

GOVERNMENT OF CHHATTISGARH



AMENDMENT TO BOOK OF FINANCIAL POWER 1995

2007

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छत्तीसगढ़ शासन
वित्त एवं योजना विभाग
दाऊ कल्याणसिंह भवन, मंत्रालय-रायपुर

क्रमांक 113/670(2003)/वित्त/नियम/चार/2007,

रायपुर, दिनांक 05.05.2007

प्रति,

शासन के समस्त विभाग
अध्यक्ष, राजस्व मण्डल, बिलासपुर
समस्त विभागाध्यक्ष
समस्त जिलाध्यक्ष
छत्तीसगढ़ ।

विषय: -वित्तीय अधिकार पुस्तिका भाग-1 का पुनर्लेखन ।

शासन के विभिन्न विभागों/विभागाध्यक्षों एवं अधीनस्थ कार्यालयों के अधिकारियों के लिए प्रत्यायोजित वित्तीय अधिकारों की वर्तमान सीमाएं दिनांक 1 अप्रैल 1995 से लागू है । वित्तीय अधिकार पुस्तिका भाग-1 में सभी विभागों के लिये समान रूप से लागू अधिकार तथा वित्तीय अधिकार पुस्तिका भाग-2 में अलग-अलग विभागों को लागू विशिष्ट अधिकारों का समावेश है ।

राज्य शासन द्वारा वस्तुओं एवं सेवाओं की मूल्यवृद्धि एवं अधिकारों के अधिक विकेन्द्रीकरण की आवश्यकताओं को ध्यान में रखते हुये वित्तीय अधिकार पुस्तिकाओं के पुनर्लेखन का निर्णय लिया गया है जिसके अंतर्गत प्रथम चरण में वित्तीय अधिकार पुस्तिका भाग-1 लागू की जा रही है, जो इस ज्ञापन के साथ संलग्न है ।

सभी विभागीय अधिकारियों से अनुरोध है कि इन अधिकारों से अपने अधीनस्थों को अवगत कराते हुए इनका पालन सुनिश्चित करने हेतु आवश्यक व्यवस्था करें । ऐसे अधिकार जो कार्यालय प्रमुख एवं विभागाध्यक्ष स्तर के अधिकारियों को प्रत्यायोजित है उनका उपयोग समुचित अवधि में करने हेतु उन्हें समय पर बजट आबंटन उपलब्ध कराया जाये । इन प्रत्यायोजित अधिकारों का उपयोग करते समय इस पुस्तिका के परिशिष्ट-1 में दी गई सामान्य शर्तों को अनिवार्यतः ध्यान में रखा जाए तथा भंडार क्रय नियम, सेवाओं के प्रदाय संबंधी नियम, संविदा के नियम, नवीन मद एवं पुनर्विनियोजन के प्रावधानों तथा अन्य नियमों एवं समय-समय पर जारी कार्यपालिक निर्देशों का कड़ाई से पालन किया जाए ।

ये वित्तीय अधिकार इस ज्ञापन के जारी होने की तिथि से लागू हुए माने जावेंगे ।
वित्तीय अधिकार पुस्तिका भाग-2 के पुनर्लेखन की कार्यवाही अलग से की जा रही है ।
संलग्न:- वित्तीय अधिकार पुस्तिका भाग-1

छत्तीसगढ़ के राज्यपाल के नाम से
तथा आदेशानुसार



(डी.एस.मिश्र)

प्रमुख सचिव

छत्तीसगढ़ शासन, वित्त विभाग

पृ.क्रमांक 114/670(2003)/वित्त/नियम/चार/2007,

रायपुर, दिनांक 05 मई, 2007

प्रतिलिपि:-

1. राज्यपाल के सचिव, राजभवन, रायपुर
2. सचिव, छत्तीसगढ़ विधानसभा सचिवालय
3. सचिव, मुख्यमंत्री सचिवालय, रायपुर
4. रजिस्ट्रार जनरल/महाधिवक्ता/उपमहाधिवक्ता, छत्तीसगढ़ उच्च न्यायालय, बिलासपुर
5. सचिव, छत्तीसगढ़ लोक सेवा आयोग/मानवाधिकार आयोग/राज्य निर्वाचन आयोग/लोक आयोग, रायपुर
6. निज सचिव/निज सहायक, मंत्री/राज्यमंत्री, छत्तीसगढ़, रायपुर
7. महालेखाकार, छत्तीसगढ़, रायपुर
8. मुख्य सचिव के स्टाफ आफिसर, मंत्रालय, रायपुर
9. सचिव वित्त के निज सचिव, मंत्रालय, रायपुर
10. आयुक्त जनसंपर्क संचालनालय, रायपुर
11. आवासीय आयुक्त, छत्तीसगढ़ भवन, नई दिल्ली
12. राज्य सूचना आयुक्त, मंत्रालय, रायपुर
13. समस्त सचिव/विशेष सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव एवं समस्त शाखा, वित्त विभाग, मंत्रालय, रायपुर
14. संचालक, कोष, लेखा एवं पेंशन, छत्तीसगढ़, रायपुर
15. मुख्य लेखाधिकारी, मंत्रालय, रायपुर
16. संभागीय संयुक्त संचालक, कोष, लेखा एवं पेंशन, रायपुर/बिलासपुर एवं जगदलपुर, छत्तीसगढ़
17. समस्त कोषालय अधिकारी, जिला/सिटी कोषालय, छत्तीसगढ़
18. समस्त प्राचार्य लेखा प्रशिक्षण शाला, छत्तीसगढ़
19. संचालक, शासकीय लेखन सामग्री एवं मुद्रण, रायपुर
20. समस्त मान्यता प्राप्त कर्मचारी संघ, छत्तीसगढ़
21. राज्य सूचना अधिकारी, राष्ट्रीय सूचना केन्द्र को वित्त विभाग की वेबसाइट (www.cgfinance.nic.in) में अपलोड करने हेतु ।

की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित ।

संलग्न:- वित्तीय अधिकार पुस्तिका भाग-1

अवर सचिव

छत्तीसगढ़ शासन, वित्त विभाग

Book of Financial Powers - Volume - I

SECTION - I
FINANCIAL POWERS UNDER FINANCIAL RULES

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	SR 10 below FR 9(32), CGFC Vol -I Rule-2(14)	Declare an officer as Head of Department	Administrative Department in consultation with General Administration Department & Finance Department	Full Powers	Subject to the officer being the Head of an identifiable organisation
2		Declare an officer as Regional Head	Administrative Department in consultation with Finance Department	Full Powers	Subject to the officer being the Head of an identifiable Regional officer of the Deptt.
3	CGFC Vol-I Rule - 2(23) FD Memo No. E/17/2/79/R -V / IV Dt 31-12-79	Declare an officer as Head of an office.	Administrative Department in consultation with Finance Department.	Full Powers	
4		Declare an officer as Controlling Officer	Administrative Department	Full Powers	
5		Declare an officer as Drawing and Disbursing Officer	Administrative Department	Full Powers	Drawl at treasuries be permitted only after obtaining authority of Accountant General under rule15(c) of CGTC vol-I
6	CGFC VOL-I Rule 90-92 and 94 FD Memo No.G-2/1/95/C/IV Dt. 20-1-95	To investigate and sanction claims (including their own) to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year but not exceeding six years.	Head of Department/ Collector / Regional Head	Full Powers	
7	CGFC Vol-I Rule - 93 FD Memo No. G-2/1/95/C/IV /Dt	Sanction payment of claims of arrears of pay or allowances or increments which have	Head of Department / Collector / Regional or Divisional Heads	Full Powers	All petty claims(upto Rs 1000 each) other than those that effect pension, for which reasons for delayed submission are not adequate, should be

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
	20-1-95	been allowed to remain in abeyance for a period exceeding six years but not time barred in accordance with the provisions of law relating to limitations.	Controlling Officer. (in the case of HOD,Collector and Regional /Divisional Heads)	Full Powers	rejected.
8	CGFC Vol-I Rule 282	To fix the amount of security required from staff under their control.	Head of Office	Full Powers	
9		Sanction refund of auction proceeds in case of sales which are not confirmed subsequently	Authority competent to confirm the sale.	Full Powers	
10		Sales of Govt. building	General Administration Department in Consultation with P.W.D.	Full Powers	Subject to certification from the Collector and PWD that the building is not wanted by another department and could not conveniently be utilised for any public purpose.
		Dismantle of Government buildings and sale of debris	General Administration Department in Consultation with P.W.D.	Full Powers	(i) Subject to a certificate of the Collector as required by GBC III - 8 that the building is not required by any other department or public undertaking or for any public purpose. (ii) Subject to a certificate from the Collector and PWD that the building needs to be dismantled.
			Collector / Chief Engineer	In respect of buildings of the book value (or in its absence current market value) of upto Rs. 5 Lakhs.	

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
11		Hiring accomodation for Government use:-			
		(a) Sanction renting of ordinary office accomodation.	Head of Department Collector	Full Powers Rs.5000	Subject to a certificate of reasonability of rent from SDO (Revenue) upto Rs. 5000 and Collector for over Rs. 5000 and non availability of Govt. building from Executive Engineer concerned obtained.
		(b) Hiring accomodation for storage of food grain.	Collector	Full Powers	
		(c) Hiring accomodation for purposes other than office accomodation and storage of food grain.	Collector	Rs. 1000 p.m.	
		(d) When accommodation is provided in a building partly used as a private residence by Govt. servant	Head of Department Collector	Full Powers Rs.1000 p.m	Subject to the condition that the amount of the rent to be deducted from the Govt. servant who occupies the building as per rules.
12		Sanction advance to Govt. servants for purchase of plot /house,construction/repair/alte ration in a house for residential purposes, purchase of motor cars, purchase of computers.	Head of Department Administrative Department (in case of HOD's personal case).	Full Powers Full Powers	
13		Power to write off advance for purchase of plot/house or for construction of house and/or interest thereon in case of deceased govt. servants outstanding recovery on the date of death.	Head of Department	Full Powers except AIS	Subject to conditions laid down in FD Memo No. G-3/1/95/C/IV Dated 08.02.1995

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
14		Sanction Festival / Food Grain advance to Govt. servants	Head of Office	Full Powers	Subject to the limits prescribed by Govt. and clearance of old advances.
15		Sanction advance of pay and travelling allowances, etc to Govt. servants on transfer.	Head of Office	Full Powers	
16		Sanction advance of travelling allowances on tours to Govt. Servants (including self).	Head of Office	Full Powers.	Subject to the condition that a second advance would be given only after the first advance has been adjusted in full. The advance would cover full estimated expenses of tour.
17		Sanction reimbursement of cancellation charges of rail / air tickets	Controlling Officer	Full Powers	When cancellation is made in the interest of Govt. or on account of circumstances beyond the control of the Govt. servant.
18		Advance on proceeding on deputation outside India for a period of one month or more	Head of Office	Full Powers	Subject to the condition that the amount of advance is limited to one month's pay recoverable in 3 monthly instalments.
19		Advance on return from leave or deputation out of India	Head of Office	Full Powers	Subject to limits prescribed and the condition that no advance was drawn under Rule 268 of CGFC Vol-I and other conditions prescribed in Rule 270.
20		Advance for law suits to which Govt. is a party	Head of Department/ Collector	Full Powers	In consultation with Law Department of State Govt.
21		Power to sanction medical advance	Head of Department	Upto 80% of the amount of estimated expenditure.	Subject to instructions issued by the Public Health and Family Welfare Department in this regard and conditions laid down in FD Memo No. G - 3/2/94/C/IV Dated 08.12.1994.
22		To extend time limit for adjustment of medical advance in exceptional case.	Head of Department	Full Powers	Subject to the recommendation of the committee set up by the Public Health and Family Welfare Department Memo No. 1-15/94/15/- Med.-4 Dated 21.11.1994
23		To permit travel by air on medical advice in exceptional cases.	HOD / Collector	Full Powers	Subject to the recommendation of the committee set up by the Public Health and Family Welfare Department Memo No. 1-15/94/15/- Med.-4 Dated 21.11.1994

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
24		Advance on account of leave travel concession to All India Service Officers serving in the State (including self)	Head of Office	Full Powers	Subject to limits prescribed in the All India Services (LTC) Rules.
25		Advance on account of leave travel concession to State Govt. Employees (including self)	Head of Office	Full Powers	Subject to limits prescribed in the LTC Rules.
26		Power to grant permission for presentation of TA bill after one year from the date on which it became due	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
27		Power to grant permission for presentation of bill in respect of LTC after the prescribed time period	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
28		Power to grant permission for presentation of bill in respect of Medical Reimbursement after the prescribed time period	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
29		To sanction ex-gratia payment to the family of a deceased Govt. Servant	Head of Office	Full Powers	Subject to the rules and instructions issued by Govt. from time to time.
			Controlling Officer in case of Head of Department	Full Powers	
			Secretary, General Administrative Department in respect of all secretariate employees	Full Powers	

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
30		Powers to write off irrecoverable value of stores, losses of public money	Administrative Department. Collector Officers of Works Department	Full Powers Rs.50000 To the extent of powers delegated to them in Works Department Manual.	Subject to the condition that the loss was not caused due to negligence or dereliction of duty by a Govt. servant which might necessitate recoveries from the derelict official and that the loss does not disclose a defect in the system / procedure/rules which needs to be changed by FD for avoiding repetition of similar losses. Cases falling in the later category must be referred to FD.
31		Write off Unserviceable articles of dead stock.	Administrative Department Head of Department Head of Office	Rs. 2.00 lakh Rs.1.00 lakh Rs. 25000	Provided the item has outlived its life/usage and / or is damaged beyond repair. Its unserviceability should be certified by a committee comprising of the Head of Office and an Executive Engineer of PWD.
32		Power to dispose off surplus articles / stores by transfer to other deptt. or any other procedure prescribed by the Government	Head of Department Officer of works Departments	Rs. 2.00 lakh To the extent of powers to write off delegated to them in the Works Department manual.	
33		Write off petty losses or irrecoverable value of stores due to theft where the Police recommends classification as undetected.	Administrative Department. . Head of Department Collector / Regional or Divisional heads District Level Heads of offices	Rs. 2.00 lakh Rs.1.00 lakh Rs. 25000 Rs. 10000	
34		Write off petty losses or irrecoverable value of stores in theft cases which have resulted either in acquittal or conviction of an official.	Administrative Department Head of Department	Rs. 2.00 lakh Rs. 1.00 lakh	Provided the officer writing off has been duly advised by the competent authority that it is not expedient to prefer an appeal or revision and in the case of conviction all possible efforts are made to recover the value of stores lost.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
35		Write off irrecoverable decretal dues.	Administrative Department	Rs. 1.00 lakh	Provided adequate proof of irrecoverability is available.
			Head of Department	Upto Rs. 50000	
36		Make payment of decretal dues	Administrative Department	Full Powers	Subject to the condition that the decretal amount is paid through the Court.
			Head of Department	Rs. 1.00 lakh	
37		To sanction refund of revenue credited in favour of Govt.	The departmental officer who is authorized to accept revenue on behalf of Govt.	Full Powers	Subject to the provision laid down in SR 417 of CGTC Vol-I
38		Write off of irrecoverable value of losses due to deficiencies or depreciation in the value of stores	Administrative Department	Full Powers	Any special rules or order applicable to any particular department stores which are reported to be obsolete/surplus or unserviceable may be disposed off by sale or otherwise under the sanction of competent authority.
			Head of Department	Rs. 50000	
			Regional Heads/Collector	Rs. 20000	
			Head of Office	Rs. 10000	
39		Fix permanent advance	Administrative Department	Full Powers	For Heads of Departments upto the limit advised by the Accountant General
			Head of Department	Full Powers	For offices subordinate to them upto the limit advised by the Accountant General

SECTION -II

POWERS DELEGATED IN RESPECT OF CONTINGENT EXPENDITURE

<i>Sl. No.</i>	<i>Ref. To Existing rules etc.</i>	<i>Description</i>	<i>Authority competent to exercise the powers</i>	<i>Extent of Delegation</i>	<i>Conditions</i>
1		Sanction purchase of instruments, minor equipments and apparatus	Administrative Department Head of Department Head of Office	Full Powers Rs. 1.00 lakh Rs 15000 p.a.	Provided the item is included as New item in the Budget.
2		Sanction purchase of office furniture, equipments and apparatus	Administrative Department Head of Department Head of Office	Rs. 1.00 lakh Rs. 50000 Rs. 15000 p.a.	This includes electric fans, air coolers, water coolers, fax machines and photocopiers but does not include air conditioners, risograph and LCD projectors.
3		Sanction purchase of computer Hardware including Server, CPU, Monitor, Key Board and Mouse (it excludes laptop).	Administrative Department. Head of Department Head of Office	Full Powers Rs. 1.00 lakh Rs.50000	Provided the item is included as New item in the Budget.
4		Sanction purchase of computer Hardware Accessories.	Administrative Department Head Of Department Head of Office	Full Powers Rs.1.00 Lakh Rs. 10000 p.a.	It includes Printer, Scanner, Plotter, Web Camera, Speaker, Combo Drive, Floppy Drive, UPS, Inverter, RAM, Hard Disk, Smart Card Ready Flash Drive, Biometric Devices.
5		Sanction Upgradation of Hardware	Head of Department Head of Office	Full Powers Rs.5000 p.a.	It includes upgradation of Motherboard, Hard disk, RAM, Monitor, Processor.
6		Sanction purchase of Network items and Wireless accessories	Administration Department Head of Department Head of Office	Full Powers Rs.1.00 Lakh Rs.3000 per item	It includes Router, Remote Access System (RAS), Switch, Hub, Cables, Connector Panel, I/O Box, Connectors, Storage Area Network (SAN), Network Printer, Modem, Ethernet Card, Antenna, Radio, Access points, Adaptors.
7		Sanction purchase/upgradation of Software	Administration Department Head of Department	Rs 1.00 lakh Rs.10000	It includes Operating System, Application Software, Database, Anti-Virus, Firewall, Intrusion Detection System, Network Monitoring System, Language Compilers, File Transfer Protocol.
8		Sanction new internet connection	Head of Department	full powers	as per norms fixed by the Government

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
9		Sanction expenditure on demurrage and wharfage charges	Head of Department	Full Powers	(i) Such charges should not be allowed to increase due to delay in taking decisions regarding payment. (ii) Where there is a prima facie case of wilful negligence resulting such charges, an enquiry should be ordered for fixing responsibility and appropriate disciplinary action including recoveries may be taken. (iii) Head of office would report the reason of delay to the Head of Department immediately after the payment.
			Head of Office	Upto Rs.1000 each case	
10		Payment of customs duty and other expenses in respect of imported items	Head of Office	Full Powers	When the import of the item having been duly approved by the competent authority.
11		Sanction recurring contingent expenditure	Head of Office	Full Powers	It includes rents, rates, taxes and telephone, postage, electric, water charges etc.
12		Sanction non-recurring contingent expenditure (not specified elsewhere)	Head of Department (not Collector)	Rs.1.00 lakh p.a. Rs.50000 p.a.	
13		Power to sanction advance to incur non-recurring expenditure	Head of Office	Full Powers	The advance is adjustable during the financial year within one month.
14		Countersign detailed contingent expenditure	Controlling Officer	Full Powers	
15		Sanction expenditure for refreshment served to members of conferences	Head of Department Head of Office	Full Powers Rs.1000 p.a.	
16		Sanction expenditure on hosting lunch / dinner or entertainment sight seeing etc. for delegates from the Central / State Govt. attending Inter State / Zonal / Regional Council meetings convened by the Department.	Administrative Department	Full Powers	The meetings/conference should be held at Secretariat level only.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
17		Sanction expenditure on organisation of work shops/seminars, exhibition etc.	Head of Department Collector	Full Powers Rs. 10000	The limit would be as per scale prescribed by Govt. from time to time.
18		Sanction expenditure on taxi fares (a) For official use when the need for hiring of taxi arises. (b)For the use of distinguished visitors for want of a staff car (c)When non gazetted officer has to go on a very urgent official duty to a place not less than 1.60 km. away from his office or summoned to office outside the ordinary hours of duties by the special orders of gazetted officer.	Commissioner, Chhattisgarh Bhawan, New Delhi General Administration Department Head of Office	Full Powers Full Powers Full Powers	For Chhattisgarh Bhawan, Delhi (i) When a non-gazetted Govt. servant is despatched on duty to a place at some distance from his office or is summoned to his office by special order by a gazetted officer outside the ordinary hours of duty. (ii).The Head of Office certifies that the expenditure actually incurred was unavoidable and was within the scheduled scale of charges for conveyance used. (iii) The Govt. servant concerned is not entitled to draw T.A. under the ordinary rules that he is not granted casual leave to compensate and does not and will not be granted any special remuneration for the performance of the duty which necessiated the journey. (iv) A certificate being recorded that a staff car could not be made available. (v) If more than one officer is required to proceed to a particular place at the same time, the conveyance would be shared.
		(d)When a gazetted officer has to go on an urgent official duty and a staff car is not available.	Head of Office	Full Powers	i) The fulfilment of the conditions mentioned in Col. 6 of the item No. 18 (c) (ii) Head of Department may also sanction themselves the conveyance hire charges subject to the conditions as above.
19		Sanction installation of new Telephone	Home Department	Full Powers	In respect of telephone connections for use by Ministers and by Officers posted in the Secretariat.

<i>Sl. No.</i>	<i>Ref. To Existing rules etc.</i>	<i>Description</i>	<i>Authority competent to exercise the powers</i>	<i>Extent of Delegation</i>	<i>Conditions</i>
			Administrative Department	Full Powers	For other telephone connections for use by Heads of Deptt/Divisional/District and subordinate officers under its administrative charge. Instructions issued from time to time by the Home/Finance Department with regard to telephone policy should be followed before according sanction.
20		Sanction installation of intercom and EPABX in office	Head of Department	Rs. 1.00 lakh for each office	prescribed norms should be followed and justification be recorded.
21		Sanction purchase of telephone instruments	Head of Office	Full Powers	It does not include cordless/ wireless phones, satellite phones and cellular phones.
22		Sanction reconnection charges for disconnected telephones.	Head of Office	Full Powers	
23		Sanction non-recurring charges on account of shifting of telephone	Head of Office	Full Powers	
24		To sanction hot weather expenditure			The Head of the office are competent to incur expenditure on hot weather establishment from 1st April to 15th June only.
		a. Khus Tatties	Head of Office	Full Powers	
		b. To sanction hot weather establishment in their own offices and in the offices of their subordinates	Head of Office	Full Powers	
25		Powers regarding condemnation and auction of old Departmental Vehicles	Head of Department	In case of vehicles at head quarter	(i). The vehicle will be examined at first by State Garage Superintendent or Motor Vehicle Inspector
			Collectors of concerned district.	In case of vehicles of other places	(ii). On his report, a committee consisting of :- (a) at Head Quarter :- - Head of Department or his nominee not below the rank of Deputy Director - A representative of E & M Division of PWD or Irrigation not below the rank of Executive Engineer. (b) at other places :- - Collector - A representative of E& M Division of PWD or Irrigation not below the rank of Executive Engineer . will declare vehicle unserviceable. - The vehicles will be auctioned by inviting sealed tenders in the prescribed manner.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
26		Sanction section writing and copying charges at piece work rates	Head of Department / Collector	Rs. 25000 p.a.	(i) Maximum admissible rates will be prescribed from time to time. (ii) The competent authority should specify the rate, the appropriate number of words to be copied and the number of persons to do the job in the sanction order.
			Head of Office	Rs. 5000 p.a.	(iii) No paid employee of the Govt. (regular, on contract, daily wage etc) can be entrusted section writing work without the sanction of the Head of Department; (iv) It should be certified on the bill that the facilities available in the office were not adequate to get work done in the office and that it was essential to get it done on Section writing basis.
27		Sanction purchase of new Typewriters	Head of Office	Full Powers	Where purchases are to be made on rates other than DGS & D /CSIDC approved rates it should be made through the Controller, Printing and Stationery, CG
28		Sanction purchase of duplicating machine , slide projectors, calculating machines (i.e. hand operated, electrical or battery operated)	Head of Office	Full Powers	Purchase on DGS&D or CSIDC rates where available.
29		Sanction purchase of transparencies and computer stationery	Head of Office	Full Powers	Purchase should be limited to one year's requirement
30		Get printing work done through local private presses in urgent and emergent cases	Administrative Department	Full Powers	Subject to the condition that :- (i) The Government press is unable to undertake the work for execution in the time limit and a certificate is obtained from Govt. Press regarding inability to undertake the work in the time limit.
			Head of Department	Rs.1.00 lakh in a year subject to a ceiling of Rs. 25000 in each case	(ii) In case of inability shown by the Government Press first priority should be given to Jail press.
			Collector/District & Session Judge/ Divisional Heads	Rs.50000 in a year subject to a ceiling of Rs. 10000 in each case	(iii) The rates are competitive (obtained by inviting sealed tenders/quotations from at least three presses as per rules).
			Head of Office	Upto Rs. 25000 p.a. subject to a ceiling of Rs. 5000 in each case.	

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
31		Direct Govt. presses to print special forms peculiar to a department except new forms which are required to be standardised.	Administrative Department	Full Powers	(i) All forms of which more than 500 copies are/may be required annually be brought on a schedule and supplies obtained on annual indents from Govt. Press (ii). Printing of non-schedule forms will not be taken up at any of the Govt. regional presses except with the previous sanction of the Controller, Printing and Stationery,CG
32		Direct Govt. presses to print literature, pamphlets and leaflets etc.	Head of Department Collector	Full Powers Upto Rs.10000 p.a.	
33		Get binding work done through local presses / book binders without reference to the Controller, Printing and Stationery	Head of Office	Full Powers	Subject to the ceiling of rates approved by the Controller, Printing & Stationery / Collector.
34		Take furniture for office on hire	Head of Office	Full Powers	Justification for hiring should be recorded in the sanction order.
35		Sanction purchase of articles of dead stock including survey appliances and instruments	Head of Department Head of Office	Full Powers Rs. 5000 per indent	This does not include office furniture but includes furniture for workshops and laboratories.
36		Sanction replacement of office furniture	Head of Office	Full Powers	After the written off articles are disposed off and the sale proceeds deposited in Govt. account.
37		Purchase of Bicycle for office and repair of bicycle and motorcycle	Head of Office	Full Powers	
38		Sanction clothing to Driver/Class IV Government servants	Head of Office	Full Powers	(i) As per scale prescribed by State Govt. (ii) Uniform for hot weather only should be supplied to the categories of workcharges and contingency paid staff whose services are likely to be continued for a period of not less than a year. (iii) All such clothing would be of Khadi and purchased from a shop of Khadi Board or recognised Khadi Societies unless otherwise prescribed by the State Govt.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
39		Sanction purchase of books, journals and publications	Head of Department Head of Office	Full Powers Rs.5000 p.a.	Books, Law books and journals purchased should be such as would add to the efficiency and knowledge of the staff i.e. Technical journals etc.
40		Purchase of diaries and calendars	Head of Office	As per prescribed scales	Subject to the condition that the purchases are made from Govt. press/ Govt. Stationery Depot only.
41		Sanction and purchase of stationery and rubber stamps from sources other than Govt. press	Head of Office	Upto 50% of budget allocation for stationery.	The stationery and forms will be supplied by Government Printing Press and stationery depot on indent. In emergent cases stationery upto 50% of the allotment for stationery can be purchased from local market subject to the condition laid down in CGFC Vol - II Appendix -5
42		Sanction purchase of news papers and periodicals for their own office and offices subordinate to them.	HOD/Deputy Inspector General of Police/Collector/ District Superintendent of Police / Regional /Divnl. Heads Head of Office	Full powers Full powers	Newspaper/journals can be purchased upto following limits:- (i) One extra-state English daily newspaper; (ii) One state level English and one State level Hindi daily (iii) Journals as necessary Newspaper can be purchased upto following limits:- (i) One state level daily (English or Hindi) (ii) One daily published in the district

<i>Sl. No.</i>	<i>Ref. To Existing rules etc.</i>	<i>Description</i>	<i>Authority competent to exercise the powers</i>	<i>Extent of Delegation</i>	<i>Conditions</i>
43		Sanction purchase of consumable stores e.g., petrol oil, lubricants.	Head of Office	For vehicles allotted to individuals :- 80 litres petrol / diesel per month, in towns having population of 1 Lakh and above and 60 litres for towns having population below 1 Lakh. For pool vehicles :- 120 litres in towns having population of 1 Lakh and above and 80 litres for towns having population below 1 Lakh.	(i) On the dates travelling outside the headquarter petrol / diesel at the rate of 2 litres/day should be deducted. (ii) Vehicle will not be allotted to the officer who is not on the roll of that Department (iii) No officer will be allowed more than one vehicle in any case. (iv) If the vehicle is allotted for the maintenance of law and order or election work the borrowing Department will pay Rs. 100 per day and such vehicle will not be allowed to run more than 100 km. in big cities and 50 km. in smaller places per day. v) These orders will not be applicable for trucks ambulances, fire-brigade, delivery van and buses vi) The officer i/c of the vehicle has to deposit Rs. 250 p.m. where population exceeds one lakh and Rs. 150 p.m. where population is one lakh or less in lieu of presumed private use of the vehicle.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
44		Purchase of pad locks	Head of Office	Full Powers	Pad locks of the patent type manufactured at Aligarh should be purchased for use in strong room and also for the purpose of replacing unserviceable pad locks.
45		Purchase of maps	Head of Office Collector	Full Powers Full Powers in respect of village maps	Provided maps are obtained from survey of India with the previous sanction of Revenue Department.
46		Purchase of Mathematical Instruments etc.	Head of Department	Full Powers	
47		Sanction Postal and Telegram Charges	Head of Office	Full Powers	It includes courier charges
48		Payment of Rent,Rates and Taxes	Head of Office	Full Powers	
49		Sanction Telephone charges including telephone rent and late payment surcharge thereon.	Head of Office	Full Powers	Subject to limits prescribed by Home / Finance Department.Late payment surcharges should be allowed in such cases only, where the head of office certifies that the delay was unavoidable.
50		Permit Payment of Telephone bill when exceeds prescribed limit	Controlling Officer	Full powers	(i) Excess upto 20% over the prescribed limit may only be permitted (ii) For an individual officer such permission should not be given more than twice in a financial year

SECTION -III
POWERS DELEGATED IN RESPECT OF BUDGETARY MATTERS

Sl. No.	Ref. To Existing rules	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1		Re-appropriation of funds within the same grant	Finance Department	Full Powers	(i) Administrative Department may sanction any re-appropriation within the grant . Any re-appropriation from one major head to another major head under the plan schemes shall not be sanctioned without obtaining the specific concurrence of the Planning Department and the concerned Administrative Department in-charge of the plan scheme.
			Administrative Department	Rs. 1 crore	(ii) Funds allotted for expenditure charged to the Consolidated Fund of the state may not be re-appropriated to meet other expenditure and vice-versa.
					(iii) Without the previous consent of Finance Department no re-appropriation may be made to meet any expenditure which is likely to involve increased outlays on the schemes in future years.
					(iv) No re-appropriation should be made from Capital Section to Revenue Section and vice-versa or from one grant to another.
					(v) No re-appropriation may be made to meet expenditure upon some new services not contemplated in the budget.
					(vi) Funds allotted for expenditure on plan schemes may not be re-appropriated to meet non-plan expenditure and vice-versa.
					(vii) Funds allotted for expenditure under the head suspense in the grants relating to the Water Resources/Public Works/Public Health Engineering Departments etc, may not be re-appropriated to meet any other expenditure without previous consent of the Finance Department
					(viii) No re-appropriation shall be made from savings under salary and wages to other items.
					(viii) No re-appropriation shall be made to add to office expenses.

Sl. No.	Ref. To Existing rules	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
					(ix) Funds provided for expenditure directly related to Revenue generation if saved, shall not be re-appropriated to items not related to such revenue generation. (x) No re-appropriation shall be made from non-salary/non-wage item to salary/wages except to the extent necessitated by sanction of additional D.A. interim relief etc., not anticipated at the time of preparing the budget estimates. NOTE- 1- A certificate should be recorded on the re-appropriation statement that the conditions in col. 6 are fulfilled in the instant case. 2- Re-appropriation from one sub head to another sub head specified in the second schedule to the Governor's allowance and privileges order is governed by the provision to paragraph-7 of that order, similarly re-appropriation between sub-heads of the amount for maintenance, improvement of official residences of the Governor paragraph 7 of the orders referred to above.
			Head of Department	Full Powers within same object head	3. A Minister incharge of a Department, may delegate to any officer or class of officers the powers of re-appropriation conferred above with the previous approval of the Finance Department. 4. In so far as powers have not been delegated by these rules, applications for re-appropriation of funds, should be made to the Finance Department and they should be accompanied by an explanation of the necessity for transfer and the reasons for anticipating savings under the primary unit of appropriation from which the re-appropriation of funds is proposed. 5. The reasons for excess as well as savings in respect of re-appropriation of sums in excess of Rs. 1000 should be communicated to the Accountant General by the sanctioning 6. Expenditure on the basis of reappropriation proposals to Finance Department can be incurred only with the prior concurrence of Finance Department.

Sl. No.	Ref. To Existing rules	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
2		New Service / new instrument of service, monetary limits and criteria.	Finance Department	Full Powers	New items defined as per instructions of the Governor in observance of rules and procedures laid down by Finance Department
3		Approval and sanction of plan schemes for implementation on scrutinized items included in the budget.	Administrative Department	Rs. 5 crores on scrutinised items included in the budget	Subject to observation of rules and norms including those pertaining to economy measures like ban on creation of new posts, filling up of posts by deployment, ban on purchase of new vehicles, appointment on daily wages etc.
			Head of Department	Rs. 1 crore on scrutinised items included in the budget	
4		Continuation of Plan Schemes during plan period.	Administrative Department	Full Powers	Provided the scope of the schemes, conditions perscribed are not changed without prior concurrence of the Finance Department.

SECTION - IV

POWERS DELEGATED IN RESPECT OF MISCELLANEOUS ITEMS OF EXPENDITURE

<i>Sl. No.</i>	<i>Ref. To Existing rules etc.</i>	<i>Description</i>	<i>Authority competent to exercise the powers</i>	<i>Extent of Delegation</i>	<i>Conditions</i>
1		To Sanction repairs and to enter into contract for maintenance of office equipments and minor apparatus	Head of Office	Full Powers	(I) It includes maintenance of LAN, WAN, Hardware, Software and accessories of computer, Fax, Photocopier, Duplicating machine, Type writer, Slide projector, Calculating machine, Punching and Sorting machine, Franking machine, etc. (ii) The repair shall be got done by the firms approved by the Controller, Printing and Stationery/Collector, where such rates are prescribed. (iii) The cost of repairs (excluding consumable like battery, cells etc.) should not exceed 20% of the cost of machine in any year. (iv) In case of AMC payment should be made only after entering into contract.
2		Sanction repair to plant machinery and equipment	Head of Department. Head of Office	Full Powers Rs.10000 p.a.	
3		Sanction repair of Telephone instruments, Intercom and EPABX	Head of Office	Full Powers	
4		Sanction Expenditure on maintenance, up keep and repair of Govt. Vehicles.			
		a) Repair of Vehicle	Head of Office	Rs. 20000 p.a. for Vehicle below 18 HP Rs. 30000 p.a. for Vehicle of 18 HP & above	Under unavoidable circumstances if expenditure exceeds the limit, sanction of Head of Department should be obtained to the extent of budget provision

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
		b) Replacement of Tyre-Tubes & Batteries	Head of Office	Full Powers	Subject to the condition that in case of tyres and tubes the specified mileage and in case of battery the specified period is completed. If, due to unavoidable circumstances expenditure on tyres/tubes and battery is to be incurred before completion of the above specified mileage/specified period, the Head of the Department shall be competent for such sanction within the budget provision
		c) Installation of Air Administrative Conditioner on Govt. Vehicles	Department	Full Powers	With prior concurrence of FD.
5		Sanction repairs to furniture in own and subordinate offices	Head of Department / Collector / Divisional or Regional Heads	Full Powers	
			Head of Office	Up to Rs. 5000 p.a.	
6		Power to admit advance payment up to 75% to Gramodyog Department for supply of uniform, tat Patti, blankets bedsheets,metresses etc. to Government institutions	Head of Department	Full Powers	Provided budget provision is available and purchase is approved by appropriate authority.
7		Destruction of bedding and clothing	Head of office	Full Powers	Under intimation to controlling officer. If the destruction of these items is ordered as cause of infectious diseases and if on enquiry it is found that disinfection/sterilization or purification of these items would have been sufficient, the officer ordering such destruction must be held responsible for the loss. A claim of compensation on account of clothing etc. destroyed in case of infectious diseases should be supported by a certificate from a Govt. Medical Officer that the destruction was necessary.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
8		Supply of Camp equipments/Tents	Head of Department/ Collector	Full Powers	As per prescribed Scales
9		To accord sanction to purchase articles to be supplied free of cost to the beneficiaries under continued scheme	Administrative Department Head of Department	Full Powers Rs.1 Crore per item etc.	i) Purchase be made in accordance to the norms fixed by the Government and in observance of the Store Purchase Rules. (ii) It includes supply of free cycle, uniform, books etc.
10		Payment of wages to the peons and contingent staff for additional works of farrash and waterman at the rates fixed by Govt.	Head of Office	Full Powers	As per rates fixed by Govt. from time to time
11		Rain gauges and their platforms	Collectors	Full Powers	When rain gauge platforms are required for revenue purposes
			Director of Land Records	Full Powers	For Meteorological purposes
			C.E.Works Department	Full Powers	For Investigation purposes
			Director, Agriculture	Full Powers	For Agricultural operations
12		Rewards paid to persons whose names are not disclosed	Collector	Full Powers	A certificate from Collector or Superintendent of Police, as the case may be, in lieu of signature of claimant on the receipt.
			District Superintendent of Police	Full Powers	Rewards payable to informers in excise and opium cases, as well as in stamp act or gambling act, whose names police do not think expedient to disclose, a certificate from District Superintendent of Police that the amount drawn for rewards to informers has been duly distributed and that the receipt has been cancelled and filed should be endorsed on the simple receipt.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
13		Secret Services expenditure	Head of Office	Full Powers	When an allotment is placed at the disposal of an officer for secret services, the officer concerned will maintain a contingent register in the prescribed form in which the date and amount of each contingent bill be entered with a note of the progressive expenditure. The officer may draw bills for such sums as may be necessary, within the allotment. Such bills will not be supported by vouchers . Sanctioning authority should personally ensure strict compliance of instructions contained in CGFC Vol -II Appendix-6 (64-A)
14		Payment VAT/Commercial Tax on Govt. purchase	Head of Office	Full Powers	Subject to the certificate attached as required in S.R. 289-A of C.G.T.C. Vol - I and other regulations.
15		Sanitary installations	Head of Office	Full Powers	
16		Erection of Mural table	Administrative Department	Full Powers	The State Govt. will bear the cost of a mural table erected in acknowledgement of a donation exceeding Rs. 1 Lakh and above to any public institution.
17		Travelling allowance to private individuals summoned by the proper authority to appear for written test or to appear before selection committee for interview for selection to a regular post under Government	Head of Department Head of Office	Full Powers Full Powers	The concession will be granted only in exceptional cases. i) Admissible to scheduled caste/scheduled tribe candidates only. ii) Actual journey expenses in admissible class may be pemitted.
18		Travelling allowance to non officials who are summoned to attend a departmental enquiry.	Controlling Officer	Full Powers	With due regard to such person's position in life, declare the grade to which he shall be considered to belong by general or special order.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
19		Travelling expenses to legal practitioners representing Govt.in a court case.	Head of Office	Full powers	As per scales prescribed in Law Department manual
20		Write off of in fructuous expenditure due to abandonment of work	Administrative Department	Full Powers	Report of infructuous expenditure of Rs. 25,000 and above should in each case be sent to A.G.C.G.
21		Drawl of money in cases of urgency like flood, draught, fire etc., even when no budget provision is available.	Collector	Full Powers	
22		Continuance of temporary plan posts	Administrative Department	Full Powers	(i) upto the end of the tenure of current five year plan or the completion of scheme whichever is earlier. (ii) for centrally sponsored schemes for the period sanctioned by the Govt. of India. (iii) this does not confer power to create any post of any type. (iv) When some posts were created in previous Five Year Plans and have lost its utility, all new schemes with provision for creation of posts should necessarily absorb those posts rendered surplus from old schemes with simultaneous abolition of those posts. Posts which could not be so abosorbed, should on becoming vacant be treated as surrendered
23		Sanction Payment of anticipatory/provisional pension	Head of office	Full Powers	Subject to observance of provisionscontained in CGTCVol.1.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
24		To dispose off lands which are the property of the State	Revenue Department	Full Powers	(i) Land sold for full value where such full value does not exceed Rs. 1,00,000. (ii) Land which is alienated in exchange for land which is private property and is of equal value with the land given up by the State, when the value of each plot of land exchanged does not exceed Rs. 1,00,000. (iii) Land sold on favourable terms for a public purpose but for a price not less than half the full market value and when such full value does not exceed Rs. 50,000. (iv) Land gifted or granted as a site for the construction of schools, hospitals dispensaries or other public works at the cost of recognised local funds when the value of the grants does not exceed Rs. 50,000. (v) Land gifted or granted for any other public purpose or to a private individual for service to be performed to the State where the value does not exceed Rs. 10,000.
25		To Grant permission to occupy rest houses/circuit houses/ inspection huts & bungalows free of charge .	Administrative Department of the concerned building	Full Powers	
26		To sanction loan of famine tools to Government Department	Collector	Full Powers	
27		To sanction pension to freedom fighters	General Administration Department	Full Powers	
28		To write off unpaid portion of principal and interest of grain advances to clerks and menials in the event of death before full recovery	Head of Office	Full Powers	

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
29		To sanction waiver of recovery of amount of advance sanctioned as travelling expenses in connection with treatment of Govt. servant or members of his family, in case of death of employee before adjustment.	Head of Department	Full Powers	
30		Sanction travel expenses of family members and transportation of personnel effects of Government servant who dies while in service	Authority competent to countersign T.A. claims	Full Powers	Subject to the observance of prescribed conditions and orders.
31		Sanction Advance to meet the transportation expenses of dead body of Govt. servant who dies while in service	Head of Office	Full Powers	Subject to the observance of prescribed conditions and orders.
32		Travelling allowance to Govt. servant retiring from service to return to home town or at any other place where he wants to settle down after retirement (whichever is shorter distance)	Authority competent to countersign T.A. claims	Full Powers	Subject to the observance of conditions and limitations given in order
33		Sanction expenditure for payment of rent etc. to educational and other institutions for taking hall /furniture /service for conducting examination / seminars / workshops etc.	Head of Office	Full Powers	Subject to the observance of prescribed conditions and orders.
34		Purchase of dictating Machine (cassette tape recorder)	Head of Department	Full Powers	
35		Purchase of Stamp franking machine	Head of Department	Full Powers	It includes Non-Judicial stamps etc.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
36		(a) Purchase of Postal Stamp franking machine. (b) Hiring of stamps franking machines from Post Offices	Head of Office	Full Powers	Provided the prescribed conditions fulfilled.
38		Sanction of honorarium for setting up of papers and valuation of various departmental examinations	Head of Department	Full Powers	As per prescribed rate.
39		Sanction of Study Leave	Parent Department	Full Powers	Subject to specific rule on the subject (including grant of study allowance, where admissible).
40		Power to depute Govt. servants for training ,seminar or refresher course within India	i) Administrative Department (In case of AIS Officers, the parent department) ii) Head of Department	Full Powers Powers up to 15 days in respect of Govt. Servants other than Class I Officers.	(a) The trainees would be treated as on duty during training period under F.R. 9 (6) (d) and would be entitled to pay and allowances as admissible to them from time to time. (b) Journeys up to the training centre and back would be treated as on tour and T.A. & D.A. therefore admissible as per rules. c) The period of stay at the training centre and study tour during training will be treated as period on tour. (d) These powers relate to the courses organised by the State Govt. and the Govt. of India and the institution run by them and / or the courses to which the government servants are sponsored regularly and the payment of fee was approved by FD in an earlier instance. Note :- Where T.A./ D.A ./ C.A. / Stipend is payable by any institution or Agency or Government of India for training the same would not be separately admissible from the State Govt.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
41		Power to depute Government servants for training abroad under various schemes	Administrative Department (in case of AIS Officers, the parent department)	Full Powers	Subject to prier concurrence of foreign Training Screening Committee and permission of the Chief Minister
42		Sanction expenditure on redeployment of personnel, machinery and other assets rendered surplus from one place to another within the State.	Administrative Department	Full Powers	
43		Sanction contract for outsourcing security, cleaning and upkeep, resography and typing services	Head of Department	Full Powers	
45		Power to abolish sanctioned posts	Administrative Department	Full Powers	Under intimation to FD.
46		Power to declare Govt. Servants surplus.	Administrative Department	Full Powers	For gazetted officers
			Head of Department	Full Powers	For non-gazetted officers
47		Power to incur expenditure on the salaries etc. of Govt. Servants declared surplus till they are deployed elsewhere.	Head of Department	Full Powers	
			Head of Office	Up to 3 months.	
48		Sanction expenditure under Externally Aided Projects	Administrative Department	Full Powers	(i) Subject to item wise approval by the Empowered Committee (in case of cent per cent grant Projects) provided the item does not fall in the category of new item. (ii) In other cases with prior approval of F.D.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
49		To incur expenditure in connection with legal charges.			
50		Sanction under Family Benefit Fund scheme 1974	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.
51		Sanction under Group Insurance Scheme 1985	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.
52		Sanction Leave Encashment on retirement or death of Govt.Servant.	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.
53		To send Government servant on deputation.	Administrative Department Head of Department	Full Powers Full Powers	in case of Gazetted officers in case of Non-Gazetted officers
54		To sanction double duty allowance	Head of Department	Full Powers	For a maximum period of one year
55		To allot Personal Number for Contributory Pension Scheme	Director, Treasuries, Accounts & Pension, CG	Full Powers	

SECTION -V

POWERS DELEGATED IN RESPECT OF WORKS TO OFFICERS OTHER THAN WORKS DEPARTMENT

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	Works Department Manual	To accord administrative approval for construction of works except residential building.	Administrative Department Collectors /Head of Department	Rs. 5 crores Rs. 50 lakhs	Provided it is included as scrutinized item in the budget.
2	Works Department Manual	To accord administrative approval for construction of works except residential building(not included as new item in the budget) .	Administrative Department	upto Rs. 20 lakh per work	i.Subject to the condition that the subjected construction work does not fall under the criteria of New instrument of services. ii.In any case revised cost of such construction should not exceed Rs. 25 lakhs. iii. This delegation shall apply only to one complete work and not to a fraction of it.
3	Works Department Manual	Sanction original electrical installations whether they are in the nature of new works or additions and alterations to the existing installations in office buildings.	Head of Department Regional / Divisional Head	Full Powers Rs. 3000 for each job	This does not include air conditioner installation and double feeder installation.
4		Carry out minor original works on Govt. premises (Non residential).	Head of Department / Collector	Rs. 1.00 lakh per building per year	i) Subject to the conditions that the building (Not used for residential purposes) is under the control of Administrative Department. ii) In the case of buildings in the charge of public works Department all works should be undertaken by the Public Works Department.
5		Carry out minor original works on Govt.residential premises	Head of Department / Collector	Rs. 25000 per building per year	i) Subject to the conditions that the building (used for residential purposes) is under the control of Administrative Department. ii) In the case of buildings in the charge of public works Department all works should be undertaken by the Public Works Department.

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
6		Sanction expenditure on maintainance of Govt. Buildings not on the book of works Departments..	Head of Department	Full powers	i) Subject to availability of funds. ii) Expenditure can be made on Public Buildings (Not used for residential purposes) for repairs. iii) This does not include office building running in private building or rented buildings.
7		Sanction expenditure for petty construction in nature of repairs.	Head of Department	Upto Rs.50000	i) Subject to availability of funds ii) Expenditure upto these limits on Public Buildings (Not used for residential purposes) for petty construction and special repairs can be treated as contingent expenditure of the Department incurring it and classified as petty construction and repairs only when it does not exceed Rs. 50,000 per building in a year. The entire expenditure where this limit is crossed will be treated as work expenditure of the Department vested with the administrative control of the expenditure.
			Head of Office	Upto Rs.25000 p.a.	

APPENDICES - I

General Conditions to Exercise of Financial Powers Delegated in this Volume

1. Expenditure can be incurred only if budget allotment is available for expenditure in the concerned financial year.
2. Expenditure can not be incurred in anticipation of budget allotment or re-appropriation of funds.
3. The allocation of the amount has been made by the Administrative Department or the Head of Department to the officer to whom the power has been delegated.
4. The exercise of the powers are subject to the rules concerning new item / schemes of expenditure as laid down by the Vidhan Sabha.
5. Financial Power may be restricted from time to time by Government Orders.
6. The exercise of the power are subject to rules and Government orders issued in that behalf. For example, power to purchase certain items are subject to observance of Store Purchase Rules of the Commerce & Industries Department as also orders issued by the Government in the administrative department, the Finance Department or the Commerce & Industries Department.
7. No delegation shall be construed to mean power to create posts or purchase vehicles or power to delegate powers.
8. All financial sanctions, unless revalidated or cancelled remain operative for one year from the date of issue.

छत्तीसगढ़ शासन
वित्त विभाग
दाऊ कल्याण सिंह भवन, मंत्रालय-रायपुर

क्रमांक 258 /799/वित्त/नियम/चार/2005

रायपुर, दिनांक 27.08.2007

प्रति,

1. प्रमुख सचिव/सचिव
लोक निर्माण, जल संसाधन, लोक स्वास्थ्य यांत्रिकी विभाग,
मंत्रालय, रायपुर ।
2. समस्त प्रमुख अभियंता/मुख्य अभियंता/अधीक्षण अभियंता/कार्यपालन अभियंता,
लोक निर्माण, जल संसाधन, लोक स्वास्थ्य यांत्रिकी विभाग
छत्तीसगढ़ ।
3. समस्त क्षेत्रीय विकास आयुक्त
छत्तीसगढ़ ।
4. समस्त जिलाध्यक्ष
छत्तीसगढ़ ।

विषय:- वित्तीय अधिकार पुस्तिका भाग-2 में कार्य विभागों के प्रत्यायोजनों का संशोधन ।

राज्य शासन एतद्द्वारा वित्तीय अधिकार पुस्तिका भाग-2 में कार्य विभागों हेतु लागू वर्तमान प्रत्यायोजनों को अधिक्रमित करते हुए संलग्न पत्रक अनुसार अधिकारों का प्रत्यायोजन करता है ।

2. यह संशोधन आदेश जारी होने की तिथि से प्रभावशील होंगे ।

संलग्न:- उपरोक्तानुसार

छत्तीसगढ़ के राज्यपाल के नाम से
तथा आदेशानुसार

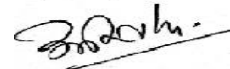
(एस.के.चक्रवर्ती)

उप सचिव

छत्तीसगढ़ शासन, वित्त विभाग

प्रतिलिपि:-

1. राज्यपाल के सचिव, राजभवन, रायपुर
2. सचिव, छत्तीसगढ़ विधानसभा सचिवालय
3. सचिव, मुख्यमंत्री सचिवालय, रायपुर
4. रजिस्ट्रार उच्च न्यायालय, बिलासपुर छत्तीसगढ़
5. महालेखाकार, छत्तीसगढ़, रायपुर
6. मुख्य सचिव के स्टाफ आफिसर, मंत्रालय, रायपुर
7. प्रमुख सचिव वित्त के स्टाफ आफिसर, मंत्रालय, रायपुर
8. आयुक्त जनसंपर्क संचालनालय, रायपुर
9. आवासीय आयुक्त, छत्तीसगढ़ भवन, नई दिल्ली
10. समस्त सचिव/विशेष सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव एवं समस्त शाखा, वित्त विभाग, मंत्रालय, रायपुर
11. संचालक, कोष, लेखा एवं पेंशन, छत्तीसगढ़, रायपुर
12. संभागीय संयुक्त संचालक, कोष, लेखा एवं पेंशन, रायपुर/बिलासपुर एवं जगदलपुर, छत्तीसगढ़
13. समस्त कोषालय अधिकारी, जिला/सिटी कोषालय, छत्तीसगढ़
14. समस्त प्राचार्य, लेखा प्रशिक्षण शाला, छत्तीसगढ़
15. संचालक, शासकीय लेखन सामग्री एवं मुद्रण, रायपुर
16. राज्य सूचना अधिकारी, राष्ट्रीय सूचना केन्द्र को वित्त विभाग की वेबसाइट www.cgfinance.nic.in में अपलोड करने हेतु ।
की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित ।



(अमिताभ शर्मा)

अवर सचिव

छत्तीसगढ़ शासन, वित्त विभाग

BOOK OF FINANCIAL POWERS VOLUME-II

WORKS DEPARTMENTS (Public Works Department, Water Resource Department, Public Health Engineering Department)

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
1	To fix the rent of non-residential buildings (including rest houses) in those cases where the full-assessed rent as calculated under the rules has not been fixed.	Administrative Department	Full Powers	
2	To sanction remission of canal revenue payable on account of land under agreement on the following scale :- (a) Half remission in khasra numbers in which the crop is less than 50% and more then 33% wet crop. (b) Full remission in khasra number in which the crop is 33% wet crop or less.	Executive Engineer.	Full Powers	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
3	To sanction remission of canal revenue payable on account of land under agreement in the area when owing to a defect in the head works or and not due to shortage of supply, water is not delivered when required in that area, though it (remission) is not admissible according to the scale given in above item.	Superintending Engineer	Full Powers	
4	To sanction remission of canal revenue payable on account of land under agreement in years of general failure of monsoon.	Executive Engineer.	Full Powers	
5	To sanction remission of canal revenue in the area irrigated on demand on the following scale:- (a) Half remission in all areas in which the crop is less than six anna and more than a four anna wet crop. (b) Full remission in all areas in which the crop is four anna wet crop or less.	Executive Engineer.	Full Powers	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
6	To sanction write- off of irrecoverable amount of leases for the right to cut grass or wood on Irrigation Department's land for fishing, for supply of water to private tanks,for grazing and for tank-bed cultivation.	1. Superintending Engineer/ Collector	Up to Rs.5, 000	
7	Power to write off recoverable amount of water rates of individual defaulter on account of death or absconding etc..	Superintending Engineer	Rs.1,000 in individual cases	
8	Powers to write off irrecoverable value of stores	Chief Engineer Supdt. Engineer Executive Engineer	Up to 25000 Up to 20000 Up to 5000	1. Subject to conditions laid down in item 35 section-1of book of Financial Powers Vol.1 2. These limits apply to the book value of articles.
9	To grant remission of the amount of lease as a concession e.g. on account of losses incurred by the leasee in the case of leases for the right to cut grass and wood on lands of the Irrigation Department, for fishing, for the supply of water to private tanks, for grazing and for tank-bed cultivation.	1. Supdt.Engineer 2. Executive Engineer.	Up to Rs.5, 000 Up to Rs.500	
10	To sanction estimates for losses due to depreciation	1. Chief Engineer	Full Powers 3	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	of stock	2. Superintending Engineer 3. Executive Engineer.	Up to Rs.40, 000 Up to Rs.5, 000	
11	To grant remission in full of canal revenue when department fails to supply water to the area under short-term agreement.	Superintending Engineer	Full Powers	
12	To grant exemption for payment of irrigation cess when department fails to supply water for consecutive three years.	Superintending Engineer	Full Powers	
13	Refund or adjustment of water rates on account of excess recovery of grant or remission.	Executive Engineer	Full Powers	
14	Design and estimate for head works.	(1) Chief Engineer (2) Superintending Engineer (3) Executive Engineer	Full powers Full powers in respect of projects with CCA less than 1000 ha Full powers in respect of projects with CCA less than 200 ha	
15	Design and estimate of approach road and the structures thereof.	(1) Chief Engineer (2) Superintending Engineer 3. Executive Engineer	Full powers Full powers in respect of all minor Irrigation projects. Full powers in respect of projects with CCA less than 500 ha	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
16	Estimate of residential and non residential medium projects.	Superintending Engineer	Full powers	
17	Estimate of residential and non residential buildings of minor scheme.	Executive Engineer	Full powers	
18	Design and estimates of earth work/structures of main canal. and distributories and minors	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Full Powers Full powers upto 10 Cumecs capacity Full Powers Up to 1 cumecs capacity	
19	Design and estimates of earth work of distributory and minors.	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Full Powers Up to 3 Cumecs capacity Up to half cumecs capacity	
20	Design and estimates of structures and distributories and minors.	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Full Powers Up to 3 Cumecs capacity Up to half cumecs capacity	
21	Earth work estimates of water courses and field channels	Assistant Engineer	Full powers	
22	Estimates of structures on water courses and field channels.	Assistant Engineer	Full powers	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
23	Powers to accord technical sanction to estimates for new works and deposit works including survey and investigation of projects.	1. Chief Engineer 2. Supdt. Engineer 3. Executive Engineer 4. Sub-Divisional Officer	Full Powers Up to Rs 2 Crores Up to Rs 50 Lakhs Up to Rs 50,000	If the amount of the estimate exceed the amount for which administrative approval given by more than 10%; revised administrative approval must be obtained before the estimate is sanctioned.
24	To accord technical sanction to estimates for ordinary repairs to buildings, roads and bridges.	Executive Engineer	Full Powers within his budget allotment	
25	To accord technical sanction to estimates for special repairs to buildings and roads.	1. Chief Engineer 2. Supdt. Engineer 3. Executive Engineer	Full Powers Up to Rs.10 Lakhs Up to Rs.1 Lakh	Change of type of roof viz from AC sheet/GI sheet/ Tiled Roof to RCC Roof shall be within the scope of special repairs.
26	To accord technical sanction to the estimate for purchase of plant & machinery including heavy earthmoving machinery and drilling rigs.	1. Chief Engineer 2. Supdt Engineer	Full Powers Up to Rs.40 Lakhs	As per prescribed Scale
27	To accord technical sanction to the estimate for repairs to plants and machinery	1.Chief Engineer/Supdt. Engineer 2.Executive Engr(EM) 3. Executive Engineer (Civil)*	Full Powers Up to Rs.2 Lakhs Up to Rs. 25,000/-	(i) Based on detailed sanctioned estimate. * for each Plant and on urgency only

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
28	To accord technical sanction to the estimate for repairs to special plants and machinery including heavy earth moving machinery and drilling rigs.	1.CE/ SE (E/M) 2.Executive Engr(E/M) 3. Executive Engineer (Civil)*	Full Powers Up to Rs.5 Lakhs Up to Rs. 5,000/-	(i) Based on detailed sanctioned estimate. * for each Plant and on urgency only
29	To accord technical sanction to the estimate for repairs to special plants and machinery including heavy earth moving machinery and drilling rigs in case proforma reserve is not available.	Chief Engineer /SE(E/M)	Full Powers	
30	To classify expenditure on minor additions and alterations to non-residential building/ external service as petty works expenditure and to debit it to "repairs".	1. Supdt. Engineer 2. Executive Engineer	Up to Rs.50, 000 Up to Rs. 10,000	
31	To classify expenditure on minor additions and alterations to residential building service as petty works expenditure and debit it to repairs.	Superintending Engineer.	Up to Rs.25,000 for any one building in any one year.	Provided that funds are available from the annual repairs.
32	To debit to "Repairs" the cost of petty and miscellaneous items of work in respect of a road work	1. Engineer In Chief 2. Chief Engineer 3. Superintending Engineer	Up to Rs.5 Lakhs in any one case Upto Rs. 2.5 Lakhs in any one case Up to Rs. 1 Lakh in any one case	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
		4. Executive Engineer	Up to Rs.25,000 in any one case	
33	To sanction estimates for purchase (ordinary) tools and plant including mathematical instruments.	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Full Powers Up to Rs.25 Lakhs in a year Up to Rs.50000 in a year	Provided the instrument or plant does not fall under the subject of new instrument of services.
34	To sanction estimates for repairs to (ordinary) tools and plants including mathematical instruments.	1. Superintending Engineer 2. Executive Engineer 3. Sub-Divisional Officer	Full Powers Up to 25,000 in a Year Up to 1,000 in a Year	
35	To sanction estimates (ordinary) tools and plant used for water supply and sanitation scheme.	1. Superintending Engineer 2. Executive Engineer 3. Sub-Divisional Officer	Full Powers Up to Rs.50, 000 in a Year Up to Rs.5,000 in a year.	
36	To sanction estimates for losses on stock under the minor head "Civil Works"	1. Superintending Engineer 2. Executive Engineer	Up to Rs.25,000 Up to Rs.2,500	
37	Excess over Estimates :- To pass excess over estimates, after obtaining the revised administrative approval where necessary.	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Full powers within the limit of his Financial Power of Technical Sanction of the revised amount.	
38	Powers to spilt up sanctioned estimates for purpose of calling tenders/awards of contracts	1. Chief Engineer	Full power for estimates (technical) sanctioned by him.	For Roads-Tender for part length and or for items of work (viz. E/work, GSB, WBM, BT etc.) shall not be treated as "Splitting".

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	to issue work orders, piece work etc.	2. Superintending Engineer 3. Executive Engineer	Full power for estimates (technical) sanctioned by him. Full power for estimates (technical) sanctioned by him.	
39	To accept tenders for Works :- (a) Except for lump sum tenders and purchases (Not covered under store purchase rules) (b) Lump sum tenders (I) For Water Resources Department (II) For Public Works and Public Health Engineering Department	1 Govt. level Committee 2. Engineer-in-Chief 3. Chief Engineer 4. Superintending Engineer* 5. Executive Engineer ** 1 Govt. level Committee 2. E-in-C level Committee. 3. Chief Engineer level Committee\$ 1 Govt. level Committee 2. E-in-C level Committee 3. Chief Engineer level Committee\$	Full powers Up to Rs.7.5 Crores Up to Rs.5 Crores Up to Rs.1 Crore Up to Rs.40 Lakhs. Full powers Up to Rs. 7.5 Crores Up to Rs.5 Crore Full Powers Up to Rs. 3 Crores Up to Rs.1 Crore	 *Provided that the cost of tender is not above current schedule of rates. For rates higher than this prior approval of the next higher authority shall be required. **Provided that the cost of tender is not more than 10% (Ten percent) above current schedule of rates. For rates higher than this shall require prior approval of the SE. \$ CE level committee shall consist of CE, 2 SEs of the zone and Finance/Accounts officer of the office of E-in-C. \$ CE level committee shall consist of CE ,2 SEs of the zone and Finance/Accounts officer of the office of E-in-C.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	(c) Power to accept tender for supply on form "C"	1 Govt. level Committee 2. Engineer-in-Chief 3. Chief Engineer 4. Supdt. Engineer* 5. Executive Engineer#	Full Power Up to Rs. 5 Crores Up to Rs. 4 Crores Up to Rs. 2 Crores Up to Rs. 50 Lakhs	*Provided that the cost of tender is not more than 15% (Fifteen percent) above current schedule of rates. For rates higher than this shall require prior approval of the CE. #Provided that the cost of tender is not more than 10% (Ten percent) above current schedule of rates. For rates higher than this shall require prior approval of the SE.
40	To sanction the payment of lump sum for any item of work.	1.Chief Engineer 2. Superintending Engineer	Full powers Up to Rs 5, 000	1. No lumpsum payments may be made for any item which is susceptible for measurement notwithstanding that such provision exists in the sanctioned estimate 2. A Superintending Engineer, an Executive Engineer or Sub-Divisional officer would not submit, to higher authority a tender which is within his power of acceptance but which contains one or more lump sum items the payment of which requires the sanction of a higher authority in such cases as the Superintending Engineer or the Executive Engineer may accept the tender but separate sanction of the competent authority should be obtained for payment of the lump sum items.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
		3. Executive Engineer	Upto Rs. 1,000	3. Any item included as Lump sum and costing more than Rs 5000/- a suitable rate be fixed and make it as “ Deemed SOR” item for the purpose of this tender and include this item as such in the tender with the note as above and annexed as such in the Schedule of Items.
41	To accept contracts for plying ferries and or Tolls on bridges	1. Superintending Engineer 2. Executive Engineer	Full Powers Up to Rs.2.5 Lakhs	
42	Powers to award works on piecework agreement for the works taken up departmentally.	1. Enginer-in-Chief 2. Chief Engineer 3. Superintending Engineer 4. Executive Engineer *	Up to Rs. 20.00 Lakhs Up to Rs. 5.00 Lakhs Up to Rs. 2.5 Lakhs Up to Rs.50,000	1.Un-registered contractors may be allowed to execute works upto Rs. 10,000 under this system 2. Authority to Sanction piece work shall be the authority Competent to accord Administrative Sanction of the whole work. In case other departmental works Government has the power to accord sanction of piece work order. * 3. Any rate above SOR shall require prior approval of authority sanctioning piece work order.
43	To accept the highest bids received in auction of - i) Materials obtained after dismantling of permanent buildings and bridges.	1. Superintending Engineer	Full Powers	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	ii) Dismantling of standing buildings / bridges and removal of dismantled material from site	2. Executive Engineer	Up to Rs.5 Lakhs.	
44	To accept the tenders for sale/auction of unserviceable and obsolete stores listed in relevant Appendix of Works Department Manual.	1.Chief Engineer 2.Supdt.Engineer 3. Executive Engineer	Up to Rs. 2 Crores Up to Rs.75 Lakhs. Up to Rs. 40 Lakhs	Powers to sanction write-off of these stores shall vest with condemnation board or any other committee constituted by the Government
45	To fix the rent of public buildings occupied by private persons and Government officials.	Superintending Engineer	Full Powers	With prior consultation with the Collector of the District.
46	To sanction the estimates of purchases of items of furniture, crockery equipment and appliances in existing V.I.P. Guest Houses, Circuit Houses, Rest Houses Inspection Bungalows/Huts.	Superintending Engineer	Full Powers	1. The funds available for should be kept in view. 2. As per the scale approved by the Govt.from time to time.
47	To purchase spare parts for a particular machine against the sanctioned repair estimate on limited tenders.	1. Chief Engineer 2. Supdt. Engineer 3. Executive Engineer	Up to Rs. 1 Lakh Up to Rs.75,000 Up to Rs.25,000	The purchases shall be recommended by the purchases Committee constituted at Division level/ Circle Level/Chief Engineer Level./E-in-C and as per store purchase rules.
48	To Purchase spare parts for a particular machine against the sanctioned	1. Chief Engineer 2. Superintending Engineer	Up to Rs. 50 Lakhs Up to Rs. 25 Lakhs	The purchases shall be decided by the purchases Committee constituted at Division level/ Circle Level/Chief

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	repair estimate on open tender.	3. Executive Engineer	Rs. 5 Lakhs	Engineer Level and as per store purchase rules.
49	To carry out repairs or assemble specific parts of machinery through original manufacturer or their authorized agents on single tender.	1. Chief Engineer 2. Supdt. Engineer 3. Executive Engineer	Full Powers Up to Rs.5 Lakhs Up to Rs.50,000	
50	To Purchase plant and special machinery equipments urgently required on single or limited tender excluding vehicles, from recognized manufacturer or his authorized dealers.	1. Chief Engineer 2. Superintending Engineer 3. Executive Engineer	Up to Rs.3 Lakhs Up to Rs.1 Lakh Up to Rs.25,000 but limited to Rs.10,000 in a month	The Superintending Engineer shall forthwith report to higher authority explaining the nature of urgency. The powers are exercise able subject to the condition that the parts so purchased are immediately used on works.
51	To Purchase P.O.L. for heavy plant and special machinery (excluding vehicles) urgently required on single or limited tender from recognized or authorized dealers.	1. Supdt. Engineer 2. Executive Engineer	Up to Rs. 3 Lakhs Up to Rs. 1 Lakh	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
52	To issue orders for the disposal of unserviceable stores viz stock, tools and plants including mathematical instruments furniture, crockery etc. of circuit and rest house, inspection bungalows and huts, material at site and materials received from works dismantled or undergoing repairs and sanction their write-off	1. Supdt. Engineer 2. Executive Engineer	Full Powers Up to Rs.50,000	Executive Engineer has no power to sanction the write-off of unserviceable articles of famine reserve/natural calamity related to tools and plants.
53	Power to write-off special serviceable tools and plants (eg. Compressor machines)the full cost of which has been recovered. (which has been specifically purchased for the specific Project and not required in the same or other Project/Work)	Executive Engineer	Full Powers	1. Provided full book value or when there is no book value estimated value is recovered. 2. Supervision charges at the rate of 10% must be recovered except when they are waived under the provisions of Work Department Manual.
54	Powers to write off irrecoverable amounts of occupation fees of circuit houses, rest house inspection bungalows and huts.	Superintending Engineer	Up to Rs. 5000	
55	Powers to write off irrecoverable sum due on account of rents of Government buildings.	Chief Engineer	Up to Rs. 5000	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
56	Power to write off Measurement books.	Superintending Engineer	Full Powers	
57	To sanction write off blank forms of Muster rolls which may be missing or torn or became useless for any reason also muster rolls on which the attendance entered but no payment was made.	Executive Engineer	Full Powers.	As per work Department Manual Para 4.014
58	To sanction remission as a concession for losses incurred by the lease in sale of fruits of the trees, dead trees etc. on road /land in charge of the department.	1. Superintending Engineer 2. Executive Engineer	Up to Rs.10,000 Up to Rs.2,000	
59	To sanction advance payment to the Railway authorities and other Government department and Government of India undertakings if so required by the rules of those department in connection with works of Works Department.	Superintending Engineer	Full Powers	
60	To make advance payments to suppliers up to 90% of value of material including sales tax etc. on actual receipt of supply.	1. Chief Engineer 2. Superinte Engineer 3. Executive Engineer	Full Powers Up to Rs 5 Lakhs Up to Rs. 1 Lakh	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
61	To sanction the engagement of special guards temporarily for specific time period.	Chief Engineer	Full Powers	
62	To sanction the engagement of a coolie/gardener to look after the garden of residences unoccupied temporarily for specific time period.	Superintending Engineer.	Full Powers	
63	To engage and sanction payment of consultancy fees to technical consultants.	Administrative Deptt. Engineer-in-Chief.	Full Powers. Up to Rs.20,000 under intimation to Govt.	Subject to the availability of funds.As per rates and norms fixed by the Government from time to time.
64	To fix and revise schedule of rates for electrical/ mechanical work.	Engineer In Chief/ Supdt.Engineer	Full powers	
65	To take plant/machinery on hire from any agency in case of emergency.	Chief Engineer	Full Powers	
66	To give plant/machinery on hire to contractors, other Government Department, Semi Government Organization/Local bodies.	Executive Engineer	Full Powers	1. In case of WR Deptt. 2. In case of PWD & PHED Subject to the condition of executing agreement and signing bond. 3. All cost of repairs shall be bourn by the hirer. Staff shall be of the department, whose salary has to be bourn by the hirer.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
67	To sanction the issue of tools and scientific mathematical and drawing instruments on loan to non-commercial departments of State Government free of rent and to Commercial organizations of State Government on payment of rent @1% per mensem on book value or when the book value is not known on the estimated value of the article.	1. Chief Engineer 2. Superintending Engineer	For a period not exceeding 6 months. For a period not exceeding 3 months.	Provided book value or when book value is not known the estimated value of the article does not exceed Rs.10,000 in each Case. Provided book value or when book value is not known the estimated value of the article does not exceed Rs.5,000 in each case.
68	To grant advance to contractor on the security of materials.	Executive Engineer	Full powers up to 75% of the value of materials. For steel upto 90% of its value.	1. Provided contract is for finished work and the material is to be used for the project within the next six months. 2. Advance must be granted only in respect of materials that have been brought to site, and its value does not exceed more than the rate payable for its finished item under the contract.No advance can be granted on perishable items and sand. 3. The advance is to be recovered in equal monthly instalments subject to the condition that full advance must be recovered when 85% value of work is done or 75% time is over whichever is earlier.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
69	Payment of running bills.	1. Executive Engineer 2. Assistant Engineer	Full Powers. Up to Rs. 1 Lakh except every fourth bill. Which will be paid after pre-audit by the Executive Engineer.	The Executive Engineer may at any time call in for - (i) scrutiny of the measurement book relating to any bill, running or final paid by Sub-Divisional Officer. (ii) Before forwarding every fourth bill, the SDO shall check fully the measurements. (iii) Before payment of fourth bill the Executive Engineer must check at least 10% of measurements.
70	Payment of Final Bills.	1. Executive Engineer 2. Assistant Engineer (Sub Divisional Officer) *	Full Powers. Up to Rs.20,000	* provided the amount of the final bill including previous payment if any should not exceed Rs.20,000.The Superintending Engineer may at his discretion lower the Assistant Engineer's limit in individual cases .
71	To incur expenditure in connection with the carriage and handling of stores etc.	Executive Engineer	Full Powers	Subject to the condition that all such charges are detailed in Public Works Account Form No.72.
72	To incur expenditure in connection with legal charges :- (i) Charges other than fees to be paid to public prosecutors and private legal practitioners.	Chief Engineer/ Superintending Engineer	Up to Rs. 5,000 in each case	

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	(ii) Charges on account of fees to be paid to public prosecutors and private legal practitioners.	Chief Engineer/ Superintending Engineer	To the extent prescribed in chapter II and III of the Law Department Manual.	Works Department officers must consult Collectors regarding the engagement of counsel and fees. Where the rate of proposed fees are higher than those fixed in Chapter II and III of the Law Department Manual , Government orders should be obtained.
73	To permit their subordinate officials to make payment in cash instead of by cheque when this is necessary in the interest of works.	1. Supdt. Engineer 2. Executive Engineer 3. Sub Divisional Officer	Up to Rs. 5000 Up to Rs.1000 Up to Rs.500	Not applicable for wages of work charge or contingent paid employee.
74	To adjust the balance of manufacture accounts.	Supdt.Engineer / Executive Engineer.	Up to Rs. 1 Lakh Not exceeding 10% over the current stock rates or Rs.1,000 whichever is less.	
75	To issue orders for the disposal of surplus stores and to sanction their write-off, for items described in column No.2 of Sr. No 52	1. Superintending Engineer.	Full Powers, provided the loss incurred on the book value (or when there is no book value the estimated value) does not exceed Rs.50,000	1. In case of materials borne on the stock account supervision charges at 10% must be recovered except when they are waived under relevant para of Works Department Manual.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
		2. Executive Engineer	Up to Rs.25,000 provided full book value or when there is no book value the estimated value is received upto Rs.2,500 when less than the full value is recovered.	
76	To sanction the sale of stores to local bodies or to private persons when it can be done without inconvenience to the public service.	1. Executive Engineer	Up to Rs.5,000 in each case	The charge to be made will be the stock rate plus 10% supervision charges unless waived under relevant para of Works Department Manual by the Officers having powers to sanction the sale. When in the case of surplus stock, sales are made to Government Officer in his private capacity one month credit may be allowed after the date of the presentation of the bill after which date the bill should be sent to his disbursing officer with a request to recover the amount from the officer's next pay bill.
77	To dispose of by sale fruits of trees and dead trees etc. on road side and lands in the charge of Works Department.	1. Executive Engineer 2. Sub Divisional Officer	Full Powers Up to Rs. I Lakh, not exceeding 10% over the current stock rates or Rs.1,000 whichever is less.	(1) By regular auction. (2) The lease after acceptance will be sent to division office for record and note made in the miscellaneous recoveries register. Bid-sheet may be disposed with when Sub Divisional Officer holds the auction himself.
78	To sanction the holding of stock by any division.	1. Chief Engineer 2. Superintending Engineer	Full Powers Up to Rs.5 Lakhs	Subject to availability of "Suspense Head" in Budget provision.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
79	To accord administrative approval for Works/ Projects. (i) For survey and investigation of works / projects. (ii) Preparation of DPR for Roads and Bridges including Major Bridges, Minor Bridges,Culverts Over Bridges and Roads .	1. Adm. Deptt. 2. Engineer- in - Chief 3. Chief Engineer 4. Supdt. Engineer 5.Executive Engineer 1. Adm. Deptt. 2. Engineer- in - Chief 3. Chief Engineer 4. Supdt. engineer 5. Ex. Engineer	Full powers Up to Rs. 20 Lakhs Up to Rs. 10 Lakhs Up to Rs. 5 Lakhs Up to Rs. 1 Lakh Full powers Up to Rs. 20 Lakhs Up to Rs. 10 Lakhs Up to Rs. 5 Lakhs Up to Rs. 1 Lakh	(1) Survey estimate shall not be split up into sub-estimates to avoid obtaining approval of competent authority. (2) Expenditure to be made from lump sum budget provision of such items provided under 'survey sub-head'.
80	To accord administrative approval to estimates for the investigation of preliminary feasibility proposals for the improvement of existing works irrespective of what the cost of work is likely to be.	1. Engineer In Chief 2. Chief Engineer 3. Superintending Engineer	Up to Rs 1,00,000/- Up to Rs 50,000/- Up to Rs 10,000/-	Expenditure can be debited to Annual Maintenance if there is no specific budget provision for the existing works.
81	To accord administrative approval to estimates for works of modification, addition and alteration relating to Government buildings (non-residential).	1. Engineer-in-Chief 2. Chief Engineer 3. Superintending Engineer	Full powers Up to Rs. 75,000 Up to Rs. 50,000	
82	To accord administrative approval to estimates for additions and alterations to	1. Engineer-in-Chief 2. Chief Engineer 3. Supdt. Engineer	Up to Rs.1,00,000 Up to Rs.75,000 Up to Rs. 50,000	(1) Subject to the availability of funds . (2) Class of building should not be changed due to addition and alteration.

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
	residential buildings in the books of Works Departments .	4.Executive Engineer	Up to Rs. 10,000	
83	To accord administrative approval to special repair works (other than building repair works).	1. Engineer-in-Chief 2. Chief Engineer 3. Superintending Engineer 4. Executive Engineer	Up to Rs. 20 Lakhs Up to Rs.10 Lakhs Up to Rs.2.5 Lakhs Up to Rs.10,000.	Subject to the availability of funds
84	To accord administrative approval to special repair works to the Government buildings.	1. Engineer-in-Chief 2. Chief Engineer 3. Supdt. Engineer 4. Executive Engineer	Up to Rs. 5 Lakhs Up to Rs.1 Lakh Up to Rs.50,000 Up to Rs.5000.	
85	To sanction the execution of deposit (contributions) work by the works departments	1.Administrative Deptt. 2. Engineer. In Chief 3. Chief Engineer 4. Supdt.Engineer 5. Executive Engineer	Full Powers Up to Rs. 10 Lakhs Up to Rs. 5 Lakhs Up to Rs. 2 Lakhs Up to Rs. 50,000	The limits represent the cost of the work exclusive of the percentage charges.
86	Sanction original electrical installation whether they are in the nature of new works or addition and alteration to Government buildings(non-residential)	Engineer- In- Chief	Full Powers	This does not include Air Conditioners and double feeder installation.
87	Determination of compensation for encroachment on government lands as per approved R/R works	Land Acquisition Officer	Full Powers	As per the policy of State Government.

छत्तीसगढ़ शासन
वित्त एवं योजना विभाग
दारु कल्याणसिंह भवन, मंत्रालय-रायपुर

क्रमांक 317/आर-99/वित्त/नियम/चार/2007,

रायपुर, दिनांक 12.11.2007

प्रति,

1. प्रमुख सचिव / सचिव
छत्तीसगढ़ शासन
लोक निर्माण/जल संसाधन/लोक स्वास्थ्य यांत्रिकी विभाग
मंत्रालय, रायपुर ।
2. समस्त प्रमुख अभियंता/मुख्य अभियंता/अधीक्षण अभियंता/कार्यपालन अभियंता
लोक निर्माण/जल संसाधन/लोक स्वास्थ्य यांत्रिकी विभाग
छत्तीसगढ़ ।
3. समस्त क्षेत्रीय विकास आयुक्त
छत्तीसगढ़ ।
4. समस्त जिलाध्यक्ष
छत्तीसगढ़ ।

विषय:- वित्तीय अधिकार पुस्तिका भाग-2 में कार्य विभागों के प्रत्यायोजनों का संशोधन ।

संदर्भ:- वित्त विभाग का ज्ञापन क्रमांक 258/799/वि./नि./चार/07, दिनांक 27.8.2007,
वित्त निर्देश क्रमांक 34/2007

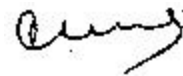
वित्तीय अधिकार पुस्तिका भाग-2 में कार्य विभागों को दिये गये अधिकारों में संलग्न प्रपत्र अनुसार अनुक्रमांक 39 के प्रत्यायोजनों को पुनःस्थापित किया जाता है तथा अनुक्रमांक 88 में नवीन प्रावधान जोड़ा जाता है । इस संशोधन के अतिरिक्त पूर्व में सौंपे गये अधिकार यथावत रहेंगे ।

2/- संबंधित विभाग अपने अधीनस्थ कार्यालयों/शाखाओं को अपने स्तर पर सूचित करें ।

3/- यह संशोधन आदेश जारी होने के दिनांक से प्रभावशील होगा ।

संलग्न:- एक प्रपत्र

छत्तीसगढ़ के राज्यपाल के नाम से
तथा आदेशानुसार



(एस.के.चक्रवर्ती)

उप सचिव

छत्तीसगढ़ शासन, वित्त विभाग

WORKS DEPARTMENTS (Public Works Department, Water Resource Department, Public Health Engineering Department)

Sl.No	Description	Authority Competent to exercise the Power	Extent of delegation	Condition
39	To accept tenders for Works :- (a) Except for lump sum tenders and purchases (Not covered under store purchase rules)	1 Govt. level Committee 2. Engineer-in-Chief 3. Chief Engineer 4. Superintending Engineer* 5. Executive Engineer**	Full powers Up to Rs.7.5 Crores Up to Rs.5 Crores Up to Rs.1 Crore Up to Rs.40 Lakhs.	*Provided that the cost of tender is not more than 15% above current schedule of rates. For rates higher than this prior approval of the competent higher authority shall be required. **Provided that the cost of tender is not more than 10% above current schedule of rates.
	(b) Lump sum tenders (I) For Water Resources Department	1 Govt. level Committee 2. E-in-C level Committee #	Full powers Up to Rs. 7.5 Crores	# E-in-C level committee shall consist of E-in-C, 2 CEs, SE of the office of E-in-C and Finance/Accounts officer of the office of E-in-C

		3. Chief Engineer level Committee\$	Up to Rs.5 Crore	\$ CE level committee shall consist of CE, 2 SEs of the zone and Finance/Accounts officer of the office of E-in-C.
	(II)For Public Works and Public Health Engineering Department	1 Govt. level Committee 2.E-in-C level Committee# 3. Chief Engineer level Committee\$	Full Powers Up to Rs.1 Crore	
	(c) Power to accept tender for supply on form "C"	1 Govt. level Committee 2. Engineer-in-Chief 3. Chief Engineer 4. Supdt. Engineer 5. Executive Engineer	Full Powers Up to Rs. 5 Crores Up to Rs. 4 Crores Up to Rs. 2 Crores Up to Rs. 50 Lakhs	
88	To accord administrative approval for construction works except residential building (not included as new item in the budget).	Administrative Department	up to Rs. 20 lakhs per work	i. Subject to the condition that the subjected construction work does not fall under the criteria of New instrument of services. ii. In any case revised cost of such construction should not exceed Rs. 25 lakhs. iii. This delegation shall apply only to one complete work and not to a fraction of it.

पृष्ठा.क्रमांक 318/आर-99/वित्त/नियम/चार/2007,
प्रतिलिपि:-

रायपुर, दिनांक 12.11.2007

1. राज्यपाल के सचिव, राजभवन, रायपुर ।
2. सचिव, छत्तीसगढ़ विधानसभा सचिवालय, रायपुर ।
3. सचिव, मुख्यमंत्री सचिवालय, मंत्रालय, रायपुर ।
4. रजिस्ट्रार, छत्तीसगढ़ उच्च न्यायालय, बिलासपुर ।
5. महालेखाकार, छत्तीसगढ़, रायपुर ।
6. मुख्य सचिव के स्टाफ आफीसर, मंत्रालय, रायपुर ।
7. प्रमुख सचिव, वित्त के स्टाफ आफीसर, मंत्रालय, रायपुर ।
8. आयुक्त जनसंपर्क संचालनालय, रायपुर ।
9. आयुक्त, संचालक, कोष,लेखा एवं पेंशन, रायपुर ।
10. आवासीय आयुक्त, छत्तीसगढ़ भवन, नई दिल्ली ।
11. समस्त सचिव/विशेष सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव एवं समस्त शाखा, वित्त विभाग, मंत्रालय ।
12. संभागीय संयुक्त संचालक, कोष,लेखा एवं पेंशन, रायपुर, बिलासपुर एवं जगदलपुर ।
13. समस्त कोषालय अधिकारी, जिला/सिटी कोषालय, छत्तीसगढ़ ।
14. समस्त प्राचार्य, लेखा प्रशिक्षण शाला, छत्तीसगढ़ ।
15. संचालक, शासकीय लेखन सामग्री एवं मुद्रण, रायपुर ।
16. राज्य सूचना अधिकारी, राष्ट्रीय सूचना केन्द्र को वित्त विभाग की बेबसाईट www.cgfinance.nic.in में अपलोड करने हेतु ।



(अमिताभ शर्मा)

अवर सचिव

छत्तीसगढ़ शासन, वित्त विभाग