

BOOK OF FINANCIAL POWERS

SECOND EDITION

(4th REPRINT)

GOVERNMENT OF JAMMU AND KASHMIR

FINANCE DEPARTMENT

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**GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT.**

Preface to the Second Edition

(4th Reprint).

The present reprint of "Book of Financial Powers" incorporates amendments ending May, 1979 and has been printed to meet the growing demands of departmental officers for up to date copies of the book.

Errors and omissions, if any, found may be communicated to the Finance Department for necessary action.

Jammu :

February 1980.

(Sd.) A. M. LANKER,

Commissioner-cum-Secretary to Govt.,
Finance Department.

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GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT.

Preface to the 2nd Edition (3rd Reprint).

The present reprint of Kashmir Book of Financial Powers contains amendments sanctioned up to the end of November, 1973 and incorporates correction slips up to 305. The reprint is circulated for use in Government Departments and it is requested that errors and omissions, if any, should be brought to the notice of the Finance Department.

Jammu,
31st December, 1973.

(Sd.) J. N. KAUL,

Secretary to Government,
Finance Department.

**GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT.**

Preface to the 2nd Edition (2nd Reprint).

The Stock of the Second Edition (First Reprint) of the publication having run out, it has been necessary to reprint the same.

2. Opportunity has been taken to bring the publication up to date by incorporating all the amendments issued up to end of December, 1967. This edition incorporates correction slips from 1 to 160.

3. Errors and omissions, if any, should be brought to the notice of the Finance Department (Directorate of Accounts and Treasuries Organisation).

Jammu,
31st December, 1967.

(Sd.) DAWARKA NATH,

Secretary to Government,
Finance Department.

GOVERNMENT OF JAMMU AND KASHMIR,
FINANCE DEPARTMENT.

Preface to the 2nd Edition (First Reprint)

The First Edition of the publication entitled 'Kashmir Book of Financial Powers' was issued under Council Order No. 168-C of 1945. It was revised in the year 1956 by providing separately consent orders and other delegations and issued under Government Order No. 15-F of 1957 dated 17th February, 1957. Since then a large number of amendments have been sanctioned in this book and the reprinting of the second edition has become necessary.

2. Efforts have been made to collect and incorporate in this edition all amendments sanctioned up to end of August, 1962. Errors and omissions, if any, should be brought to the notice of the Finance Department.

(Sd.) P. N. CHAKU,

Secretary to Government,
Finance Department.

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CHAPTER 1

DEFINITIONS

(a) "Appropriation" means the amount provided in the Budget Estimates for a unit of appropriation or the part of that amount placed at the disposal of a disbursing officer.

(b) (i) "Major Head of a Department" means a Class I Officer who has been declared as Major Head of Department (see Chapter 2 of this Book) or may be so declared in future.

(ii) "Class I and Class II Officers" means the officers declared as such by the Government (see Chapter 2 of this Book).

(c) "Disbursing Officer" means in relation to expenditure under any head of account, the officer designated as such in Appendix C of the Kashmir Budget Manual.

(d) "Financial Year" means the year commencing on the first day of April and ending on the last day of March.

(e) "Major Works" means a work other than a work of repairs, the estimated cost of which excluding establishment and tools and plant charges exceeds Rs. 25,000.

(f) "Original Works" means new constructions, whether of entirely new works or additions and alterations to existing works; also all repairs to newly purchased or previously abandoned buildings or works for bringing them in use.

(g) "Re-appropriation" means the transfer of funds from one unit of appropriation to another such unit within the same grant.

(h) "Administrative Approval" is the formal acceptance by the Department concerned of a proposal to incur expenditure on works, initiated by or connected with the requirements of the Department.

In the case of works executed by P. W. Department it is in effect an order to that Department to execute a certain specified work at a stated sum to meet the administrative needs of the Department requisitioning the work.

(i) "Technical sanction" is the sanction of the competent authority sanctioning a properly detailed estimate of the cost of a work of construction or repair proposed to be carried out in the P. W. Department. Such sanction can only be accorded by authorities of the P. W. Department to whom the power has been delegated.

(j) "Temporary Establishment" means all such non-permanent establishment (sanctioned only for a certain specified period), no matter under what title employed, as is entertained for the general or specific purposes of a Department.

(k) "Work Charged Establishment" means such establishment as is employed upon the actual execution, as distinct from the general supervision of a specific work or of sub-works of a specific project or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works, provided that as an exception to the above, mistries and mates employed in the interest of Government on the technical supervision of contractors' work and Khalasis attached to subordinates for assisting them on works will be treated as work charged establishment. When employees borne on the temporary establishment are employed on work of this nature, their pay should for the time being, be charged direct to the work.

CHAPTER 2
CLASSIFICATION OF OFFICERS
CLASS I OFFICERS

A—Major Heads of Departments.

- ~~1.~~ Chief Secretary to Government and Additional Chief Secretary to Government.
- ~~2.~~ Advisers to Government.
- ~~3.~~ Financial Commissioner.
- ~~4.~~ Planning Commissioner and Additional Chief Secretary.
- ~~5.~~ Director C. D. and N. E. S.
6. Commissioner for Agricultural Production.
7. Chief Conservator of Forests.
8. Director of Health Services.
9. Director of Industries and Commerce.
10. Inspector General of Police.
11. Chief Engineers, Electric, R and B, Irrigation, Public Health, Designs and Planning, and Flood Control.
12. Deleted.
13. Controller of Prisons.
14. Registrar, Co-operative Societies.
15. Director, Information Department.
16. Transport Commissioner.
17. Resident Commissioner, Jammu and Kashmir Government New Delhi w. e. f. 27-9-1977.
18. Commandant, J & K Militia.
19. Labour Commissioner.
20. Director Agriculture.
21. Divisional Commissioners.

22. Director Tourism.
23. Director, Geology and Mining.
24. Deleted.
25. Director, Civil Defence.
26. Chairman, Forest Commission.
27. Director, Stationery and Civil Supplies.
28. D. I. G. Police, Incharge Anti-Corruption Organisation.
29. Director, N. C. C., J & K.
30. Relief and Rehabilitation Commissioner.
31. Director, Animal Husbandry.
32. Director of Games and Fisheries.
33. Director, Field Survey Organisation.
34. District Development Commissioner for Ladakh.
35. Chief Project Engineers of Major Hydel Projects.
36. Superintending Engineer, Ladakh.
37. Deleted.
38. Industrial Adviser to J & K Government.
39. Financial Adviser and Chief Accounts Officer, Power Projects.
40. Drug Controller.
41. Director, Government Transport Undertaking.
42. Custodian General.
43. Commissioner, Food & Supplies.
44. Chief Electoral Officer.
45. Omitted.
46. Omitted.
47. Director, Sheep Husbandry.
48. Omitted.
49. Omitted.

50. Director, Gardens and Parks.

Note.—In respect of execution of works, engagement of staff on work charge or daily wages, allotment of works on work order basis execution of repairs, allotment of contracts for works and other allied items of Engineering nature the Director, Gardens and Parks will exercise the same Financial Powers as that of Chief Engineer, Public Works Department.

51. Special Commissioner, Rajouri.

52. Director, Horticulture.

53. Deleted.

54. Director, Hospitality and Protocol w. e. f. 21-9-1977.

55. Commissioner for Housing and Urban Development.

Note.—The Commissioner shall in addition exercise all powers of a Chief Engineer of P. W. D. for accord of technical sanctions, administrative approval, allotment of works and other allied technical and financial matters.

56. Employment Commissioner.

57. Deleted.

58. Horticulture Commissioner.

59. Director, State Motor Garages.

60. Deleted.

61. Deleted.

62. Deleted.

63. Deleted.

64. Adviser, Medical Education Department.

65. General Manager, Government Lumbering Undertaking.

66. Director, Local Bodies.

67. Commissioner of Vigilance w. e. f. 23.5.1974.

68. Press and Publicity Adviser to the Chief Minister.

69. Principal, Medical College, Jammu/Srinagar.

70. Director, Handicrafts and Handlooms.

71. ~~Commissioner~~, Education.

72. Director, School, Education (Boys).
73. Director, School Education (Girls).
74. Excise Commissioner.
75. Sales Tax Commissioner w. e. f. 16-10-1974.
76. Director, Mechanical and Stores w. e. f. 4-4-1975.

Note.—The Director, Mechanical and Stores will exercise the same Financial Powers as that of Chief Engineer, P. W. D.

77. Chief Town Planner.
78. District Development Commissioner, Doda.
79. Project Adviser, Institute of Medical Sciences, Srinagar.

Note.—The Project Adviser shall be competent to make purchase of furniture, equipment, fixtures and consumable articles etc. within the funds available on the terms and conditions at the rates as are approved by the Purchase Committee in respect of each purchase.

80. Inspector General of Transport.
81. Joint Director, School Education (Boys).

Note.—As long as the post of Director, School Education (Boys) remains in abeyance the Joint Director will exercise the powers of a Major Head of Department w. e. f. 5-2-1976.

82. Director, Youth Welfare and Sports, Education Department.
 83. Development Commissioner (Works).
 84. General Managers, Government Presses, Jammu/Srinagar.
 85. Director, Fire Services.
 86. Additional Deputy Commissioner, Kargil.
 87. Agrarian Reforms Commissioner.
 88. Director of Soil Conservation.
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B—Other Class I Officers.

1. Deputy Chief Secretary, Secretaries to Government, Additional Secretaries to Government and Dy. Commissioners.
2. Directors, Food and Supplies Department.
3. Settlement Commissioners.
4. Deleted.
5. Deleted.
6. Deleted.
7. Principals, Polytechnics.
8. District and Sessions Judges, District Magistrates and Additional District Magistrates.
9. Superintendents of Hospitals.
10. Deputy Inspector General of Police.
11. Superintending Engineers, Electric, R. & B., Irrigation, Public Health, Designs and Planning and Flood Control.
12. Conservators of Forests.
113. Principals of Degree Colleges.
114. (a) Dy. Excise Commissioner.
114. (b) Dy. Taxation Commissioner.
115. Deleted.
116. Deleted.
117. Deputy Director of Health Services.
118. Dy. Director, C. D. and N. E. S. (Executive).
119. Deputy Transport Commissioners.
20. Joint Director of Agriculture.
21. Director Estates.
22. Advocate General.
23. Deleted.
24. Director, Land Records.

25. Director, Rakhs and Farms.
26. Superintendents of Nursing Homes.
27. Advisers/Principals of Agriculture Colleges.
28. Principal, Ayurvedic College.
29. Principal, Unani College.
30. Deleted.
31. Director, Social Welfare.
32. Deleted.
33. Joint Director, Tourism.
34. Secretary to Chief Minister.
35. N. C. C. Group Commanders.
36. Secretary, State Board of Technical Education w. e. f. 4-10-1958.
37. Deputy Commissioner, Relief and Rehabilitation.
38. Special Secretary, Relief and Rehabilitation.
39. Deleted.
- 39-A. Joint Excise and Taxation Commissioner—A.
40. Deputy Directors of Animal Husbandry (Jammu, Kashmir and Leh).
41. Managers. Milk Supply Scheme.
42. Managers, Cattle Breeding Farms.
43. Poultry Project Officers.
44. Maize Breeder.
45. Deleted.
46. Director, Libraries, Research and Museums.
47. Joint Registrar, Co-operative Societies.
48. Chief Project Officer, Sonawari.
49. Director of Evaluation.
50. Deleted.

51. Deleted.
 52. Deputy Director, Education (National Fitness Corps) (w. e. f. 24-9-1966).
 53. Assistant Director, Social Education, Social Education Department.
 54. Director-cum-Principal, State Institute of Education.
 55. Joint Director, Field Survey Organisation.
 56. Secretary S. S. and A Board.
 57. Assistant Commissioners, Agricultural Production.
- Note 1.—The Assistant Commissioners, Agricultural Production will also exercise special powers delegated to Pilot Project Officers (see Chapter 5.21 of this book) in respect of their areas.
- Note 2.—The Assistant Commissioners posted at Nobra and Nyoma in Ladakh District will for purposes of implementation of C. D. and N. E. S. Programme in their respective jurisdictions exercise the powers of Assistant Commissioner Agriculture Production.
58. Officer Incharge Disciplinary Proceedings Tribunal and Anti-Corruption Commission (Non-Gazetted).
 59. Secretary, Land Commission (w. e. f. 12-8-1966).
 60. State T. B. Officer.
 61. Principal, Northern Zonal Accountancy Training Institute, Jammu.
 62. Director of Consolidation.
 63. Secretary to Governor.
 64. Special Officer, Auqaf.
 65. Deputy Commissioner, Central) They will exercise these
 66. Officer on Special Duty with) powers with previous
 - Divisional Commissioners.) approval of the Head
 - of their Offices.
 67. Director, Industrial Trainings and Employment w. e. f. 14-1-1967.
 68. Under Secretary, Commission of Inquiry, Gajander Gadkar Commission.
 69. Community Project Officer, Rural Industries Project.

70. Member/Secretary, Backward Class Committee.
71. Deleted.
72. Director, Jammu and Kashmir State Lotteries.
73. Regional Transport Officers.
74. Joint Director, Small Scale and Rural Industries.
75. Dy. Director, Sheep Breeding Department.
76. Dy. Development Commissioner-cum-Additional Dy. Commissioner, Leh.
77. Joint Director, Health Services.
78. State Editor, Gazetteers Unit.
79. Joint Director, Town Planning Organisation.
80. Director, Archives.
81. Special D. I. G., Rajouri.
82. Joint Director, Agriculture Multiple Cropping.
83. Chairman, Divisional/District Recruitment Board.
84. Project Officer, Dry Land Agriculture Development Project, Majalga.
85. Secretary, Anti-Corruption Tribunal.
86. Dy. Director, Horticulture.
87. Horticulturists.
88. Deleted.
89. Dy. Director, Central (Animal Husbandry Department).
90. Dy. Director, Poultry.
91. Dy. Director Research, Animal Husbandry Department.
92. Project Officer, Intensive Cattle Development.
93. Dairy Managers.
94. Secretary, Pay Commission.
95. Deleted.
96. Agriculture Research Engineer.

97. Rice Specialist.
98. Soil Survey Officer.
99. Agriculture Chemist.
100. Entomologist.
101. Vegetable Specialist.
102. Agronomist.
103. Agriculture Botanist.
104. Geneticist.
105. District Training Officer.
106. Wheat Breeder.
107. Dy. Directors of Agriculture.
108. Agrostologist.
109. Officer on Special Duty, Education Department.
110. Director of Employment.
111. Dy. Director, Geology and Mining.
112. Assistant Commissioner, Employment.
113. Registrar, High Court.
114. Director, Defence Labour Procurement Department.
115. Principal, Accountancy Training School, Srinagar.
116. Deleted.
117. Soil Conservation Officer.
118. Director, Sericulture Development Department, Jammu.
119. Director, Sericulture Development Department, Srinagar.
120. Director (Research), Sericulture Development Department.
121. Superintending Engineer, Engineering Wing, Agriculture Department.

Note.—The Superintending Engineer and the Executive Engineers of the Agriculture Department will exercise the same financial powers as are exercised by their counterparts in the Engineering Departments and in respect of accord of technical sanctions the Executive Engineers of

Agriculture Department shall be competent to the extent of Rs. 50,000 in each case.

122. Secretary, Trade Commission.
123. Joint Director of Handicrafts.
124. Director, Accounts and Treasuries.
125. Director, Forensic Science Laboratory.
126. Deputy General Manager, Government Lumbering Undertaking.
127. Deputy Director, Marketing (Horticulture Planning and Marketing).
128. Senior Geologists.
129. Mining Engineers.
130. Chief Drilling Engineer.
131. Mushroom Specialist.
132. Deputy Director of Education.
133. Director, Horticulture (Planning and Marketing).
134. Deputy Director (Poultry) Marketing, Jammu/Kashmir.
135. Poultry Geneticist, Jammu/Kashmir.
136. Poultry Nutritionist, Jammu/Srinagar.
137. Manager, Exotic Cattle Breeding Farm, Mansbal.
138. One Man Authority, Forest Department.
139. Joint Directors, Industries, Jammu/Kashmir and Central.
140. Project Co-ordinator, U. N. D. P. Wool Utilization and Development Project.
141. Superintendent, Farm-cum-Geneticist, All India Co-ordinated Research Project, Upshi.
142. Principal, College of Physical Education.
143. Officer on Special Duty, Revenue Department—A.
144. Controller, Stores, Health and Family Welfare and Medical Education Department.
145. Deputy Development Commissioner, (Works), Jammu/Srinagar.

- 1146. Appellate Authority, Debt Conciliation Boards.
 - 1147. General Managers, Industries Centres.
 - 1148. Deputy Directors, Accounts and Treasuries.
 - 1149. Research Officer, (Vaccines), Biological Production Centre, R. S. Pura, Jammu.
 - 1150. Joint Director, Sheep Husbandry Department.
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CLASS II OFFICERS

1. General Treasurer.
2. Trade Agents.
3. Principal, Information Officers.
4. Deleted.
5. Assistant Director, Research and Publication.
6. Principal, Extension Training Centre.
7. Settlement Officers.
8. Deputy Directors, Mechanical and Stores Department.
9. Director, School of Designs.
10. Unit Commanders, National Cadet Corps.
11. Deleted.
12. Assistant Director, Health Services (Indian Medicines).
13. Deleted.
14. Deputy Controller, Weights and Measures (Metric System).
15. Deleted.
16. Deleted.
17. Deleted.
18. Deputy Director, Technical Education.
19. Deleted.
20. Deleted.
21. Provincial Rehabilitation Officer, Jammu.
22. Assistant Commissioner, Food and Supplies.
23. Deputy Conservator of Forests.
24. Principals, Police Training Schools.
25. Assistant Inspector General of Police.
26. Deleted.
27. Deleted.
28. Deputy Director, Tourism.

29. Deputy Registrars of Co-operative Societies.
30. Deputy Controllers, Tawaza.
31. District Medical Officers.
32. Chief Fire Officer.
33. District Planning Officers.
34. Assistant Settlement Officers.
35. Deputy Secretaries to Government.
36. Assistant Commissioners.
37. Superintendent, National Sample Survey.
38. Superintendents of Police including Traffic Control.
39. Deleted.
40. Deleted.
41. Sheep and Wool Development Officer.
42. Poultry Development Officers.
43. Manager, Padgampura Farm.
44. Pilot Project Officer, Jammu District.
45. Pilot Project Officer, Anantnag District.
46. Executive Engineers, Electric, R & B, Irrigation, Public Health, Mechanical and Stores, Flood Control and Designs and Planning.
47. Veterinary Disease Investigation Officer.
48. Toshakhana Officer.
49. Deleted.
50. Officer-in-Charge of Section (in the Office of the Relief Commissioner).
51. Camp Commandants, (Relief and Rehabilitation).
52. Deleted.
53. District Development Officers.
54. Sub-Judges.
55. Deputy Chief Project Officer, Sonawari.

56. Government Architect.
57. Town Planner.
58. Deleted.
59. Dy. Director, Employment Exchange.
60. Secretary, Commission of Inquiry. (This shall be deemed to have come into force from 29-7-1966).
61. Principals, Revenue Training Schools, Jammu & Srinagar (w. e. f. 8-8-1966).
62. Assistant Engineer I/C Special Sub-Division, Gulmarg.

Note.—He will be deemed as an Executive Engineer of less than 3 years service for purposes of exercising financial powers.

63. Assistant Directors of Information, Kashmir/Jammu (w. e. f. 8-12-1962).
64. Provincial Social Education Supervisors, Social Education Department.
65. Deputy Financial Adviser and Chief Accounts Officer, Flood Control and Major Hydel Projects (w. e. f. 7-8-1965).
66. Public Relations Officer, Kashmir Bureau of Information, New Delhi (w. e. f. 2-2-1967).
67. Research Officer Incharge Hydraulic Research Station, Jammu and Irrigation Laboratories, Jammu and Kashmir.
68. Process Controller, (Chemical Engineer), Brequetting Plant.
69. Deputy Directors, Government Transport Undertaking.
70. Chemical Examiner.
71. Settlement Officer (Consolidation).
72. Deleted.
73. Agriculture Engineer.
74. Dy. Director, Field Survey Organization.
75. Additional Collector, Baramulla.
76. State Malariologist.

77. Assistant Commissioner, Ladakh.
78. Deleted.
79. Deputy Superintendent, S. M. H. S. Hospital, Srinagar.
80. Deleted.
81. Project Officer, Rural Industries Project.
82. Research Officer, Disease Investigation Sheep.
83. Project Officer, Intensive Development Sheep.
84. Deleted.
85. Superintendent, Sheep Breeding Farms.
86. Superintendent, Experimental Mutton Farm.
87. Dy. Superintendents of City Hospitals and C. D. Hospitals.
88. District T. B. Control Officers.
89. Medical Officer I/C of Centrally Sponsored and Aided Schemes namely :—
 - (i) Leprosy Control Programme,
 - (ii) Eradication of Small Pox,
 - (iii) Family Planning Programme,
 - (iv) Anti V. D. Programme,
 - (v) B. C. G. Programme,
 - (vi) Trachoma Pilot Project, and
 - (vii) Health Education Bureau.
90. Medical Officer I/C.
91. Principal, Regional Family Planning Training Centre.
92. Divisional Forest Officer, I/C Lumbering Divisions Departmental Lumbering Project.
93. Deputy Labour Commissioner, Jammu and Srinagar.
94. S. D. M.-cum-Deputy Development Commissioner, Kargil.

Note.—In respect of supervision of Agricultural Programmes, the Sub-Divisional Officer, Kargil shall exercise the powers of Assistant Commissioner, Agriculture Production now designated as Assistant Commissioner (Development).

95. Deleted.
96. Wool Grading & Marketing Officer.
97. Deleted.
98. Deputy Director, Town Planning Organization.
99. Assistant Conservator, I/C Forest Division, Leh.
100. Special Officer for special programme for Nutrition for children.
101. Deleted.
102. Farm Manager, Seed Multiplication Farm, Chinor.
103. Manager-cum-Chemist, (Horticulture Department).
104. District Horticulture Officers.
105. Project Officer, Multiple Cropping.
106. District Panchayat Officers.
107. Junior Agronomist (All India Co-ordinated Potato Development Programme).
108. Garden Keepers, Parks and Gardens.
109. Deputy Directors, Games and Fisheries.
110. Officer I/C, Carcass Utilization Scheme.
111. District Animal Husbandry Officers.
112. Deleted.
113. State Dairy Development Officer.
114. District Agriculture Officers.
115. Potato Development Officer.
116. Deputy Directors, State Motor Garages.
117. Assistant Soil Conservation Officer.
118. Floriculturist, (Agriculture Department).
119. Executive Engineer, Engineering Wing, Agriculture Department.

Note.—The Superintending Engineer and the Executive Engineers of the Agriculture Department will exercise the same financial powers as are exercised by their counterparts in the Engineering Departments and in respect of accord of technical sanctions the Executive Engineers of Agriculture Department shall be competent to the extent of Rs. 50,000 in each case.

120. Dy. Director of Handicrafts (Administration).
121. Dy. Director of Handicrafts, Jammu.
122. Apiculture Development Officer.
123. District Education Officers.
124. Divisional Managers (Extraction), Government Lumbering Undertaking.
125. Manager Workshop, Government Lumbering Undertaking.
126. Deputy Director Estates.
127. Divisional Employment Officer, Jammu/Srinagar.
128. Principal, Industrial Training Institute, Jammu/Srinagar.
129. Assistant Directors, (Horticulture Planning & Marketing).
130. Area Marketing Officer, (Horticulture Planning and Marketing).
131. Vegetable Development Officers.
132. Sales Managers, Government Lumbering Undertaking.
133. Divisional Youth Welfare Officer.
134. Treasury Officer, Srinagar/Jammu.
135. Deputy Directors, Library, Research and Museum.
136. Dy. District Education Officers.

Note.—The Deputy District Education Officers (Female) and Additional Tehsil Education Officers (Male and Female) shall in addition to the powers of their own class exercise the financial powers of District Education Officers and Tehsil Education Officers respectively in respect of the staff and institutions in their jurisdiction subject to the condition that for planning preparation of budget and co-ordination these officers will work under District Education Officers and Tehsil Education Officers respectively.

137. Sub-Divisional Officers of the Revenue Department.
138. Child Development Project Officer, Kangan.
139. Manager, Rearing Space, Jammu/Srinagar.
140. Poultry Marketing Officer, Jammu/Srinagar.

141. Animal Husbandry Extension Officer, Publicity Wing, Jammu.
142. Manager, Athwajan Poultry Farm, Srinagar.
143. Planning Officer, Co-operative Department—A.
144. Secretary, Advisory Board (Maintenance of Internal Security Act etc.).
145. Deputy Director, Gardens and Parks.
146. Botanist, Gardens and Parks.
147. Deputy Director, (Central) Social Welfare Department—A.
148. Deputy Director, J & K Social Welfare Department.
149. Development Officer, D. P. A. P. (Sheep) Doda.
150. Deputy Director, Youth Employment, Information Centres, Srinagar/Jammu.
151. Administrative Officer, Institute of Medical Sciences, Srinagar.
152. Chief Accounts Officer, Institute of Medical Sciences, Srinagar.
153. Stores Purchase Officer, Institute of Medical Sciences, Srinagar.
154. Deputy Controller Stores, Health and Family Welfare and Medical Education Department.
155. Joint Director (Works).
156. Assistant Development Commissioner (Works), Leh.
157. Divisional Seed Certification Officer, (Agriculture Department).
158. Seed Analyst, Jammu/Srinagar (Agriculture Department).
159. Mushroom Development Officer, Jammu/Kashmir (Agriculture Department).
160. Chairman, Divisional Debt Conciliation Board, Jammu/Kashmir.
161. Additional District Education Officer, Kargil.
162. Institutional Finance and Resources Officer, Finance Department.

1163. Executive Hospital Engineers (Electronics), Institute of Medical Sciences, Srinagar.
 1164. Chief Librarian, Institute of Medical Sciences, Srinagar.
 1165. Project Officer, Rehber-i-Sehat, Ganderbal Block, Health Welfare and Medical Education Department.
 1166. Area Development Officers.
 1167. Academic Registrar, Institute of Medical Sciences, Srinagar.
 1168. Operation Research Officer, Institute of Medical Sciences, Srinagar.
 1169. Assistant Project Officers, Sheep Husbandry Department.
 1170. Chief Executive Officers, Project Organisation, Pahalgam and Gulmarg.
 1171. Child Development Project Officer, Integrated Child Development Services, Block Billawar.
 1172. Principals of District Institutes of Education.
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CLASS III OFFICERS

1. Deleted.
2. Deleted.
3. Principals of Intermediate Colleges.
4. Project Officers, Community Projects.
5. Deleted.
6. Chief B. C. G. Officer.
7. Epidemiologists.
8. Veneriologist.
9. Works Manager, Pampore.
10. Deleted.
11. Assistant Directors, Physical Education.
12. Officer Incharge, Industrial Training Institutes.
13. Principals Multilateral Higher Secondary Schools.
14. District Inspector of Schools.
15. Deleted.
16. Deleted.
17. Deleted.
18. Officer Incharge Floriculture.
19. Deleted.
20. Mycologist.
21. Deleted.
22. Crop Botanist.
23. Deleted.
24. Officer Incharge, State Mechanised Farm, Nandpur.
25. Deleted.
26. Assistant Plant Protection Officer.
27. Field Manuring Officers.

28. Assistant Director Health Services (Smallpox Project Scheme).
29. Nutrition Survey Officer.
30. Deleted.
31. Malaria Officer.
32. Deleted.
33. Officer Incharge Border Area Land Reclamation.
34. Assistant Director, Rakhs and Farms.
35. Provincial Assistant Controllers of Weights and Measures.
36. Tehsildars.
37. Munsiffs.
38. Sub-Registrars.
39. Assistant Engineers.
40. Assistant and Deputy Superintendents of Police.
41. Block Development Officers.
42. Assistant Registrars, Co-operative.
43. Under Secretaries to Government.
44. Deleted.
45. Superintendents of Jails.
46. Deleted.
47. Manager, Government Central Market, Srinagar.
48. Deleted.
49. Deputy Superintendents of City Hospital and C. D. Hospital except Dy. Superintendent, S. M. H. S. Hospital, Srinagar.
50. Deleted.
51. Manager, Industrial Estates.
52. Deleted.
53. Deleted.
54. Deleted.

55. Veterinary Inspectors.
56. Factory Chemist.
57. Assistant Controllers, Stationery and Printing Department.
58. Superintendents, Stationery and Supplies Department, Jammu/Srinagar.
59. Assistant Architect.
60. Assistant Town Planner.
61. Deleted.
62. Superintendent, Gardens, Agriculture Department.
63. Drug Analyst.
64. Zonal Agricultural Production Officers.
65. Assistant Director Tourism.
66. Assistant Research Officers, Irrigation Research Laboratories.
67. Administrative Officer, Government Transport Undertaking.
68. Works Manager, Government Transport Undertaking.
69. Parts Manager, Government Transport Undertaking.
70. Deleted.
71. District Treasury Officers.
72. Consolidation Officers.
73. Public Analyst.
74. Assistant District Medical Officer (Indian Medicine).
75. Deleted.
76. Deleted.
77. Deputy Director S. Welfare Department.
78. Deputy Directress, Social Welfare Department.
79. Assistant Regional Transport Officers.
80. Superintendent, Cottage Industries, Ladakh.
81. District Family Planning Officers.

107. Assistant Director (Crafts) Social Welfare Department.
 108. Assistant Director, Handicrafts.
 109. Accounts Officers.
 110. Live Stock Officers, (Animal Husbandry Department).
 111. Garden Assistant.
 112. Assistant Director, Library, Research and Museums.
 113. Assistant Director, Social Welfare Department.
 114. District Social Welfare Officers.
 115. District Youth Welfare Officers.
 116. Deputy Directors of Sericulture Development Department.
 117. Block Medical Officers.
 118. Manager, Industries Centres.
 119. Managers, Seed Sericulture Development Department.
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CLASS IV OFFICERS

- A.-1. Deleted.
- A.-2. Deputy Director Local Bodies.
- A.-3. Deputy Registrar, High Court.
4. Curator Dogra Art Gallery.
- A.-5. Field Publicity Officer.
- A.-6. Information Officer.
7. Headmasters and Headmistresses of High Schools.
8. Tehsil Education Officers.
9. Inspectresses of Schools.
10. Assistant Surgeon in independent charges of Dispensaries and Hospitals.
11. Assistant Superintendents of Hospitals.
12. Deputy Project Officers.
13. Deleted.
14. Deleted.
15. Superintendent Civil Veterinary Hospital.
16. Exhibition and Cultural Officers.
17. Assistant Directors Social Welfare Department.
18. Deleted.
19. Supervisors Basic Education.
20. Officer Incharge Scouts Movement.
21. Deleted.
22. Deleted.
23. Photo Officer, Information Department.
24. Assistant Conservator of Forests.
25. Officer Incharge Middle Standard Examination.
26. Officers Incharge Sheep Breeding Farms, Fleece Testing Officer.

27. Assistant Research Officer.
 28. Librarians of Central Libraries at Srinagar and Jammu.
 29. Supervisors Social Education, Jammu/Kashmir (Education Department).
 30. Curator S. P. S. Museum, Srinagar (w. e. f. 6-8-1966).
 31. Information Officer, Kashmir Bureau of Information, Jullundur.
 32. Assistant Drug Controller.
 33. Works Manager, Government Transport Undertaking (Junior Scale).
 34. Traffic Managers, Government Transport Undertaking.
 35. Managers, Passengers Services, Government Transport Undertaking.
 36. Labour Officer, Government Transport Undertaking.
 37. Purchase Officers, Government Transport Undertaking.
 38. District Information Officers.
 39. District Employment Officers.
 40. Officer I/C Survey of Agro Climatic.
 41. Manager I/C Plant Protection Store.
 42. Breeder-cum-Agronomist.
 43. H. Q. Assistant (Gazetted).
 44. Nursery Registration Officer.
 45. Additional Tehsil Education Officers.
- Note.—The Deputy District Education Officers (Female) and Additional Tehsil Education Officers (Male and Female) shall in addition to the powers of their own class exercise the Financial Powers of District Education Officers and Tehsil Education Officers respectively in respect of the staff and institutions in their jurisdiction subject to the condition that for planning, preparation of budget and co-ordination these officers will work under District Education Officers and Tehsil Education Officers respectively.
46. Assistant Director, N. D. S. (National Discipline Scheme)
 47. Warden Hostel for Gujars and Bakerwals.

N. B. 1—Officers marked 'A' above will exercise :—

- (a) such powers of their class as may be delegated to them formally by the Head of Office, Institution or Department under whom they work directly, as well as,
- (b) any additional powers of the class vested in such Heads of Office, Institution or Department which may be delegated to them by him.

N. B. 2—Powers vested by statutory rule or statutory order in various officers will continue to be exercised by them in addition to the powers delegated to them in this book.

CHAPTER 3

EXPENDITURE :—GENERAL PRINCIPALS AND RULES

I. APPROPRIATION OF FUNDS NECESSARY TO MAKE SANCTION TO EXPENDITURE EFFECTIVE

3. 1. Sanction to the expenditure of money becomes operative only when funds have been appropriated to meet such expenditure, and does not become operative until they have been so appropriated. There are, thus, two elements necessary before public money can be spent on any object or works :—

- (i) There must be an act of sanction of an authority competent to sanction ; and
- (ii) There must be an act of appropriation of funds for the purpose by an authority competent to appropriate.

Note.—In the P. W. Department in the case of charges against suspense accounts any expenditure which is not expected to cause an excess over the net provision for the year may be held to be covered thereby.

3. 2. Sanction to recurring expenditure covering a specified period becomes operative when funds are appropriated to meet the expenditure of the first year and remain in operation till the end of the specified period subject to appropriation in each year.

3. 3. Sanction to recurring expenditure terminates :—

- (a) with the expiry of its specified term whether continuous or in broken periods (Disbursing and Controlling Officers are, therefore, responsible for maintaining a check register of recurring temporary sanction showing when each expires) ; and
- (b) when funds are no longer appropriated.

3. 4. It follows from the foregoing rules that :—

- (a) it is not sufficient merely to have sanction of competent authority to the expenditure. For example, the entertainment of a clerk may be sanctioned from 1st April next but it must not be entertained until the Budget has been passed and the requisite funds communicated ; and
- (b) it is not enough merely to have funds for a specific item of expenditure such as the entertainment of a clerk passed in the Budget. The expenditure must also be sanctioned by competent authority.

3. 5. The act of appropriation of funds requires the communication of Budget allotments or supplementary allotments or re-appropriation in the manner laid down in the Kashmir Budget Manual. No appropriation is conveyed merely by the inclusion of an item of expenditure in the revised estimates.

3. 6. Authorities who sanction expenditure after funds have been communicated should be careful to indicate the source of appropriation.

3. 7. Authorities which sanction expenditure after funds have been communicated should be careful to indicate the source of appropriation. In all applications for sanction to expenditure, it should be distinctly stated whether the provision for the proposed charge has, or has not been made, in the Budget Estimates of the year, and if it has not been made, whether the funds can be found by valid re-appropriation.

Note.—The authority sanctioning the expenditure should indicate the head of account to which the expenditure is debitable.

II. INCURRING OF EXPENDITURE IN ANTICIPATION OF FUNDS

3. 8. Strictly speaking, no expenditure should be incurred after the first of April until the Budget has been communicated. The only relaxations permitted are :—

- (a) (i) Bills for pay and other charges duly sanctioned for the month of March and previous months may be paid in anticipation of communication of the Budget.
- (ii) Similarly expenditure may also be incurred in emergent cases during the months of April and May in anticipation of communication of the Budget allotment; provided such expenditure does not exceed the average monthly expenditure of the previous year.
- (b) Expenditure may be incurred in the P. W. D. in anticipation of the receipt of its Budget, subject to the following limits :—
 - (i) All original works in progress at the end of the previous financial year may be continued.
 - (ii) Expenditure may be incurred on annual repairs to the extent of the previous years allotment under each of the Budget sub-heads provided that it does not exceed that included in the Budget Estimates of the current year.
 - (iii) Expenditure may be incurred under "Pay of Officer" and "Pay of Establishment" according to the scale sanctioned and provided for in the current year to

also for casual temporary establishment at the average monthly rate of the current year.

- (iv) Expenditure on travelling allowance, contingencies and tools and plants may be incurred at the average monthly rate of the previous year.

Note.—As a matter of course all expenditure incurred under these rules in anticipation of sanction to the annual Budget Estimates must be treated as a charge against the grants eventually made.

- (c) Expenditure on departmental lumbering and exploitation works in the Forest Department in progress from the preceding year may be incurred during the months of April and May in anticipation of communication and distribution of Budget grant.

III. POWERS OF ADMINISTRATIVE DEPARTMENTS

3. 9. No Department shall without previous consultation with the Finance Department authorise any orders (other than orders pursuant to any general delegation made by the Finance Department) which either immediately or by their repercussions will affect the finances of the State or which in particular :—

- (a) involve any grant of land or assignment of revenue or concession, grant, lease or licence of mineral or forest rights or a right to water, power or any easement or privilege in respect of such concession ;
- (b) relate to the number or grading or cadre or the emoluments of posts or to any other conditions of service of posts ;
- (c) in any way involve any relinquishment of revenue.

Note.—Finance Department may prescribe cases in which its consent to the exercise of any power under these rules by the authorities specified may be considered to have been given.

3. 10. The assent of the Finance Department may be presumed to expenditure (including advances) in those cases in which such expenditure is expressly authorised to be made by any authority under the provisions of :—

- (a) any legislative enactment for the time being in force, or rules made under such enactment ; or
- (b) the rules in the Financial Code or any other Code, Regulation or Hand Book or any other rules issued by competent authority to the extent to which Finance Department concurrence may not have been prescribed.

3. 11. The consent of the Finance Department in respect of

rule 3.10 above is not to be presumed to :—

- (i) expenditure or advance which involves contravention of any existing order of the Government, imposing any scale, limit or other restriction, or of the rules in the Financial Code or in any other Code, Hand Book or Regulation ;
- (ii) expenditure which forms part of a scheme, which as a whole requires the assent of the Finance Department ; and
- (iii) any item of expenditure of an unusual or extravagant nature.

3. 12. Unless otherwise provided by a special order, a higher authority in a Department may exercise the powers delegated to the authority subordinate to it.

IV. COMMUNICATION OF SANCTIONS

3. 13. Except to the extent that power may have been delegated to the departments under rules approved by the Finance Department every order of an Administrative Department conveying a sanction to be enforced in Audit shall be communicated to the Audit Authorities by the Finance Department under the signature of the Secretary to whom the Secretary of the Administrative Department concerned shall send an extra copy of the order.

Note.—The term "Secretary" used above includes an Additional Secretary, a Joint Secretary, an Additional Joint Secretary, a Deputy Secretary or an Under Secretary, Chief Accounts Officer, Officer on Special Duty in the Finance Department and Budget Officer or such other officer as may be specifically empowered in that behalf.

3. 14. (a) Orders affecting the personal emoluments, posting, leave etc. of Gazetted Government servants not requiring consultation of the Finance Department should be communicated direct to the Accountant General by the sanctioning authority. If, however, an order affecting a Gazetted Government servant is notified in the Gazette a separate intimation to Audit, by letter is not necessary except in cases of urgency.

(ib) Changes in the personnel of subordinate establishment and in their emoluments should be indicated in pay bills and absentee statements by the authorities preparing those documents who are responsible to ensure that orders of competent authority are obtained in each case as required by the rules. Orders of a special nature authorising the grant to a non-gazetted Government servant or directing stoppage of any increase in the emoluments or otherwise affecting the emoluments admissible to him against sanctioned pay of the appointment which he holds, should, however, be communicated to the Audit Office by letter.

3. 15. As audit of expenditure on works is conducted against technical sanctions, orders conveying such sanctions must be communicated to the Accountant General by the Public Works Department or in case where the execution of works has been assigned to any Department other than the Public Works Department, by the Department concerned. It should be conveyed independently of the communication of Administrative approval. In order to facilitate audit scrutiny the authorities concerned should invariably quote the reference to Administrative approval when they communicate technical sanction to the Accountant General.

Note.—Except as provided herein below or in cases covered by any special rules or orders of Government no work shall be commenced or liability incurred in connection with it until :—

- (i) administrative approval has been obtained from the authority appropriate in each case,
- (ii) a properly detailed design and estimate has been sanctioned, and
- (iii) funds to cover the charge during the year have been provided by competent authority.

Execution of works or obtaining of supplies on grounds of urgency or emergency in contravention of the above rule, can be made by the executive officers only on the written orders of the Chief Engineer. On receipt of such written orders, the executive officers may proceed to carry out the necessary work, subject to the condition that he immediately intimates to the Accountant General that he is incurring an unauthorised liability and states approximately the amount of the liability which he is likely to incur.

3. 16. In all letters conveying sanctions to new grants-in-aid the sanctioning authorities should invariably quote the rule under which the sanction has been accorded. Where a sanctioning authority imposes any further restrictions or conditions in addition to those laid down in the rule such restrictions or conditions should also be clearly set forth in the letter.

3.17. All letters or orders sanctioning expenditure, appointments etc., must be signed by the sanctioning authority personally or by a Gazetted Government servant in charge of his office authorised to sign for him, but in no case by a non-gazetted Government servant. Similarly copies of sanction signed by a non-gazetted Government servant are not sufficient and should be authenticated by a Gazetted Government servant (see Note under rule 3.13 above).

V. DATE OF EFFECT OF SANCTIONS

3. 18. Unless the date of effect is specifically mentioned in it, sanction has effect from the date of the orders conveying it.

3. 19. Powers derived from a delegation cannot be exercised by the recipient of the delegated powers from a date earlier than the delegation.

3. 20. A sanction for any charge which has not been acted on for a year must be held to have lapsed, unless it is specifically renewed with necessary provision in the Budget Estimates.

Note.—This rule does not apply to a case where an allowance sanctioned for a post or a class of Government servants has not been drawn by a particular incumbent of the post or a particular set of Government servants nor does it apply to additions made gradually from year to year to a permanent establishment under a general scheme which has been sanctioned by proper authority.

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
Dr. B. S. Ahluwalia, Director
EOG, No.
Date.

CHAPTER 4

CONSENT ORDERS

4. With reference to rule 37 of the Jammu and Kashmir Government Business Rules consent has been given by the Finance Department to the exercise of the powers by the Administrative Departments in the cases detailed below.

4. 1. Creation of work-charged/temporary posts, readjustment of posts, sanctioning of Local Fund Budgets etc.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	To create temporary establishment on work charge basis.	Roads and Buildings, Irrigation, Electricity & Water Works Departments.	<p>Up to Rs. 300 p. m. for each person employed in the execution of work provided—</p> <p>(i) Provision exists in the sanctioned estimate to cover the cost of such establishment.</p> <p>(ii) Necessary funds either already exist or have been provided by competent authority.</p> <p>(iii) The pay and allowances of no such appointment shall exceed the prescribed rates in cases where such rates have been definitely laid down by a higher authority for any particular class of appointments.</p>

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
2	To engage on important major works any number of Mistris (Master masons and Master Carpenters).	Roads and Buildings, Irrigation Departments.	Provided the number of such mistris is within the sanctioned strength and the scale of pay does not exceed Rs. 220-430 according to exigencies.
3	To sanction Town Area Budgets.	Local Self Government Department.	Provided:— (a) No departure from established policy is involved (b) No charge which requires separate concurrence of the Finance Department is provided unless such concurrence has previously been obtained.
	To create new appointments for Town Areas.	Local Self Government Department.	Provided the pay of the posts so created does not exceed Rs. 100 p.m.
5	To create temporary establishment on work charge basis	Forest Department.	Up to a limit of Rs. 300 p.m. subject to the provisos at (ii) and (iii) against item 1 above.
	To increase or reduce the strength of any Office, Division, Circle, Section or Branch by corresponding reduction or increase in some other Office, Division, Circle, Section or Branch of the same Department.	All Departments.	If the reduction or increase is not on permanent basis.

Note :—For the purposes of this delegation the words "Same Department" in case of Public Works Department shall mean the Public Works Department as a whole and will include all its wings viz. Roads and Buildings, Electric, Floods, Public Health, De igus and Planning and Mechanical and Stores Department.

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
7	To sanction the opening of new schools.	Education Department.	Provided it is (a) in accordance with the sanctioned programme (b) the details of expenditure have been examined by the Finance Department and sanctioned by Government and (c) funds have been provided in the Budget.
8	To sanction the raising of the status of schools.	Education Department.	Provided such proposals are in accordance with the sanctioned programme and funds have been provided for in the Budget.
9	To sanction transfer of posts of teachers from one kind of school to another.	Education Department.	Whenever a necessity arises in consequence of a school being deficient or in consequence of fall in the number of students in one school and increase in another.
10	To sanction the opening of new dispensaries.	Health Deptt.	Provided (a) it is in accordance with the sanctioned programme and (b) funds have been provided in the Budget.
11	To transfer posts of callers and peons from one kind of school to another.	Education Department.	
12	To sanction expenditure for engagement of temporary establishment	Forest Deptt.	Provided :— (a) The pay of the post sanctioned does not exceed Rs. 100 p. m. (b) Provision exists in the Budget and the appointment is not for a longer period than 6 months.

No. S	Nature of Power	Department	Extent to which assent is given
1	2	3	4
13	To sanction the appointment of non-gazetted staff in the Public Health Department at the time of outbreak of epidemics.	Health Deptt.	For a period not exceeding 3 months and the appointments are made on the minimum of the sanctioned scales for the posts.
14	To sanction expenditure in connection with the creation of temporary appointments for surveys and chemical and non-chemical experiments.	Industries Department.	Provided :—(a) the pay of the post so created does not exceed Rs. 100 p. m. ; (b) the period of such appointments does not exceed 6 months ; and (c) provision exists in the Budget.
15	To create temporary establishment on work charge basis.	Local Self Government Department.	
16	To declare expenditure incurred on "other charges" to be an appropriate charge on the Municipal Fund as required under section 40 i) d of the Municipal Act of 1948.	Local Self Government Department.	
17	To create clerical and menial posts on temporary establishment in the Food Supplies Department	Food and Supplies Department	Provided (a) the pay of the post so created does not exceed Rs. 50 p. m., (b) the pays allowed conform to the usual appointments in the Food Supplies Department, (c) the period of such appointments does not exceed six months, and (d) the expenditure is within

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
			the amount specifically provided for the purpose in the Budget of the Department and does not exceed Rs. 3,000 in a year.
18	To sanction temporary work charged establishment by debit to repairs grant for safeguarding Evacuee Property.	Evacuee Property Department	Provided the expenditure does not exceed 7% of repairs grant.
19	To sanction the temporary post of a Unani Hakim and a Khidmatgar for Amar Nath Yatra Days.	Health Department.	Provided (1) the pay of the post does not exceed Rs 45 consolidated and that of Khidmatgar is paid at Rs. 0.75 per day and (2) the expenditure is met from the contingent grant of the Medical Department.
20	To sanction creation of a temporary post of female warder in a jail when the female warder already attached to the jail is granted casual leave.	Jails Department.	<p>(i) The power will be exercised in those jails only in which there is only one female warder.</p> <p>(ii) The period of the temporary post is limited on each occasion to the period of casual leave taken and shall not exceed 15 days in a year for each female warder granted casual leave</p> <p>(iii) The pay shall not exceed the minimum of the post of warder</p>
21	To sanction temporary establishment	Tourism Department.	Up to Rs. 100 p m for each person employed

Nos.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	by debit to 339— Tourism Department.		for a period not exceeding 5 months; provided the pay and allowances of such appointment shall exceed the maximum of the prescribed rates in cases where such rates have been definitely laid down for any particular class of appointments.
22	To engage temporary staff on daily wage basis in the Trade Agency Pathankot by debit to 'Cooliage and other incidental Charges' grant of T. A. Pathankot.	Trade Agencies Department.	The staff will be paid at the rates sanctioned by the Government from time to time.

S. No.	Nature of Power	Department:	Extent to which assent is given
1	2	3	

S.No	Name of Power	Department	Extent to which present is given.
1	2	3	4

2. Grants, concessions, leases, etc.

S No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	<p>To sanction leases by auction or after inviting tenders of :—</p> <p>(i) Land</p> <p>(ii) Fruit trees or grazing of cattle</p> <p>(iii) Fruit trees growing in the compounds of Government educational institutions.</p>	<p>Revenue Department.</p> <p>Public Works and Revenue Departments.</p> <p>Education Department.</p>	<p>(i) When the lease is made under the rules for the lease of Waste Lands and does not relate to land which is included in a scheme or programme which is likely to come under perennial canal irrigation.</p>
2	<p>To sanction lease or licences of land other than Nazul land for construction by private persons at their own cost of :—</p> <p>(i) Works of Public Utility such as hand pumps and wells.</p> <p>(ii) Approach roads, culverts, steps etc.</p>	<p>Revenue Department.</p>	
3	<p>To sanction special grants of timber or</p>	<p>do.</p>	<p>Subject to the conditions and limits laid down in</p>

No of	Nature of Power	Department	Extent to which assent is given
1	2	3	4
4	other forest produce free or at favourable rates for special purposes. To sanction leases of land for agricultural purposes in forest plantations.	Revenue Department.	the Forest Law Manual.
5	To sanction leases of land to tenants either on cash rent or on Batai.	do	When the lease is for a period not exceeding three years.
6	To sanction leases of State gardens and rakhs.	All Departments.	For a period not exceeding three years provided that the value of contract does not exceed Rs. 10,000 and consideration is not less than that received under previous contract.
7	To sanction leases of land for building or commercial purposes.	Revenue Department	Under Building Site Rules on fixed rates of rent provided premium has been determined by public auction.
8	To sanction transfer of leases of land held under Building Site Rules.	do.	
9	To sanction surrender of leases of land held under Building Site Rules.	do.	
10	To sanction assessment of land on lease under Building Site Rules.	do.	In accordance with the rates of rent fixed by Government in cases where leases were sanctioned but rent was not assessed.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
11(a)	To issue orders regarding sanctioning of Forest Leases which are auctioned, and bids whereof are accepted by the Committee appointed <i>vide</i> Govt. Order No. FST-121 of 1968 dated 5-8-1968.	Forest Department.	Full Powers.
11b	To sanction sale of leases which cannot be auctioned by the Committee referred to in (a) above for reasons to be recorded.	Forest Department.	Up to Rs. 3 lakhs in each case, subject to the condition that the sale of products and leases are put to tenders and only the highest tender is accepted.
11c	To sanction royalty contracts of resin blazes provided highest bids are accepted and these are not below the reserve price of each lot approved by the Chief Conservator of Forests.	Forest Department.	Full Powers.
11d	To sanction sale of crude resin.	Forest Department.	Full Powers. Subject to the condition that the sale is put to tender/auction and only the highest offer is accepted and is not below the reserve rate approved by the Chief Conservator of Forests.
11e	To sanction wage	Forest Department.	Full powers. Subject to the

Serial 11(a) shall be deemed to have come into force from 5-8-1968 i. e. the date of issue of G. O. No. FST-121 of 1968.

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	contracts of resin blazes.		condition that the lowest offers are accepted which are not more than the reserve price approved by C. C. F. for each lot.
12	To grant plots on Tehzami on the Jhelum Valley Road for the construction of houses, shops and sarais.	Revenue Department.	Under Ailan No. 7 dated 5th Baisakh, 1958.
13	To sanction expenditure from allotment under "288 - social security and welfare"	Revenue Department.	To the extent of sanctioned grant but not exceeding Rs. 250 in each individual case.
14	To grant poplar trees from area owned by the Public Works Department on concession prices or free of cost in cases of distress caused by fire or flood	Public Works Department.	Up to 4 trees in all in individual cases of fire or flood sufferers. Up to 40 trees in the case of a whole hamlet or populace which suffered from an incident of distress caused by fire or flood.
15	To sanction fixation of instalments for recovery of amounts due to the Food Supplies Department.	Food Department.	When outstandings are recovered within one year
16	To grant licences and sanction leases of minerals.	Industries and Commerce Department.	Provided the rates are in accordance with those prescribed in the Mines and Minerals Regulation and Development Act, 1957 (67 of 1957) and the total value of the lease or licence does not exceed Rs. 10,000.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
17	To exempt persons officiating in short term vacancies from furnishing security as referred to in Rule 18.6 of I&K Financial Code Vol. I.	All Departments.	<p>if circumstances warrant exemption provided : —</p> <p>(i) there is no risk involved;</p> <p>(ii) such exemption is granted only in case of permanent Government servants;</p> <p>(iii) the period of officiating appointment in which security is generally taken does not exceed four months.</p>

S. No.	Nature of Power	Department	Extent to which assent is given
II	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

43.- Remission or Refunds of Revenue and Abandonment of Claims used.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	To sanction refunds suspensions and remissions of land revenue.	Revenue Department.	(i) Remission due to calamities Rs. 5,000 per district per year. (ii) Suspensions under the rules relating to suspensions and remissions of land revenue if damage to harvests is due to natural calamities. (iii) Remission or permanent reduction of land revenue due to diluvion action, acquisition of land for public purposes felling of walnut trees and permanent removal of water mills (including Gharats & Jandars).
2	To sanction refunds, suspensions and remissions of canal revenue.	Irrigation Department.	In accordance with the rules issued under Canal and Drainage Act.
3	To sanction refunds of excise revenue.	Excise & Taxation Department.	Subject to the condition that the refunds or remissions or concessions are made in accordance with the rules in the Excise Manual.
4	To sanction the writing off of irrecoverable forest revenue.	Forest Department.	Up to Rs. 2,000.
5	To sanction refunds of other revenue.	All Departments.	Subject to the rules laid down by Govt. and provided that the amount does not in any case exceed Rs. 500 unless the refund is ordered by a Court.

S.No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
6	To sanction remissions of ground rent.	Revenue Department.	On land acquired under the Land Acquisition Rules.
7	To remit land revenue on agriculture land acquired for Public purposes.	Revenue Department.	
8	To sanction the write off of irrecoverable Dak Bungalow Re t.	Public Works Department & Tourism Department.	Up to the Rs. 50 in each case.
9	To sanction write off of irrecoverable sums on account of cost in pauper suit.	Revenue Department.	
10	To sanction write off of irrecoverable sums on account of fines imposed in Revenue cases by revenue officer or Revenue Courts	Land Revenue Department.	
11	To sanction write off of irrecoverable excise duty.	Excise & Taxation Department.	Up to Rs. 250 in each case.
12	To remit arrears of land revenue.	Revenue Department.	Up to a limit of Rs. 5,000 under the 3 year rule for one harvest per District if the Deptt. is satisfied that since the Revenue was suspended, due diligence has been shown in collection.
13	To sanction changes in Revenue on Alluvion and Diluvion files.	Revenue Department.	
14	To sanction the remission of irrecoverable revenue not otherwise specifically provided for.	All Departments.	Up to Rs. 250 in each case.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S.No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4. 4 Compensatory allowances, Bonus or rewards.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	To grant rewards under section 12 of the Kashmir Forest Regulation.	Forest Department.	(i) Up to Rs. 150 in any one case. (ii) Subject to the conditions in Forest Law Manual
2	To grant rewards at Live-Stock Show.	Animal Husbandry Department.	Within the limit of Rs. 500 for each Live-Stock Show according to local circumstances.
3	To grant rewards to Govt. officials or private persons for assistance rendered in the safeguarding of the interests of Mining Department etc.	Industries. Department.	Up to Rs. 150 in each case.
4	To grant rewards to individuals giving information which leads to the location of useful minerals in the State.	Industries. Department.	Up to Rs. 200 in each case.
5	To grant rewards at Agricultural Shows.	Agriculture Department.	Within the limit of Rs. 150 for each agricultural show according to local circumstances.
6	To grant rewards in connection with rural reconstruction works.	C. D. & N.E.S. Department.	Up to Rs. 100 in each case by debit to the grants sanctioned in the Departmental Budget for the purpose.
7	To grant rewards in favour of Police officers.	Home Department.	Up to Rs. 500 in each case within the Budget provision for the purpose.

S No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
8	To sanction gratuities in favour of persons, whether workmen or not other than those in regular Government service who sustain injuries while employed on behalf of Government as well as in favour of the survivors of the persons who lose their lives in the performance of their duty during such employment.	All Departments.	Up to Rs 100 in each case by debit to the provisions in the concerned Departmental Budget
9	To sanction rewards to Zamindars and Lambardars etc. for production of opium of good quality.	Excise and Taxation Department.	Up to Rs. 500 in a year.
10	To sanction payment of remuneration for information leading to location of foodgrains.	Food and Supplies Department.	Not exceeding Re. 1 per Quintal subject to maximum of Rs 500 to an individual informer by debit to the cost of grains so seized.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4.5. Scholarships and stipends.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	4	4
1	Deleted.		
2	To sanction tuition fees, hostel rents and subscriptions compulsory for students under training outside the State.	General Department (Trainings Branch).	According to the rules of the Institution, in which a stipendiary is receiving training and subject to provision in the Budget.
3	To sanction contingent expenditure such as chemicals, solvents e.c. as may be necessary in connection with the training of the stipendiary in institutions outside the State.	do.	On the attestation of Head of the institution and subject to provision in the Budget.
4	To sanction expenditure on account of tour journeys by students receiving training in institutions outside the State in connection with their practical training.	do.	If certified by the Head of the institutions.
5	To sanction mileage of next higher class for railway journeys on trains, which do not provide the class of accommodation which a stipendiary is ordinarily entitled to, under the rules.	do.	Provided the stipendiary actually travels by that train and the journey by that train is certified as necessary in the interest of training by the Head of the institution.

No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
6	To grant extension in the sanctioned period of training.	General Department (Trainings Branch).	Up to a limit of 30 days in cases in which extension is considered necessary in the interest of training.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4. 6. Contingencies, Stores, Compensation, Remunerations etc.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	<p>(i) To sanction expenditure upon items specified in detail in the sanctioned Budget Estimates under "Contingencies" other than "Pay of inferior servants" not otherwise provided for in this Chapter.</p> <p>(ii) To sanction expenditure upon items not specified in detail in the sanctioned Budget Estimates under "Contingencies" and not otherwise provided for in this Chapter.</p> <p>(iii) To sanction expenditure of an extraordinary nature on public occasions or otherwise.</p>	<p>All Departments.</p> <p>do.</p> <p>do.</p>	<p>Up to a limit of Rs. 500 for recurring and Rs. 1,000 for non-recurring.</p> <p>Up to Rs 500 at a time subject to Rs. 2,000 for a year.</p>
2	To sanction all usual payments on account of Revenue Expenditure in the Forest Department.	Forest Department.	
3	To sanction regular recurring expenditure of the nature of rent for houses or land rented for residential or non-residential purposes subject to the condition that a certificate to the effect that a	All Departments.	<p>(i) When accommodation is provided in a separate building up to Rs. 300 p. m</p> <p>(ii) when the accommodation is provided in a building</p>

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	<p>suitable Government building is not available for the purposes is obtained from the :-</p> <p>(a) Director Estates in respect of two cities of Jammu and Srinagar,</p> <p>(b) concerned Executive Engineer of R&B in respect of Muffasil areas outside the two cities, and</p> <p>(c) the rate of rent to be paid has been recommended either by the concerned Superintending Engineer (R&B) on the basis of capital cost or by the Rent Assessment Committee on considerations other than capital cost.</p>		<p>Partly used as a private residence up to one-half to the total subject to a maximum of Rs. 100 p. m.</p> <p>The consent of the Finance Department is not given to the subletting for residential purposes of buildings which have been hired as offices.</p> <p>(iii) In respect of land up to Rs. 150 p. m.</p>
4	To sanction engagement of an remuneration to counsels to defend State Cases.	Law Department.	Within Budget grants.
5	To sanction under Rule 7-58 (iii) of the J & K Financial Code Volume I local purchase of stationery articles by debit either to the stationery grant or the contingent grant of the Department concerned as the case may be.	All Departments.	Up to Rs. 100 in each case.

S. No.	Nature of Power	Department	Extent to which assent given
1	2	3	4
6	To reimburse a Government servant whose conduct has been the subject of investigation by a regular enquiry for expenditure on (i) summoning witnesses and (ii) fees of counsel.	All Departments.	<p>Provided that (i) in the case of witnesses :</p> <p>(a) the charges are in accordance with the sanctioned scales ; and</p> <p>(b) charges of those witnesses only are paid whom the commission declares to be necessary ;</p> <p>(ii) in the case of fees of counsel :</p> <p>(a) the rates are according to those laid down in the Law Department Manual ; and</p> <p>(b) the fee for the counsel is reimbursed only where the Government servant is successful in clearing himself of the suspicion.</p>
7	To sanction expenditure on keys, trowels, etc. in connection with ceremonial functions such as the laying of a foundation stone or the opening of a public building debitable to the unit of appropriation "Contingencies."	do.	Up to Rs. 100 only and subject to the proviso that when the sanction of a competent authority is necessary under State Servants Conduct Rules to the acceptance of such keys, trowels etc. such sanction is obtained before the expenditure is incurred.
8	To grant compensation to Government employees under the Workmen's Compensation Act.	do.	In accordance with the rule framed in that behalf.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
9	To sanction expenditure on payment of remuneration to non-Government servants for acting as examiners or for setting papers for the Departmental Examinations of the Education Department	Education Department.	Up to a maximum of Rs. 200 in each case.
10	To sanction fluctuating expenditure in meeting allowances of sweepers and Bhishties.	All Departments.	Provided the Allowance does not exceed the minimum of the regular grade of such posts.
11	To entertain temporary establishment chargeable to hot and cold whether charges as for instance Pankha coolies.	do.	(i) Up to a maximum of Rs. 30 p. m. in each case; (ii) the post so created to remain tenable for a maximum period of 5 months.
12	To sanction installation of electric lights and fans.	do.	Within Budget limits.
13	To sanction expenses in connection with the repatriation of destitute State subjects from India or other countries.	General Deptt. (Political Branch).	Provided the funds are available and the amount does not in any one case exceed Rs. 250.
14	To sanction charges for supplying special clothing, Patties Boots etc. to disinfecting and corpse cremating staff.	Home Department.	Up to Rs. 500.
15	To engage and pay for houses etc. for storage of food-grains.	Food & Supplies Department.	

S. No.	Nature of Power	Department	Extent to which asset is given
1	2	3	4
16	To fix ground rent for construction of Am-bars or other purposes connected with the storage of shali.	Food & Supplies Department	
17	To fix the rent of Government building rent to Government contractors or private bodies for storing purposes.	do.	Subject to the condition that the assessed rent does in no case fall below the usual standard rent as calculated by the P. W. D. and that advice of P. W. D. is obtained in each case.
18	To sanction telephone connections for public offices and institutions and residences of Government officers.	General Deptt. (Political Branch).	
19	Deleted.		
20	To make purchases in the open market at current market rates when no response is received to a tender notice.	All Departments.	Up to Rs. 20,000 in each case.
21	To make petty purchases without inviting tenders.	All Departments.	Up to Rs. 2000 in each case, subject to a maximum of Rs. 10,000 in a year.
22	To sanction remuneration to pleaders who defend accused persons in Sessions Court or High Court	Law Department.	Subject to the provisions in the Law Department Manual.
23	To deal with proposals for insurance of State Buildings and valuable stores against fire.	All Departments.	Up to a limit of Rs. 10,000 as premium payable per annum in each case in respect of such buildings and stores the insurance of which

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
			stands sanctioned by Government.
24	To sanction expenditure on entertainment of Government guests or such officers and others from outside as visit the State	State Departments.	in accordance with the sanctioned Rules.
25	To sanction expenditure on entertainment under the unit 'News Service & Briefing of Correspondants'.	Information Department.	Within the amount for entertainment out of the Budget provision.
26	To sanction subscription in favour of News Agencies.	Education Department (Information and Publicity).	Within the Budget provision.
26-A	To sanction holding of N. C. C. Camps inside the State.	Education Department.	Full powers within the Budget grant.
27	To reduce or enhance the cash balance limits of all State treasuries and to issue necessary correction slips consequent on such increases or reductions to para 494 Financial Code Vol. II (Old edition).	Finance Department.	Full powers.
28	To sanction expenditure on presentation of gifts to high dignitaries.	Department Incharge Tawaza.	Up to a limit of Rs. 1,000 in each case.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4. 7. The power to grant Loans and Advances is delegated in the following cases:

S. No.	Nature of Power	Department	Extent to which consent is given
1	2	3	4
1	To sanction House Building Advances.	All Departments.	Subject to the conditions laid down in the J&K Financial Code Vol. I.
2	To grant loans for improvement of land and other purposes under the Jammu and Kashmir Aid to Agriculture and Land Improvement Act.	Revenue Department.	To the extent of Rs. 5,000 within the limit of funds allotted.
3	To grant loans to agriculturists for purchase of cattle, seed and fodder etc., under Jammu and Kashmir Aid to Agriculturists Act.	do.	Within Budget provision and (i) to the extent of Rs. 4,000 for purchase of cattle and other articles of husbandry, and (ii) to the extent of Rs. 1,000 for purchase of seed and fodder.
4	To grant advances from the General Provident Fund in case of Heads of Departments and Gazetted staff of their Departments.	All Departments.	In accordance with the Rules relating to General Provident Fund.
5	To sanction relaxation of the rules regulating the grant of loans for advanced studies or special training as shown below:— (i) to grant extensions for the repayment of the loan;	General Deptt. (Training Branch).	(i) Up to period of 6 months after it becomes due.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	<p>(ii) to vary the instalments due in the first 6 months of repayment of a loan;</p> <p>(iii) To suspend the recoveries.</p>		<p>(ii) Provided that if the variation is for reduction of an instalment, the deficiency is made good in the subsequent 6 months.</p> <p>(iii) For a period of one year in cases where the income of the loan scholar does not exceed Rs. 50 p.m.</p>
6	To sanction advance payments.	Local Self Department	Not exceeding Rs. 10,000 in any one case.
7	To sanction extension in the period of recovery of loan from fire sufferers.	Revenue Department.	
8	To sanction the grant of loans under the Jammu and Kashmir State Aid to Industries Act.	Industries Department.	Up to Rs. 10,000 in any individual case subject to rules framed in that behalf and within the Budget provision.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4. 8. Writing off of irrecoverable value of stores, Live-stock, Public Money etc. lost by fraud, negligence or other causes.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	To sanction under Rule 18.18 of the J & K Financial Code Volume I the writing off finally of the irrecoverable value of stores and live-stock lost by fraud or the negligence of individuals or other causes.	All Departments.	Provided that (i) the amount of the write off in any individual case does not exceed Rs. 200 subject to a limit of Rs. 5,000 book value in a year and (ii) the loss does not disclose (a) a defect of system, the amendment of which would require a reference to the Finance Department or (b) serious negligence on the part of some individual Government servant or servants which might possibly call for disciplinary action requiring a reference to the Finance Department and in case of any fraud or negligence disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2, J&K Financial Code, Volume II, and any other Government order on the subject before the loss is written off.
2	To sanction under Rule 18.18 of the J & K Financial Code Volume I the writing off of public money lost by fraud or the negligence of individuals or other causes	All Departments.	Up to Rs. 100 in each individual case subject to a limit of Rs. 500 a year provided the loss does not disclose (a) a defect of system the amendment of which would require a reference to the Finance Department or (b) serious negligence on the part of some

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
			individual Government servant or servants which might possibly call for disciplinary action requiring a reference to the Government in consultation with the Finance Department and in case of any fraud or negligence disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2 of J&K Financial Code Volume II, and any other Government order on the subject before the loss is written off.
3	To write off losses of stock due to depreciation as opposed to actual loss.	Public Works Department.	Provided the depreciation is not the result of the negligence of any individual.
4	To deal finally with cases of destruction of State property by fire, or any other extraordinary calamity such as flood lightning etc.	All Departments.	
5	To sanction write off of grains eaten by worms or rats in frontier granaries.	Revenue Department.	Up to 5 per cent of the value of the stock.
6	To sanction write off of irrecoverable advance or over-payments.	Forests Department.	Up to Rs. 2,000 in any one case.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
7	<p>To sanction write off of—</p> <p>(i) shortages of food-grains in transit ;</p> <p>(ii) losses on food-grains in storage.</p>	Revenue Department.	<p>(i) Up to 1 per cent }</p> <p>(ii) Up to 3 per cent }</p> <p>*Provided that a quarterly statement of losses and shortage is sent to the Finance Department.</p>
8	To sanction write off of deceased animals.	Animal Husbandary Department.	
9	To sanction the write off from the books of the Kashmir Valley Food Control Department of the petty balances accruing on the credit or debit sides of the Abi Ghat accounts of foodgrains due to calculation of prices to the nearest paisa.	Food and Supplies Department.	
10	To fix the rate of dryage of food-grains and to sanction the write off thereof.	Food & Supplies Department.	To the extent of 3 seers per khirwar
11	To sanction shortage in salt in rail transit.	Food & Supplies Department.	Up to 1.5 per cent of import.

Sl. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4: 9. Sales of lands, buildings and other property or to fix rent thereof.

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
1	To sanction sale of land other than Nazool by public auction.	Revenue Department.	
2	To sanction sale or write off of buildings.	Public Works Department	Provided the book value does not exceed Rs. 5,000.
3	To sanction cutting and sale by public auction of Royal trees such as Chinar, Chai, Budhloo, etc. and cutting and lopping of Pipal and Bohar trees.	Revenue Department.	
4	To sanction sale of Minor Forest products.	Forest Department.	Up to the value of Rs. 10,000 provided the rates accepted are not lower than those obtained at the last sale.
5	To sanction sale of half wrought.	Forest Department.	Up to the value of Rs. 10,000.
6	To accept bids at public auction of sale of occupancy rights held by occupancy tenants under the State when such tenants die heirless.	Revenue Department	Provided the area involved does not exceed 50 acres.
7	To sanction confiscation and sale of lands in the Ladakh and Gilgit Districts for violating the restrictions against sale and mortgage of agricultural lands in those Districts.	Revenue Department.	

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
8	To allow commission on trial sales of timber.	Forest Department.	Subject to a maximum of 5 per cent of the gross proceeds
9	To sanction sale of standing green trees by public auction.	Public Works Department.	Up to Rs. 10,000.
9-a	To constitute Survey Committee for survey of surplus and unserviceable stores, in the Departments subordinate to them.	All Departments.	The Committee to be constituted in each Department for the purpose shall comprise at least three senior officers of the Department. The Committee should examine the unserviceable stores and give their recommendations about their disposal. In their examination the Committee among other things should see that the articles have out-lived their prescribed life, have become unserviceable after fair use, are beyond any economical repair and their decay is not due to any negligence on the part of the concerned official(s) in charge of custody etc.
9-b	To issue orders declaring store etc. surplus or unserviceable.	All Departments.	Full powers in respect of stores which have been surveyed by the Survey Committees and recommended for disposal
10	To sanction under Rule 1818 of the I & K Financial Code Volume I sale by auction of worn out, unserviceable	All Departments.	

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	articles and the write off of the difference between the original value and the sale proceeds.		
11	To fix the price of raw silk.	Sericulture Department.	
12	To sanction supply of official publications of their own Deptts. to other Govt Deptts. or institutions.	All Departments	Provided that such books are not priced publications.
13	To sanction supply of Research Departments publications.	Education Department.	To recognised institutions on reciprocal basis as well as to scholars of repute interested in such literature.
14	To sanction rate of outturn for shali milled by the Food Control Deptt.	Food and Supplies Deptt.	
15	To fix rates for recoveries of shortage etc. of shali and rice.	do.	When the recovery in any case is made at less than the sale price of shali and rice.
16	To enhance the fixed sale rates of all kinds of local and imported food-grains excepting shali issued to Muffasil Centres of Kashmir to cover transport and other incidental charges incurred on such food-grains.	Food and Supplies Deptt.	
17	To fix purchase and sale rate of all kinds	Food and Supplies Deptt.	Provided the rate rates so fixed are in no case

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	of imported and locally procured food-grains or their respective derivatives and by products of all such food-grains.		less than the landed cost.
18	To sanction the payment of commission for sale of all food-grains.	Food Department.	At a rate not exceeding 0.25 P. per khirwar.
19	To sanction the sale of the produce of thinning and pruning, sale of dead & fallen trees belonging to Municipalities.	Local Self Government Department.	
20	To fix scale of issue of rations and granting relief of all food-grains throughout the State.	Food and Supplies Deptt.	
21	To fix the sale price of forms used in Food and Supplies Department.	do.	
22	To sanction the disposal of deteriorated grains by public auction and write off of the difference between the cost price and the price realised.	Food and Supplies Deptt.	To the extent of Rs. 500 in each individual case subject to a limit of Rs. 3,000 a year.
23	To prescribe fees in Food & Supplies Department for issue of duplicates.	do.	

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4
24	To fix sale rates of surplus empty gunny bags after necessary classification, to other Government Departments for their Departmental use.	Food and Supplies Deptt.	Up to the value of Rs. 10,000 on each occasion and not more than Rs. 50,000 during a year.
25	To sanction supply of Archaeological and Research Department publications	Research and Museum.	To recognised institutions on reciprocal basis as well as to scholars of repute interested in such literature.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

4. 10. Administrative approval of expenditure on works etc

S No.	Nature of Power	Department	Extent to which assent is given
1	2	8	4
1	To accord administrative approval to expenditure on individual works other than residential buildings, rest houses and inspection bungalows.	All Departments.	<p>*Up to Rs. 20 lakhs (including Rs. 4 lakhs as a component for residential buildings) in respect of each work</p> <p>The accord or Administrative approval shall not, however, be treated as an authority :—</p> <p>(a) to spend money not provided for in the Budget; and</p> <p>(b) to create new posts, if any, provided for in the Administrative approval.</p> <p>Proposals for creation of new posts, Plan or Non-Plan, will be processed in accordance with the orders of the Government in vogue from time to time, and orders for their creation will be issued only, after the approval of the competent authority is obtained. Reference to the Finance Department/Planning Department in respect of Plan posts will not, however, be necessary.</p>
2	To accord administrative approval to expenditure on individual works in connection with the construction, purchase	All Departments.	*(a) Up to Rs. 4,00,000 in respect of each work.

*This shall be deemed to have come into effect on 19-2-1976 and will also apply to pending cases either in the Planning/Finance Departments in between 19-2-1976 and the date of issue of this order.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
	or conversion of a building intended to be used as the residence of a Government servant.		
3	To accord administrative approval to expenditure on original works in connection with existing residential buildings.	P. W. D. and Forest Departments.	Up to a limit Rs. 20,000 in each case provided that when the residence is classed as major work or minor work and remains so after the proposed work is carried out the standard rent does not exceed 10 per cent of the average pay of the class of Government servants who usually occupy the buildings.
4	Deleted.		
5	To sanction construction of annexures or additions to Government Huts and Buildings	P. W. D.	Provided it is at the expense of lessee and the sanitary authorities have no objection.
6	To permit work being done under petty work order system.	do.	Up to Rs. 10,000.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S. No.	Nature of Power	Department	Extent to which assent is given
1.	2	3	4

4. 11. Tenders and Contracts.

S No.	Nature of Power	Department	Extent to which a sent is given
1	2	3	4
1	To sanction bids without any condition in order to avoid the danger of the withdrawal of the bids before sanction is obtained.	All Departments.	When the most favourable offer is accepted.
2	To sanction contracts for purchase of stores, supplies and services in all branches of the P.W.D.	Public Works Department.	Provided the most favourable tender is accepted.
2-A	To sanction allotment of contracts for Tawi Lift Irrigation Project.	Administrative Department.	Above 10 lakhs on the recommendations of the Purchase and Contracts Committee.
3	To sanction periodical contracts.	Revenue Department.	For a period not exceeding 3 years and if the most favourable offer is accepted.
4	To sanction Forest contracts.	Forest Department.	If the most favourable tender is accepted.
5	Deleted.		
6	To sanction contracts for the sale of excisables.	Excise & Taxation Department.	do.
7	Deleted.		
8	To sanction milling of shali on contract system.	Food and Supplies Department.	do.
9	To sanction execution of repair works without calling for tenders.	Revenue Department.	To the extent of Rs. 1,000 in each individual case.

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
10	Deleted.	All Departments.	(i) To any extent within budget grants.
11	Deleted.		(ii) Any negotiated or single tender contract up to the value of Rs. 25,000 in each case.
12	To sanction contracts for purchase of stores, supplies and services (other than in P.W.D.) in respect of items, where consultation/formation of Purchas s Committee has not been possible for recorded reasons.		(iii) Purchase of stores of proprietary nature within budget grant.
			(iv) The Finance Department shall be consulted in respect of any agreement or contract for technical collaboration or consultancy services with firms or with other Governments.
			(v) The consent of the Finance Department is subject to overall condition that:—
			(a) purchases and contracts are sanctioned within the available budget provision.
			(b) purchases are made in the most economical manner, and
			(c) the system of competitive

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
13	To form Purchase Committee in the Departments, under them.	All Departments.	<p>tenders is adopted and the most favourable tender is accepted, except in cases of proprietary and negotiated items.</p> <p>(d) in respect of purchase of vehicles the agency of State Motor Garages Deptt. is employed.</p> <p>Provided that senior and experienced officers in the department are selected as its members. Financial Adviser or an Accounts Officer, if any, available in the Department should also be selected as one of its member. In respect of rate contracts the rates fixed by the Committee shall be valid till the expiry of the financial year in which the rates have been approved while for the rest these will be valid in respect of each individual case.</p>
13-A	To form Contract Committee in the case of works for Engineering Departments.	Administrative Department.	<p>The Contract Committee shall comprise the following members :—</p> <p>(i) Development Commissioner (Works)</p> <p>(ii) Secy. to Govt., finance Department or his representative.</p>

S. No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4
			<p>(iii) Secy. to Govt., Public Works Department.</p> <p>(iv) Chief Engineers of the concerned Departments.</p> <p>(v) Financial Adviser and Chief Accounts Officer of Irrigation and Flood Control Deptt. in the case of the Flood Control Projects of that Department.</p> <p>(vi) Director Designs Directorate.</p> <p>(vii) Director Mech. & Stores (for such works as involve Mech. equipment.)</p> <p>Note:—In case of allotment of contracts to a contractor other than the lowest tenderer, the allotment shall be decided by the Contract Committee up to financial limit of Rs 6.00 lakhs and beyond that it should be referred by it to the Govt. along with its recommendations.</p>

S. No.	Nature of Power	Department	Extent to which assent is given
1	1	3	4
14	To sanction contracts or purchase of stores in regard to cases where contractors selected in accordance with the recommendations of the Purchase Committee back out from contractual obligations and necessary formalities for affecting penalties etc. against them are observed.	All Departments.	Full powers where the offers are beyond 20% of the rate determined by the Committee.

S. No	Nature of Power	Department	Extent to which assent is given
1	2	3	4

S No.	Nature of Power	Department	Extent to which assent is given
1	2	3	4

CHAPTER 5.

DELEGATIONS TO SUBORDINATE OFFICERS

5. 1. Power to grant rewards, fees, bonus, remuneration is delegated in the following cases:—

S. No.	Nature of Power	To whom delegated	Extent
1	2	2	4
Land Revenue and Dehat Sudhar Departments.			
1	To grant rewards for killing wild animals and saving human life at one's own risk.	(i) Divisional Commissioners. (ii) Deputy Commissioners.	(i) Up to Rs. 100 in each case subject to Budget provision. (ii) Up to Rs. 50 in each case subject to Budget provision.
2	To grant rewards and prizes in connection with rural uplift works.	Development Commissioners Head of Dehat Sudhar Department.	Up to Rs. 50 on each occasion subject to specific Budget provision.
Excise and Taxation Department.			
3	To grant rewards in Excise cases.	Excise and Taxation Commissioner.	(i) Up to Rs. 100 in each case. (ii) Subject to the limit and conditions laid down in Notification No. 21 issued under section 25 of the Excise Act. (iii) Subject to the restriction in Article 48-A of J&K C.S.Rs. in respect of Government employee.
4	To grant rewards to Zamindars and Lambardars etc. for production of opium of good quality.	do.	Up to Rs. 200 in a year.
Stamps Department.			
5	To grant rewards to any non-official who	Stamp Commissioner.	Up to Rs. 25 in any one case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	8	4
	<p>has definitely contributed to the conviction of any offender under the Stamp Act and Court Fee Act.</p>		
6	To sanction rewards in forest cases.	<p style="text-align: center;">Forest Department</p> <p>(i) Magistrates deciding Forest cases.</p> <p>(ii) Chief Conservator of Forests.</p>	<p>(i) Up to Rs. 50 in each case provided the total amount of the reward does not exceed the estimated value of the property confiscated plus the amount of any fine imposed.</p> <p>(ii) Subject to the procedure laid down in Reward Rules in the Forest Law Manual.</p> <p>(i) Up to Rs. 100 in each case.</p> <p>(ii) Subject to the limits and conditions laid down in Reward Rules in the Forest Law Manual.</p>
7	To sanction grant of rewards under the Kuth Act.	do.	<p>(i) Up to Rs. 50 in each case.</p> <p>(ii) Subject to the conditions laid down in Kuth Reward Rules in the Forest Law Manual.</p>
		Irrigation Department	
8	To withhold payment of Panjotra to Lamhardars if they fail to render assistance to the Canal Staff	Executive Engineer Irrigation.	Full powers.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	in the distribution of water in obtaining labour for clearance of and repairs to canal etc.	Jail Department	
9	To grant rewards for recapture of escaped prisoners.	Inspector General Prisons.	Up to Rs. 50 in each case.
10	To grant rewards to the convicts for good or approved service or for industrious labour.	Superintendent Jails, (in case of Central Jails only) and Inspector General Prisons	(a) Not exceeding Re. 0-50 P M in any case subject to a maximum of Rs. 10 a month for each jail. (i) Subject to Budget provision.
11	To grant rewards to policemen, informers and Fire Brigade Staff.	Police Department	Up to Rs. 100 in any case. Up to Rs. 300 in any case. Within the sanctioned amount.
12	To sanction the grant of rewards to the watchers of the Games Preservation Department and Fisheries giving such <i>bona fide</i> information as shall lead to conviction under Game Preservation Noti-	Game Department	Subject to the rules laid down in Police Rewards Rules, and to the restrictions in Schedule III J&K Civil Service Regulations in respect of Government servants. Up to the full amount of fine inflicted.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
13	<p>fications issued from time to time.</p> <p>To grant rewards to persons not in the service of Government for detecting poachers in Fish sanctuaries or Game Preserves.</p>	Director Fisheries.	<p>(i) Up to Rs. 5 in each case.</p> <p>(ii) The amount of such rewards does not exceed Rs. 100 a year.</p> <p>(iii) Subject to Budget provision.</p>
14	To grant rewards for all the vermin killed by licence holders and watchers employed in the Game Preservation Department and by any other person specially authorised to kill the vermin.	Head of the Department concerned.	<p>(i) In accordance with the following scale : -</p> <p>(1) Leopards (snow and common) Rs. 10.</p> <p>(2) Leopard cubs (snow and common) Rs. 5.</p> <p>(3) Wolves, wild dogs, Lynx Rs. 10.</p> <p>(4) Carrion Crow and cormorant 0.25 P.</p> <p>(5) Wild cats weasels Primmartins 0.25 P.</p> <p>The rewards of Rs. 5 may be paid at the discretion of the Head of the Game and Fish Preservation Department, for other wild animals in rivers and other places where they cause damage.</p>

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4
Industries Department			
15	To grant rewards to individuals giving information which leads to the location of the useful minerals in the State.	Director Industries.	Up to Rs. 100 in each case.
Compassionate Fund Board			
16	To dispose of cases for grant of relief to the families of deceased State officials.	Compassionate Fund Board.	In accordance with the Rules governing the Compassionate Fund.

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

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

No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction under rule 18.8 of Jammu and Kashmir Financial Code Volume I, sale by auction of work out and un-serviceable article declared surplus obsolete, or un-serviceable by competent authority and to sanction resultant loss wherever necessary.	(i) Class I Officers. (ii) Class II Officers. (iii) Heads of Offices. (iv) District Education Officers.	(i) Full Powers. (ii) Up to a limit of Rs. 2,000 book value in a year. (iii) Up to a limit of Rs. 200 book value in a year. (iv) Up to Rs. 100 in case of each institution subject to a maximum of Rs. 1,000 in a year.

Note:—The Head Masters of High/Higher Secondary Schools and Tehsil Education Officers shall be competent to sanction up to Rs. 500 in a year.

1.A	To issue orders declaring store etc. surplus or un-serviceable.	Major Heads of Departments. Class I Officers.	Up to Rs. 25,000 at a time subject to a ceiling of Rs. 1.00 lakh in a year. Up to Rs. 5000 at a time subject to ceiling of Rs. 40,000 in a year. Provided stores before being declared as un-serviceable are survey reported by the Survey Committee constituted by the Government for the purpose and their recommendations are on record.
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Forest Department

2	To sanction disposal of poles and other unmarketable Forest material.	Chief Conservator of Forest	In accordance with sanctioned rules.
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No. Sl. No.	Nature of Power	Department	Extent
1	2	3	4
3	<p>(a) To fix rates for sawn timber in damage cases.</p> <p>(b) To fix rates for sawn timber for retail sale from Timber Sale Depots.</p>	Chief Conservator of Forests.	<p>Provided that in either cases:—</p> <p>(a) The total sale of a particular commodity does not exceed Rs. 50,000 in a year.</p> <p>(b) Each sanction remains in force for one year only.</p> <p>(c) The C. C. F. keeps the Audit Office informed of the rates fixed by him from time to time.</p>
4.	To sanction sale by auction or other wise of unserviceable or surplus animals and write off of the difference between the sale proceeds and the cost price.	do.	Full Powers.
4-A	To sanction disposal of timber in sawn or log form railway returns, mill rejections such as Karis, Planks Passelas, Saw dust etc. in the depots on negotiated or depot reserve rates, keeping market rates in view.	Chief Conservator of Forests.	Full powers to be exercised only when the rates, method etc. as recommended by the Committee set up for the purpose are approved by the Government.
Agriculture Department			
5	Deleted		
5-A	Deleted		
6	Deleted		
6-A	Deleted		

S. No.	Nature of Power	To whom delegated	Extent
1	2	2	4
7	To fix rates not below prevalent rates on which poultry, eggs, honey, beewax, and bee colonies are sold.	Director of Agriculture.	Full Powers.
8	To fix rates not below the cost price for the seeds purchased departmentally for supply to the Zamindars.	Director of Agriculture.	Full Powers.
8-A	To fix rates not below the market rates for sale of plants, and seeds produced in departmental orchards and nurseries.	Director of Horticulture.	Full Powers. In case trees are to be sold these should be properly auctioned.
8-B	To fix rates not below the market rates for sale of plants, seeds and flowers produced in departmental orchards and Nurseries.	Director Gardens and Parks.	Full Powers.
8-C	To fix the sale rates of pesticides.	(i) Director of Horticulture. (ii) Director of Agriculture.	Full powers; provided the rate is fixed on no profit no loss basis.
9	To sanction cutting and pruning of Chinar trees in the gardens and lands under his control.	Director of Horticulture.	Full powers. The wood will be disposed of by public auction.
9-A.	To dispose of dry and rotten trees like P. plar, Mango, Jaman and Kiker in the farms and lands of the Department.	Director of Agriculture.	Full powers. The wood would be disposed of by public action.

No. s	Nature of Power	To whom delegated	Extent
1	2	3	4
10	To sanction destruction of seeds which are unfit for sowing.	Director of Agriculture.	Provided the cost of such seeds does not exceed Rs. 2,000 in a year.
10-A	To sanction destruction of seeds, plants, fruits diseased or unfit for use of departmental orchards and nurseries.	Director of Horticulture.	Full powers; provided the total cost does not exceed Rs. 2,000 in a year.
10-B	To dispose of all kinds of trees which are dry and rotten or which have fallen or are considered to be no longer useful for the development of departmental Farms orchards, and nurseries.	do.	Full powers; provided that :— i. the disposal of the trees shall be made by public auction; and ii. the total cost does not exceed Rs. 10,000 /- (Rupees ten thousand) in value in each case.
11	Issue plants free of cost to <i>bona fide</i> Zamindars.	Director of Agriculture.	Provided the number is not more than 200 in each case.
12	To sanction issue of free samples of (a) Vegetable seeds. (b) Other seeds	do.	(a) Up to the value of Rs. 100 in a year (b) Up to the value of Rs. 200 in a year } *subject to accounts being maintained.
12-A	To auction fruit trees, grass etc.	Director Gardens and Parks.	In accordance with the recommendations of the Auction Committee of the Horticulture Department appointed by the Government for the purpose.

NOTE :—In respect of Gardens, Parks and Floriculture powers as per serial 9 to 12 above shall be exercised by the Director of Gardens and Parks.

S. No	Name of Power	To whom delegated	Extent
1	2	3	4
Animal Husbandry Department			
13	To sell grain, fodder, manure and stores etc. which have been declared as un-serviceable by public auction.	(i) Director Animal Husbandry. (ii) Director Sheep Husbandry.	Full powers in regard to their respective departments.
14	To sell animals up to Farm Standard, but surplus to requirements i. e. over and above the sanctioned strength at rates not lower than sanctioned rates.	(i) Director Animal Husbandry. (ii) Director Sheep Husbandry.	Full powers in regard to their respective departments.
15	Deleted		
15-A	Deleted		
15-B	Deleted		
15-C	Auctioning of fruits of the departmental orchards.	Director Sheep Husbandry.	Full powers subject to the condition that the bid accepted is higher than the average bid of the last three years.
15-D	Auctioning of fallen and dry trees in the departmental orchards.	do.	Full powers.
15-E	To fix sale rates of table birds (live and dressed) produced at the departmental farms from time to time on the basis of prevailing market rates.	Director Animal Husbandry.	Full powers provided that the rates so fixed do not at any stage result in a loss to the Department.

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4
15-F	To fix the sale rate of poultry feed and duck Mash.	Director Animal Husbandry	Full powers ; provided the rate is fixed on no profit no loss basis.
Stationery and Printing Department			
16	Deleted		
Sericulture Department			
17	To issue free samples of silk and silk waste.	Director of Sericulture.	Up to the value of Rs. 500 in a year subject to accounts being maintained.
Public Works and Electric Departments			
18	Deleted		
19	To issue orders for disposal of stores declared surplus or unserviceable by competent authority and to sanction the resultant loss wherever necessary.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers, Electrical Engineers, Asstt. Electrical Engineers Incharge of Divisions and Dy. Chief Project Officer, Sonawari.	(i) Full Powers. (ii) Rs. 10,000 (iii) Rs. 2,000
*Subject to any orders passed by the authority declaring stores surplus or unserviceable and also to any orders issued by the Government or Chief Engineer as to the method of disposal.			

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
20	To sanction sale of articles on the stock accounts for full value plus usual charge of 10% provided that the sale value is not less than the market value at the time of sale.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Electrical and Executive Engineers and Dy. Chief Project Officer, Sonawari.	(i) Full Powers (ii) Rs. 20,000 (iii) Rs. 5,000 <div style="text-align: right;">}*</div> <p>*The addition of 10% may, however, be waived by the authority empowered to sanction the sale in the case of stock which has been declared surplus by competent authority and which in his opinion would otherwise be unsaleable.</p>
21	To sanction by public auction the sale of grass, trees or other produce in plantations including road side avenues and gardens.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers and Dy. Chief Project Officer, Sonawari. (iv) Assistant Engineers over 3 years service.	(i) Full powers. (ii) Up to Rs. 10,000. (iii) Up to Rs. 500. (iv) Up to Rs. 500.

*Preference should be given to Government Departments purchasing stores etc.

Nos	Nature of Power	To whom delegated	Extent
1	2	3	4
22	To sanction the sale of produce of thinning and pruning and of dead and fallen trees.	Executive Engineers and Dy Chief Project Officer, Sonawari.	Full powers.
23	To sanction sale of standing green trees by public auction.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers.	(i) Up to Rs. 10,000. (ii) Up to Rs. 7,000. (iii) Up to Rs. 1,000.
24	To sanction dismantlement of service connections installed by the Electric Department.	(i) Chief Engineers Electric. (ii) Superintending Engineers Electric. (iii) Executive Engineers Electric.	(i) *R. 5,000 per annum. (ii) *Rs. 3,000 per annum. (iii) *Rs. 50 per connection subject to a total of Rs. 1000 per annum. *When the service has remained idle for month or more All dismantled materials should be returned to stores.
25	To sanction dismantlement of service connections, submains, mains, transmission lines and other equipment installed by the Electric Department.	(i) Chief Engineer, Electric. (ii) Superintending Engineers Electric. (iii) Executive Engineers Electric.	(i) Full powers. (ii) When the estimate does not exceed Rs. 10,000. (iii) When the estimate does not exceed Rs 2,500

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(iv) Assistant Electrical Engineers	(iv) When the estimate does not exceed Rs. 1,000. *Where the dismantlement is undertaken for the purpose of augmentation or replacement provided :— (a) there is a properly sanctioned estimate for the purpose of augmentation or replacement, and (b) material from the old work which is not used in the new work is regularly returned to Stores.
26	To sanction auction of unserviceable Government buildings provided the building is sold standing and not after being dismantled either partly or wholly.	(i) Chief Engineers. (ii) Superintending Engineers.	(i) Up to Rs. 10,000. (ii) Up to Rs. 6,000.
		Medical Department	
27	To sanction disposal of stocks, stores etc. in the Medical Department.	Director Health Services.	Full powers if their retention or disposal by auction is certified to be fraught with danger.
		Food & Supplies Department	
28	To sanction the disposal of deteriorated grain by auction and write off of the difference between the price realised and cost price.	Director Food and Supplies Department.	Provided other difference does not exceed Rs. 25 in any one case and Rs. 1,000 in a year.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
29)	<p>To make recoveries from persons concerned in handling, movement and distribution on account of:—</p> <p>(a) Shortages in shali, rice, wheat, maize and other foodgrains and salt and sugar.</p> <p>(b) Adulteration of food stuffs.</p>	<p>Directors/ Deputy Directors of Food and Supplies Department.</p> <p>(i) Director, Food and Supplies Department.</p> <p>(ii) Deputy Director Food (Kashmir).</p>	<p>(i) Where recovery of shortages is made in kind, weight for weight plus a fare as may be deemed fit by the Director or the Deputy Directors of Food and Supplies Department as the case may be.</p> <p>(ii) Where recovery is made in cash, recovery at landed cost up to a shortage of 20 Kilos in one consignment under one challan and above that at landed cost plus a fine of 25 P. per Kilo (Rs. 25 per Quintal) except in case of salt for which fine will be imposed at 6 P. instead of 25 P. per Kilo.</p> <p>As in the case of shortages at item (a) above provided the shortage in this case is taken to be equal to the adulteration.</p> <p>Action in either of the two cases will be in addition to any other administrative action that the Director Food and Supplies may deem expedient in the interest of the Food administration.</p>

No. S.	Nature of Power	To whom delegated	Extent
1	2	3	4
29-A	To impose, recover and remit fines on Departmental Hanjis and Hamals.	Director, Food and Supplies, Kashmir.	(i) Up to Rs. 100 in the case of Hanjis. (ii) Up to Rs. 20 in the case of Hamals.
30	To fix sale rates of surplus empty gunny bags after necessary classification to other Government Departments for their Departmental use.	Directors of Food and Supplies Department.	Up to the value of Rs. 5,000 on each occasion and not more than Rs. 30,000 during a year. (Subject to the condition that the rates fixed are not less than those at which bags were sold by inviting tenders on the last occasion. In the case of sale from the godowns of the Food and Supplies Department, Kashmir, the sale rates shall be determined after deducting the transport and other incidental charges from Srinagar to Jammu from the rates at which bags were sold at Jammu by inviting tenders on the last occasion).
31	To sanction refund of sale proceeds of grains necessitated as a result of return of unconsumed quantity or reduction in the sale price.	do.	Up to Rs. 5,000 in each case.
32	To fix the rate for outturn of milled shali.	Directors, Food and Supplies Department.	Only in case where the outturn is not less than 9 traks per kharwar (including brokens).

1	2	3	4
33	To fix the price of by-products, such as Bhoosa, broken rice and Toh.	Director Food and Supplies Department.	Full powers.
34	To fix sale of rations for Military Hospital and Government institutions subject to a maximum per head at the rate admissible to an ordinary citizen.	Deputy Directors Food.	Full powers.
34-A	To issue Foodgrains on special permits at the fixed sale rate.	Directors, Food and Supplies Department.	Subject to the maximum of one Quintal in each case.

Tourism Department

35	To sanction supply of official publications, pamphlets, guide books, hand bills, posters and brochures issued by the Department to visitors, Government Departments, private institutions, clubs, Messes, Army units in India, Banks, Shipping Agencies, Tourists and Travellers.	Director Tourism	Free of charge or on payment as he may, consider suitable.
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Excise and Taxation Department

36	To confirm sale and resale of verd privileges of articles.	Excise and Taxation Commissioner.	Full powers.
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S. No	Nature of Power	To whom delegated	Extent
1	2	3	4
C. D and N. E. S. Department			
37	To sanction fixation of rate of dryage of shali, maize, maize-in-cob and wheat purchased, collected and distributed by the Panchayats.	Director C D. & N. E. S. Department).	From 3 to 5 kilos per quintal and where the dryage fixed exceeds 3 kilos per quintal full reasons should be recorded.

S. No.	Nature of Power	To. whom delegated	Extent
1		3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 3. The power to grant scholarships is delegated in the following cases :—

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

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

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

No. Sl.	Name of Power	To whom delegated	Extent
1.	2	3	4

5. 4. The power to sanction the grant of loans is delegated in the following cases:—

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
Revenue Department			
1	To grant loans to agriculturists for improvement of land and other purposes under the Jammu and Kashmir Aid to Agriculturists and Land Improvement Act.	Financial Commissioner. Divisional Commissioners. Deputy Commissioners.	Up to Rs. 2,000 Up to Rs. 1,000 Up to Rs. 500 *within the limits of funds allotted to them.
2	To grant loans to Agriculturists for purchase of cattle, seed, fodder etc. under Jammu and Kashmir Aid to Agriculturists and Land Improvement Act.	Naib-Tehsildars Incharge of Sub-Divisions & Tehsildars. Deputy Commissioners. Divisional Commissioners. Financial Commissioner.	1. Purchase of cattle or other articles of Husbandry Rs. 100. 2. Purchase of seed and fodder Rs. 20 1. Purchase of cattle or other articles of Husbandry Rs. 500. 2. Purchase of seed and fodder Rs. 150. 1. Purchase of cattle or other articles of Husbandry Rs. 1,000. 2. Purchase of seed and fodder Rs. 250. 1. Purchase of cattle or other articles of Husbandry Rs. 1,500.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			2. Purchase of seed and fodder } * Rs. 500. } *In any individual case within the limits of funds allotted for that purpose.
Industries Department			
3	To sanction the grant of loans to industrial concerns under Jammu and Kashmir State Aid to Industries Act.	Board of Industries.	To the extent of Rs 7,000 in any individual case subject to the rules framed in that behalf.
C. D. & N. E. S. Department			
4	To sanction loans.	Director (C.D. & N.E.S. Department).	Up to Rs. 10,000 within the approved Community Project and National Extension Service Programme.
Provincial Rehabilitation Department			
5	To sanction loans to raid affected persons of the State.	(i) Provincial Rehabilitation Officer Jammu. (ii) Deputy Commissioner as may be nominated by the Revenue Department.	To the extent of Rs. 250 in an individual case provided necessary agreements are drawn and the loan is secured.

S. No.	Name of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

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

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To fix stock Reserve limits for each Division under his administrative control depending up to magnitude of Stores to be purchased by each Division from time to time.	Chief Engineers.	Full powers provided that when stock limit in a division once sanctioned is subsequently raised by more than 10%, Prior opinion of the Finance Department is obtained.
2	To sanction readjustment and distribution of stock in the various Divisions under his control.	(i) Superintending Engineers. (ii) Chief Engineers.	(i) Provided such readjustment is within the total sanctioned limits. (ii) do. In cases in which readjustment and distribution beyond the jurisdiction of one Superintending Engineer is involved.
3	To sanction estimates for purchase, manufacture, repairs, and carriage of tools and plants (excluding live stock, tents, office furniture or motor vehicles).	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers & Dy. Chief Project Officer, Sonawari. (iv) Assistant Engineers.	(i) Full powers. (ii) Up to Rs. 50,000 for each estimate. (iii) Up to Rs. 5000 for each estimate. (iv) Up to Rs. 500 for each estimate.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(v) Chief Engineer Floods.	<p>*(i) Ordinary Tools and Plants 0.25 lakhs.</p> <p>*(ii) Special Tools and Plants up to Rs. 1.00 lakh for each unit of machinery.</p> <p>*Provided that the limits prescribed under the standing orders in respect of tools and plants are not exceeded.</p>
4	To sanction the purchase of mathematical instruments and new travelling staves.	<p>(i) Chief Engineers.</p> <p>(ii) Superintending Engineers.</p> <p>(iii) Executive Engineers over 3 years service and Dy. Chief Project Officer, Sonawari.</p>	<p>(i) Full powers.</p> <p>(ii) Up to Rs. 50,000.</p> <p>(iii) Up to Rs. 10,000.</p>
5	To sanction purchase of stores for use in all branches of the Public Works Department.	All Officers above the rank of Assistant Engineers but including Assistant Engineers I/C of Special Sub-Division/ Divisions.	<p>Full powers within the Budget grant including purchases under the suspense head "stock".</p> <p>Provided that :—</p> <p>(a) no purchase is made in respect of materials the purchase whereof is the responsibility of Mechanical and Stores Department, and</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
6	To sanction purchase of stores in respect of which consultation/formation of Purchase Committee may not have been possible for recorded reasons.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers	(b) the purchases are made in accordance with the recommendations of the Purchase Committee appointed by the Government for the purpose. Rs. 2 lakhs in value per annum not exceeding Rs. 10,000 in each case. Rs. 1 lakh in value per annum not exceeding Rs. 5,000 in each case. Rs. 10,000 in value per annum not exceeding Rs. 500 in each case. Provided that -- (a) no materials the purchase whereof is the responsibility of Mechanical and Stores Department are purchased, (b) the purchase does not involve any departure from rules, (c) the supply of stores is not negotiated or based on single tender exceeding Rs. 5,000 in each case. (d) the supply of materials of proprietary nature does not exceed Rs. 10,000 in value, (e) in respect of purchase of stores outside the

S. No.	Nature of Power	To whom delegated	Extent
11	2	3	4
			<p>State and borne on rate contract of J. G. S&D that agency is consulted,</p> <p>(f) in respect of purchase of vehicles the agency of Government Transport Undertaking is employed,</p> <p>(g) purchase of stores including purchases under suspense head "stock" is made within the available budget provision, and</p> <p>h) the purchases are made in most economical manner and the system of competitive tenders is adopted, and the most favourable tender accepted.</p>
	<p>NOTE :-The Executive Engineers will not be competent to make any purchase of negotiated or proprietary nature.</p>		
7	<p>To sanction purchase of stores where the suppliers selected in accordance with the recommendations of the Purchase Committee, back out from contractual obligations and necessary formalities for affecting penalty etc. against them are observed.</p>	<p>(i) Chief Engineers. (ii) Superintending Engineers.</p>	<p>Where the new offers are up to 20% of the rates fixed by the Purchase Committee.</p>
8	<p>To make purchase of stores the purchase whereof may be</p>	<p>Chief Engineers.</p>	<p>Up to Rs. 25,000 at a time and not exceeding Rs. 1.5 lakh per annum</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	<p>the responsibility of the Mechanical and Stores Department.</p>		<p>provided that such purchases are made only when the materials are required for emergent use and the same are not readily available with the Mech. & Stores Department.</p> <p>NOTE :—Notwithstanding anything contained in this order, the officers of the Power Development Deptt. will in addition to these powers continue to exercise, in respect of Purchase of Stores, higher financial powers, if any delegated to them, from time to time.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 6. The power to accord technical sanction, to sanction estimates for expenditure on works or to divert provision under works etc. is delegated in the following cases.

No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To accord technical sanction to detailed estimates of cost of original works or parts thereof including special repairs, renovation, additions and alterations and improvements not chargeable to maintenance.	1. Chief Engineer. 2. Distt. Superintending Engineers. 3. Superintending Engineers (other than (2) above.) 4. Executive Engineers. 5. Asstt. Engineers.	1 Full powers. 2 Up to Rs. 25 lakhs. 3 Up to Rs. 10 lakhs. 4 Up to Rs. 2 lakhs. 5 Up to 0.05 lakhs. Provided that :— (a) the estimated cost technically sanctioned does not exceed the corresponding administratively approved cost by more than 10% subject to a monetary limit of Rs. 5 lakhs for estimates up to Rs. 100 lakhs and 5% of the cost administratively approved subject to a monetary limit of Rs. 10.00 lakhs for estimates above Rs. 100 lakhs, (b) the plans and designs for individual works costing over Rs. 1.00 lakhs, Rs. 5.00

No. S/si	Nature of Power	To whom delegated	Extent
1	2	3	4
			lakhs and Rs. 13 00 lakhs are approved by the Superintending Engineer, Dist. Superintending Engineer, and the Chief Engineer respectively before technical sanction is accorded by the Executive Engineer, Superintending Engineer and the District Superintending Engineer respectively.
1-A	To accord technical sanction of C.D. Works including works under the crash scheme for Rural Employment.	Executive Engineers of R&B and Irrigation Department.	Up to Rs. 50,000 in each case. The Executive Engineers should also inspect the works during execution.
2.	Deleted.		
3	To sanction estimates technically within limits of Budget allotment for maintenance of works during construction chargeable to the Project estimate.	(i) Superintending Engineers Electric. (ii) Executive Engineers Electric. (iii) Assistant Electrical Engineers.	(i) Up to Rs. 1,500. (ii) Up to Rs. 500. (iii) Up to Rs. 250 subject to such restrictions as the Chief Engineer may impose.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
4	To accord technical sanction to detailed estimates characterable to maintenance and repairs.	1. Chief Engineers. 2. Distt. Superintending Engineers. 3. Superintending Engineers (other than 2 above.) 4. Executive Engineers. 5. Assistant Engineers.	1. Full powers. 2. Up to Rs. 25 lakhs. 3. Up to 1 lakh. 4. Up to Rs. 0.50 lakh. 5. Up to Rs. 0.05 lakh Provided that the estimates sanctioned by the Superintending Engineer/Executive Engineer, Asst. Engineer are within the corresponding provision approved by the Chief Engineer in the annual distribution statement of maintenance grant, failing which the estimate should be submitted to the Chief Engineer for sanction.
5	To alter the constructional details of works during the execution without revision of the technical sanction	(i) Chief Engineer. (ii) District Superintending Engineers. (iii) Superintending Engineers (other than (i) above.	(i) Full powers. (ii) Up to Rs. 25 lakhs. (iii) Up to Rs. 2 lakhs.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
6	To permit excess expenditure over originally technically sanctioned estimates without revision of technical sanction.	<p>(iv) Executive Engineers.</p> <p>(i) Chief Engineer.</p> <p>(ii) Superintending Engrs.</p> <p>(iii) Executive Engrs.</p> <p>(iv) Assistant Engineers.</p>	<p>Up to Rs. 0.50 lakhs.</p> <p>Provided that all such alterations do not cause any increase in the expenditure beyond the limits of 5% over the original technically sanctioned estimate and is within 10% of the corresponding provision in the administratively approved cost and that this is reported by the S.E's/XEN's to the Chief Engineer immediately.</p> <p>(i) Full powers within 10% of the cost administratively approved subject to a monetary limit of Rs. 500 lakhs for estimates up to Rs. 100.00 lakhs and 5% of the amount administratively approved subject to a monetary limit of Rs. 10.00 lakhs for estimates above Rs. 100 lakhs.</p> <p>5% or Rs. 0.10 lakh whichever is more.</p> <p>Up to 3% or Rs. 0.03 lakhs whichever is more.</p> <p>1% or Rs. 0.01 lakh whichever is more.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7	To accord administrative & technical sanction to estimates for construction of Kacha Kothas Departmentally.	(i) Excise and Taxation Commissioner.	Up to Rs. 2,000 in each case.
8	To accord technical sanction to estimates for Road Cess Works.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 5,000 in each case. (ii) Up to Rs. 3,000 in each case. (iii) Up to Rs. 2,000 in each case.
9	To sanction estimates for Revenue Department Irrigation Works.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 5,000 in each case. (ii) Up to Rs. 2,000 in each case. (iii) Up to Rs. 1,000 in each case.
10	To accord technical sanction to estimates for Roads & Buildings, bridges, Booms, etc.	(i) Chief Conservator of Forests (ii) Conservators of Forests. (iii) Divisional Forest Officers (over 3 years). (iv) Below 3 years.	(i) Full powers. (ii) Up to Rs. 30,000. (iii) Up to Rs. 20,000. (iv) Up to Rs. 10,000.

S. No.	Nature of Powers	To whom delegated	Extent
1	2	3	4
			<p>*Provided that the amount technically sanctioned does not exceed the amount administratively approved by the competent authority by more than 5 per cent.</p>
11	To sanction estimates for new works and additions & alterations chargeable to the Head 279-Scientific Service and Research.	Director Libraries, Research and Museums	To the extent of Rs. 500 in each case.
12	Sanctioning of estimates & execution of works within I. A. D. P. and Crash Programme.	Director of Agriculture.	All powers exercised by the Chief Engineer, Public Works Department.
13	To sanction estimates of petty works including works of repairs.	<p>(i) Inspector General of Police.</p> <p>(ii) Deputy Inspectors General of Police.</p>	<p>(i) Up to Rs. 10,000 in each case.</p> <p>(ii) Up to Rs. 2,500 in each case.</p> <p>Provided the work is got done through pioneer platoons and estimates are technically examined by an Assistant Engineer to be nominated and also subject to availability of funds.</p>

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

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

No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction advances to contractors in the Forest Department for work to be done.	(i) Chief Conservator of Forests. (ii) Conservators of Forests. (iii) Selected Divisional Forest Officers to be selected by the C. C. F. (iv) Other Divisional Forest Officers.	i Up to Rs. 25,000 in any one case. (ii) Up to Rs. 1,000 in any one case. (iii) Up to Rs. 500 in any one case. (iv) Up to Rs. 100 in any one case. <p style="text-align: right;">* } </p> <p>*Provided that advances are given in exceptional cases, when no other arrangements can be made for carrying on the work and that the contract has been given to contractors of substance against adequate security to ensure summary recovery in the event of the advances not being adjusted by work done.</p>
1-A	To sanction advance to Mates/Contractors for procurement of labour.	D. F Os./Divisional Managers (of D.L.O.)	Up to Rs. 200 per labourer subject to a maximum of Rs. 10,000 per Mate/Contractor. Detailed accounts to be maintained and furnished to the Dy. General Manager and the Financial Adviser every month.
2	To sanction advances to contractors for work done in the	Divisional Forest Officers.	Full powers provided certificate is signed by the Divisional Forest

No. s	Nature of Power	To whom delegated	Extent
1	2	3	4
	<p>Forest Department.</p> <p>3 To sanction advance from the General Provident Fund in the case of :—</p> <p>(i) all officers subordinate to them.</p> <p>(ii) Officers whom they can appoint.</p> <p>(iii) Officers subordinate to them (up to 3 months).</p> <p>4 To sanction House Building Advance to all officers subordinate to them.</p> <p>5 To sanction one month's advance pay to those who have to remain on tour for more than a month and touring is to be done in the areas where Compensatory Allowance is paid.</p> <p>6 To make advance payments for cost, freight and incidental charges of stores purchased outside the State without obtaining prior</p>	<p>(i) Class I Officers.</p> <p>(ii) Class II Officers and other officers.</p> <p>(iii) Tehsil Education Officers Leh and Kargil.</p> <p>Class I Officers.</p> <p>Director Geology and Mining.</p> <p>(i) Director Central Purchases and Stores.</p> <p>(ii) Chief Engineer of the Power Development Department.</p>	<p>Officers that the advances made are covered by the work done and the payment does not exceed 90 per cent of the value of work done.</p> <p>In accordance with the General Provident Fund Rules.</p> <p>In accordance with the Rules in Financial Code, provided the funds are available.</p> <p>Full powers.</p> <p>Provided that necessary provision exists in the Budget and full amounts are advanced only in cases of purchases of cement In respect of other materials advances</p>

S No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7	<p>sanction of the competent authority and orders of the Accountant General.</p> <p>To sanction advance payment of subscriptions for purchase of Journals.</p>	<ol style="list-style-type: none"> 1. Principal Medical College. 2. Principal Ayurvedic College. 3. Principal Unani (Tibia) College. 	<p>to the extent of 10 to 20% only shall be made.</p> <ol style="list-style-type: none"> 1. In respect of such journals only which are of technical nature and advance subscription for which is a pre-condition for their supply by the publishers. 2. Advance subscription is paid only for the minimum period i.e. if periodical subscriptions are prescribed by the publishers the advance at a time should not exceed the prescribed subscriptions. 3. Before advance payment is made the terms and conditions are properly negotiated so as to secure the Government money from any loss. 4. In no case should the advance be made in absence of necessary provision of funds in the Budget.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
8	To draw in advance funds from Try and place the same at the disposal of Trade Agents, Pathankot and Bombay for incurring expenditure for the release of free gift paper from Australia and Sweden.	Secretary Text Book Advisory Board.	Full powers subject to availability of funds
9	To sanction advances for procurement of food supplies etc. for labour engaged on forestry operations.	Divisional Manager Government Lumbering Undertaking.	Rs. 50/- per abourer. subject to maximum of Rs. 5000/- per mate/ Contractor at one time subject to the condition that the advances are recovered in the same working season from the bills of the Mates/Contractors. A subsequent advance will be made only after the previous advance has been recovered in full.

5. 8. The power to accord administrative approval to works is delegated in the following cases :

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

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To accord administrative approval to works other than residential building appertaining to the respective Departments.	(i) Major Heads of Departments except Chief Engineers, Public Works Department and District Superintending Engineers. (i-a) Commissioner Power Development Department. (ii) Class I Officers. (iii) General Manager (D. L. P.) (iv) Dv. General Manager (D. L. P.) (v) D. F. Os./ Divisional Managers (D. L. P.)	(i) Up to Rs. 10,00,000. (ten lakhs) in each case. (i-a) Up to Rs. 10,00,000 (Rupees ten lakhs) (ii) Up to Rs. 1,00,000. For works appertaining to their Departments within their jurisdictions. Up to Rs. 3,00,000 (3 lakhs) in each case. Above Rs. 50,000 in each case in consultation with the Financial Adviser and subject to availability of funds. Up to Rs. 25,000 in each case subject to availability of funds. Up to Rs. 10,000 in each case subject to availability of funds.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1-A	To accord administrative approval to Capital Works.	Horticulture Commissioner.	Up to Rs. 5.00 lakhs subject to the inclusion of the work in the Plan Budget.
1-B	To accord administrative approval to works not included in Sl. I (of Chapter 5-8).	1. General Manager (D. L. P.).	1. Full powers in case of works exceeding Rs. 1,00,000 (one lakh) in consultation with the Financial Adviser.
		2. Dy. General Manager (D. L. P.).	2. Up to Rs. 50,000 (Rupees fifty thousand) in each case.
		3. D. F. Os./ Divisional Managers (D. L. P.).	3. Up to Rs. 25,000 (Rupees twenty-five thousand) in each case.
1-C	To accord administrative approval to individual works other than residential buildings.	(i) Chief Engineers.	(i) Up to 10 lakhs.
		(ii) Distt. Superintending Engineers.	(ii) Up to 6 lakhs.
		(iii) Superintending Engineers [other than (ii) above]	(iii) Up to Rs. 2 lakhs.
			The execution of the work shall be subject to the condition that it is included in the five year plan/approved Annual Plan/approved budget and availability of provision therefor.

*Delegation as per serial 1-C shall apply mutatis mutandis in the case of officers of corresponding ranks of Rayi Canal Project

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
2	To accord administrative approval to estimates of capital expenditure on the construction of residences for Government servants to meet the requirements of their respective Depts.	(i) Major Heads of Departments. (ii) Class I Officers. (iii) Chief Engineer Floods.	(i) Up to Rs. 1,00,000. (ii) Up to Rs. 50,000. For the total cost of building, provided that the rental value of the building shall not exceed 10 per cent of the average emoluments of the class of Government servants or whom it is intended. Up to Rs. 1.00 lakh subject to the condition that the number of buildings and plinth area for each class of officers is approved by the Flood Control Board.
3	To accord administrative approval to estimates of expenditure on works in connection with existing residential buildings to meet the requirements of all the Departments.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Chief Engineer Floods.	Up to Rs. 25,000. Up to Rs. 15,000 subject to proviso as in item No. 2 above. Up to Rs. 1.00 lakh subject to the condition that the number of buildings and plinth area for each class of officers is approved by the Flood Control Board.
3-A	To accord administrative approval in respect of works relating to rural works programme in chronically draught affected areas and crash schemes for rural employment.	(i) Chief Engineer Irrigation and Flood Control Department. (ii) Chief Eng-	(i) In respect of perennial irrigation works, where the capital cost per acre of irrigation is within Rs. 2,000 subject to availability of funds. (ii) Up to Rs. 5 lakhs i

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		inces R & B Jammu. (iii) Superintending Engineer.	respect of each work forming part of the Rural works Project. (iii) Up to Rs. 3 lakhs in respect of each work forming part of the project. Provided that :- Powers for accord of administrative approval as per items (i) to (iii) above will be exercised by the concerned officers in respect of such works alone which stand approved by the Government of India in the main scheme and for which funds have been made available.
4	To accord administrative approval for the construction of:- (i) Roads, buildings, bridges and booms etc. (ii) Wells, tanks etc.	(i) Chief Conservator of Forests. (ii) Conservators of Forests.	Up to Rs. 50,000. Up to Rs. 7,000 in each case.
5	To accord administrative approval to :- (i) the construction of roads, bridges and buildings; (ii) the maintenance of roads, buildings and bridges chargeable to the grant provided under 313 Forest Conservation and development. (iii) Other works.	Divisional Forest Officers.	Up to Rs. 2,500 in each case subject in respect of (i) and (ii) to the proviso that the works are included in the annual list of works (prepared in order of urgency and importance) approved by the Conservator of Forests.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
6	To accord administrative approval to estimates for the repairs of Patwar Khanas chargeable to 9-Land Revenue Patwar Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 1,500 in each case. (ii) Up to Rs. 1,000 in each case. (iii) Up to Rs. 500 in each case.
7	To accord administrative approval to estimates for the construction of Patwar Khanas chargeable to 229-Land Revenue Patwar Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners. (iii) Deputy Commissioners.	(i) Up to Rs. 5,000 in each case. (ii) Up to Rs. 3,000 in each case. (iii) Up to Rs. 1,000 in each case.
8	To accord administrative approval to the estimates of Road Cess Works chargeable to 229-Land Revenue Road Cess.	(i) Financial Commissioner. (ii) Divisional Commissioners	(i) Up to Rs. 5,000 in each case. (ii) Up to Rs. 2,000 in each case.
9	To accord administrative approval to the estimates for Revenue, Irrigation Works, chargeable to 229-Land Revenue Canals.	(i) Financial Commissioner. (ii) Divisional Commissioners.	(i) Up to Rs. 5,000 in each case. (ii) Up to Rs. 1,000 in each case.
10	To accord administrative approval for the construction of quarters for Inspectors and watchers of mooring and camping sites in Muffasil or for any other Departmental purpose chargeable to 139—Tourism.	Director Tourism.	Up to Rs. 3,000 in each case.

No. S.	Nature of Power	To whom delegated	Extent
1	2	3	4
11	To get petty urgent works connected with the exhibition executed.	Chairman Exhibition Committee.	Up to Rs. 5,000 a year subject to payment of bills after verification by Public Works Department.
12	To accord administrative approval and sanction estimates in respect of Road Cess, Panchayat and Irrigation works pertaining to C. D. & NES Department.	Development Commissioner (Head of C. D. & NES Department).	Up to Rs. 5,000 in each case provided funds exist in the Budget.
13	To accord administrative approval to all subsidiary works and operation connected with large projects (subsidiary works will include works like residential buildings, approach roads, surveys including consultations which are complementary works but not essential part of the main project).	(i) Chief Engineers. (ii) Superintending Engineers.	Up to Rs. 1,50,000. Up to Rs. 1,00,000. Provided that (i) such subsidiary works etc. are already provided for in the main project and covered by a lump sum amount and (ii) the value of any residential building or buildings does not exceed their powers in respect of according administrative approval for construction of residential buildings.
14	To accord administrative approval to new works and additions and alterations falling under the head 239-Scientific Services and Research.	Director Libraries, Research and Museums.	To the extent of Rs. 500 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Invent
1	2	3	4

5. 9. The power to sanction the write off losses, stores, etc. is delegated in the following cases :

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To write off under Rule 18.18 of the J & K Financial Code Volume I the irrecoverable value of stores and live-stock lost by fraud or negligence of individuals or other causes.	(i) Major Heads of Departments. (ii) C l a s s I Officers. (iii) C l a s s II Officers and Director Research Publications. (iv) Divisional Forest Officers, Inspectresses of Girls Schools, Head Masters (Gazetted), and Tehsil Education Officers.	(i) Up to Rs. 1,000 in each case subject to the limit of Rs. 5,000 a year. (ii) Up to Rs. 250 in each case subject to the limit of Rs. 2,500 a year. (iii) Up to Rs. 100 in each case subject to the limit of Rs. 1,000 a each year. (iv) Up to Rs. 50 in each case subject to the limit of Rs. 250 a year. Tehsil Education Officers shall be competent to sanction write off up to value of Rs. 50 in respect of a primary school and Rs. 100 in respect of a middle school per annum. From 1st December, 1973 to 30th November, 1974 they can sanction write off double the above limits, i.e. Rs. 100 and Rs. 200 for a primary and the middle school respectively. Provided that the loss does not disclos— (a) a defect of system the amendment of which

S. No.	Natur of Power	To whom delegated	Extent
1	2	3	4
			<p>requires the orders of a higher authority, or</p> <p>(b) serious negligence on the part of some individual Government servant or servants which might possibly call for disciplinary action requiring the order of a Higher authority and in case of any fraud or negligence, disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2, Financial Code Vol. II and any other Government orders on the subject before the loss is written off.</p>
2	<p>To sanction under Rule 18.18 of the J & K Financial Code Volume I the writing off of public money lost by fraud or negligence of individuals or other causes.</p>	<p>(i) Major Heads of Departments.</p> <p>(ii) Class I Officers.</p>	<p>(i) Up to Rs. 50 in each individual case subject to a limit of Rs. 250 a year.</p> <p>(ii) Up to Rs. 25 in each individual case subject to a limit of Rs. 200 a year :</p> <p>Provided the loss does not disclose—</p> <p>(a) a defect of system the amendment of which requires the orders of a higher authority, or</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>(b) serious negligence on the part of the some individual Government servant or servants which might possibly call for disciplinary action requiring reference to the higher authority, and in case of any fraud or negligence, disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2, of J & K Financial Code Vol. II and any other Government orders on the subject before the loss is written off.</p>
3	To sanction write off of books lost or rendered unserviceable in their own and in subordinate offices if any.	(i) Class I Officers. (ii) Class II Officers.	(i) Full powers. (ii) Up to Rs. 100 in each case.
Stamps Department			
4	To write off irrecoverable loss of stamp revenue.	Commissioner of Stamps.	Up to Rs. 50 in each case.
Medical Department			
5	To write off finally the value of Medical articles and supplies rendered unserviceable, useless or obsolete.	(i) Director Health Services. (ii) Superintendents Hospitals & Dy. Directors.	(i) Full powers. (ii) Up to Rs. 3,000 a year.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(iii) District Medical Officer. (iv) Assistant Surgeons (Grade I) incharge dispensaries.	(iii) Up to Rs. 1,500 in a year. (iv) Up to Rs. 250 in a year.

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

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

6	To sanction write off of breakages and leakages of Medical stores.	(i) Director Health Services. (ii) Superintendents of Hospitals.	(i) Up to Rs. 1,000 in each individual case subject to a limit of Rs. 10,000 a year. (ii) Up to Rs. 500 in each individual case subject to a maximum of Rs. 5,000 a year. Provided that a list of all such writes off is submitted to the next higher authority at the close of every year.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Public Works and Electric Departments

7	To write off losses due to depreciation of serviceable stock <i>i. e.</i> Book losses only as opposed to actual losses.	(i) Chief Engineers.	(i) Up to Rs. 10,000.
		(ii) Superintending Engineers.	(ii) Up to Rs. 6,000.
		(iii) Executive Engineers and Dy. Chief Project Officer, Sonawari.	(iii) Up to Rs. 1,000.
8	To sanction write off from Return of Tools and Plants where only Part values have been recovered.	(i) Chief Engineers.	(i) Up to Rs. 2,500.
		(ii) Superintending Engineers.	(ii) Up to Rs. 1,500.
		(iii) Executive Engineers and Dy. Chief Project Officer, Sonawari.	(iii) Up to Rs. 500.

Forest Department

9	To write off from the accounts of their own offices or the accounts of the Divisional Forest Offices (a) the value of stores, Tools and Plants, live-stock and other stocks, (b) the difference between book value and auction proceeds of unserviceable stores or animals.	(i) Chief Conservator of Forests.	Up to the value of Rs. 5,000 for (a) and full power for (b).
		(ii) Conservators of Forests.	Up to the value of Rs. 1,000 for (a) and Rs. 5,000 for (b).
		(iii) D. F. Os. selected by Chief Conservator.	Up to the value of Rs. 250 for (a) and Rs. 1,000 for (b).

S. No.	Nature of Power	To whom delegated	Extent
	2	3	4

Police Department

10	To sanction write off of cartridges used by the Police Officers.	Inspector General of Police & Deputy Inspectors General.	To the extent actually used in the performance of Government duty.
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Agriculture Department

11	To sanction write off of decrease in seeds owing to dryage or damage.	(i) Director of Agriculture. (ii) Director Gardens & Parks.	Up to 3 kilos per quintal.
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Revenue Department

12	To sanction the write off of grain eaten by worms in frontier granaries.	Financial Commissioner.	Up to 3 per cent of the total book value of stock or 50 maunds whichever is greater.
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Sericulture Department

13	To sanction write off of decrease in seeds owing to dryage or damage.	Directors of Sericulture.	Up to 2 per cent of the weight.
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Food Supplies Department

14	To sanction the write off of debit and credit balances.	Directors of Food and Supplies Department.	1. Below one rupee in the case of each personal account at the time of final settlement & closing of such account.
15	To sanction the write off of dryage on shali, rice and other food stuffs.	Directors of Food & Supplies Department.	(i) Within sanctioned Budget grant. (ii) Up to 3 kilos per quintal. (iii) The cases where 3 kilos limit is passed the matter to be reported to the Government.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
15-A	To sanction write off of shortages in food-grains due to infestation by deterioration by prolonged storage and cleaning etc.	Directors Food & Supplies.	Up to 3.650 kilograms per quintal.
15-B	To allow wastage/shortage of shali in favour of Hanjies and Depot Assistants deployed at City Ghats/Kothas for conducting retail sale amongst rationees.	Dy. Commissioner Food & Supplies Srinagar.	Up to 450 grams per quintal provided that this concession is not allowed in the case of such shali as may have been loaded direct into the boats at mufasil Receiving Centres.
16	To sanction the write off from the Books of the Kashmir Valley Food Control Department of the petty balances accruing on the credit or debit side of the Abi Ghat accounts of food-grains due to calculation of prices to the nearest pie.	(i) Directors of Food & Supplies Department. (ii) Deputy Director Food (Kashmir).	Up to a limit of Rs. 20.

Animal Husbandry Department

17	To sanction write off of deceased animals	(i) Director, Animal Husbandry. (ii) Director Sheep Husbandry.	Up to the value of Rs. 200 in each case.
17-A	Writing off of the wastage in ration articles and seeds purchased.	do.	To the extent of 3 Kgs. per quintal.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Estates Department

118	To sanction actual wastage of timber for manufacture of "B" class furniture.	Chief Secretary.	<p>Up to the maximum limit of—</p> <p>(i) *50% in case of walnut wood logs;</p> <p>(ii) 50% in case of shesham;</p> <p>(iii) 30% in other varieties.</p> <p>Use of raw materials for preparing furniture articles including wastage to be allowed as per the approved schedule of the Estates Section.</p>
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S. No.	Ngture of Power	To whom delegated	Extent
1	2	3	4

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

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	<p>To sanction the payment of rent for accommodation of offices and other public institutions subject to the condition that a certificate regarding the non-availability of a Government building for the purpose is obtained from the :—</p> <p>(i) Director Estates in respect of two cities of Jammu and Srinagar, and from the concerned Executive Engineer R & B in respect of Muffasil areas outside the two cities, and</p> <p>(ii) the rate at which the rent is to be paid has either been recommended by the Superintending Engineer (R&B) on the basis of capital cost or by the Rent Assessment Committee on considerations other than capital cost.</p>	<p>1. Class I Officers.</p> <p>2. Class II Officers.</p> <p>3. Class III Officers.</p> <p>4. Class IV Officers.</p>	<p>1. (i) When accommodation is provided in a separate building up to Rs. 150 per month.</p> <p>(ii) When the accommodation is provided in a building partly used as a private residence up to one-half of the total rent subject to a maximum of Rs. 50 per month.</p> <p>2. (i) When the accommodation is provided in a separate building up to Rs. 50 p. m.</p> <p>(ii) When the accommodation is provided in a building partly used as private residence half of the total rent subject to a maximum of Rs. 25 p. m.</p> <p>3. When accommodation is provided in a separate building up to Rs. 25 per month.</p> <p>4. When accommodation is provided in a separate building up to Rs. 15 per month.</p>

Note 1 :—The condition of obtaining a certificate from the P. W. Department in relaxed in the case of social education centres as are housed in Kothars or in a portion of a house where PWD's assessment is not possible, subject to the condition that the rent fixed does not exceed Rs. 50 per month in each case and the total rent so payable per year in each case does not exceed 10% of the capital cost of the building hired.

Note 2 :— In the case of buildings hired for accommodation of schools the officers of the Education Department shall be competent to sanction rent as under :—

(1) Tehsil Education Officers	Rs. 50 p. m.
(2) District Education Officers	Rs. 100 p. m.
(3) Joint Director of Education	Rs. 150 p. m.
(4) Director of School Education	Rs. 250 p. m.

The above powers will be exercised by the Officers of the Education Department only after obtaining rent assessment certificate from the Public Works Department, and also a non-availability certificate of a Government building for the purpose from them

Note 3 :— The restriction of obtaining of a certificate from the Public Works Department is relaxed in the case of building hired by the following Officers of the Sheep Husbandry Department up to the extent shown against each :—

- (i) Director up to Rs. 50 per month.
- (ii) Deputy Director up to Rs. 30 per month.
Provided that :
 - (a) it will not apply to residential houses,
 - (b) it will not be applicable in respect of places situated within 25 miles from the Headquarters of the nearest Sub Division of the Public Works Department.

Note 4 :— The condition for obtaining a certificate from the Public Works Department, is relaxed in the case of hiring of accommodation for Rinderpest parties in the border areas. The Director Animal Husbandry and the Rinderpest Control Officer shall be competent to hire such accommodation at a rent not exceeding Rs. 50 P. M. and Rs. 30 P. M. respectively subject to the condition that the accommodation is not hired for more than three months for a party at a place at a time.

Note 5 :— The condition for obtaining a certificate from Public Works Department is relaxed in the case of hiring of accommodation for milk collection/chilling centres. The Manager Milk Supply Scheme shall be competent to hire such accommodation at a rent not exceeding Rs 25 P. M. in each case

Note 6 — The Director Handicrafts and Handlooms shall be competent to fix rent on the recommendations of Rent Assessment Committee up to Rs. 300 P. M. for the whole or a part of building taken on rent by the Handicrafts Department for setting up of the training centres.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1-A	To arrange shelter for the migratory labour temporarily on rental basis where departmental huts are not available or in case where accommodation is not readily available in departmental huts.	(i) Deputy Labour Commissioner (Migratory) (ii) Trade Commissioner. (iii) Trade Agents.	(i) Up to a limit of Rs. 50 p. m at each work place subject to the provision of funds in the budget. (ii) Up to a limit of Rs. 50 at each work place subject to provision of funds in the budget and confirmation of Labour Commissioner (iii) Up to a limit of Rs. 30 at each work place subject to provision of funds in the budget and confirmatinn by Labour Commissioner.
2	To sanction expenditure for purchase of iron safes and fire proof boxes	Class I and Class II Officers.	Full powers subject to the expenditure being within the Budget grants.
3	To sanction expenditure for installation of electric fans in public offices and institutions under their control.	Class I Officers.	Full powers within the Budget limits.
4	To sanction expenditure on account of purchase of books and journals.	Class I Officers. Class II Officers.	Full powers within the Budget limits in respect of scientific, legal, medical, educational, technical or professional books. Up to Rs. 130 on any one books, in case of Engineering Departments. Medical College. Ayurvedic College and Unani (Tibia) College and Rs. 25 each book in case of other Departments, excluding

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
4-A	To sanction purchase of books, journals and maps etc. of technical nature.	Director Geology and Mining.	cost of postage, provided that a book is of scientific, legal, medical educational, technical or professional character. Full powers irrespective of the limit of Rs. 25 in each case.
5	To sanction supply of official publications pertaining to his Department and other Government Departments and Institutions.	Class I Officers. Class II Officers.	Free of charge or on payment as he may consider proper or as may be admissible under the rules.
6	To sanction fluctuating expenditure in meeting allowance of Sweepers and Bhishties.	Class I and II Officers.	Subject to the following conditions:— (a) That the payments are of purely of contingent character, are drawn on contingent bills and may be withdrawn at any time at the discretion of the Department. (b) The allowance will not count for leave and pension. (c) That the work to be done is really necessary. (d) That the allowance does not go to a menial or inferior servant in permanent employ in receipt of a monthly rate of pay. (e) That the allowance granted does not exceed

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7	To sanction purchases of stores other than books in use in the Departments under them (other than in P. W. D.)	All Officers.	<p>the minimum of the regular grade of such posts.</p> <p>(i) In respect of High Schools.</p> <p>(ii) In respect of Middle and Primary Schools subject in all the three cases to the conditions at (a) to (d) above, and</p> <p>(1) The allowance does not exceed the rates which obtain in Town Areas & Municipalities.</p> <p>2) Consolidated statement of appointments made and rates of pay allowed are submitted every six months to the Head of the Deptt.</p> <p>(3) The expenditure incurred is in with the available Budget grant.</p> <p>(4) The maximum emoluments in the cases of institutions located outside the Town Area and Municipalities will not exceed Rs 35 p.m. where wholetime Sweepers have to be employed.</p> <p>Full powers within the Budget grant provided that purchase are made in accordance with the recommendations of the Purchase Committee appointed by the Government for the purpose.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7-A	Deleted.		
7-B	To sanction purchase of books and periodicals for educational institutions and public libraries.	(i) Major Heads of Departments. (ii) Class I Officers. (iii) Class II Officers.	Full powers within budget provision provided that the terms and conditions of supply for all kinds of Publication (including conversion rates of dollar and sterling for purposes of supply of foreign publications) are obtained, preferably once in the beginning of a financial year, from some of the leading book sellers and publishers who are members of the Federation of Indian Booksellers and Publishers and orders are placed with such of them as are in a position to supply the books and periodicals required within the specified time.
7-C	Deleted.		
7-D	Deleted.		
7-E	To sanction purchase of machinery, tyres, tubes, in other parts of the union outside the State where rates are as per Director General Supplies and Disposals rate contract.	(i) Chief Engineer Floods. (ii) Chief Project Engineer of Hydel Projects.	Full powers
7-F	To sanction purchase of stores for use in his Deptt. at times of	Controller Tawaza.	Up to Rs. 300 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7-G	<p>urgency without reference to the Purchases Committee.</p> <p>To sanction the purchase of stores in respect of which consultation/formation of Purchase Committee has not been possible for recorded reasons (other than in P.W.D.)</p>	<p>(i) Major Heads of Departments.</p> <p>(ii) Heads of Departments (other than Major Heads of Departments).</p> <p>(iii) Class I Officers (other than Heads of Departments).</p> <p>(iv) Class II and III Officers.</p>	<p>Rs. 2 lakhs in value per annum not exceeding Rs. 10,000 in each case.</p> <p>Rs. 1 lakh in value per annum not exceeding Rs. 5,000 in each case.</p> <p>Rs. 500 in each case not exceeding Rs. 10,000 in a year.</p> <p>Provided:—</p> <p>(a) Purchases do not involve any departure from the rules,</p> <p>(b) the supply of stores is not negotiated or based on single tender exceeding Rs. 5,000 in each case,</p> <p>(c) supply of stores of proprietary nature does not exceed Rs. 10,000 in value.</p>

S. No.	Nature of Powers	To whom delegated	Extent
1	2	3	4
7GG	To sanction purchases of spares and other equipments on emergent occasions when it is not possible to arrange meeting of the Purchase Committee or when no response is received to a tender notice duly published and issued strictly according to standing instruction and prescribed procedure.	Deputy Director of State Motor Garages.	<p>(d) in respect of purchase of stores outside the State and borns at the rate contract of D. G. S & D that agency is consulted,</p> <p>(e) in respect of purchase of vehicle the agency of State Motor Garages Department is employed,</p> <p>(f) Purchase of stores is made within the available budget provision,</p> <p>(g) purchases are made in most economical manner and this system of competitive tender is adopted and the most favourable tender is accepted.</p> <p>Rs. 500 at a time subject to a ceiling of Rs. 40,000 in a year with further restrictions that the expenditure will be restricted to Rs. 10,000 in a quarter and that further purchases will not be made till the Administrative Department confirm the purchase of the first quarter after rendition of accounts and certificates from the Director State Motor Garages.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7-H	To sanction purchase of stores where suppliers selected in accordance with the recommendations of the Purchase Committee back out from contractual obligations and necessary formalities for affecting penalty etc. against them are observed (other than in P. W. D.).	Major Heads of Departments Head of Departments (other than Major Heads of Departments). Class I Officers other than Heads of Departments.	Where the new offers are up to 20% of the rate fixed by Purchase Committee.

NOTE:—Class II and III Officers will not be competent to make any purchase of negotiated or proprietary nature.

8	To make purchases in the open market at current market rates when no response is received to a tender notice duly published and issued strictly according to standing instructions and prescribed procedure.	1. Major Heads of Departments. 2. Class I Officers and Superintending Engineers. 2-A. General Manager (D. L. P.). 3. Class II Officers.	1. Up to Rs. 10,000 in each case in respect of Flood Control Deptt. and Rs 5,000 in each case in other Departments. 2. Up to Rs. 5,000 in each case in respect of Flood Control Deptt. and Rs. 2,000 in each case in other Departments. 2 A. Up to Rs. 25,000 in each case Above Rs. 10 000 in each case in consultation with the Financial Adviser. 3. Up to Rs. 2,000 in each case in respect of
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		<p>4. Class III Officers.</p> <p>5. Class IV Officers.</p>	<p>Flood Control Department and Rs. 1,000 in each case in other Departments.</p> <p>4. Up to Rs. 1,000 in each case in respect of Flood Control Department and Rs. 300 in each case in other Departments.</p> <p>5. Up to Rs. 300 in each case, in respect of Flood Control Department only:</p> <p>Provided immediate report of purchase having been made is submitted to the next higher authority.</p>
9	To make petty purchases without inviting tenders where the authority concerned is satisfied that tenders cannot be invited without entailing unreasonable delay or administrative inconvenience for reasons to be recorded.	<p>1. Major Heads of Departments.</p> <p>2. Class I Officers.</p>	<p>1. Up to Rs. 1,000 in each case and subject to the ceiling of Rs. 10,000 in a year in respect of Flood Control Department and Rs. 7,500 in a year in other cases.</p> <p>2. Up to Rs. 500 in each case and Rs. 5,000 in a year only in respect of Class I Officers of Flood Control Department, and Rs. 150 in each case and Rs. 5,000 in a year in respect of other Departments.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		2 (a) Director Estates. 2 (b) Executive Engineers Estates Division Jammu/Srinagar. 3. Class II Officers. 4. Class III Officers.	Up to Rs. 1,000 in each case and Rs. 5,000 in a year. 2. Up to Rs. 500 in each case and Rs. 2,500 in a year. 3. Up to Rs. 300 in each case and Rs. 2,000 in a year in respect of Flood Control Department and up to Rs. 100 in each case and Rs. 2,000 in a year in respect of other Departments. 4. Up to Rs. 200 in each case and Rs. 1,000 in a year in respect of Flood Control Department only and Rs. 50 in each case and Rs. 500 in a year in respect of other Departments. Provided that in each case a report is submitted to the next higher authority.
9-A	To sanction purchase of spares from sole distributors without inviting tenders or quotations.	1. Chief Engineer Floods. } 2. Chief Project Engineers of Hydel Projects. }	Up to Rs. 20,000. There should however, be no monetary limit for the spare parts when obtained from authorised dealers, but there should be no over-stocking of spares. Where these are on rate contract basis these should be obtained against the same,
9-B	To make purchase of furniture, furnishings, sumptuary articles and	Joint Controller Governor's House Hold.	Full powers. Provided :— (i) that as far as possible

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9-C	To make purchases of spare parts of machinery without inviting tenders.	Director Mechanical & Stores Deptt.	<p>other such miscellaneous materials for use in Raj-Bhavana, without invitation of tenders.</p> <p>products of local Industries are purchased;</p> <p>(ii) the purchases have to be made according to the personal preference of the Governor and on the basis of quality and invitation of tenders is likely to involve avoidable delay and inconvenience to the Governor. In respect of purchases as made from time to time by the Secretary to Governor under this delegation he should certify of the conditions prescribed at (i) & (ii) above having fully been observed.</p> <p>1. (a) Spare parts which are on D. G. S and D. rate contract be purchased from approved suppliers of D. G. S. and D. for these items on the rates approved by the D. G. S. and D and a certificate to this effect to be recorded by the Deptt. on the bills for each such purchase,</p> <p>(b) Spare parts which are not on rate contract be purchased from the sole distributors or the authorised suppliers of that particular class of machinery/vehicle</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>on their rates after obtaining a certificate that the rates charged are the same that they would charge from D. G. S. and D. and other Govt. Establishments had the order been received through them.</p> <p>(c) For spare parts through on D. G. S & D rates contract but falling in the category of "critical" and "short supply" or those required at a short notice as a result of sudden break-down arrangements be made to enter into a price agreement with the sole distributors of authorised dealer of the particulars class of machinery/vehicle. The price agreement should be based on the rates as per their official price list subject to discount to be allowed by them for which efforts should be made in consideration of like value of spares to be purchased during the currency of the price agreement subject to the condition that all such purchases should be reported by the Chief Engineer, Mech. and Stores Deptt. to the Administrative Deptt. quarterly to keep a clear watch over the implementation of the power delegated. The price agreement</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9-D	To make purchases of dietary articles where no contractor is forthcoming after due publicity of the contract.	(i) Director Health Services.	<p>should be valid for more than one year to make the arrangement lucrative.</p> <p>(d) Spare parts which are obtained by the manufacturers of the machinery/vehicle from other primary manufacturers should be purchased from the primary manufacturers on the rates on which they supply these to the manufacturers of machinery/vehicles.</p> <p>2. Spare parts as per para (b) above should be purchased up to a limit of Rs. 20,000 in each case.</p> <p>3. Spares as per para (c) and (d) above should be purchased according to actual requirements from time to time subject to annual ceiling of Rs. 1.00 lakh. A close watch shall have to be kept that items the requirement of which can be anticipated in advance do not get procured under this procedure.</p> <p>Up to the extent of Rs. 25,000 per annum in value within the budget provision.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9-E	To sanction purchase of stores, required to meet the requirements of emergency caused as a result of Indo-Pak hostilities of Dec. 1971, without the recommendation of the Purchase Committee and invitation of tenders.	<p>(ii) Superintendent SMHS, SMGS and C D Hospitals.</p> <p>(iii) D. M. Os. and Superintendents of other Hospitals.</p> <p>(iv) Medical Officers in-charge of dispensaries, public health centres and other Centrally aided schemes.</p> <p>1. Divisional Commissioner Jammu.</p> <p>2. Special Commissioner Rajouri.</p> <p>3. Dy Inspector General of Police Jammu.</p>	<p>Up to Rs. 5,000 per annum in value within the Budget grant.</p> <p>Up to Rs. 2,000 per annum in value within the Budget provision.</p> <p>Up to Rs. 500 per annum in value within Budget grant.</p> <p>Provided that :—</p> <p>(i) A certificate of the D. C./Senior Revenue authority in station is obtained that the rates are reasonable.</p> <p>(ii) A report of purchases made is submitted to the next authority every month, indicating reasons in detail.</p> <p>Full powers subject to the following condition :—</p> <p>(a) Purchases of stores is made within the available Budget provision.</p> <p>(b) In respect of purchase of stores outside the State and borne at the rate contract of</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		<p>4. Dy. Inspector General Civil Defence, Jammu.</p> <p>5. Relief and Rehabilitation Commissioner.</p>	<p>D. G. S. & D that agency is consulted.</p> <p>(c) In respect of purchase of stores within the State and borne at the rate contract of the Deptt. the purchase is made at that rate.</p> <p>(d) In respect of purchase of vehicles the agency of Govt. Transport Undertaking or the Director State Garages as the case may be should be employed.</p> <p>(e) Purchases are made to meet the bare minimum requirements. Items which are controlled by the Government or to the knowledge of the competent authority are available with any Govt. Deptt/ Store should be requisitioned on priority basis from the concerned sources.</p>
9-F	To make petty purchases of items of emergent operational necessity without inviting tenders where the authority concerned is satisfied that tenders cannot be invited, without entailing unreasonable delay or administrative inconvenience for reasons to be recorded.	1. General Manager (D. L. P).	<p>(i) Up to Rs. 750 in each case subject to a maximum of Rs. 7,500 in a year without consultation of the Financial Adviser.</p> <p>(ii) Above Rs. 750 but not exceeding Rs. 5,000 in each case subject to a maximum of Rs. 50,000 in a year in consultation with the Financial Adviser.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		2. Dy. General Manager (D. L. P). 3. D. F. Os/ Divisional Manager (D. L. P). 4. Manager workshop/ Sales Manager in Departmental Lumbering Undertaking.	Up to Rs. 500 in each case subject to a maximum of Rs. 5,000 in a year. Up to Rs. 400 in each case subject to a maximum of Rs. 4,000 in a year. Rs. 100 in each case subject to a maximum of Rs. 4000/- in a year.
10	To sanction the expenditure for replacement of condemned or deceased animals.	Class I and Class II Officers.	To the extent of the Budget provision in that behalf and the sanctioned strength of the live-stock.
11	To sanction non-recurring expenditure chargeable to a contract contingent grant.	1. Disbursing Officers. 2. Class II Officers. 3. Class I Officers.	1. Up to Rs. 20 for any one item. 2. Up to Rs. 50 for any one item. 3. Up to Rs. 100 for any one item.
12	To sanction non-recurring expenditure for petty expenses of day to day nature i. e. kerosene oil, stationery etc. for institutions under their control chargeable to a contract contingent grant.	1. Class I Officers. 2. Class II Officers.	1. Up to Rs. 50 p. m. } 2. Up to Rs. 20 p. m. }* *For the period of contract provided : 1. No allowance is given to office establishment

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>such as sub-divisional clerks, camp clerks' Munhis, inferior servants etc., or to work charged establishment except rest house chowkidars.</p> <p>2. Wherever it can be arranged conveniently e.g. at headquarters, the requirements should be supplied in kind in preference to the grant of an allowance.</p>
13	To incur or sanction expenditure on service postage stamps for use in Government offices and institutions.	Disbursing Officers.	Three months requirements and one month's reserve at a time.
14	To sanction expenditure on the supply of electric energy consumed in Government offices and institutions.	Disbursing Officers.	Full powers within the Budget limits.
15	To sanction non-recurring expenditure other than pay of inferior servants chargeable to other contingencies where no special power is prescribed in these rules.	Class I Officers. Class II Officers. Class III Officers. Class IV Officers.	Up to Rs. 500. Up to Rs. 250. Up to Rs. 100. Up to Rs. 50. For any one item provided : (i) it is within the amount placed at their disposal by the Controlling Officer ; and

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
16	To engage temporary establishment chargeable to Hot and Cold Weather charges as for instance Pankha Mazdoors.	Class I and II Officers.	(ii) the item is not of a nature requiring sanction of a higher authority. Up to a maximum of Rs. 20 per month and Rs. 100 per year.
17	To sanction the payment of rates or taxes levied by State or by Local rules or order (as for instance Octroi, Dharat) on Government Stores.	Disbursing Officers.	Subject to Budget provision.
18	To sanction supply of liveries, summer clothing, belts, cross belts, badges etc. and warm clothing to orderlies and inferior servants.	All Heads of Offices.	Provided the supply of liveries is in accordance with the scale and conditions prescribed under rules.
19	To sanction purchase of bicycles for the use of their own office as well as for their subordinate offices.	Class I Officers.	(i) Bicycles may be provided for the use of office messengers employed in the head-quarter office in cases where their supply is necessary in the interest of Government work. (ii) The purchase of bicycles shall be subject to the following conditions. (iii) That the scale of bicycles prescribed for the particular office is not exceeded.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
20	To sanction under Rule, 7. 58 (iii) of J & K Financial Code Volume I local purchase of stationery articles as are not available in Stationery Depot by debit either to the stationery grant or the contingent grant of the Department concerned as the case may be.	(i) Class I Officers (except Chief Engineers & Chief Secretary and Chief Conservator of Forests). (ii) Chief Secretary & Chief Engineers. (iii) Class II Officers. (iv) Chief Conservator of Forests.	(iv) That Government bicycles shall not be used for private purposes. (v) The cycle is of a pattern approved by the Stationery and Printing Department. Up to Rs. 75 in each case and up to Rs. 750 in a year. Up to Rs. 100 in each case and up to Rs. 1,000 in a year. Up to Rs. 50 in each case and up to Rs. 300 in a year. Up to Rs 500 in each case and Rs. 10,000 in a year.
20-A	To sanction purchase of engineering stationery & typewriters by debit to projects.	Chief Engineers, Superintending Engineers.	Rs.10,000 } against sanctioned project. Rs. 5,000 }
21	To sanction local purchase of stationery articles not available in the Stationery Depot to the extent of available stationery grant.	(i) Principals of Colleges. (ii) Head Masters & Head Mistresses of High Schools	Provided a certificate is obtained from the Stationery Depot that the articles are not available and there is no immediate likelihood of these being available. One month's

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(iii) T e h s i l Education Officers & Inspectresses of Schools (in respect of Middle & Primry Schools).	requirements may how- ever be purchased with- out such a certificate if the supply is not made by the Stationery De- pot.
22	To sanction expen- diture in urgent cases on account of printing at private presses chargeable to grant 258-Station- ery and Printing.	Class I Offi- cers, and Class II Officers (Heads of De- partments). General Mana- ger D. L. P.	Up to a limit of Rs. 500 in each case sub- ject to Rule 15 of the Stationery Manual. Rs. 1,000 in each case subject to a maximum of Rs.10,000 in a year.
23	To sanction the purchase of tents.	Major Heads of Depart- ments. Class I Offi- cers & Class II Officers.	Full powers. Up to Rs. 2,000 pro- vided :— (i) Provision exists in the Budget. (ii) The scales do not exceed those given in the Financial Code in each case for various classes of officers. (iii) Tents are not condemned or replaced without reference to the Tent Stores unless they have been used for a period not less than six years in the hilly Illaqas and 8 years in other places.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>(iv) Tents are meant for officers other than those stationed at the headquarters.</p> <p>(v) Such purchases in the Engineering Departments are debited to Tools and Plants grant or against sanctioned project.</p>
24	Deleted.		
25	To permit their subordinate officers to remit by money order, at Government expense the pay, allowances and contingent charges, rewards or travelling allowance of establishment serving at a distance of more than 10 miles from District or Tehsil headquarters or from the remitting office in which such charges are drawn.	Class I and II Officers.	Full powers.
26	To sanction purchase of articles of special nature such as boats, animals, electric fans.	(i) Class I Officers. (ii) Class II Officers.	Up to Rs. 500 in each case within the prescribed scales, if any. Up to Rs. 100 in each case within the prescribed scales, if any.
27	To sanction payment of charges for services rendered by quasi-commercial departments.	Class I and II Officers.	Full powers.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
28	To sanction expenditure of extraordinary nature on public occasions and otherwise.	(i) Chief Secretary. (ii) Class I, Class II Officers (Heads of Departments)	Up to Rs. 250 at a time provided expenditure per head does not exceed Rs. 5. Up to Rs. 100 at a time provided expenditure per head does not exceed Rs. 3.

Exception:—The existing ceiling of expenditure of Rs. 3 per head shall not be applicable in the case of Project Adviser, Institute of Medical Sciences, Srinagar.

Land Revenue

29	To sanction expenditure for the replacement of condemned or deceased animals.	Deputy Commissioner.	Within the Budget provision and sanctioned strength of live-stock.
30	To sanction expenditure for purchase and repairs to Ferry boats.	do.	Full powers.

Forest Department

31	To sanction creation of temporary posts specified below on pays not exceeding that shown against each :— 1. Chowkidars Rs. 8 p. m. 2. Dak runners Rs. 12 p. m. 3. Sweepers Rs 5 p. m.	Chief Conservator and Conservators of Forests.	Within the financial year.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
32	To sanction expenditure on pleaders fees in the prosecution of criminal cases.	Conservators of Forests.	Up to Rs. 100 in each case subject to the provisions in the Law Departmental Manual.
33	To sanction all usual payments on account of items of revenue expenditure.	(i) Chief Conservator of Forests. (ii) Conservators. (iii) Deputy Conservators.	Subject to the condition that the Budget allotments are in no case exceeded.
34	To sanction the purchase of stores for use in the Department.	Conservators of Forests. Divisional Forest Officers (over 10 years). Divisional Forest Officers (below 10 years). General Manager (D. L. P.). Dy. General Manager (D. L. P.).	Up to Rs. 25,000 for Roads and Buildings & Rs. 10,000 for other items. Up to Rs. 5,000 for Roads and Buildings and Rs. 1,000 for other items. Up to Rs. 1,000 for Roads and Buildings and Rs. 800 for other items. Full powers. Rs. 50,000 (rupees fifty thousand) at a time subject to a maximum of Rs. 2,00,000 (Rs two lakhs) in a year.
34-A	To sanction purchase of machinery, stores, tools and other items for use in departmental working :— (a) after calling quotations and tenders ;	Chief Conservator of Forests.	(a) Full powers.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	<p>(b) at current market rates when no response to tender notice is received;</p> <p>(c) to make petty purchases without inviting tenders when authority concerned is satisfied that no tender can be invited without entailing unreasonable delay or administrative inconvenience.</p>		<p>(b) Up to Rs. 10,000 in each case.</p> <p>(c) Up to Rs. 1,000 in each case and Rs. 10,000 in a year.</p>
35	To sanction the purchase of medicines for the use of the Forest staff and labour employed in the Forest Divisions.	<p>(i) Chief Conservator of Forests.</p> <p>(ii) Conservators.</p> <p>(iii) Deputy Conservators</p>	<p>(i) Up to a maximum limit of Rs. 2000 for the whole Department in any financial year, subject to Budget provision.</p> <p>(ii) Up to a maximum limit of Rs. 200 for the whole Circle in any financial year subject to Budget provision.</p> <p>(iii) Up to a maximum of Rs. 50 in any one year.</p>
35-A	To make purchase of fuel, lubricants for running the machinery, trucks etc.	Chief Conservator of Forests.	Up to Rs. 25,000 at a time.
35-B	To sanction payment of T. A. halage to departmental drivers and cleaners working in logging project.	Chief Conservator of Forests.	Up to the limit and a rate sanctioned by the Government for drivers and cleaners in Transport Department.

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

General Administration

36	To purchase locally for use of the Chief Minister articles of special stationery not usually obtainable from Government Stationery Depot.	Chief Secretary.	Up to Rs. 100 in each case.
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Administration of Justice

37	To sanction non-recurring expenditure chargeable to "Contingencies".	Advocate General.	Up to Rs. 50 on any one item.
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Police Department

38	To sanction expenditure for supply of refreshment to the Police Executive staff on occasions when for fear of breach in public peace it is not possible for them to leave their posts and the charge is debitable to contingencies	(i) Inspector General of Police.	(i) Full powers.
		(ii) Deputy Inspector General of Police.	(ii) Up to Rs. 500 in a year.
		(iii) Superintendents of Police.	(iii) Up to Rs. 200 in a year.

Education Department

39	To authorise Head Masters of Govt-Schools situated at places where there are no treasuries or sub-treasuries to remit fees to the nearest treasury or sub-treasury situated at a distance of 10 miles from their schools by money	Director of Education.	Full powers.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
40	<p>orders and to charge money order commission to school contingencies.</p> <p>To sanction employment of skilled and un-skilled labour on daily wages in the Technical Schools or Technical Sections of Government Schools.</p>	<p>Heads of Educational Institutions (Gazetted), Deputy Directors and Tehsil Education Officers.</p>	<p>Provided the remuneration of any such labour does not exceed Rs. 50 p. m. and further provided that :—</p> <p>(i) Provision exists in the contingent grant of the Institution to cover the cost of such establishment.</p> <p>(ii) The pays of such appointments do not exceed the minimum of the prescribed rate, where such rates have been definitely laid down by any higher authority for any particular class of appointment.</p> <p>(iii) The persons so employed are not employed as teachers are on staff appointments.</p>
41	<p>To sanction geological and biological excursions within the State territory in connection with economic surveys.</p>	<p>Principals of Colleges.</p>	<p>Full powers.</p>
42	<p>To sanction the grant of boarding house allowance to teachers.</p>	<p>Deputy Directors of Education.</p>	<p>As per rates sanctioned by Government.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
43	To sanction the grant of Medical allowance to Doctors attending on boarders in the boarding house attached to boys schools.	Deputy Directors of Education.	As per rates sanctioned by Government.
44	To sanction the purchase in the local markets of articles of stationery and drawing materials required for the Government Technical Schools or Technical Sections of Government schools.	Director of Education.	Up to Rs. 100 at one time provided such articles are not available in the Stationery Depots.
45	To sanction the purchase of books.	<p>(1) Headmasters of High Schools and Training Schools.</p> <p>(2) Head Mistresses of High Schools.</p> <p>(3) Tehsil Education Officers.</p>	<p>For libraries of institutions under their charge provided :—</p> <p>(a) that the books are approved by the Education Department ;</p> <p>(b) that in the case of books not approved by the Education Department the previous sanction of the Provincial Inspectors in the case of Boys Schools and the Chief Inspectress in that of Girls Schools is obtained ;</p> <p>(c) the cost of any one book does not exceed Rs. 5;</p> <p>(d) provision exists in the Budget.</p>

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
46	To make selection of Indian newspapers to be subscribed for their respective institutions.	(1) Principals of Colleges. (2) Deputy Directors of Education and Deputy Directress of Girls Education.	(1) In respect of their colleges. (2) In the case of High Schools as well as others within their jurisdiction.
47	To sanction purchase of stoves for use in the offices under their control.	(1) Headmasters and Headmistresses (High Schools). Tehsil Education Officers. Inspectresses (Middle and Primary Schools).	Provided the purchase is made according to rules sanctioned by the Director of Education.
47-A	To engage chawkidars as and when necessary for watch and ward of text books & gift paper etc. by debit to office contingencies.	Secy. Text-book Advisory Board (Director Libraries and Archives).	For a period not exceeding three months in each case.
Medical Department			
18	To sanction expenditure on the occasional supply of sweets to mental patients. To sanction purchase of medicines locally in cases of exceptional illness and in order to meet extraordinary demands.	District Medical Officers. 1. Director Health Services. 2. Superintendents of Hospitals.	To the extent of Rs. 30 a year by debit to diat grant of Mental Hospital. 1. Up to Rs. 1,000 in an individual case up to a limit of Rs. 4,000 a year. 2. Up to Rs. 500 in each individual case up to a limit of Rs. 2,000 a year.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
50	To purchase without inviting tenders Kahn Antigan and Dead emulsion for Central Laboratories from Hoffkin Institute Bombay and Central Research Institute, Kasauli.	3- District Medical Officers. Superintendents S. M. H S. and S. M. G. S. Hospitals.	3. Up to Rs. 200 in each case subject to a limit of Rs. 1,000 a year. Provided in each case the medicines are such as are not available in the stores at the time of local purchase and funds are available in the Budget. Up to Rs. 400 a year.

Jail Department

51	To sanction the purchase of tools and implements for Central Jails.	Superintendents of Jails.	Rs. 10 in each case.
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Agriculture Department

52	To sanction expenses connected with shows, exhibitions and fairs.	(i) Director Agriculture. (ii) Director of Horticulture. (iii) Director Sheep Husbandry. (iv) Director Animal Husbandry. (v) Director Parks and Gardens.	Up to Rs. 5,000 in a year subject to Budget provision.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
53	To sanction remittance by money order to the nearest treasury or sub-treasury of the income of orchards/nurseries which are situated beyond a radius of ten miles and to charge the money order commission to contingencies.	(i) Joint Director Agriculture. (ii) Joint Director Horticulture.	Full powers.
54	To sanction expenditure on employment of temporary labour on daily wages system on prevalent wages for skilled and unskilled labour.	(i) Joint Director Agriculture. (ii) Joint Director Horticulture. (iii) Principals of Agriculture Colleges. (iv) Maize Breeder Co-ordinated Maize Breeding Scheme.	(i) to *(iii) Full powers. (iv) Full powers in respect of Co-ordinated Maized Breeding Scheme subject to the availability of funds
54-A	To sanction purchase of materials required for research and experiments in utilization of fruit transport and packing of fruit and for market promotion	(iv) Director Horticulture.	Up to Rs. 3,000 at a time and subject to total Budget provision in respect of such items.

Note :—In respect of Gardens, Parks and Floriculture the powers delegated as per serials 52 to 54 above shall be exercised by Director Gardens and Parks.

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4
54-B	To incur expenditure on entertainments.	(iv) Director Horticulture.	Up to Rs. 1,000 in a year provided that such entertainment is in the interest of promoting the Horticulture Marketing Programme.
54-C	To sanction exp- on employment of temporary labour on daily wages system on prevalent wages for skilled and un-skilled labour	<p>(i) Deputy Director Horticulture, All Deputy Directors in Agriculture Department except Deputy Director Central and Research, Divisional Soil Conservation Officer, Wheat Breeder, Rice Specialist and Agrostologist.</p> <p>(ii) Horticulturist</p> <p>(iii) Distt. Horticulture Officers, Mushroom Specialist and Distt. Agriculture Officers.</p> <p>(iv) Farm Managers Padgam Pora and Chinore.</p>	<p>(i) and (ii) Full powers.</p> <p>(ii) Up to Rs. 500 per year for a Departmental Nursery/orchards/farm as the case may be.</p> <p>Provided :—</p> <p>(i) that the daily labour is not paid beyond the rates approved by the Government from time to time ;</p> <p>(ii) the expenditure is incurred strictly within the budget grants ;</p> <p>(iii) frequent periodical checks are applied to verify the attendance of the labour engaged and their result of checks are recorded on the Muster Roll;</p> <p>(iv) Progress of work done is recorded on the Muster Rolls and the same is checked and certified to be in order to the sanctioning authority before making payments.</p> <p>(iv) Up to Rs. 2,000 per year</p>

No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Industries Department

55	To sanction expenditure in connection with the Industrial Exhibitions not otherwise specified.	Director of Industries.	To the extent of the amount provided in the Budget
56	To sanction employment of skilled and un-skilled labour on prevalent daily wages in the Industrial institution.	Director of Industries.	Full powers.
56-A	Deleted		
56-B	Deleted		
56-C	Deleted		
57	Deleted		
58	Deleted		

Tourism Department

59	To place orders for printing of pamphlets, folders, posters, hand bills etc. at private presses where necessary	Director Tourism.	Full powers within the Budget grant after consulting Stationery and Printing Department.
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Public Works Department

60	To sanction purchase of Survey field and level and log books.	(i) Executive Engineers and Dy. Chief Project Officer Sonawari.	Subject to the provision in the Budget and the cost of each such book does not exceed— (i) Rs. 100
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(ii) Superintending Engineers.	(ii) Rs. 250 (iii) Rs. 500
		(iii) Chief Engineers.	
61	To sanction local purchase of such articles of stationery as are not usually stored by the Govt. Stationery Depot and are peculiar to the needs of Public Works Department.	Executive Engineers and Dy Chief Project Officer, Sonawari.	Up to Rs. 20 in each case subject to the maximum of Rs. 500 in a year and the charge is debited to the contingent grant of the Division concerned.
62	To sanction expenditure on preparation of models.	(i) Chief Engineer. (ii) Superintending Engineer.	(i) Full powers. (ii) Up to Re. 100 per model.

Food Supplies Department

63	To sanction expenditure for the engagement of :— (i) Temporary chowkidars. (ii) Temporary coolies.	Director of Food and Supplies Deptt	Within the Budget provision and at a monthly rate not exceeding the minimum of the grade for such posts
64	To sanction and pay weighing charges to weighmen for weighing salt, rice and other foodgrains.	(i) Directors of Food and Supplies Deptt. (ii) Deputy Directors Food & Supplies Deptt.	Full powers.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
65	To engage on rent accommodation for sale and for storage of food-grains and other essential commodities stored and sold on Government account subject to a certificate from the P.W.D that a suitable Govt. building is not available for the purpose and that the rent allowed is reasonable.	Director of Food and Supplies Department.	Up to Rs. 50 per month in each individual case.
65-A	To fix ground rent for construction of ambars and other purposes connected with storage of Shali/Paddy.	Directors of Food and Supplies Kashmir/Jammu.	Up to Rs. 5 P. M. per Kanal in each case.
66	To sanction transport charges and detention allowances to Hanjis for the carriage of shali rice and other food-grains from one place to another within the limits of Kashmir Province.	Director of Food and Supplies Deptt.	Full Powers.
66-A	To sanction all charges including transportation charges for carriage of food grains and other essential supplies to inaccessible areas due to sudden break down of communications without calling for	1. Dy. Commissioners of Poonch and Doda and for other districts of Jammu Province, Director Food and Sup-	Provided the circumstances necessitating recourse to this special delegation are elaborately detailed in the order sanctioning such contracts and the report is made to the Director Food and Supplies Jammu by the Dy. Commissioners in

No. S.	Nature of Power	To whom delegated	Extent
1	2	3	4
	tenders and/or observing other usual formalities in case of contracts normally.	plies, Jammu only if and when necessary.	Jammu Province and the Administrative Deptt. incharge Food and Supplies in all such cases by all officers.
67	To sanction loading and unloading charges for food-grains and all other items of supply stocked by the Deptt.	2. Director Food and Supplies, Kashmir for Kashmir Province. Directors of Food and Supplies Deptt.	Full powers.
67-A	To sanction Schedule of rates for transport and transhipping charges, detention allowances and wages to Hamals.	Directors Food and Supplies.	Full powers.
67-B	To draw funds for advances to Zamindars on white D. C. bills without countersignature.	Deputy Director (Food)	Full powers.
Estate Officer			
68	To engage skilled and unskilled labour on daily wages system.	Estate Officer.	On prevalent rates up to Rs. 300* & 150* P. M. respectively.
C. D. & N. E. S. Department			
69	To sanction without calling for tenders execution of repair works in emergent cases like breaches of bunds	Head of the Dehat Sudhar Department (Director C. D. & N. E. S.)	Up to Rs. 500 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
70	<p>diversion, desilting of irrigation khuls, damaged flumes etc. during irrigation season.</p> <p>To sanction recurring and non-recurring expenditure chargeable to a contingent grant.</p>	<p>Head of the Dehat Sudhar Department (Director C. D. & N. E. S.)</p>	<p>Full powers up to a limit of :—</p> <p>non-recurring Rs. 1,000 in each case</p> <p>recurring Rs. 200 P. A.</p>
Research and Publications			
71	To fix price of books.	Director Education	
72	To fix rates of remuneration to authors, linguistics and revisers.	do.	After obtaining views of the Board.
73	To fix rates of printing, binding and Kitabat.	Director of Libraries, Research and Museums.	
74	To issue free of cost single copies of Research Publications.	Director, Libraries, Research and Museums.	Full powers
75	To fix price of Research Publications.	Director Libraries, Research and Museums.	Full powers.
76	To purchase manuscripts and books.	do.	Full powers within the Budget grant.

S. No.	Nature of Power	To whom delegated	Extent
1	2	2	4
77	To purchase books for Research Library.	Director Libraries, Research and Museums.	Up to Rs. 50 in each case.
Trade Agencies			
78	To sanction expenditure on entertainment of Government Guests.	Resident Commissioner, New Delhi.	<p>Up to Rs. 200* in respect of guest or a party of guests :—</p> <p>(i) subject to previous or subsequent approval of the Chief Minister; and</p> <p>(ii) subject to a maximum limit of Rs. 3000 in a year.</p>
78-A	To sanction expenditure on entertainments in public interests.	Trade Agent Bombay.	Up to Rs. 50 at each occasion.
78-B	To execute repairs in the market of the Vehicles of the State Government or the public undertakings of the State plying in Delhi.	Resident Commissioner New Delhi.	<p>Full powers to the extent funds are available for the purpose.</p> <p>Provided all the formalities required under rules are observed in order to ensure that expenditure incurred is economical and reasonable.</p>
79	To sanction purchase of articles of stationery locally within the Budget allotment.	Resident Commissioner and Trade Agents.	<p>Provided the requirements of the year are consolidated and purchases are made at the most favourable rates after inviting tenders and provided further that articles purchased stand on the approved list of articles admissible to officers of respective classes.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
80	To sanction expenditure on printing work done at Presses other than the Government Presses.	Resident Commissioner and Trade Agents.	Provided tenders are invited and the work is got done at lowest quotations and the Budget provision is not exceeded.
81	To sanction supply of uniforms to orderlies and other inferior staff.	Resident Commissioner and Trade Agents.	Subject to the scale fixed by the Government and provided purchases are made after invitation of tenders.
81-A	To grant relief in deserving cases of migratory labour.	(i) Resident Commissioner. (ii) Trade Agents Pathankot/ Amritsar.	Up to Rs. 20 per individual. Up to Rs. 15 per individual. Subject to provision of funds in the budget and confirmation by Labour Commissioner.
81-B	To issue medicines to migratory labour on the advice of a Medical Officer.	(i) Resident Commissioner. (ii) Trade Agents Pathankot/ Amritsar.	Full powers subject to provision of funds in the Budget and confirmation of Labour Commissioner.

Plan Publicity Organisation

82	To sanction royalty for writers.—		
	(i) Full strength Ballot or Opera.		Up to maximum of Rs. 150
	(ii) „ „ Drama.	Director of Information.	„ „ Rs. 100
	(iii) Short plays or skits.		„ „ Rs. 50
	(iv) Short Stories.		„ „ Rs. 40

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
83	(v) Articles published in 'Kashmir Today' (vi) Articles published in 'Yojuna' and 'Tameer'. (vii) Poems. To sanction fees to poets participating in Mushairas — (i) Fees for poets from outside the State (ii) Fees for poets from the State.	Director of Information.	Up to Rs. 10 per column subject to a ceiling of Rs. 35 per article. Up to Rs. 7 per column subject to a ceiling of Rs. 25 per article. Up to Rs. 10 per poem subject to maximum of Rs. 25 per poet per issue. Rs 50 inclusive of all Charges. Up to a maximum of Rs. 25 per poet inclusive of all charges.
84	To sanction fees for Artists : (i) 'A' Class Artists. (ii) 'B' Class Artists. (iii) 'C' ,, ,, (iv) Female ,, (v) Rehearsals for full length play (vi) Rehearsals for full Dramas and Skits.		

S. No.	Nature of Power	To whom delegated	Extent	
1	2	3	4	
	(vii) Direction charges.	Director of Information.	UP to Rs. 50 (lump sum)	
	(viii) Make-up-man-cum-Customer.		" " 10 per show.	
	(ix) Light effects-man.		" " 10 " "	
	(x) Stage fitter.		" " 7 " "	
	(xi) Stage attendant.		" " 5 " "	
85	Exhibitions :			
	(i) To sanction fees for preparation of Models.			" " 30 per model.
	(ii) To sanction charges for designs for posters.			" " 50 per design.
	(iii) To sanction hire of colour paintings on plan.			Up to Rs. 10 per painting per month.
	(iv) To sanction hire of Charcoal sketches			Up to Rs. 2 per sketch per month.
	(v) To sanction charges for designs for title covers of magazines.			Up to Rs. 50 per design.
	(vi) To sanction charges for designs for illustrations.			Up to Rs. 10 per design.
	(xii) To sanction purchase of photographs and negatives (where these are not available with the Departmental Film Unit).		Up to Rs. 5 per photograph.	

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
85-A	To sanction prizes to students and eminent speakers who participate in debates and symposia.	Director of Information.	Up to Rs 25 each case.

Geology and Mining Department

86	To engage temporary labour both skilled and unskilled on daily wages.	Director Geology & Mining.	Full powers. (Details of estimated quantum of work to be done by the labour to be engaged shall be prepared before hand and same sanctioned technically by the Director Geology & Mining to the full extent, subject to Budget provision).
86-A	(i) To construct tracks for drilling operations, prospecting of mines, geological surveys etc. departmentally.	Director Geology and Mining	Not exceeding Rs. 20,000.
	(ii) Drivage of exploratory Mining tunnels, brick lining etc. departmentally.	do.	Full powers.
86-B	To make purchases of proprietary items directly from the manufactures or their authorised dealers at their standard prices without floating tender notices and inviting quotations therefor.	do.	Up to and including Rs. 10,000 within the budget allotment subject to the recording of a certificate that the materials ordered and procured are proprietary items and a final decision to make the purchases has been taken by the Committee set up for the purpose.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Excise and Taxation Department

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|----|---|---|--|
| 87 | To engage temporary labour on daily wages both skilled and unskilled in the warehouses for washing, cleaning, corking and capsuling of glass bottles. | Excise and Taxation Commissioner. | Full powers in accordance with the requirements from time to time within the Budget provision at the rates approved by the Government. |
| 88 | To sanction exp to be incurred in connection with detection of illicit distillation and sale of liquor. | Deputy Excise Commissioners (Executive) | To the extent of Budget grant provided that it is certified that the expenditure has been incurred with prudence and vigilance. |

General Administration

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|----|--|---------------------------|---|
| 89 | To sanction expenditure on entertainment charges of V. I. Ps. Ministers, High Military and Civil Officers, as well as non-official gentlemen of social standing. | Deputy Commissioner, Leh. | Full powers to the extent provision in the Budget against "entertainment charges" exists. |
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Stationery and Printing

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|----|--|---|--|
| 90 | To make local purchase of essential stationery articles. | Superintendents Stationery & Supplies Depots, Jammu/Srinagar. | <p>Upto Rs. 3,000 in a year subject to the following condition :—</p> <p>(i) the purchase is made after fulfilling all formalities required under rules ;</p> <p>(ii) if a rate contract has already been sanctioned purchases will be made only on the rate and from the firm so approved ;</p> |
|----|--|---|--|

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		.	(iii) a report of the purchases made should be submitted to the Head of the Department every quarter ; (iv) the purchase under each item is up to Rs. 500 only.

Relief and Rehabilitation

91	To sanction expenditure on misc. and unforeseen items in connection with Relief and Rehabilitation of displaced persons.	Relief Commissioner Jammu.	Full powers within Budget provision. (This shall be deemed to have come into effect from the date Sh. B. C. Mathur took over as Relief Commissioner.)
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Animal Husbandry and Sheep Breeding

92	To sanction expenditure on employment of temporary labour on daily wages system on prevalent wages for skilled and unskilled labour.	(i) Director Animal Husbandry. (ii) Director Sheep Husbandry.	(i) & (ii) Full powers within the amount provided in the Budget.
93	Purchase of other farm animals i. e. donkeys, stallion, horses, Zanskari etc.	do.	Full powers within the Budget allotment subject to the recommendations of the Purchase Committee.
94	Sanctioning of expenses on organising of sheep shows and award of prizes.	do.	Up to a total value of Rs. 500 in a year.
94-A	To purchase cattle, sheep and poultry feed and its various ingredients within or outside the State without invitation of tenders.	Director Animal Husbandry and Director Sheep Husbandry.	Full powers. Provided that the purchases are made from the Government Institutions, Public Sector Undertakings and

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
94-B	To sanction repairs of vehicles in open market which the Departmental mechanic may not be able to undertake without non-availability certificate from Road Transport Corporation or State Garages.	Manager Milk Supply Scheme.	<p>Co-operative institutions, at the rates prevalent at the time of purchase.</p> <p>Full powers within Budget grant:</p> <p>Provided the Manager registers a number of reputed workshops in the city for the purpose and as and when any Vehicle requires to be repaired, he will obtain short notice quotations from them and get the job executed at the most favourable rates. On all such bills, the Manager will certify that the repairs were beyond the competence of the departmental mechanic.</p>
94-C	To sanction purchase of motor parts for repairs of vehicles without inviting tenders where the concerned authority is satisfied that the tenders cannot be invited without entailing avoidable delay and inconvenience for reasons to be recorded.	Manager Milk Supply Scheme.	<p>In respect of purchase of proprietary items from authorised dealer/ Agents of the original manufacturers no invitation of tenders or consultation of purchase committee be made. All other spares will be purchased only in accordance with the recommendations of the Purchase Committee who may for recorded reasons dispense with invitation of tenders in any case.</p>
Geology and Mining			
95	To draw recoupable advances for undertaking investigations.	Director Geology and Mining.	From Rs. 3,000 to Rs. 10,000, in accordance with the number of drills

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
96	To engage daily paid workmen on daily wage.	Director Geology and Mining.	<p>deployed for investigation, and subject to the conditions :—</p> <p>(i) that the Director Geology and Mining before sanctioning the advance prepares or causes to be prepared an estimate containing in as clear a detail as possible the expenditure to be met with the amount of advance required;</p> <p>(ii) that after approving the estimate technically he will sanction the drawal of the amount in advance from the treasury and no second advance shall be drawn for the same purpose unless detailed accounts for the previous amount of advance are sent to audit.</p> <p>(i) Full Powers subject to :—</p> <p>(i) Availability of Budget provision.</p> <p>(ii) Daily wages not to exceed the rates approved by the Government for skilled and unskilled workers from time to time.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
97	To sanction engagement of a Liaison Officer-cum-interpreter on contingent basis as and when necessary by the Officer Incharge Ladakh Party.	Director Geology and Mining.	(iii) Adequate check is exercised or caused to be exercised on progress of work done by the labour. To be engaged for minimum time on daily wage basis and paid at approved rates.
98	To purchase preventive medicines and first aid items for staff/labour posted in camps.	do.	Up to an amount not exceeding Rs. 200 per annum in each case with the prior approval of the Director Health Services as to the list of medicines to be supplied.
99	To purchase special medicines for mountaineering expeditions high altitude surveys etc.	do.	To the extent of Rs. 1,000 per annum. The medicines should be provided as per scale fixed by the Director Health Services.
100	To incur contingent expenditure towards the purchase of essential items of consumable and non-consumable stores.	Drilling Engineers, Geologists grade I, II and III. Assistant Drilling Engineers, Drillers grade I, II, Chemists, Mineral Officer, Assistant Mineral Economist such drilling personnel as are posted to work as In-	From Rs. 125 to Rs. 250 at a time subject to the condition that the concerned officers will for the purpose be allowed permanent advance by the drawing and disbursing officers with whom they are attached and to whom they will render accounts of the expenditure incurred from time to time. Their permanent advance will be recoupable.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
101	To hire land for camping field parties for geological or drilling purposes.	charge water well drilling units, Workshop Superintendents, Master Mechanic, Senior Chemist, ore dressing officer and Maintenance Engineer. Director Geology and Mining.	Subject to the following:- (i) with the agreement in writing of the concerned Deputy Commissioner up to Rs. 300 P. M. (ii) with the agreement in writing of the concerned Commissioner up to Rs. 500; (iii) beyond Rs. 500 P. M. the case be referred to the Administrative Department.
102	To pay T. A. to semi-skilled and skilled labour on daily wages on transfer from one operation site to another.	Director Geology and Mining.	Payment of single bus/railway fare by the lowest class subject to the condition that an officer not less than a class I or the Director Geology and Mining certifies that transfer of labour was essential owing to the non-availability at the operation site.
103	To grant compensation under workmens' compensation Act.	do.	After the award is made by the competent authority and the funds are available.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 11. The power to incur expenditure from discretionary grants, grants in-aid, contributions donations etc. is delegated in the following cases:

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	<p>To sanction:—</p> <p>a. subvention to Town Areas and Sanitation Village Funds;</p> <p>b. monetary assistance to Village Panchayats for sanitary improvements;</p> <p>c. grants for the improvement of water supply in rural areas and aid for undertaking such other works as would improve the sanitary condition of the country side.</p>	Sanitation Cess Board.	Out of the receipts of Sanitation Cess Fund and in accordance with the rules framed in that behalf.
2	To sanction expenditure on small durbars etc. from the provision under their contingent grants.	<ol style="list-style-type: none"> 1. Director of Agriculture. 2. Director of Animal Husbandry. 3. Registrar Co operative Societies. 4. Deputy Directors C.D. & N.E.S. 5. Director of Gardens & Parks. 6. Director of Horticulture. 	To the extent of Rs. 25 per durbar within the allotment placed at their disposal.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
3	To sanction expenditure from the allotment under Relief grants Major Head 288.	(i) Deputy Commissioners. (ii) Divisional Commissioners. (iii) Financial Commissioner.	(i) Up to Rs. 100 in individual cases to the extent of Rs. 2,000 a year. (ii) Up to Rs. 200 in individual cases to the extent of Rs. 10,000 a year. (iii) Up to Rs. 500 in individual cases to the extent of Rs. 20,000 a year.
	To sanction relief where loss of immovable property due to natural calamities is involved.	Deputy Commissioners.	Up to the double of the amount which would be admissible according to the existing scale of relief subject to a maximum of Rs. 500 in each case provided that the funds for the purpose are available.
3 B	To sanction grant of loan where loss of movable property due to natural calamity is involved.	do.	Up to Rs. 1,000 in each case provided that the funds for the purpose are available unless ordered otherwise these powers will remain effective during 1966-67.
4	To grant poplar trees at concession rate or free of cost from the areas owned by the P.W.D. in cases of distress caused by fire or flood.	(i) Chief Engineers.	On the specific recommendation of a responsible Revenue Officer not below the rank of a Tehsildar:— 3 trees in all in individual cases of fire or flood sufferer, 30 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
5	To sanction grant-in-aid to the aided Educational Institutions.	<p>(ii) Superintending Engineers.</p> <p>(iii) Executive Engineers and Dy. Chief Project Officer, Sonawari.</p> <p>(i) Education Commissioner.</p> <p>(ii) Director School Education Boys/ Girls.</p> <p>(iii) Provincial Deputy Directors B o y s/ Girls.</p> <p>(iv) District Education Officers B o y s/ Girls.</p>	<p>2 trees in all in individual cases of fire or flood sufferer, 20 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood.</p> <p>One in individual cases of fire or flood sufferers, 10 trees in the case of a whole hamlet or populace which suffered from incident of distress caused by fire or flood.</p> <p>(i) Full powers in the case of Colleges.</p> <p>(ii) Full powers in the case of Lower/ High/Higher Secondary Schools.</p> <p>(ii) Full powers in the case of Middle/ Central Schools.</p> <p>(iv) Full powers in the case of Primary School.</p> <p>Provided the grant-in-aid is sanctioned strictly in accordance with the provisions of the Jammu & Kashmir Private Educational Institutions Grant-in-Aid Rules, 1975.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
6	To sanction grants-in-aid.	Director C.D. & N. E. S. (Head of the Dehat Sudhar Department).	Full powers within the approved C. D. & N. E. S. Programme.
7	To sanction Casual relief to destitute families.	1. Provincial Rehabilitation Officer, Jammu and 2. Dvl. Commissioner, Kashmir within their respective jurisdictions.	Up to Rs. 25 per family out of the provision available for this purpose.
8	Deleted.		
9	To grant relief in deserving cases of migratory labour.	Deputy Labour Commissioner (Migratory).	Up to Rs. 20 per individual subject to the provision of funds in the Budget.
10	To distribute scap among migratory labour.	do.	Full powers subject to the provision in the Budget.
11	To issue medicines to migratory labour on the advice of the Medical Officer.	Deputy Labour Commissioner (Migratory).	Full powers subject to the provision in the Budget.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 12. The power to sanction excess over estimates is delegated in the following cases :

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

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 13. The power to sanction or cancel the terms of instruments, leases, agreements is delegated in the following cases :

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Revenue Department

1	To sanction leases of buildings with or without land attached.	Deputy Commissioners and Director and Land Records.	Up to one year, subject to rules governing the leases of Nazool property and provided the amount of lease money does not exceed Rs. 250 P. A.
2	To sanction leases of Revenue Gardens and Rakhs.	(i) Financial Commissioner. (ii) Divisional Commissioners.	For a period not exceeding 3 years provided that the value of the lease does not exceed Rs. 25,000 and consideration is not less than that received under the previous lease. For a period not exceeding three years provided that the value of the lease does not exceed Rs. 5,000 and consideration is not less than that received under the previous lease.

Education Department

3	To sanction leases of sweets and fruit sellers shops attached to educational and technical Institutions.	(i) Director of Education. (ii) Principals of Colleges, Head Masters and Head Mistresses of High Schools.	Up to the three years. Up to 1 year provided that the rents are not lower than those fixed, if any, by the P.W.D., and the leases are given by public auction.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

Agriculture Department

4	To sanction leases of land to tenants either on cash rent or on Batai by auction	Director of Agriculture.	Up to one year and in the case of cash rents subject to a maximum of Rs. 20 per acre per annum, the area in either case not exceeding 2 acres.
5	To permit cutting, and removal of grass and grazing by auction.	Joint Director of Agriculture/ Joint Director Horticulture.	Full powers subject to the condition that auction proceeds does not exceed Rs. 5,000.
6	To sanction leases of gardens by auction.	Director Agriculture.	For a period not exceeding one year provided the value of the contract does not exceed Rs. 5,000.

NOTE (1):— In respect of Gardens, Parks and Floriculture the powers delegated as per serial 6 shall be exercised by Director of Garden and Parks and in respect of serial 5 he shall exercise full powers subject to the condition that the rates are fixed by the Government.

NOTE (2):— In respect of Horticulture Department powers delegated at serials 5 & 6 shall be exercised by the "Director of Horticulture".

6-A	To lease out shops, sites, cycle stands, restaurants etc.	Director Gardens and Parks	An Auction Committee with the Director Parks and Gardens as Convenor and Deputy Commissioner, Srinagar and the Finance Department representative as member, will be formed by the Administrative Department. The Committee will sanction the lease through auction or by inviting quotations as may be considered, necessary, provided that if the offer received is more
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			than 20% below the previous year's accepted offer, full reasons for accepting the offer will be recorded and reported to the Government in the Administrative Department before sanction.

Forest Department

7	To sanction free grants of timber for non-residential works of the Forest Department such as rest houses, roads, bridges, culverts, railings and the like.	All Forest Officers of and above the rank of Divisional Forest Officer.	Full powers.
8	To sanction leases for specified purposes such as land water mills, shops, timber depot . etc.	Chief Conservator of Forests	Up to Rs. 5,000 per annum in each case for periods not exceeding 5 years.
		Conservators of Forests.	Up to Rs. 2,000 per annum in each case for periods not exceeding 3 years.
		Divisional Forest Officer.	Up to Rs. 500 per annum in each case for periods not exceeding 2 years.
9	To sanction sale of leases which cannot be auctioned by the Committee referred to in Chapter 4.2 at serial 11 for reasons to be recorded.	i. Chief Conservator of Forests	i. Up to Rs. 2.5 lakhs in each case.
		ii. Conservators of Forests.	ii. Up to Rs. 1.00 lakh in each case.
		iii. Divisional Forest Officers.	iii. Up to Rs. 25,000 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9-a	To sanction wage contract of resin blazes.	i Chief Conservator of Forest. ii. Conservators of Forests. iii. Divisional Forest Officer concerned.	Subject to the condition that the sale of produce and leases are put to tenders and only the highest tender is accepted. Up to Rs. 2.50 lakhs in each case. Up to Rs 1.00 lakhs in each case. Up to Rs. 25,000 in each case. Subject to the conditions that the lowest offers are accepted which are not more than the reserve rates approved by the C. C. F. for each lot.
9-b	To sanction sale of crude resin.	i. Chief Conservator of Forests. ii. Conservator of Forest concerned. iii. Divisional Forest Officer concerned.	Rs. 2.5 lakhs in each case. Rs. 1.00 lakh in each case. Rs. 25,000 in each case. Subject to the condition that the highest offers are accepted which are not less than the reserve price approved by the Chief Conservator of Forests for each lot.
10	To sanction grants of timber or other forest produce free or at concession rates.	All Forest Officers above and including DFOs.	As per standing orders of the Government given in the Forest Law Manual.
11	To issue raw drugs and minor forests products to any individual or institu-	Chief Conservator of Forests.	Full powers provided the results of experiments or research are supplied to him.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
11-a	<p>tion of repute for research or experimental purposes.</p> <p>To Negotiate sale of Forest produce which are not on the sale list of the Department and for which isolated requisitions for experimental/research purposes are received from private individuals/firms.</p>	Chief Conservator of Forests.	<p>(i) Up to Rs. 2000 at a time but not exceeding Rs. 10,000 in a year provided that the price negotiated is not below the reserve price.</p> <p>(ii) Sales beyond Rs. 2000 but not exceeding Rs. 10,000 at a time and Rs. 25,000 in a year will be authorised according to the recommendations of the Committee of Officers consisting of Secretary to Government, Forest Department, Secretary to Govt. Finance Department and Chief Conservator of Forests Subject to the conditions that :</p> <p>(i) The system of negotiated sale shall not be repeated for a particular new produce for more than three years.</p> <p>(ii) The reserve price for the produce is fixed in advance, before negotiating the sale. The sale may not be effected at a price below the reserve price.</p>

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

Public Works Department

12	To sanction leases for grazing cattle on canal banks.	(i) Executive Engineers & Deputy Chief Project Officer, Sonawari. (ii) Superintending Engineers. (iii) Chief Engineers.	Full powers for a period not exceeding one year. do. 2 years. do. 3 years.
13	Security bonds for due performance of duties by Government servants.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers Electrical. (iv) Executive Engineers & Dy. Chief Project Officer, Sonawari.	In case of Government servants whom they are empowered to appoint to vacant posts subject to the prescribed minima.
14	To sanction lease of water power for mills.	(i) Executive Engineers & Dy. Chief Project Officer, Sonawari. (ii) Superintending Engineers. (iii) Chief Engineers.	Full powers up to one year. Full powers up to three years. Full powers up to five years.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
15	To sanction reconveyance of property given as security.	(i) Chief Engineers (ii) Superintending Engineers. (iii) Executive Engineer & Deputy, Chief Project Officer, Sonawari.	(i) Full powers. (ii) Provided that the value of the property given as security does not exceed Rs. 3,000. (iii) Provided that the value of the property given as security does not exceed Rs. 1,000.
16	To cancel leases of land under the Irrigation and Roads and Buildings Department.	Superintending Engineers.	In all cases whether relating to waste land or not, where the lease is for a period not exceeding one year provided the cancellation does not entail payment of an extra amount.
17	To sanction grant of lease of water power on canals and other channels incharge of the P. W. D.	Chief Engineers.	Full powers.
18	To sanction leases and sub-leases of Gulmarg Huts.	Chief Engineer, Roads and Buildings.	Provided that the lease does not run for more than five years in any one case and the yearly rent is not below 9% of the capital cost of a hut or the standard rent if any fixed for it by Government whichever is higher.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
19	To accept bids, regarding leases of land and fruits etc. belonging to the P. W. D.	(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers & Dy Chief Project Officer, Sonawari.	(i) Up to Rs. 7,000. (ii) Up to Rs. 5,000. (iii) Up to Rs. 2,000. Provided that any of the these officers will have powers to accept provisionally any bid in excess of his powers subject to confirmation by the higher authority if there is any risk of the highest bid being withdrawn because of delay in obtaining sanction of the higher authority.

Geology and Mining Department.

20	To grant leases of Minor Minerals.	Director Geology and Mining.	Up to a lease value of Rs. 20,000 (twenty thousand only) in each case subject to the condition that the highest bid is not less than that of the previous year in which case approval of the Admn. Department be obtained.
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S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 14. The power to sanction contracts subject to the rules and orders governing such contracts is delegated in the following cases :

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction contracts for supplies and services (other than in P. W. D. and excepting those items specified elsewhere in this chapter, where consultation, formation of Purchase Committee is not possible for recorded reasons.	Major Heads of Departments. Heads of Departments (other than Major Heads) and Class I Officers other than Heads of Departments.	Rs. 2 lakhs per annum in value not exceeding Rs. 10,000 in each case. Rs. 1 lakh per annum in value of not exceeding Rs. 5,000 in each case. Provided that :— i. Contracts do not involve any departure from the rules. ii. No foreign exchange is involved in the contract. iii. The contract is not negotiated or based on a single tender exceeding Rs. 5,000 in each case. iv. A contract for proprietary nature does not exceed Rs. 10,000 in value. v. The contract is not for technical collaboration or consultancy services with firms or other Governments. vi. In respect of contracts outside the State the Director

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>General Supplies and Disposals of Government of India has been consulted before determination of the contract.</p> <p>vii. In respect of purchase of vehicles the agency of Government Transport Undertaking is employed.</p> <p>viii. Contracts are :—</p> <p>(a) within the available Budget provision.</p> <p>(b) determined on the basis of competitive tenders and favourable and economical tenders are accepted.</p>
1-A	To sanction contracts for supplies and services in accordance with the recommendations of the Purchase Committee (other than in P. W. D)	All Officers.	Full powers, within Budget grant.*
1-B	To sanction contracts of supplies and services where the contractors select in accordance	Major Heads of Departments. Heads of Departments (other	Where the new offers are up to 20% of the rate fixed by Purchase Committee.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	with the recommendations of the Purchase Committee back out from contractual obligations and necessary formalities for affecting penalty etc. against them are observed (other than in P. W. D.).	than Major Heads of Departments). Class I Officers (other than Heads of Departments).	
1-C	To sanction contracts for transportation and carriage of goods, stores and supplies without invitation of tenders.	Class I Officers and above and Heads of offices other than Class I Officers.	Full powers, provided the carriage is got done through Road Transport Corporation at the rates approved by the State Transport Authority.
1-D	To sanction contracts for transport and carriage of goods stores, and supplies after invitation of tenders.	Heads of Deptts. and Class I Officers.	Full powers, provided that a non-availability certificate from Road Transport Corporation is obtained and the contract is allotted to the lowest tenderer which should in no case exceed the rates fixed by the State Transport Authority from time to time for the purpose.
2	To grant contract for in dividual works.	(i) Contracts Committee (ii) Chief Engineers. (iii) Dist. Supdtg Enggs. (iv) Supdtg. Enggs (other than (iii) above.)	(i) Full powers. (ii) Up to Rs. 10 lnhks. (iii) Up to Rs. 6 lakhs. (iv) Up to Rs. 4 lakhs.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		(v) Executive Engineers. (vi) Asstr. Engineers.	(v) Up to Rs. 1.50 lakhs. (vi) Up to 0.05 lakhs. In a situation where the lowest rates offered are not considered reasonable by the officer, he should negotiate with the lowest tenderer and allot work to him at rate considered reasonable and in case the tenderer does not reduce the rates, the next higher authority should negotiate with the next higher tenderer on the acceptance of a reasonable rate by him failing which this authority may order invitation of fresh tenders. The orders of allotment of contract approved by Contract Committee should be issued by the Chief Engineer of the Department to whom the work pertains. In case of allotment of contracts on negotiation basis, order for allotment should be issued by officer conducting the negotiation. In the case of allotment of contract to a contractor other than the lowest tenderers, the allotment shall be decided by the Contract Committee up to financial limit of Rs. 6 lakhs and beyond that it should be referred to Govt. along with

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
2-A	To sanction allotment of contracts for Tawi Lift Irrigation Project.	<p>(vii) Commissioner for Housing & Urban Development Department.</p> <p>Chief Engineer Irrigation & Flood Control Department.</p>	<p>recommendations of the said Committee.</p> <p>(ii) In case of single tenderers for work, the acceptance thereof shall be within the competence of next higher authority provided the rates are considered to be reasonable by the competent authority.</p> <p>To the full extent for projects administratively approved by the Urban Development Council/ Government, provided the contracts are within the approved project and funds are available in the budget ;</p> <p>Provided further if the contract is sanctioned otherwise than in accordance with the financial rules the matter shall be submitted to the Urban Development Council :</p> <p>Provided further that cases of major contracts above Rs. 50 lakhs sanctioned by the Commissioner Housing and Urban Development Department be submitted to the Urban Development Council for information in its next meeting.</p> <p>(i) Up to Rs. 5.00 lakhs (full powers).</p> <p>(ii) Above Rs. 5.00 lakhs but not exceeding Rs. 10.00 lakhs with the</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
2-B	To negotiate contracts of individual work.	Commissioner for Housing and Urban Development Department.	<p>concurrence of Financial Adviser & Chief Accounts Officer Flood Control & Major Hydel Projects.</p> <p>Up to Rs. 15 lakhs per contracts provided that the Commissioner is satisfied that the response to the tenders invited for the work is not satisfactory or when for the reasons to be recorded in writing he is satisfied that the tenders cannot be invited without entailing unreasonable delay or administrative inconvenience. Commissioner will inform the Urban Development Council of the action taken on all such cases in its next meeting.</p>
2-C	To grant contract for individual works to J&K Project Const. Corporation Ltd.	<p>(i) Contract Committee.</p> <p>(ii) Chief Engineers.</p> <p>(iii) Distt. Supdtg. Engineer.</p>	<p>(i) Full powers, in respect of contracts above Rs. 12 lakhs.</p> <p>(ii) Up to Rs. 12 lakhs.</p> <p>(iii) Up to Rs. 6 lakhs.</p> <p>Allotment of contracts in favour of the J&K P. C. C. Ltd. to be issued on the basis of the negotiations provided that the rates on which the contract is allotted are considered reasonable.</p>
3	To issue work orders for works and repairs.	1 Chief Engineer Ravi Tawi Irrigation Complex.	1 Up to Rs. 50,000 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		<p>Chief Engineer Project Organisation and District Superintending Engineer.</p> <p>2 Superintending Engineer Floods and Executive Engineers including those in Ravi Tawi and Project Organisation.</p> <p>3 Assistant Engineers-including those in Ravi Tawi and Project Organisation.</p>	<p>2 Up to Rs. 10,000 in each case.</p> <p>3 Up to Rs. 5,000 in each case.</p> <p>Provided that :—</p> <p>(a) Such allotment is made only in respect of works for which tenders in the prescribed manner have been called for and there has been unsatisfactory response or very high rates have been quoted or when due to great urgency like restoration of breach in river embankment during floods or in canal during irrigation season invitation of tender would entail delay.</p> <p>(b) The rates at which the work is allotted on the work order basis are certified by the officer concerned to be reasonable as compared to the prevalent rates and have the effect of</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
3-A	To issue work orders for works of original nature pertaining to relief works necessitated by natural calamities without invitation of tenders in favour of Mates who may not necessarily be approved contractors.	<ol style="list-style-type: none"> 1. Executive Engineers Civil/Electric and Asstt. Engineers Incharge Special Sub-Division. 2. Superintending Engineers. 3 Chief Engineers. 	<p>reducing the contract value by not less than 10% in relation to the lowest tendered rates for the work/section.</p> <p>Up to Rs. 5000 in each case.</p> <p>Up to Rs. 10,000 in each case.</p> <p>Up to Rs. 25,000 in each case subject to the condition that rates for various items of works in various areas are reasonably fixed by the Chief Engineer.</p>
3-B	To issue work orders for works of original repair nature pertaining to works connected with restoration of damages caused by Flood of August 1973 without invitation of tenders in favour of Mates who may not necessarily be approved contractors.	<p>Executive Engineers Civil and Assistant Engineers Incharge Special Sub-Divisions.</p> <p>Superintending Engineers.</p> <p>Chief Engineers.</p>	<p>Up to Rs. 5,000 in each case.</p> <p>Up to Rs. 10,000 in each case.</p> <p>Up to Rs. 25,000 in each case.</p> <p>Subject to the condition that rates for various items of works in various areas are reasonably fixed by the Chief Engineer.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
4	To accept approved agreements for individual works.	<p>(i) Class I Officers except those specified in items No. (ii) below serial 4-A Column 3, Director Local Bodies, Director Land Records, Director Rakhs and Farms.</p> <p>(ii) Divisional Commissioner, Settlement Commissioner, Deputy Inspector General (Police) Supdts. of Hospitals, Conservator of Forests and Trade Agents.</p> <p>(iv) Divisional Forest Officers, Deputy Directors of Health Services, Deputy Directors of Education, General Treasurer, Superintendent of</p>	<p>(i) Full powers.</p> <p>(ii) Up to Rs. 1,00,000.</p> <p>(iv) Up to Rs. 50,000.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
4-A	To execute agreements for individual works on behalf of Governor.	<p>Excise and Taxation Department, Principals of Degree Colleges, Inspectors of Schools, Chief Inspectress and Director Libraries Research and Museums.</p> <p>(v) Managers Government Presses Settlement Officers, Project Officers of Community Projects, Civil Surgeons and Assistant Engineers.</p> <p>(vi) Block Development Officers, Sub-Divisional Officers of Roads, Buildings and irrigation and Tehsildars.</p> <p>(i) Chief Engineers. (ii) Superintending Engineers. (iii) Executive Engineers.</p>	<p>(v) Up to Rs. 10,000.</p> <p>(vi) In the case of Block Development Officers up to Rs. 5,000 and in respect of S. D. Os. and Tehsildars up to Rs. 2,000.</p> <p>(i) Full powers. (ii) Up to Rs. 15 lakhs. (iii) Up to Rs. 5. 00 lakhs.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	
5	To grant miscellaneous contracts by auction.	Deputy Commissioners.	For a period not exceeding 2 years and up to Rs. 7,500.
6	To grant Revenue Department Irrigation Works contracts.	Deputy Commissioners.	<p>Up to Rs. 2,000 in individual cases provided that:—</p> <p>(i) provision for such work has been sanctioned and exists in the Budget;</p> <p>(ii) previous competent administrative approval to the estimate has been obtained.</p>
7	To sanction all transport contracts.	do	Provided they are not of inter departmental character.
8	To grant contracts for the execution of Road Cess work.	do	<p>Up to Rs. 5,000 provided that:—</p> <p>(a) the work has been administratively approved by competent authority; and</p> <p>(b) provision exist in the Budget.</p>
9	To sanction contracts, for repairs to machinery.	Director of Sericulture.	<p>(1) Up to Rs. 500 in each case.</p> <p>(2) Provision exists in the Budget.</p>
10	To sanction contracts for collection of Mulberry wood.	Director of Sericulture.	After tenders are invited and provided the value of contract does not exceed Rs. 5,000 in each case.

So. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
11	To grant extension for recovery of any outstanding instalments from contractors in case of contracts not exceeding Rs 10,000.	(i) Director of Agriculture. (ii) Director Gardens & Parks. Director of Horticulture.	Up to 6 months. Up to 8 months.
12	To grant contracts for supply of articles of furniture, stores etc. after inviting tenders.	Estates Officer.	Up to Rs. 500 in each individual case subject to a maximum of Rs. 3,000 in a year provided funds are available in the Budget.
13	Deleted.		
14	To purchase Press material including spare parts.	Managers of Government Presses.	Up to Rs. 2000 annum.
15	To sanction contracts and accept tenders for Archaeological works.	Director Libraries, Research and Museums.	Up to Rs. 1,000 in each case.
16	To sanction contracts (not pertaining to works).	Superintendent Archaeology.	Up to Rs. 500.
17	To sanction felling, conversion, carriage and other contracts of roads, buildings etc. under rules.	Chief Conservator of Forests. D. F. O. Divisional Managers (D. L. P.)	Full powers. Full powers subject to the rates being accepted within the norms prescribed for different operations by the General Managers in consultation with the Financial Adviser.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
17-A	To sanction contracts for construction of roads, buildings and other constructional works.	1. General Manager (D.L.P) 2. Dy. General Managers (D. L. P.) 3. D. F. Os./ (Divisional Managers D. L. P.)	Full powers to the extent of the powers delegated under Chapter 58 serials 1 & I-A for accord of Administrative approval.
18	To sanction contracts or various work viz felling, conversion transportation, roads and buildings in respect of various forests operations on negotiated rates after keeping market trend in view.	do.	Up to Rs. 50,000 in each case.
18-A	To sanction contracts for various works viz felling, conversion, transportation, roads and buildings in respect of various forests operations on negotiated rates where the work is allotted to a Co-operative Society or where no tender or a single tender or a rate higher than the prescribed ceiling is offered.	D. F. Os./Divisional Managers (D. L. P.)	Full powers subject to the conditions laid down under Chapter 5.14 serial No. 17i. e. contracts are sanctioned under rules.
19	To sanction sub-letting or transfer of the contracts when any contractor is not found working satisfactorily.	Chief Conservator of Forests. D. F. Os./Divisional Managers (D. L. P.)	Full powers. Full powers provided that rates fixed and agreed to while granting the original contract are not exceeded.

S, No.	Nature of Power	To whom delegated	Extent
1	2	3	4
20	To sanction rate contracts in respect of:— (i) Bicycles (ii) Rubber stamps (iii) Trunks (iv) Charcoal and (v) Waste paper	Controller, Stationery & Printing.	Full powers.
21	To enter into contracts for contract of market studies, advertisements and publicity in respect of marketing of Horticulture Produce including vegetables on negotiation basis.	Horticulture Commissioner.	Up to Rs. 20,000 and subject to Budget provision Provided that where the amount of contract exceeds Rs. 20,000 Finance Secretary would be consulted.
22	To sanction execution of work departmentally where competitive tenders are not available or rates quoted are unreasonably high and the execution of work departmentally will mean economy.	(i) Chief Engineers. (ii) Distt. Supdt. Engineers. (iii) Suptdg. Engineers (other than (ii) above). (iv) Executive Engineers. (v) Asstt. Eng.	(i) Up to Rs. 10 lakhs. (ii) Up to Rs. 6 lakhs. (iii) Up to Rs. 4 lakhs. (iv) Up to Rs. 1.50 lakhs. (v) Up to Rs. 0.05 lakhs. Provided that estimates for individual works proposed to be executed departmentally (P W D) stands administratively approved and technically sanctioned by the competent authority and

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
23	To accept deposit contribution work.	(i) Chief Engineer. (ii) Superintending Engineers. (iii) Executive Engineers	<p>provided further that the rates are reasonable and within the market rates, and the ceiling or rates for various items of work have prior approval of next higher authority in the case of the levels of the officers at items, (ii) (iii) (iv) and (v),</p> <p>(i) Full powers.- (ii) Up to Rs. 1.00 lakh. (iii) Up to Rs. 0.25 lacs.</p> <p>Provided that the indenting organisation/bodies have accepted the estimates of cost in advance and funds have been placed at the disposal of concerned Executive Engineers.</p>
24	To grant extension in time of completion of works or waving off of penalty for delay.	1. Chief Engineer. 2. Superintending Enggs. 3. Executive Engineers.	<p>1 Full powers. 2 Full powers for works allotted by Executive Engineers. 3 Full powers for works allotted by Assistant Engineers.</p> <p>Provided that wherever penalty for delay has to</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			be waived if reasons thereof are communicated to the next higher authority.

Note(1) :- In respect of execution of works the District Superintending Engineers will exercise the same financial powers as are delegated to the Chief Engineers, except where under this order or any other order their powers for any purpose are prescribed specifically.

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

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S. No.	Nature of Power	To whom delegated	Extent
11	2	3	4

5. 15. The power to abandon revenue or to grant refunds of revenue is delegated in the following cases :

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

Land Revenue Department

1	To sanction immediate remission of Land Revenue due to any calamity of the harvest.	Financial Commissioner and other officers of the Revenue Department.	As provided in the Suspension and Remission of Land Revenue Rules.
2	To sanction immediate remission of land revenue due to locusts or hail in any harvest.	do.	do.
3	To remit arrears of land revenue.	do.	do.
			Provided in respect of all the items 1 to 3 above the remission does not involve amounts exceeding Rs. 10,000.
4	To sanction refunds of land revenue or other receipts of Revenue Department except revenue fines.	Deputy Commissioners.	Without limits for sums credited to Government when the refund is on account of erroneous collections or is rendered necessary by any order, passed by competent authority or in consequence of an assessment of land revenue having been granted with retrospective.
5	To sanction refunds of land revenue in cases other than those specified in Serial No. 4 above.	Divisional Commissioners.	Without limits, if the refund is admissible under the rules or any special orders.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
6	To sanction refunds of rent on temporary cultivation.	Divisional Commissioners.	Full powers if such rent has been paid in excess of what is actually due.
7	To remit balances of irrecoverable fluctuating and other land revenue.	do.	Up to Rs. 50 in each case.
8	To remit land revenue on poppy cultivation when the crop has failed.	do.	Up to Rs. 1,000 for the District.

Stamps Department

9	To sanction refunds of stamps.	Collectors.	Under rules in Stamp Act, the Court Fee Act, and the rules made thereunder appearing in Financial Code.
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Forest Department

10	To sanction writing off of irrecoverable forest revenue.	Chief Conservator of Forests.	Up to Rs. 1,000 in each case (the Chief Conservator to incorporate the information thus collected in the Annual Report).
		Conservators of Forests.	Up to Rs. 200 in each case subject to half yearly report being submitted to the Chief Conservator.
11	To sanction refund of revenue admissible under rules or orders.	Chief Conservator of Forests.	Full powers.
		Conservator of Forests.	Up to Rs. 10,000 in any one case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		Divisional Forest Officers.	Up to Rs. 1,000 in any one case subject to a report being submitted every six months to the Conservator and by the latter to Chief Conservator. The information thus received to appear in the Annual Administration Report.

Excise and Taxation Department

12	To sanction refunds of excise revenue toll entertainment duty and cinematograph shows tax.	Excise Commissioner.	Full powers subject to the provisions contained in the relevant Acts and the rules framed thereunder.
13	To sanction writing off of irrecoverable dues of the Deptt. relating to Excise, Revenue, Toll, Entertainments duty and cinematograph shows tax.	do.	Up to Rs. 1,000 in each case.
3-A	to sanction writing off of irrecoverable dues of the Deptt. relating to general sales tax, passenger tax, urban immovable property tax and agricultural income tax.	Sales Tax Commissioner.	Up to Rs. 1,000 in each case
14	To sanction closing of liquor shops on festivals and specified days.	do.	Full powers.

Registration

15	To sanction refunds which the Registrar is competent to grant.	Registrars.	Under the provisions in Registration Act, 1977, or any rules made thereunder.
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No.	Nature of Power	To whom delegated	Extent
1	2	3	4
16	To remit wholly or in part the difference between any fine under section 25 or section 34 of Registration Act of 1977 and the amount of proper registration fees.	Inspector General Registration.	Full powers under the Registration Act, 1977.

Education Department

17	To remit in special cases fines imposed on students which in the ordinary course would be credited to general revenues.	Principal of Colleges, Deputy Directors Inspectresses, Tehsil Education Officers.	Full powers.
		Head Masters and Head Mistresses of Schools.	Fines of absence and fines for non-payment of school dues in time.
18	To remit or write off of irrecoverable balances of fee in educational institutions.	Director of Education.	Rs. 25 in any one case.

Public Works Department

19	To sanction remission of water rates due to failure of crops.	Executive Engineers & Dy. Chief Project Officer, Sonawari.	To the extent of scale sanctioned.
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Medical Department

20	To authorise free Laboratory and X-Ray examination and treatment.	Superintendents and Assistant Superintendents of Hospitals.	To all deserving patients according to rules.
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S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

All Departments

21	To sanction refunds not otherwise provided for.	All Disbursing Officers.	<p>Provided :—</p> <p>(a) that refunds are made necessary as a result of some mistake or other flaw in an order for the collection or assessment of revenue which the officer himself is competent to pass; and</p> <p>(b) no single refund except when ordered by a court exceeds Rs. 500.</p>
22	To sanction remission of irrecoverable Government due not otherwise provided for.	Major Heads of Departments.	Up to Rs. 100 in each case subject to a limit of Rs. 1,000 a year.
53	To waive the imposition of fine levable under S. No. 29 of Chapter 5.2 of this book.	Directors Food and Supplies Department.	Full powers, where such a course is considered justified. Reasons be recorded in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 16. The power to add offices or to withdraw these from the public service is delegated in the following cases :

No.	Nature of Power	to whom delegated	Extent
1	2	3	4
1	To sanction work charged appointments for the Jail manufacturing factories.	Inspector General of Prisons.	Up to Rs. 100 p. m. by debit to the manufactory grant.
2	To sanction transfer of non-gazetted posts from Primary, Middle, Secondary and High Schools to same kind of Institution.	(i) Director of Education. (ii) Deputy Directors and Deputy Directress, Girls Education.	(i) Full powers. (ii) Provided the pay of such posts does not exceed 70-6-100-EB-8-180.
3	To sanction pay while under training in a District not under Settlement to a candidate for the post of Qanungo who is already in Government service.	Financial Commissioner.	Provided the pay granted is the minimum of Patwari scale and no substitute is engaged in case the candidate happens to be a Patwari.
4	To sanction pay while under training to a candidate for the post of a Naib-Tehsildar who is already in Government service.	do.	Provided the pay granted is the minimum of the Naib-Tehsildars scale and no substitute is engaged.
5	To classify as "Works" or "Temporary" those classes of establishment about which there is doubt as to the correct definition.	Chief Engineers.	Provided that the general principles for entertainment of such establishment are not infringed.
6	To create posts of work charged establishment.	(i) Chief Engineers.	(i) Up to Rs. 280 p. m. for each person employed in the execution of works subject to the following conditions:—

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
		<p>(ii) Chief Engineer Floods.</p> <p>(ii) Superintending Engineers.</p> <p>(iv) Relief Commissioner.</p>	<p>1. Provision exists in sanctioned estimate to cover the cost of such establishment.</p> <p>2. Orders to commence the work have been received from the competent authority.</p> <p>3. Necessary funds either already exist or have been provided by competent authority.</p> <p>4. The pay of no such posts shall exceed the prescribed scale and rates in cases where such rates have been definitely laid down by higher authority for any particular class of appointment or of the corresponding regular posts where no such rates have been laid down.</p> <p>(ii) For posts the maximum of whose scale does not exceed Rs. 500 for each subject to the conditions, 1, 2, 3 and 4 laid down above for Chief Engineer.</p> <p>(iii) Up to Rs. 175 p. m subject to the above conditions.</p> <p>(iv) For posts the maximum of whose scale does not exceed Rs. 200</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	4	4
			<p>for each, subject to the conditions that :—</p> <ol style="list-style-type: none"> 1. Provision exists in the sanctioned estimates to cover the cost of such establishment. 2. Necessary funds either already exist or have been provided by competent authority. 3. The pay and allowances of no such appointments shall exceed the prescribed rates in cases where such rates have been definitely laid down for any particular class of appointment. 4. The posts will be operative only so long as the Relief Commissioner's Organisation is sanctioned.
7	To sanction readjustment of posts and location of schools under them.	Tehsil Education Officers, Leh and Kargil.	Subject to readjustment being made within the budgeted strength.
8	To sanction work charged arrangement for copying of manuscripts or binding of books.	Director Libraries, Research and Museums.	<p>(i) Up to a period of 3 months.</p> <p>(ii) On a remuneration up to Rs. 100 p. m.; and</p> <p>(iii) the Budget provision exists.</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9	To reduce work charged appointments limited to Rs. 280 as maximum pay.	Executive Engineers and Deputy Chief Project Officer.	Full powers.
10	To increase or reduce the strength of any Office, Division, Circle, Section or Branch by corresponding reduction or increase in some other Office, Division, Circle, Section or Branch of the same Department.	Heads of Departments.	If the increase or reduction is to remain in force for a period not exceeding six months.
10-A	Adjustment of surplus posts from one institution to another in the Education Deptt.	(i) Tehsil Education Officers. (ii) District Education Officers. (iii) Joint Directors of Education. (iv) Deputy Director School Administration (by delegation from Director School Education).	Posts of teachers in Primary/Middle Schools. Posts of teachers in the District. Masters in the Division. Senior Masters.
11	To sanction transfer of Middle and Primary Schools from one place to another place.	Director of Education.	Full powers to transfer Primary School from one place to another in the same Tehsil provided the number of students at the original place does not justify the continuance of the school in that place and the needs of the new place justify opening of one. For Middle

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
12	To sanction appointment of female warders on daily wages at Rs. 2 per day by debit to contingencies for the period for which a female prisoner or detenué is lodged in a Jail.	Superintendent of Jails.	Schools with previous approval of the Government. Provided no female warder is sanctioned under regular establishment in the Jail.
13	To sanction appointments on work charged establishment.	Director Libraries Research and Museums.	Up to Rs. 30 p.m. subject to the period of appointment in each case not exceeding 6 months and a report being submitted to Government.
14	To engage temporary staff on work charge basis for purposes of harvesting and storing the standing crops in the cleared areas of Haji Peer.	Dy. Commissioner, Baramulla.	The establishment will be employed for a period of 2 months in the first instance subject to provision of funds
15	To engage Patwaries, Store keepers, Boatment etc. on daily wages basis.	Relief Commissioner.	Up to a maximum of Rs. 4 per day.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 17. Financial Powers delegated to Chief Justice [subject to general control of the Government.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction under Rule 18.18 of the J&K Financial Code Vol. I writing off finally of the irrecoverable value of stores, live-stock or public money lost by fraud or negligence of individuals or other causes.	Chief Justice.	Up to Rs. 200 book value in each individual case subject to a limit of Rs. 5,000 book value per year and subject to the further conditions that the loss does not disclose (a) a defect in system the amendment of which would require a reference to Finance Department. (b) Serious negligence on the part of individual Government servant or servants which might call for disciplinary action and in case of any fraud or negligence disciplinary action is taken against the defaulting officer or officers concerned under Appendix 2 of the J&K Financial Code Vol. II and any other Government orders on the subject before the loss is written off.
2	To sanction sale by auction of worn out and unserviceable articles and the writing off of the difference between the original value and the sale proceeds.	do.	Full powers.
3	To sanction expenditure upon items specified in detail	do.	Full powers.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	in the sanctioned Budget Estimates under "contingencies" and supplies and services".		
4	To sanction expenditure of an ordinary nature on public occasion or otherwise.	Chief Justice.	Up to Rs. 25 at a time subject to Rs. 500 a year.
5	To sanction house rent within the Budget provision under the unit of appropriation "Rent" for subordinate offices.	do	(i) To the extent of Rs. 100 p. m. when the accommodation is provided in a separate building; and (ii) To the extent of Rs- 25 p. m. when accommodation is provided in a building partly used as a private residence.
6	To sanction local purchase in exceptional cases of such articles of stationery as are not stored in Govt. stationery Depot.	do	Up to a limit of Rs. 75 in each individual case.
7	To sanction purchase of Books and Journals.	do	Full powers within Budget limits.
8	To sanction House Building Advance to all officers under the control of High Court.	do	In accordance with the Rules in J&K F. C. Vol. I and provided the funds are available.
9	To sanction installation of electric lights and fans in.	do	Full powers within the Budget provision.

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4
10	<p>public offices and institutions under their control.</p> <p>To sanction Motor Car Advance to Gazetted Officers.</p>	Chief Justice.	Subject to the conditions laid down in the J&K Financial Code Vol I.
11	To accord administrative approval to expenditure on works other than residential buildings.	do	Full powers.
12	To sanction advances from the General Provident Fund in the case of all officers under the control of the High Court.	do	In accordance with G. P. Fund Rules.
13	To sanction temporary readjustment of scales.	do	For a period not exceeding six months in any one case.

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4

S.No.	Nature of Power	To whom delegated	Extent
1	2	3	4

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

S. No	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To sanction write off of stores.	Block Development Officers and Deputy Project Officers.	Up to Rs. 25 in each case and Rs. 250 in a year for one single item of stock, provided the losses are not due to theft, fraud and negligence.
2	To appoint workers on daily rates of wages.	do.	Up to the number sanctioned for a work or scheme and on wages not exceeding Rs. 2.50 per diem.
3	To sanction expenditure on maintenance works.	do.	Up to Rs. 250 in one year for each item of work.
4	To incur expenditure on the purchase of stores.	do.	Up to Rs. 500 for a single item of stores within sanctioned detailed estimate.
5	To sanction expenditure on advertisement charges.	do.	Up to Rs. 20 at a time not exceeding Rs. 100 in a year.
6	To sanction expenditure on local purchase of stationery.	do.	Up to Rs. 20 in each case subject to Rs. 100 in a year provided the articles are not available in Stationery Depot.
7	To sanction expenditure on upkeep of typewriters and other machinery charged to office contingencies.	do.	Up to Rs. 25 per machine, provided usual rates are not exceeded.
8	To sanction expenditure on purchase of furniture	do.	Up to Rs. 50 within sanctioned estimates.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
9	To sanction expenditure on purchase of books and periodicals.	Block Development Officers and Deputy Project Officers.	Up to Rs. 20 in a financial year.
10	To sanction expenditure on maintenance of vehicles including cost of locomotions i. e. Petrol, Mobil oil etc.	do.	Up to Rs. 150 per month per vehicle.
11	To accord administrative approval and sanction estimates in respect of original works other than residential purpose and to sanction revision of estimates within the estimates sanctioned.	(i) Block Development Officers, Deputy Project Officers. (ii) Project Officers in-charge C. P., Deputy Directors C. D. & N. E S.	Up to Rs. 2,000 each work as per P. W. D. schedule of rates. Up to Rs. 3,000 each work excluding tender appreciation.
12	To sanction allotment of works after calling tenders as provided under rules and to accept tenders for the execution of works.	(i) Block Development Officers, Deputy Project Officers. (ii) Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to Rs. 5,000 each work including tender appreciation; provided the lowest tender is accepted otherwise sanction of the next higher authority is obtained. Up to Rs. 8,000 each work including tender appreciation subject to above condition.
12-A	To accord administrative approval to works under the crash schema for rural employment and sanctioning payments thereof.	District Panchayat Officers.	Up to Rs. 10,000 in each case subject to availability of funds.

S.No	Nature of Power	To whom delegated	Extent
1	2	3	4
13	To sanction allotment of works in respect of works of emergent nature like breaches of bunds, diversions, disilting of Khuls, damaged flumes etc. without calling for tenders.	i. Block Development Officers, Deputy Project Officers. ii. Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to Rs. 250 in each case subject to the maximum of Rs. 1,000 in a year. Up to Rs. 300 in each case subject to maximum of Rs. 2,000 in a year in one block.
14	To accord Administrative approval and sanction estimates of repair works.	i. Block Development Officers Deputy Project Officers. ii. Project Officers incharge C. P., Deputy Directors C. D. & NES.	Up to Rs 250 for each work excluding tender appreciation. Up to Rs. 500 each work excluding tender appreciation.
15	To sanction allotment of repair works after calling tenders as provided under rules and to accept tenders for the execution of these works.	i. Block Development Officers, Deputy Project Officers. ii. Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to Rs. 500 each work including tender appreciation. Up to Rs. 1,250 each work including tender appreciation.
16	To make purchase of materials and arrange their supply at site for community work.	i. Block Development Officers, Deputy Project Officers	*Provided the lowest tender is accepted otherwise sanction of the next higher authority is obtained. Up to Rs. 300 total cost of material.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
17	To make advance payment for labour when the work is executed through the community and not through a contractor.	(ii) Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to Rs. 2,000 total cost of material.
18	Acceptance of agreements.	(i) Block Development Officers, Deputy Project Officers. (ii) Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to Rs. 250 for each work. Up to Rs. 1,000 for each work.
19	Sanction the extension in the completion period of works.	(i) Block Development Officers, Deputy Project Officers. (ii) Project Officers in-charge C. P., Deputy Directors C. D. & N. E. S.	Up to the amount of contract he is competent to sanction. Up to 15 days for each work. Up to one month of each work.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
20	Creation of work charge establishments by debit to work charge grant provided in various estimates com- bindly.	Project Officers in-charge C. P. and Deputy Directors, C. D. & N. E. S.	*Beyond the fixed limit sanction of next higher authority to be obtained. Up to Rs. 60 p. m. in each case.
21	To sanction write off of stores.	Project Officers in-charge of Community Project.	Up to Rs. 20 in each case and Rs. 150 in a year for one single item provided losses are not due to theft, fraud or negligence.
22	To sanction expenditure on advertisement charges.	Project Officers in-charge of Community Project.	Up to Rs. 200 in one financial year.
23	To sanction expenditure on purchase of books and periodicals.	Project Officers in-charge of Community Project.	Up to Rs. 200 in one Financial year
24	To sanction expenditure on repairs and replacement of parts of motor vehicles.	do.	Up to Rs. 50 at a time subject to a limit of Rs. 300 per vehicle in a year.
25	To sanction expenditure on purchase of miscellaneous articles of office use charged to office contingencies and to write them off.	do.	Up to Rs. 50 per item.

S. No.	Nature of Power	To whom delegated	Extent
1	2	4	4
26	To sanction expenditure on repairs, erection and removal of machinery, equipment and furniture.	Project Officers in charge of Community Project.	Up to Rs. 200 in each case.
27	To sanction expenditure on the purchase of furniture and fixture.	do.	Up to Rs. 150 within sanctioned estimates.
28	To sanction expenditure on any individual scheme other than Public Works, Irrigation, Soil Conservation and reclamation works.	do.	Up to Rs. 3,000 within the sanctioned detailed estimates.
29	To sanction loans under land improvement scheme to agriculturists in accordance with such rules as may be prescribed in this behalf by the Administrative Department of National Extension Service and Community Project.	do.	Up to Rs 3,000 in each case.
30	to sanction loans for small scale and cottage industries in accordance with such principles and rules as may be laid down by the Administrative Department of National Extension Service and Community Project in consultation with Administrative Department in charge Industries.	do.	Up to Rs. 1,000 in the case of grant to an individual and up to Rs 5,000 in the case of grant to a co-operative society.

SN o.	Nature of Power	To whom delegated	Extent
1	2	3	4
31	To incur expenditure on maintenance of vehicle.	Project Officers in-charge of Community Projects.	Up to Rs. 200 per vehicle p. m.
32	To sanction loans for rural housing.	do	Up to Rs. 700 in the case of grant to an individual and up to Rs. 5,000 in the case of grant to a co-operatives society.
33	To determine the number of workers to be employed on daily rates of wages.	do.	Full powers within the frame work of detailed estimates.
34	To sanction piece rates of work for a group of workers.	do.	Full powers within sanctioned detailed estimates.
35	To sanction expenditure on maintenance works.	do.	Up to Rs. 50 per single item of work within the frame work by sanctioned detailed estimates.
36	To sanction purchase of stocks and capital equipment.	do.	Full powers within the sanctioned estimates.
37	To sanction expenditure of routine contingent nature on items not specifically mentioned elsewhere.	do.	Up to Rs. 200 p. m. per single item of non-recurring nature and Rs. 50 p. m for a single item of recurring nature.
38	To fix daily wages of skilled workers.	do.	Full powers provided the wages do not exceed Rs. 4 per day.
39	To sanction increments of wages.	do.	Up to a maximum of Rs. 8 every year provided the wage does not exceed Rs. 4 per day.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
40	Execution of constructional works.	Director C. D. & N. E. S.	All powers exercised by Chief Engineer, P. W. D.
41	To sanction advances for works when such advances are considered necessary for being adjusted against works to be done.	do.	Up to Rs. 5000 in each case.
42	To sanction advances for works done.	do.	Up to 90% of the value of work done.
43	To accord technical sanction of works relating to "Intensive Border Development Scheme" and/or "Development of Community (Panchayat) Scheme".	District Development Officer, Baramulla.	Up to Rs. 15,000 in each case.
44	To accord administrative approval of C. D. & N. E. S. works.	District Development Officers.	Up to Rs. 15000 in each case.
45	To accord administrative approval of works under the Crash Scheme for Rural Employment.	(i) Assistant Commissioner Agriculture Production.	Up to Rs 20,000 w. e. f. 1-4-72 in value.
		(ii) Deputy Commissioners.	*Up to Rs. 50,000 in value
46	To sanction estimates for execution of works in C. D. and	(i) Block Development Officer.	(i) Up to Rs. 2,000.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	N. E. S. Department.	<ul style="list-style-type: none"> <li data-bbox="487 443 700 526">(ii) District Penchayat Officer. <li data-bbox="487 600 700 693">(iii) Assistant Commissioner (Dev) <li data-bbox="487 766 700 877">(iv) Deputy Commissioner (Development). <li data-bbox="487 933 700 1044">(v) District Development Commissioner. 	<ul style="list-style-type: none"> <li data-bbox="722 443 1013 582">(ii) Above Rs. 2,000 but less than Rs. 5,000 duly checked by Assistant Engineer. <li data-bbox="722 600 1013 748">(iii) Above Rs. 5,000 but less than Rs. 15,000 duly checked by Assistant Engineer. <li data-bbox="722 766 1013 914">(iv) Above Rs. 15,000 but less than Rs. 20,000 duly checked by Assistant Engineer. <li data-bbox="722 933 1013 1099">(v) Above Rs. 20,000 duly checked by the Executive Engineer Public Health / Irrigation / Road and Buildings.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	5

5. 19. Special Financial Powers delegated to the Assistant Director, Social Welfare Department.

Sl No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To incur expenditure on the purchase of stores.	Assistant Director Social Welfare Department.	Up to Rs. 200 for a single item of stores within sanctioned detailed estimates,
2	To sanction expenditure on local purchase of stationery.		Up to Rs. 5 in each case subject to Rs. 50 in a year provided the articles are not available in Stationery Depot.
3	To sanction expenditure on up keep of type writers and other machines charged to office contingencies.		Up to Rs. 25 per machine; provided usual rates are not exceeded.
4	To sanction allotment of works after calling tenders as provided under rules and to accept tenders for the execution of work.		Up to Rs. 2,000 for each work including tender appreciation; provided the lowest tender is accepted otherwise sanction of the next higher authority is obtained.
5	To accord Administrative approval and sanction estimates of repair works.		Up to Rs. 100 for each work excluding tender appreciation.
6	To sanction allotment of repair works after calling tenders as provided under rules and to accept tenders for the execution of these works.		Up to Rs. 250 for each work including tender appreciation.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
7	To sanction write off of stores.		Up to Rs. 20 in each case and Rs. 150 in a year for one single item; provided losses are not due to theft, fraud or negligence.
8	To sanction expenditure on advertisement charges.		Up to Rs. 200 in one financial year.
9	To sanction expenditure on purchase of books & periodicals.		Up to Rs. 200 in one financial year.
10	To sanction expenditure on purchase of miscellaneous articles of office use charged to office contingencies and to write them off.		Up to Rs. 50 per item.
11	To sanction expenditure on repairs, erection and removal of machinery, equipment and furniture.		Up to Rs. 200 in each case.
12	To sanction expenditure on the purchase of furniture and fixture.		Up to Rs. 150 within sanctioned estimates.
13	Acceptance of agreements.		Up to the amount of contract he is competent to sanction.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

No. S.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 20. Special Financial Powers delegated to General Manager
Departmental Exploitation Project, Forest Department.

S. No.	Nature of Power	To whom delegated	Ext4nt
1	2	3	4
1	To sanction felling, conversion and carriage contract.	General Manager.	UP to Rs. 25,000.
2	To grant rewards to the officials and labour for good work.	do.	UP to Rs. 25 in each case subject to a limit of Rs. 250 per annum.
3	To grant rewards in cases leading to detection of theft in timber.	1 General Manager. 2 Dy. General Manager.	UP to Rs. 50 in each case subject to Rs. 500 (Rupees five hundred) in a year. UP to Rs. 25 in each case subject to Rs. 250 in a year :
4	To sanction gratuity in favour of labour under Workmen Compensation Act.	1. General Manager. 2. Dy. General Manager. 3. D. F. Os/ Divisional Managers.	Payment of compensation subject to award by the competent authority.
5	To sanction rent for store houses, depot lands engaged on public grounds.	1. General Manager. 2. Dy. General Manager.	Full powers. UP to Rs 50 p m. in each case.

Provided in both the above cases, the total value of reward does not exceed 10% of the estimated value of the property in question.

S. No.	Nature of Power	To whom delegattd	Extent
1	2	3	4
6	To give administrative approval for departmental works relating to logging operations such as Roads, Buildings, Bridges, Tanks etc.	3. D. F. Os./ Divisional Managers. 4. Sales Manager. General Manager.	UP to Rs. 30 p. m in each case : Provided funds are avail- able in the Budget UP to Rs. 30 per month in each case provided funds are available in the Budget. Rs 10,000 in each case.
7	To give technical sanction for departmental works.	1. General Manager. 2. Dy. General Manager 3. D. F. Os./ Div. Managers.	Full powers. Up to Rs. 1,00,000 (Rupees one lakh) in each case. Up to Rs. 50,000 (Rupees fifty thousand) in each case.
8	To sanction fluctuating expenditure in meeting allowance of sweepers under contingencies.	General Manager.	Same as C. C. F.
9	To sanction purchase of machinery, stores tools and other items for use in the Departmental working.	1. General Managers. 2. Dy. General Manager. 3 Manager Workshop.	Full powers. Up to Rs. 50,000 (Rupees fifty thousand) at a time subject to maximum of Rs. 2,00,000 (Rupees two lakhs) in a year. Up to Rs 1,000 in each case from authorised

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
10	Deleted.		dealers of manufacturers of repute subject to a maximum of Rs. 12,000 in a year.
11	To sanction expenditure on entertainment of guests visiting in connection with the functioning of project.	i. General Manager. ii. Dy. General Managers. iii. Divisional Managers.	Up to Rs. 50 at a time subject to maximum of Rs. 1000 per annum. Up to Rs. 20 at a time subject to maximum of Rs. 500 per annum. Up to Rs. 10 at a time subject to maximum of Rs. 300 per annum.
12	To sanction write off finally of the irrecoverable value of live-stock lost by fraud or negligence of the individual or other causes.	1. General Manager. 2. Dy. General Manager. 3. D. F. Os/ Div. Manager.	Up to Rs. 500 subject to a limit of Rs. 5,000 in a year in consultation with Financial Adviser. Up to Rs. 250 subject to a limit of Rs. 2,500 in a year in consultation with Financial Adviser. Up to Rs. 10 subject to a limit of Rs. 100 in a year.
13	To sanction purchase of iron safe and fire proof boxes.	General Manager.	Full powers subject to expenditure being within budget grant.
14	To sanction expenditure on account of purchase of books and journals.	1. General Manager. 2. Dy. General Manager.	Full powers up to Rs. 100 for each book. do.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
15	To sanction purchase of medicines for use of staff and labour employed in the Project.	3. D. F. Os./ Div. Manager. 1. General Manager. 2. Dy, General Manager. 3. D. F. Os./ Divisional Manager.	Up to Rs. 50 in a year : Provided the books and journals are of technical and scientific nature relevant to the working of the Department. Up to Rs. 5,000 per year. Up to Rs. 2,500 per year. Up to Rs. 1,000 per year : Provided budget grant is not exceeded in any case and purchases are made on approved rate list of Medical Deptt.
16	To sanction contracts for various works, <i>viz.</i> felling, conversions transportation, Roads & Buildings in respect of various forest operations on negotiated rates after keeping market trend in view.	General Manager.	Up to Rs. 20,000 in each case.
17	To make purchase of fuel, lubricants for running the machinery, trucks etc.	General Manager.	Up to Rs. 15,000 at a time.
18	To sanction disposal of timber in sawn or log from railway rejections mill rejections such as karries, planks,	1. General Manager.	Up to Rs. 1,00,000 (Rupees one lakh) at a time.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	passals, saw dust etc.. in the depot on negotiated or depot reserve rates keeping market rates in view provided the sale is made to the State or Government Department or Government Companies.	2. Deputy General Manager (Sales).	Up to Rs. 50,000 (Rupees fifty thousand) at a time.
19	To sanction advances to contractors in Forest Department for work to be done.	General Manager.	Up to Rs. 10,000 in one case subject to the fulfilment of conditions indicated against serial 1 of Chapter 5.7.
20	To sanction local purchase of stationery articles as are not available in the Stationery Depots by debit to Stationery or contingent grant, of the Project.	1. General Manager. 2. Deputy General Manager. 3. D. F. Os./ Divisional Managers.	Up to Rs. 1,000 (Rupees one thousand) at a time subject to a maximum of Rs. 5,000 in a year. Up to Rs. 500 at a time subject to a maximum of Rs. 2,500 in a year. Up to Rs. 100 at a time subject to a maximum of Rs. 1,500 in a year.
21	To sanction expenditure in urgent cases on account of printing at private presses chargeable to grant 258—Stationery and Printing.	General Manager.	Up to Rs. 300 in each case subject to rule 15 of the Stationery Manual.
22	To sanction subletting or transfer of the contracts when any contractor is not found working satisfactorily.	General Manager.	Up to Rs. 20,000 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
23	To sanction entertainment for buyers at auction.	1. General Manager. 2. Dy. General Manager, Jammu. 3. D. F. Os./ Divisional Managers. 4. Sales Manager.	Up to Rs. 500 at a time subject to maximum of Rs. 1,000 for each auction in both the regions. Up to Rs. 500 at a time subject to a maximum of Rs. 1,000 for each auction for Jammu region only. Rs. 100 at a time. Rs. 100 at a time.
24	To sanction the daily wage rate of skilled or semi-skilled including technical persons engaged on daily wage-basis.	General Manager Government Lumbering Undertaking.	Up to a maximum of Rs. 20 per day.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 21. Delegation of powers of District Development Officer and Pilot Project Officer under intensive District Agriculture Programme.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
1	To incur expenditure on the purchase of machinery, implements and equipments required for laboratories and farms, manures and fertilizers, chemicals and apparatus for combating insect pests and diseases and furnitures.	(i) District Development Officers. (ii) Pilot Project Officer.	(i) Up to Rs. 5,000. (ii) Up to Rs. 2,000 (subject to budget provision).
2	To sanction purchase of books and maps, periodicals and newspapers required for official use.	(i) Pilot Project Officer.	Full powers subject to budget provisions.
3	To sanction employment of skilled or unskilled labour on daily wages in emergent cases.	(i) District Development Officers. (ii) Pilot Project Officer.	(a) At the local rates prevailing at the time in the case of skilled labour to be certified by the concerned Executive Engineer. (b) Not exceeding Rs. 2.50 per head per diem in the case of unskilled labour.
4	To sanction local purchase of stationery articles provided these are certified as not available with Stationery Depot.	(i) Pilot Project Officer.	(i) Full powers within the budget provision.
5	To sanction expenditure in connection with farmers training weeks and other	(i) District Development Officers.	(i) Full powers within the budget provision

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
	short courses for farmers etc. on such items as hiring charges of furniture, utensils.	(ii) Pilot Project Officer.	(ii) Up to Rs. 250 on each occasion subject to budget provision
6	To pay premium on Seeds for Purity etc.	(i) Pilot Project Officer.	(i) In accordance with the rules/orders to be issued by the State Agriculture Department.
7	To sanction free supply of Departmental leaflets, bulletins etc on agriculture subjects for propaganda and publicity purposes.	(ii) Pilot Project Officer.	Full powers within budget provision.
8	To supply plant protection equipment, agricultural implements etc. to cultivators free of charges on the payment of nominal charges or on returnable basis and on such conditions as may be prescribed from time to time.	(i) District Development Officers. (ii) Pilot Project Officers.	Full powers subject to rules sanctioned by the State Agriculture Department and provided budget provision exists.
9	To sanction individual construction project financed out of Block Budget and the Package Programme Budget.	(i) District Development Officer.	Up to Rs. 5,000 in each case subject to budget provision in the case of original work and according to the rates in vogue in P. W. D. in respect of repair works as per detail given below:— 1. @ 1% of the total cost of Pucca works.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
			<p>2. @ 1½% of the total cost of Semi Pucca works.</p> <p>3. @ 2% of the total cost of Kacha works.</p>
10	To give technical sanction for expenditure on original and repair works mentioned in items No. 9 above.	(ii) Pilot Project Officer.	<p>(ii) Up to Rs. 8,000 in each case subject to budget provision in the case of original work and according to rates in vogue in P. W. D. in respect of repair works as per details given below :—</p> <p>1. @ 1% of the total cost of Pucca works-</p> <p>2. @ 1½% of total cost of Semi Pucca works-</p>
11	To issue orders declaring articles of stores or stock surplus or unserviceable.	(i) District Development Officers.	(i) Up to Rs. 15,000 in each case on the technical check of the Departmental technical staff.
		(ii) Pilot Project Officer.	(ii) Up to Rs. 8,000 on the technical check of the Departmental technical staff.
		(i) District Development Officers.	(i) Up to book value of Rs. 350 in each case.
		(ii) Pilot Project Officer.	(ii) Up to book value of Rs. 50 in each case.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
12	To sanction sale of agriculture produce, nursery plants, fruit trees, farm yard manure, compost etc. declared surplus by competent authority at book value or market rates whichever is greater.	(i) District Development Officers.	(i) Full powers subject to rules and orders issued in the State Agriculture Department.
13	To sanction write off of books, periodicals and maps lost or rendered unserviceable.	(i) District Development Officers. (ii) Pilot Project Officers.	(i) Full powers. (ii) Up to the value of Rs. 100 in each case.
14	Powers to approve shortage during storage due to wastage and dryage etc. in Agricultural produce, seeds, fertilisers.	(i) District Development Officers. (ii) Pilot Project Officers.	(i) In cereals up to 10% of weight and for fertiliser. Full powers subject to condition that total value does not exceed Rs. 1,000 per annum. (ii) In cereals up to 5% of weight and for fertiliser up to 10%.
15	To sanction expenditure on demonstration schemes.	Pilot Project Officer.	Full powers subject to budget provision and in accordance with programme approved by the Agriculture Department.
16	To sanction extension in the completion period of works as enumerated in S. No. 9 above.	(i) District Development Officers.	(i) Up to 60 days for each work.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
17	To sanction contract for supply of food and fodder for the live-stock.	(i) District Development Officers. (ii) Pilot Project Officers.	(i) Up to Rs. 100 per bull and up to Rs. 25 per ram per month. (ii) Up to Rs. 60 per bull and up to Rs. 15 per ram per month. (i) accordance with the rules of Rations fixed by the State Animal Husbandry Department.
18	To sanction write off of live-stock.	(i) District Development Officers.	Up to value of Rs. 500 per animal and after completion of prescribed formalities.

Note :—These powers will be exercised by the District Development Officers, Jammu and Anantnag Districts only. When the Intensive Agriculture District Programme is extended to any other District the District Development Officer of that District also will be deemed to be vested with these powers.

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4

5. 22. Special powers to Commissioner Rajouri.

S. No.	Natur of Power	To whom delegated	Extent
1	2	3	4
1	To create whole time posts in connection with "Rehabilitation of displaced civilian population project of Poonch Rajouri area.	Commissioner Rajouri.	<p>Full powers provided that:—</p> <p>(1) the life of the post does not exceed months;</p> <p>(2) the maximum of the time scale in which appointment is made does not exceed Rs. 250 ; and</p> <p>(3) the total expenditure on account of pay and allowance is within $\frac{1}{2}$% of the total estimated cost of the Project.</p>
2	To sanction honorarium to the non-gazetted staff of the Project.	do.	<p>Full powers, provided that:</p> <p>(i) the rate of honorarium does not exceed 50% of the basic pay;</p> <p>(ii) the total honorarium sanctioned does not exceed two months basic pay at the rate referred to in (i) above;</p> <p>(iii) in each case the Commissioner records a certificate that he was satisfied that the official was required to be employed in connection with the project and that the grant of</p>

S. No.	Nature of Power	To whom delegated	Extent
1	2	3	4
3	To transfer any Government servant working in Poonch Rajouri District to work on any post created in the Project.	Commissioner Rajouri.	<p>honoraria was justified taking into account the nature of the work entrusted to the official.</p> <p>Full powers provided that such transfer will last only for 4 months.</p>
4	To sanction expenditure on contingent charges of unforeseen nature.	do.	Up to Rs. 10,000 on each individual item relating exclusively to the project.

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