experience. (iii) Up to Rs. 20,000.
The purchases be made on the recommendations of the Purchase Committee to be constituted.

| 1 | 2 | 3 | 4 |
|-----|--|--|---|
| 44. | To sanction hiring of machinery for soil conservation works in each individual case. | (a)(i) Director Agriculture. (ii) Divisional Soil Conservation Officers. (iii) Asstt. Soil Conservation Officers with 5 years, experience. | (i) Full Powers. (ii) Up to Rs. 2.00 Lakhs. (iii) Up to Rs. 30,000. |
| | | (b)(i) Director Command Area Dev. (ii) Deputy Director Command Area Dev. (iii) Asstt. Soil Conservation Officers with 5 years, experience. | (i) Full Powers. (ii) Up to Rs. 2.00 Lakhs. (iii) Up to Rs. 30,000. |
| 45. | To sanction purchase of Survey materials and Drawing materials. | (a) (i) Director Agriculture. (ii) Divisional Soil Conservation Officer. | (i) Full Powers. (ii) Up to Rs. 25,000. |

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| (iii) Asstt. Soil Conservation Officer | (iii) Up to Rs. 5,000. The purchases be made on the recommendations of the Purchase Committee to be constituted by the Department. |
| (b) (i) Director Command Area Dev. | (i) Full Powers. |
| (ii) Dy. Director Command Area Dev. | (ii) Up to Rs. 25,000. |
| (iii) Asstt. Soil Conservation Officers. | (iii) Up to Rs. 5,000. The purchases be made on the recommendations of the Purchase Committee to be constituted by the Department. |

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5.14 The Power to abandon revenue or to grant refunds of revenue is delegated in the following cases:-

| S.No. | Nature of Power | To whom delegated | Extent |
|-------|--|--|---|
| 1 | 2 | 3 | 4 |
| | | Land Revenue Department | |
| 1. | To sanction immediate remission of land revenue due to any calamity of the harvest. | Financial Commissioner and other officers of the Revenue Department. | As provided in the Suspension and Remission of Land Revenue Rules. |
| 2. | To sanction immediate remission of land revenue due to locusts or hails in any harvest. | Financial Commissioner and other officers of the Revenue Department. | As provided in the Suspension and Remission of Land Revenue Rules. |
| 3. | To remit arrears of land revenue. | Financial Commissioner and other officers of the Revenue Department. | As provided in the Suspension and Remission of Land Revenue Rules : Provided in respect of all the items 1,2,3, above the remission does not involve amounts exceeding Rs. 10,000. |
| 4. | To sanction refunds of land revenue or other receipts of Revenue Departments except revenue fines. | Deputy Commissioners. | Without limits for sums credited to Govt. when the refund is on account of erroneous collections or is rendered necessary by any order, passed by Competent Authority in consequence of an assessment of land revenue having been granted with retrospective. |
| 5. | To sanction refunds of land revenue in cases other than those specified in Sl. No. 4 above. | Divisional Commissioner. | Without limits, if the refund is admissible under the rules or any special orders. |
| 6. | To sanction refunds of rent on temporary cultivation. | Divisional Commissioners. | Full powers, if such rent has been paid in excess of what is actually due. |
| 7. | To remit balances of irrecoverable fluctuating and other land revenue. | Divisional Commissioners. | Up to Rs. 500 in each case. |
| | | Stamps Department | |
| 8. | To sanction refunds of stamps. | Collectors. | Under rules in Stamp Act, the Court Fee Act, and the rules made thereunder appearing in Financial Code. |

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|--------------------------------|--|--|--|
| 15. | To remit wholly or in part the difference between any fine under Sec. 25 or Sec. 34 of Registration Act of 1977 and the amount of proper registration fee. | Inspector General Registration. | Full powers under the Registration Act, 1977. |
| Education Department | | | |
| 16. | To remit in special cases fines imposed on students which in the ordinary course would be credited to general revenues. | Principal of colleges, } Zonal Education Officer. } | Full powers. |
| | | Head Masters, and Head } Mistresses of Schools. } | Fines of absence and fines for non-payment of school dues in time. |
| 17. | To remit or write off of irrecoverable balances of fee in educational institutions. | Director of Education. | Rs. 250 in any one case. |
| Public Works Department | | | |
| 18. | To sanction remission of water rates due to failure of crops. | Executive Engineers. | To the extent of scale sanctioned. |

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Medical Department

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|------------------------|---|---|---|
| 19. | To authorise free laboratory and X-ray examination and treatment. | Superintendents and Assistant Superintendents of Hospitals. | To all deserving patients according to rules. |
| All Departments | | | |
| 20. | To sanction refunds not otherwise provided for. | All Disbursing Officers. | Provided :- (i) that refunds are made necessary as a result of some mistake or other flaw in an order for the collection or assessment of revenue which the officer himself is competent to pass ; and (ii) no single refund except when ordered by a Court exceeds Rs. 5000. |
| 21. | To sanction remission of irrecoverable Govt. dues not otherwise provided for. | Major Heads of Departments. | Up to Rs. 1000 in each case subject to a limits of Rs. 10,000 a year. |
| 22. | To waive the imposition of fines leviable under Sl. No. 35 of Chapter 5.2 of this book. | Directors Food and Supplies Department. | Full powers, where such a course is considered justified. Reasons be recorded in each case. |

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5.15 The power to add offices or to withdraw these from the public service is delegated in the following cases :-

| S.No. | Nature of powers | To whom delegated | Extent |
|-------|--|--|--|
| 1 | 2 | 3 | 4 |
| 1. | To sanction transfer of non-gazetted posts from Primary, middle, Secondary and High Schools to same kind of Institutions. | (i) Director of Education. (ii) Joint Directors Educations. | (i) Full powers (ii) Provided the pay of such posts does not exceed Rs. 4000-6000. |
| 2. | To sanction pay while under training in a district not under Settlement to a candidate for the post of Qanungo who is already in Govt. service. | Financial Commissioner. | Provided the pay granted is the minimum of Patwari scale and no substitute is engaged in case the candidate happens to be a Patwari. |
| 3. | To sanction pay while under training to a candidate for the post of a Naib Tahsildar who is already in Govt. service. | Financial Commissioner. | Provided the pay granted is the minimum of the Naib-Tahsildar scale and no substitute is engaged. |
| 4. | To sanction readjustment of posts and location of schools under them. | Zonal Education Officer Leh & Kargil. | Subject to re-adjustment being made within the budgeted strength. |
| 5. | To increase or reduce the strength of any Office, Division, Circle, Section or Branch by corresponding reduction or increase in some other Offices, Division, Circle Section or Branch of the same department. | Heads of Departments. | If the increase or the reduction is to remain in force for a period not exceeding six months. |
| 6. | Adjustment of surplus posts from one institution to another in the Education Department. | (i) Deputy Directors School Administration (by delegation from Director School Education). (ii) Jt. Directors of Education. | (i) Senior Masters. (ii) Masters in the Divisions. |

| 1 | 2 | 3 | 4 |
|----|---|---------------------------------|---|
| | | (iii) Chief Education Officers. | (iii) Posts of Teachers in the Districts. |
| | | (iv) Zonal Education Officers. | (iv) Posts of Teachers in Primary/Middle Schools. |
| 7. | To sanction transfer of Middle and Primary School from one place to another place. | Director of Education. | Full powers to transfer Primary Schools from one place to another in the same Tehsil provided the number of students at original place does not justify the continuance of the school in that place and the needs of new place justify opening of one. For middle schools with previous approval of the Government. |
| 8. | To sanction appointment of female warden on daily wages at Rs. 20 per day by debit to contingencies for the period for which a female prisoner or detainee is lodged in a jail. | Superintendent of Jails. | Provided no female warden is sanctioned under regular establishment in the Jail. |

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5.16 Financial Powers delegated to Chief Justice subject to general control of the Government.

| S.No. | Nature of powers | To whom delegated | Extent |
|-------|---|-------------------|--|
| 1 | 2 | 3 | 4 |
| 1. | To sanction under Rule 18.18 of the J&K Financial Code Vol-I writing off finally of the irrecoverable value of stores live stock or public money lost by fraud and negligence of individuals or other causes. | Chief Justice. | (i) Up to Rs. 2000 book-value in each individual case subject to a limit of Rs. 50,000 book-value per year and subject to the further conditions that the loss does not disclose— (a) a defect in system the amendment of which would require a reference to a Finance Department. (b) serious negligence on the part of individual Govt. servant or servants which might call for disciplinary action and in case of any fraud or negligence disciplinary action is taken against the defaulting officer, or officers concerned under Appendix 2 of the J&K Financial Code Vol-II and any other Govt. orders on the subject before the loss is written off. |
| 2. | To sanction sale by auction of Worn out and unserviceable articles and the writ- | Chief Justice. | Full powers. |

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- ing off of the difference between the original value and the sale proceeds.
3. To sanction expenditure upon items specified in details in the sanctioned Budget Estimates under "Contingencies" and supplies and services. Chief Justice. Full powers.
 4. To sanction expenditure of an ordinary nature on public occasion or otherwise. Chief Justice. Up to Rs. 5000 at a time subject to maximum of Rs. 20,000 in a year.
 5. To sanction House Rent within the Budget provision under the Unit of appropriation "Rent" for subordinate offices. Chief Justice.
 - (i) To the extent of Rs.1000 per month when the accommodation is provided in a separate building ; and
 - (ii) To the extent of Rs. 250 per month when accommodation is provided in a building partially used as a private residence.
 6. To sanction local purchase in exceptional cases or such articles of stationery as are not stored in Govt. stationery depot. Chief Justice. Up to a limit of Rs. 100 in each individual case.
 7. To sanction purchase of Books and Journals. Chief Justice. Full powers within budget limits.
 8. To sanction House Building Advance to all officers under the control of High Court. Chief Justice. In accordance with the Rules in J&K Financial Code Vol-I and provided the funds are available.
 9. To sanction installation of electric lights and fans in public offices and institutions under their control. Chief Justice. Full powers within the budget provisions.
 10. To sanction motor car advance to gazetted officer. Chief Justice. Subject to the conditions laid down in the J&K Financial Code Vol-I.

| 1 | 2 | 3 | 4 |
|-----|---|----------------|---|
| 11. | To accord administrative approval to expenditure on works other than residential buildings. | Chief Justice. | Full powers. |
| 12. | To sanction advances from the General Provident Fund in the case of all the officers under the control of the High Court. | Chief Justice. | In accordance with the General Provident Fund Rules. |
| 13. | To sanction temporary readjustment of scales. | Chief Justice. | For a period not exceeding 6 months in any one case. |
| 14. | To make petty purchases without inviting tenders. | Chief Justice. | Up to Rs. 2000 in each case subject to a maximum of Rs. 10,000 in a year. |

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5.17 Financial powers delegated to various officers of Community Projects and National Extension Service.

| S.No. | Nature of powers | To whom delegated | Extent |
|-------|--|--|---|
| 1 | 2 | 3 | 4 |
| 1. | To sanction write off of stores. | Block Development Officers and Deputy Project Officer. | Up to Rs. 250 in each case and Rs. 2500 in a year for one single item of stock, provided the losses are not due to theft, fraud and negligence. |
| 2. | To sanction expenditure on maintenance works. | Block Development Officers and Deputy Project Officer. | Up to Rs. 2500 in one year for each item of works. |
| 3. | To incur expenditure on the purchase of the stores. | Block Development Officers and Deputy Project Officer. | Up to Rs. 5000 for a single item of stores within sanctioned detailed estimate. |
| 4. | To sanction expenditure on advertisement charges. | Block Development Officers and Deputy Project Officer. | Up to Rs. 200 at a time not exceeding Rs. 1000 in a year. |
| 5. | To sanction expenditure on local purchase of stationery. | Block Development Officers and Deputy Project Officer. | Up to Rs. 200 in each case subject to Rs. 1,000 in a year provided the articles are not available in Stationery Depot. |

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| 1 | 2 | 3 | 4 |
|-----|--|---|---|
| 6. | To sanction expenditure on up keep of typewriters and other machinery charged to office contingencies. | Block Development Officers and Deputy Project Officer. | Up to Rs. 250 per machine , provided usual rates are not exceeded . |
| 7. | To sanction expenditure on purchase of furniture. | Block Development Officers and Deputy Project Officer. | Up to Rs. 500 within sanctioned estimates. |
| 8. | To sanction expenditure on purchase of books and periodicals. | Block Development Officers and Deputy Project Officer. | Full powers. |
| 9. | To sanction expenditure on maintenance of vehicles including cost of loco-motions i.e. Petrol, Mobile Oil etc. | Block Development Officers and Deputy Project Officer. | Full powers. |
| 10. | To sanction allotment of works after calling tenders as provided | (i) Block Development Officer and Deputy Project Officer: | (i) Up to Rs. 50,000 each work including tender appreciation ; provided the lowest tender is accepted otherwise the |

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| | under rules and to accept tenders for the execution of the works. | (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | sanction of the next higher authority is obtained. (ii) Up to Rs. 80,000 each work including tenders appreciations subject to above conditions. |
| 11. | To sanction allotment of works in respect of works of emergent nature like breaches of bunds, diversions disilting of Khuls damaged flumes etc. without calling for tenders. | (i) Block Development Officers and Deputy Project Officer. (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | (i) Up to Rs. 2500 in each case subject to the maximum of Rs. 10,000 in a year. (ii) Up to Rs. 3000 in each case subject to the maximum of Rs. 20,000 in a year in one block. |
| 12. | To sanction allotment of repair works after calling tenders as provided under rules and to accept tenders for the execution of these works. | (i) Block Development Officers and Deputy Project Officer. (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | (i) Up to Rs. 5,000 each work including tender appreciation. } (ii) Up to Rs. 12,500 each work including tender appreciation. } *Provided the lowest tender is accepted otherwise sanction of the next higher authority is obtained. |

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| 1 | 2 | 3 | 4 |
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| 13. | To make purchase of materials and arrange their supply at site for community work. | (i) Block Development Officer Deputy Project Officer. (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | (i) Up to Rs. 3000 total cost of material (ii) Up to Rs. 20,000 total cost of material. |
| 14. | To make advance payment for labour when the work is executed through the community and not through a contractor. | (i) Block Development Officer and Deputy Project Officers. (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | (i) Up to Rs. 2500 for each work (ii) Up to Rs. 10,000 for each work. |
| 15. | Acceptance of agreements. | (i) Block Development Officer and Deputy Project Officer. (ii) Project Officer Incharge C.P, Deputy Director Rural Dev. | Up to the amount of contract he is competent to sanction. |
| 16. | To sanction the extension in the completion period of works. | (i) Block Development Officer and Deputy Project Officer. | (i) Up to 15 days for each work |

Beyond the fixed limit, sanction of next higher.

ii) Project Officer Incharge C.P, Deputy Director Rural Dev. (ii) Up to one month for each work. authority to be obtained.

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| 17. | To sanction write off of stores. | Project Officer, Incharge of Community Projects. | Up to Rs. 200 in each case and Rs. 1500 in a year for one single item provided losses are not due to theft, fraud or negligence. |
| 18. | To sanction expenditure on advertisement charges. | Project Officer, Incharge of Community Projects. | Up to Rs. 2000 in one financial year. |
| 19. | To sanction expenditure on purchase of books and periodicals. | Project Officer, Incharge of Community Projects. | Full powers. |
| 20. | To sanction expenditure on repairs and replacement of parts of motor vehicles. | Project Officer, Incharge of Community Projects. | Up to Rs. 500 at a time subject to a limit of Rs. 3000 per vehicle in a year. |
| 21. | To sanction expenditure on purchase of miscellaneous articles of office use charged to office contingencies and to write them off. | Project Officer, Incharge of Community Projects. | Up to Rs. 500 per item. |

| 1 | 2 | 3 | 4 |
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| 22. | To sanction expenditure on repair, erection and removal of machinery, equipment and furniture. | Project Officer, Incharge of Community Projects. | Up to Rs. 2000 in each case. |
| 23. | To sanction expenditure on the purchase of furniture and fixture. | Project Officer, Incharge of Community Projects. | Up to Rs. 1500 within sanctioned estimates. |
| 24. | To sanction expenditure on any individual scheme other than Public Works, Irrigation, Soil Conservation and reclamation works. | Project Officer, Incharge of Community Projects. | Up to Rs. 30000 within the sanctioned detailed estimates. |
| 25. | To sanction loans under land improvement schemes to agriculturists in accordance with such rules as may be prescribed in this | Project Officer, Incharge of Community Projects. | Up to Rs. 30000 in each case. |

behalf by the Administrative Deptt. of National Extension Service and Community Project.

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| 26. | To sanction loans for Small Scale and Cottage Industries in accordance with such principles and rules as may be laid down by the Administrative Department of National Extension Service and Community Project in consultation with Administrative Department Incharge Industries. | Project Officer, Incharge of Community Projects. | Up to Rs. 10000 in the case of grant to an individual and up to Rs. 50000 in the case of grant to a Co-operative Society. |
| 27. | To incur expenditure on maintenance of vehicle. | Project Officer, Incharge of Community Projects. | Full powers. |

| 1 | 2 | 3 | 4 |
|-----|---|--|---|
| 28. | To sanction loans for Rural Housing. | Project Officer, Incharge of Community Projects. | Up to Rs. 7000 in the case of grant to an individual and up to Rs.. 50000 in the case of grant to a Co-operative Societies. |
| 29. | To determine the number of workers to be employed on daily rate of wages. | Project Officer, Incharge of Community Projects. | Full Powers within the frame work of detailed estimates. |
| 30. | To sanction price rates of works for a group of workers. | Project Officer, Incharge of Community Projects. | Full powers within the sanctioned detailed estimates. |
| 31. | To sanction expenditure on maintenance of works. | Project Officer, Incharge of Community Projects. | Up to Rs. 500 per single item of work within the frame work by sanctioned detailed estimates. |
| 32. | To sanction purchase of stocks and capital equipment. | Project Officer, Incharge of Community Projects. | Full powers within the sanctioned estimates. |
| 33. | To sanction expenditure of routine contingent nature on items | Project Officer, Incharge of Community Projects. | Up to Rs. 2000 per month per single item of non recurring nature and Rs. 500 per month for a single item of recurring nature. |

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not specifically mentioned elsewhere.

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| 34. | To sanction advances for works when such advances are considered necessary for being adjusted against works to be done. | Director Rural Development. | Up to Rs. 25000 in each case. |
| 35. | To sanction advances for works done. | Director Rural Development. | Up to 90% of the value of work done. |
| 36. | To accord administrative approval for execution of works. | (i) Distt. Dev. Commissioner. (ii) Assistant Commissioner Dev. (iii) District Panchayat Officer. (iv) Block Dev. Officer. | (i) Up to Rs. 5.00 lakh. (ii) Up to Rs. 1.00 lakh. (iii) Up to Rs. 0.75 lakh. (iv) Up to Rs. 0.50 lakh. |
| 37. | To accord Administrative Approval for works under Pardhan | (i) Director Rural Development. (ii) District Develop- | (i) Up to Rs. 25.00 lakh. (ii) Up to Rs. 20.00 lakh. |

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| 1 | 2 | 3 | 4 |
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| | Mantri Grameen Sadak Yojna. | ment Commissioner. (iii) Assistant Commissioner Development. (iv) Block Development Officer. | (iii) Up to Rs. 10.00 lakh. (iv) Up to Rs. 1.00 lakh. |
| 38. | To sanction estimates for execution of works in Rural Dev. Deptt. | Executive Engineer. | Above Rs. 5000; provided the execution of works has administratively been approved in such cases by the Competent Authority. |
| 39. | To accord Technical Sanction to detail estimates of works or part thereof inculding special repairs, renovatfon, additions and alterations not chargeable to maintenance under Pardhan Mantri Grameen Sadak Yojna. | (i) Chief Engineers, Design Directorate. (ii) Superintending Engineer (concerned). (iii) Executive Engineer (REW). | (i) Full Powers. Up to Rs. 10.00 lakh. Up to Rs. 5.00 lakh. |

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5.18 Special Financial powers delegated the Assistant Director, Social Welfare Department.

| S.No. | Nature of powers | To whom delegated | Extent |
|-------|---|---|--|
| 1 | 2 | 3 | 4 |
| 1. | To incur expenditure on the purchase of the store. | Assistant Director Social Welfare Department. | Up to Rs. 2000 for a single item of stores within sanction detailed estimates. |
| 2. | To sanction the expenditure on local purchase of stationery. | Assistant Director Social Welfare Department. | Up to Rs. 50 in each case subject to Rs. 500 in a year provided the articles are not available in a stationery depot. |
| 3. | To sanction expenditure on up-keep of type writers and other machines charged to office contingencies. | Assistant Director Social Welfare Department. | Up to Rs. 250 per machine, provided usual rates are not exceeded. |
| 4. | To sanction allotment of works after calling tenders as provided under rules and to accept tenders for the execution of the work. | Assistant Director Social Welfare Department. | Up to Rs. 20,000 for each work including tender appreciation ; provided the lowest tender is accepted otherwise sanction of the next higher authority is obtained. |

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| 1 | 2 | 3 | 4 |
|----|---|---|---|
| 5. | To accord administrative approval and sanction estimates of repair works. | Assistant Director Social Welfare Department. | Up to Rs. 1000 for each work excluding tender appreciation. |
| 6. | To sanction allotment of repair works after calling tenders as provided under rules and to accept tenders for the execution of these works. | Assistant Director Social Welfare Department. | Up to Rs. 2500 for each work including tender appreciation. |
| 7. | To sanction write off of stores. | Assistant Director Social Welfare Department. | Up to Rs. 200 in each case and Rs. 1500 in a year for one single item ; provided losses are not due to theft , fraud or negligence. |
| 8. | To sanction expenditure on advertisement charges. | Assistant Director Social Welfare Department. | Up to Rs. 2000 in one financial year. |
| 9. | To sanction expenditure on purchase of books and periodicals. | Assistant Director Social Welfare Department. | Full powers. |

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| 10. | To sanction expenditure on purchase of miscellaneous articles of office use charged to office contingencies and to write them off. | Assistant Director Social Welfare Department. | Up to Rs. 500 per item. |
| 11. | To sanction expenditure on repairs , erection and removal of machinery , equipment and furniture. | Assistant Director Social Welfare Department. | Up to Rs. 2000 in each case. |
| 12. | To sanction expenditure on the purchase of furniture and fixture. | Assistant Director Social Welfare Department. | Up to Rs. 1500 within sanctioned estimates. |
| 13. | Acceptance of agreements. | Assistant Director Social Welfare Department. | Up to the amount of contract he is competent to sanction. |

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