

15 -ാം കേരള നിയമസഭ

8 -ാം സമ്മേളനം

നക്ഷത്ര ചിഹ്നം ഇല്ലാത്ത ചോദ്യം നം. 5974

17-03-2023 - ൽ മറുപടിയ്ക്ക്

ബുക്ക് ഓഫ് ഫിനാൻഷ്യൽ പവേഴ്സ്

ചോദ്യം		ഉത്തരം	
ഡോ. മാത്യു കുഴൽനാടൻ		ശ്രീ കെ എൻ ബാലഗോപാൽ (ധനകാര്യ വകുപ്പ് മന്ത്രി)	
(എ)	സംസ്ഥാന ധനകാര്യ വകുപ്പ് ബുക്ക് ഓഫ് ഫിനാൻഷ്യൽ പവേഴ്സ് എന്ന ഔദ്യോഗിക ഡോക്യുമെന്റ് പ്രസിദ്ധീകരിച്ചിട്ടുണ്ടോ; എങ്കിൽ പകർപ്പ് ലഭ്യമാക്കാമോ;	(എ)	ഉണ്ട്. പകർപ്പ് ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.
(ബി)	പ്രസ്തുത ഡോക്യുമെന്റിൽ എന്തെല്ലാം വിവരങ്ങളാണ് ഉൾക്കൊള്ളിച്ചിട്ടുള്ളത് എന്ന് വ്യക്തമാക്കി വിശദാംശം നൽകാമോ?	(ബി)	വകുപ്പ് മേധാവികൾക്ക് നൽകിയിട്ടുള്ള സാമ്പത്തിക അധികാരങ്ങൾ, വകുപ്പ് മേധാവികൾക്ക് നൽകിയിട്ടുള്ള പ്രത്യേക അധികാരങ്ങൾ, വകുപ്പ് മേധാവിയുടെ താഴെയുള്ള സബോർഡിനേറ്റ് ഉദ്യോഗസ്ഥർക്ക് നൽകിയിട്ടുള്ള അധികാരങ്ങൾ, ഗസറ്റഡ് ഉദ്യോഗസ്ഥർക്ക് പൊതുവെ നൽകിയിട്ടുള്ള സാമ്പത്തിക അധികാരങ്ങൾ എന്നിവയാണ് ബുക്ക് ഓഫ് ഫിനാൻഷ്യൽ പവേഴ്സിൽ ഉൾക്കൊള്ളിച്ചിരിക്കുന്നത്. നിലവിൽ GO(P)No.102/2017/Fin dated 07.08.2017 അനുസരിച്ച് ഭരണവകുപ്പുകൾക്കും വകുപ്പ് മേധാവികൾക്കും സാമ്പത്തിക അധികാരം നൽകിയിട്ടുണ്ട്. കൂടാതെ വകുപ്പ് മേധാവികൾക്ക് കീഴിലുള്ള ഓഫീസുകളിലെ ഉദ്യോഗസ്ഥർക്ക് സാമ്പത്തിക അധികാരം നൽകുന്നതിന് ബന്ധപ്പെട്ട ഭരണവകുപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറി/പ്രിൻസിപ്പൽ സെക്രട്ടറി/സെക്രട്ടറി, വകുപ്പ് മേധാവി, ധന ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പുകളിലെ പ്രതിനിധികൾ എന്നിവർ ഉൾപ്പെടുന്ന എംപവേർഡ് കമ്മിറ്റി ചേർന്ന് സാമ്പത്തിക അധികാരം നിശ്ചയിക്കുന്നതിന് GO(P)No.102/2017/Fin dated 07.08.2017 പ്രകാരം അനുമതിയും നൽകിയിട്ടുണ്ട്.

സെക്ഷൻ ഓഫീസർ

SUPPLEMENT
TO
THE BOOK OF FINANCIAL POWERS
(From 1-4-1971 to 31-12-1975)

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it contains the President's message to the Congress at the beginning of his first term. The letter is written in a very formal and dignified style, and it is one of the most important documents in the history of the United States.

PREFACE

The present volume is a Supplement to the Second Edition of the Book of Financial powers as on 1-4-1971 issued in February 1976. This contains the Powers delegated to Heads of Departments, etc. from 1-4-1971 to 31-12-1975. It is presumed that both the volumes will be referred for information on the powers delegated to officers in Departments. The powers delegated to the Financial Assistants/Finance Officers attached to Heads of Departments, District Collectors and other departmental officers are also included in this Supplement.

Any officer who notices any error or omission in this publication may bring it to the notice of the Finance Department for appropriate action.

Dated 2nd September, 1976.

K. V. RABINDRAN NAIR,
Finance Secretary.

PREFACE TO THE SECOND EDITION

This is the second edition of the Book of Financial Powers. The delegation of powers ordered after the issue of the first edition upto 1-4-1971 is additionally included in the present edition.

As in the previous edition this Book is also divided into three parts. Part I contains the financial powers common to Heads of Departments including Collectors in general. Part II includes (a) the special powers of the Heads of Departments when such powers are delegated to them over and above those contained in Part I and (b) the powers delegated to subordinate officers. Part III contains the powers of the Gazetted officers in general.

Specific delegations made in other Codes or Departmental Manuals have not been incorporated in this publication. The financial powers which have been delegated to officers subsequent to 1-4-1971 in respect of any item included in this book will supersede the provisions in this book. Any officer who notices any error or omission in this edition may bring it to the notice of the Finance Department for appropriate action.

30th September, 1975.

K. V. RABINDRAN NAIR,
Finance Secretary.

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1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

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PREFACE

In the preface to the Kerala Financial Code, it has been mentioned that the Volume 'Book of Financial Powers' indicating the powers delegated to various officers under the Government in financial matters would be issued as soon as possible. Accordingly the financial powers delegated by the Government to various officers, from time to time, are compiled in this volume.

2. The Book of Financial Powers is divided into three parts. Part I relates to the powers of the Heads of Departments in general, delegated to them by G.O. (P) 400/58/PD dated 31-3-1958, G.O. (P) 248/62/PD dated 24-4-1962, G.O. (P) 264/64/PD dated 27-7-1964 and G.O. (P) 285/65/Fin. dated 8-7-1965. Part II contains :

- (a) the special financial powers of the Heads of Departments i. e., such powers as have been delegated to them over and above those contained in the orders specified above, and
- (b) the powers of the officers subordinate to them.

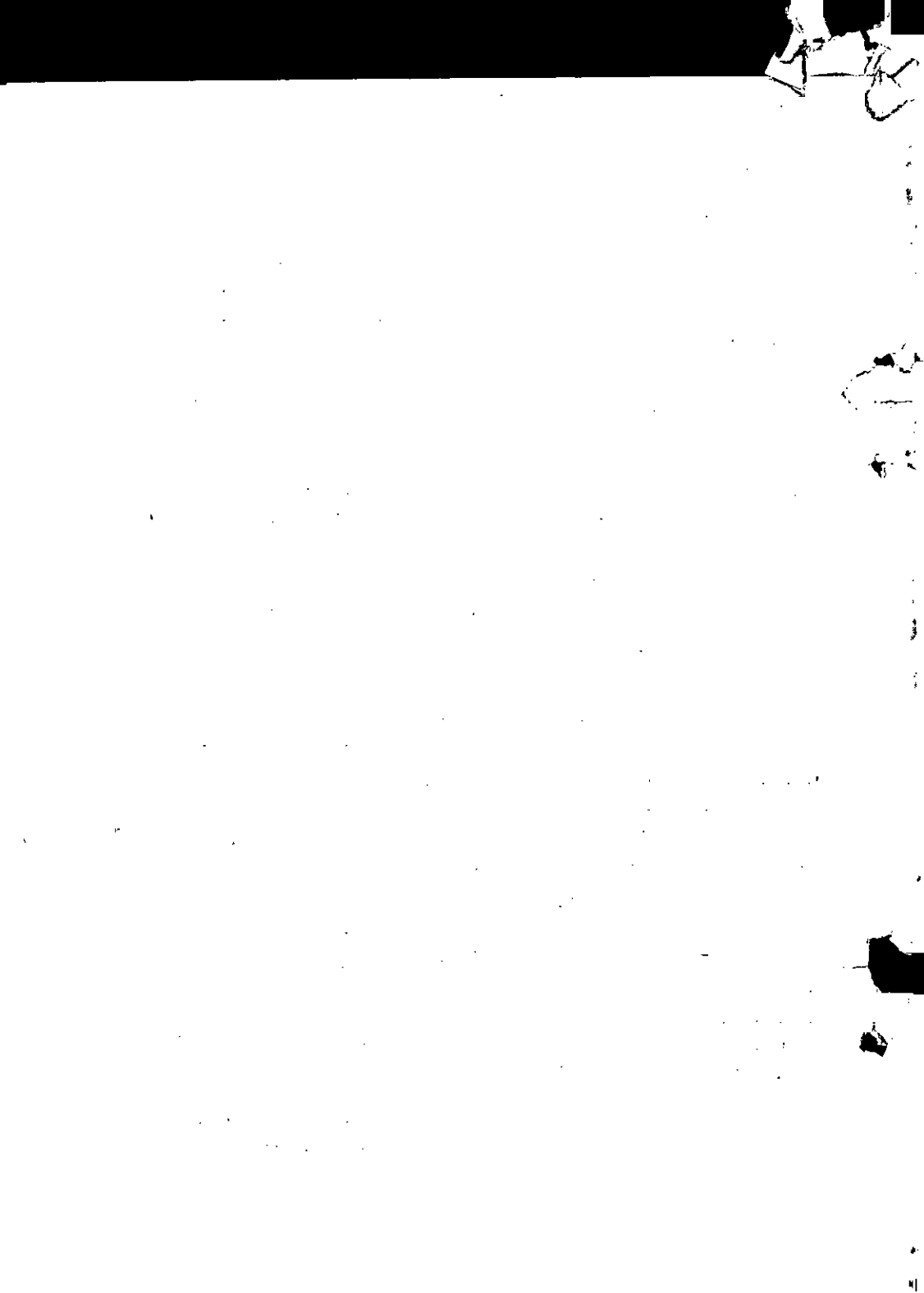
In part III are mentioned the powers of the Gazetted Officers in general.

3. All previous Government orders containing delegation of financial powers shall be deemed to have been superseded in respect of items which have been included in this volume from the date on which this volume is brought into force.

4. Specific delegations made in any Codes or Departmental Manuals have not been incorporated in this volume.

5. Every endeavour has been made to bring out this volume in a self-contained and comprehensive manner. Any officer, who notices an error or omission in this volume should report it to the Head of the Department. If the Head of the Department considers that there is a real error or omission requiring amendment, he should forward suitable proposals to the Government in the Administrative Department, which will pass on the proposals to the Finance Department with its remarks.

C. THOMAS,
Special Secretary (Finance).



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SUPPLEMENT TO THE BOOK OF FINANCIAL POWERS

PART I

Financial powers common to Head of Departments including Collectors

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
Purchase of bicycles	To purchase bicycles for office use without obtaining Government sanction.		G. O. (P) 322/75, Fin. dated 18-7-1975
House building advance	To sanction house building advance in all cases except, 1. Application from All India Service Officers 2. Application from Heads of Departments 3. Joint applications of employees serving in different departments 4. Cases involving relaxation of rules or standing orders on the subject.		G.O. (P) 565/75/Fin. dated 20-12-1975

PART I A

FINANCIAL ASSISTANTS

(1)	(2)	(3)	(4)
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The duties and powers of the Financial Assistants/Finance Officers working in the various departments are issued in general and by special orders from time to time.

General Powers

Duties

1. To prepare budget estimates
2. To distribute allotments among the subordinate controlling officers
3. To reconcile Departmental accounts with the figures booked in the Accountant General's office
4. To exercise control departmental revenue and expenditure which includes
 - (i) watching the progress of departmental revenue and expenditure and issuing instructions to the subordinate officers to keep the expenditure within allotments when any likelihood of excess is anticipated,

G. O. (P) 496/61/
Fin. dated 11-12-1961.

- (ii) reporting to the Head of the Department deviations, from rules relating to expenditure noticed on the part of the subordinate officers.
 - (iii) initiating and dealing with proposals relating to reapportionments, reallootments, supplementary grants and surrender of savings, and
 - (iv) scrutinising expenditure statement relating to 'Plan Scheme'
5. To scrutinise all cases involving—
- (a) Abandonment of Revenue;
 - (b) Refund of Revenue;
 - (c) Enhancement of Revenue; and
 - (d) Write off of departmental dues and liabilities.
- 5A. To scrutinise all proposals involving financial commitment submitted by the Head of the Department to Government.
6. To review progress in the disposal of audit objections and dealing with audit inspection reports.
7. To conduct internal audit of the accounts of the head office.
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(1)	(2)	(3)	(4)
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G.O. (P) 496/61/Fin.
dated 11-12-1961.

8. To inspect of the accounts of subordinate offices under orders of the Head of the Department and to submit notes on such inspection for his perusal and orders.
9. To verify of claims for pension or gratuity.
10. To issue instructions to departmental officers regarding (i) maintenance of accounts and observance of accounts rules and (ii) correct accounting of stores and observance of store rules.
11. To arrange for the proper maintenance of accounts relating to loans sanctioned and/or disbursed by the department and to watch the prompt recovery of such loans.
12. To test audit the accounts of institutions which receive grants-in-aid or loans from the Government and to furnish utilisation certificates wherever required.
13. To advise the Head of the Department on all matters relating to 'Finance' accounts and application of Code Rules.

Financial Assistant/Finance Officer
shall be competent—

G.O.(P) 496/61/Fin.
dated 11-12-1961.

1. to carry on correspondence with the subordinate offices on all account and financial matters and the disposal of objections and audit inspection reports.
 2. to sign fair copies of communications relating to finance and accounts to Government, drafts of which have been approved by the Head of the Department (in the case of Major Departments like P.W.D., Health Services Department and Industries Department, such drafts will be approved by his Deputies in the absence of the Head of the Department)
 3. to send communications to the Accountant General furnishing information relating to finance and accounts.
 - 3A. to send communications to Government furnishing information of a routine nature relating to finance and accounts.
 4. to sanction casual leave to the staff working under him.
-

(1)

(2)

(3)

(4)

5. to call for explanations from the staff working under him for dereliction of duty and recommend suitable disciplinary action through the Personal Assistant or the Administrative Officer. (The staff working under the Financial Assistant will be transferred only after obtaining his views).

The Financial Assistant/Finance Officer will be a State Touring Officer.

In addition to the general powers mentioned above, the following Financial Assistants/Finance Officers will exercise the special powers specified below:

Financial Assistant to the Registrar of Co-operative Societies

1. To watch the progress of recovery of loans issued by Government to societies and other similar institutions and maintenance of the necessary registers for the purpose.

G. O. (P) 496/61/
Fin. dated 11-12-1961.

2. To audit or test audit the accounts of societies and other co-operative institutions which are granted financial aid or loans by the Government and to conduct detailed inspection of the accounts connected with utilisation certificates.

Financial Assistant to the Board of Revenue

1. To do liaison work between treasuries and the Accountant General's Office and advise the Board of Revenue regarding the administration of treasuries.

2. To sign fair copies forwarding sanctions falling within the scope of financial rules in the Kerala Financial Code and Kerala Account Code.

Financial Assistant to the Director of Agriculture

To prepare and submit grant-in-aid statements and audit certificates in respect of schemes partly or fully financed by the Indian Council of Agricultural Research, Indian Central Coconut Committee, etc.

(1)

(2)

(3)

(4)

Financial Assistant to the Director of Harijan Welfare

To audit or test audit the accounts of institutions which are granted financial aid or loans by the Government and to conduct detailed inspection of the accounts connected with utilisation certificate.

Financial Assistant to the Director of Industries and Commerce

To verify applications for grant-in-aid and loans, verification and custody of bonds and to conduct periodical test scrutiny of expenditure and to see that conditions under which grants and loans are fulfilled.

Accounts Officer, Directorate of Coir Development

1. To carry on correspondence with the subordinate officers on all accounts and financial matters and the disposal of objections in audit and inspection report.
2. To sign fair copies of communications relating to finance and accounts to Government, drafts to which have been approved by the Director of Coir Development or in his absence by the Deputy Director of Coir Development.

3. To send communications to the Accountant General furnishing information relating to finance and accounts.
4. To send communications to Government furnishing information of a routine nature relating to finance and accounts.
5. To watch the progress of departmental revenue and expenditure and issue instructions to the subordinate officers to keep the expenditure within allotments when any likelihood of excess is anticipated.
6. To report to the Director of Coin Development deviations from rules relating to expenditure noticed on the part of the subordinate officers.
7. To initiate and deal with proposals relating to reappropriations, re-allotments, supplementary grants and surrender of savings.
8. To scrutinise expenditure statement relating to (i) Plan schemes, (ii) cases involving abandonment of revenue, refund of revenue, enhancement of revenue and write off of departmental dues and liabilities, (iii) all proposals involving financial commitment to be submitted by the Director of Coin Development to Government.

(1)	(2)	(3)	(4)
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9. To review the progress in disposal of audit objections and inspection report.
10. To conduct internal audit of the accounts of the head office.
11. To inspect the accounts of subordinate offices under orders of the Director.
12. To verify claims for pension and gratuity.
13. To issue instructions to departmental officers regarding—
 - (i) maintenance of accounts and observance of accounts rules and
 - (ii) correct accounting of stores and observance of Stores Rules.
14. To arrange for the proper maintenance of accounts relating to loans sanctioned and / or disbursed by the department and to watch the prompt recovery of such loans.

15. To conduct test audit of the accounts of institutions which receive grants-in-aid or loans from the Government and to furnish utilisation certificates wherever required

16. To advise the Director of Coir Development on all matters relating to finance accounts and application of Code Rules.

17. To arrange for the

(i) preparation of budget estimates

(ii) distribution of allotment of funds among the subordinate controlling officers

(iii) reconciliation of departmental accounts with the figures booked in the Accountant General's Office.

Financial Assistant to the District Collectors

Duties

1. To prepare Budget estimates in respect of the heads of account operated by the District Collectors.

2. To distribute allotments among the subordinate officers.

(1)	(2)	(3)	(4)
Budget	3. To watch the progress of monthly expenditure.		
	4. To control expenditure and To maintain budget registers.		
	5. To initiate and deal with proposals relating to reappropriation, reallocation and supplementary grants and surrender of savings.		
	6. To scrutinise expenditure statements relating to Plan Schemes.		
	7. To scrutinise all proposals involving financial commitments prepared in the Collectorate for submission to Higher Authorities.		
	8. To audit loan files before they are finally closed.		
Reconciliation	1. To reconcile expenditure relating to the heads of account operated by the Collectors.		
	2. To reconcile receipt and expenditure of all items of loans controlled by the Collectors.		

3. To reconcile departmental receipts relating to Land Revenue, Excise, and Sales-tax Departments.

Audit Objections

1. To inspect the audit objection register maintained in the Collectorate.
 2. To review progress of clearance of audit objections and inspection reports.
 3. To issue instructions to the subordinate officers in the proper maintenance of (a) loan accounts and registers and (b) correct accounting of stores and observance of store rules.
 4. To maintain consolidated loan accounts of the District in the Collectorates.
 5. To conduct periodical inspection of the accounts branch of the Revenue Divisional Offices, Taluk offices and block offices. To inspect other sub offices which are under the direct administrative control of the Collector, if so ordered by the Collectors.
 6. To inspect of the accounts branch of the Collectorate.
-

(1)	(2)	(3)	(4)
Scrutiny, etc.	1. To advise the following cases before orders are passed:— (a) Abandonment of Revenue. (b) Refund of Revenue. (c) Write off. 2. To scrutinise all service pensions and gratuity papers before orders are passed. 3. To advise the Collector on all matters relating to 'Finance' and 'Accounts' and applications of Code Rules (under the orders of the Collector/Personal Assistant to the Collector)		
Powers	1. To correspond with the subordinate offices on all accounts and financial matters and dispose of audit objections and inspection reports. 2. To sign fair copies of communications relating to finance and accounts to the Board of Revenue and Government drafts which have been approved by the Collector.		

3. To call for monthly statements necessary for reconciliation of departmental receipts and payments with Excise and Sales-tax Departments from the

То үшін

To yunios

L0 Assistant Excise Commissioner
to examine, appraise, and certify the
value of goods imported into the
country.

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2025 D.C.B.

DIRECTOR OF COLLECTIVE BARGAINING.

10-4 To send all communications to the Personnel Office, General's Office and Accounts, General's Office.

10-5 To furnish information relating to Finance and accounts matters.

rotational speed

To routine matters relating to financial and accounting, education, and accounts, including pension.

16. To sanction casual leave to the religious staff working under him.

4. To express his views before or during the 23rd session of the Commission on Human Rights, and to request the Commission to take appropriate action in the matter.

Los Angeles, California, copies of all
communications to the Los Angeles
Office of the Attorney General
communicated to the Attorney General.

15

22-11-1973.
H. Ebn. dard
C. O. MS. 1.01.31

11. E. J. Budd, Jr.

G. O. W2. 10/31

COMMUNICATIONS DIVISION OF THE ARMY
COMMUNICATED TO THE ARMY

General

3

(4)

(1)	(2)	(3)	(4)
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Finance Officer, Collegiate Education

Audit of Accounts

To conduct and supervise the audit of accounts of the institution and offices under the control of the Collegiate Education for such periods and such intervals as may be prescribed or found necessary.

To review the audit reports by the Regional Deputy Directors as and when required under the orders of the Director of Collegiate Education.

To conduct surprise inspection of the accounts, registers and the cash balance in the offices and institutions under the control of the Collegiate Education.

Budget Estimates

To be in charge of the preparation and submission of the Annual Budget Estimates of all institutions under the Director of Collegiate Education.

Scrutiny of D.C.B. Statements

To obtain and scrutinise the D. C. B. of the different institutions under the control of the Director of Collegiate Education and to take prompt action against irregularities, if any, detected.

Scrutiny of Expenditure

To scrutinise and watch the progress of expenditure of the department and take further action if necessary.

G. O. MS. 170/73/
H. Edn. dated
23-11-1973.

To enforce and supervise the work of reconciliation of the departmental figures of expenditure with those of the Accountant General's office.

Redistribution of
Budget Allotment

To sanction the redistribution of allotments among detailed heads of accounts under a unit of appropriation.

Purchase Sanction

To issue purchase sanction, loans and advances other than provident fund advances, approved by the Director, Collegiate Education.

Audit Objections

To supervise the work relating to clearance of audit objections and inspection reports of the Accountant General.

do.

G. O. MS. 170/73/
H. Edn. dated
23-11-1973.

AGRICULTURE DEPARTMENT

(Pages 15-70 B. F. P. as on 1-4-1971)

Nature of Power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)

JOINT DIRECTOR OF AGRICULTURE (GENERAL)

Farm Produce and Usufructs of Trees To sanction and confirm sale in public auction according to market rates, farm produce and usufructs of trees and perishable articles subject to a monetary limit of Rs. 7,000 (Rs. Seven thousand) estimated at the market rate

G. O. Rt. 3469/75/
AD. dated 12-12-1975.

DEPUTY DIRECTORS OF AGRICULTURE AND JOINT DIRECTORS OF AGRICULTURE

Sale of Perishable Articles To confirm the auction sale of all perishable articles, including usufruct without financial limit provided the auction sale is in order, and by the and sanction after their sanction to Joint Director of Agriculture (PACKAGE)

G. O. Rt. 2501/75,
AD. dated 22-9-1975.

Works To give administrative approval of estimates of original works and to budget provision and provided the works are included in the scheme approved by Government, Government to enforce and submit the work

G. O. Rt. 916/74/AD
dated 9-4-1974.

53-11-1013
H. Equ. 1914
C. O. Rt. 1101/3

Petty Construction Repairs and Maintenance	To sanction the execution of minor repairs and petty construction and repair works upto Rs. 1,000 (Rs. One thousand) on a proper estimate in each case without reference to the D. O. to the Secretary to Government.	do.
Provident Fund	To sanction temporary withdrawals from Provident Fund deposits by subordinates upto a maximum of Rs. 1,000 (Rs. One thousand) in each normal case and upto Rs. 750 (Seven hundred and fifty) on special reasons subject to other conditions and limitations under the rules of the Fund.	do.
Advertisement Charges	To incur advertisement charges upto Rs. 500 (Rs. Five Hundred) in each case subject to the conditions that the rates are approved by the Director of Public Relations and subject to budget provision in the Governmental Government.	do.
Renting of Private Buildings	To sanction the hiring of private buildings for office accommodation, godowns, for purposes of office stores, keeping tractor, accessories, manures, etc., upto Rs. 250 (Rs. Two hundred and fifty) per month in each case and subject to other conditions as may be applicable in the rules.	do.
Contingencies—Non-Recurring	To incur non-recurring contingent charges upto Rs. 1,000 (Rs. One thousand) in each case subject to budget provision and the rules in the Financial Code.	do.

3-1-1928
C. O. No. 2101/H/7D

(1)

(1)

(1)	(2)	(3)	(4)
Disposal of Unserviceable Articles and Stores	(a) To sanction disposal of all unserviceable or surplus stores including tools and plants, office furniture, dismantled materials and all other unserviceable stores and confirmation of sale in auction upto a book value of Rs. 500 (Rs. Five hundred) in each case without any annual limit.	G. O. Rt. 916/74/AD dated 9-4-1976	
	(b) To conduct and confirm auction sales of unwanted and unserviceable and dead trees standing in the Agricultural Government Farms and Office premises under the control of the Department of Agriculture in their regions upto the book value of Rs. 500 (Rs. Five hundred) in each case.		do.
	(c) To hold and confirm auctions for the sale of unserviceable articles and old and used animals where the write off involved does not exceed Rs. 1,500 (Rs. One Thousand Five hundred) at a time.		do.
	(d) To sanction and confirm sale in public auction according to market rates, farm produce and usufructs of trees and perishable articles subject to a monetary limit of Rs. 5,000 (Rs. Five thousand) estimated at the market rate.		do.

Repairs to Motor
Vehicles

To sanction repairs to Departmental vehicles upto Rs. 1,000 (Rs. One Thousand) in each case subject to budget provision.

do.

The repair work should be entrusted with approved workshops only. The rates of repair charges should be approved by the Assistant Engineer, Regional Engineering Workshop Sub Division, P. W. D. The procedure laid down in G. O. (P) 248/PD. dt. 24-4-1962 should be followed.

Purchases :

(a) Stationery

To sanction the purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 75 (Rs. Seventy Five) in each case subject to a maximum limit of Rs. 500 (Rs. Five hundred) per annum.

do.

(b) Furniture

To sanction purchase of furniture locally upto a maximum of Rs. 1000 (Rs. One thousand in each case subject to budget provision.

do.

The standard prescribed in Appendix I of the Book of Financial Powers as on 1-4-1971 should be followed.

Stores

To sanction purchase of stores and articles of a capital nature such as scientific instruments and machinery (non-recurring contingent expenditure) upto Rs. 2,000 (Rs. Two thousand) at a time subject to Stores Purchase Rules

do.

(1)	(2)	(3)	(4)
Purchase of stationery.	of Rs. 100 (one hundred) subject to an annual limit of Rs. 750. Seven hundred fifty for the year 1973-74.	Stores Rules should be observed.	G. O. MS. 398/73/AD. dated 27-11-1973.
Investigation of arrears claims.	of Rs. 100 (one hundred) subject to an annual limit of Rs. 750. Seven hundred fifty for the year 1973-74.	Stores Rules should be observed.	G. O. MS. 398/73/AD. dated 27-11-1973.
Withdrawal of Rs. 100 (one hundred) subject to an annual limit of Rs. 750. Seven hundred fifty for the year 1973-74.	of Rs. 100 (one hundred) subject to an annual limit of Rs. 750. Seven hundred fifty for the year 1973-74.	Stores Rules should be observed.	G. O. MS. 398/73/AD. dated 27-11-1973.
Petty construction repairs and maintenance.	of Rs. 100 (one hundred) subject to an annual limit of Rs. 750. Seven hundred fifty for the year 1973-74.	Stores Rules should be observed.	G. O. MS. 398/73/AD. dated 27-11-1973.

Provident fund.	To sanction temporary withdrawals from Provident Fund Deposits by subordinates upto Rs. 750 (Rupees seven hundred and fifty) in normal cases.	The other conditions and limitations under the rules of the Fund should be observed.	G. O. Rt. 916/74/ AD. dated 9-4-1974.
Advertisement charges.	To incur advertisement charges upto Rs. 100 (Rs. one hundred only) in each case subject to budget provision.	The rates should be got approved by the Director of Public Relations.	do.
Purchase of stationery.	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 25 (Rs. Twenty five) in each case subject to a maximum of Rs. 250 (Rs. Two hundred and fifty) per annum.		do.
Renting of private buildings.	To sanction the hiring of private buildings for office accommodation the rent of which does not exceed Rs. 50 (Rs. Fifty) per mensem.	The conditions in item 45 of Appendix 4 of K. F. C. Vol. II should be followed.	do.
Contingencies non-recurring.	To incur non-recurring contingent expenditure upto Rs. 500 (Rupees five hundred) at a time provided there is provision in the budget.	The rules in Appendix 4 K. F. C. Vol. II should be satisfied.	do.
Disposal of unserviceable articles and stores.	(a) To sanction disposal of all unserviceable stores, tools and plants, office furniture and materials at site of works, dismantled materials, etc. upto Rs. 100 (Rupees hundred) at a time and Rs. 500 (Rupees five hundred) a year subject to the rules contained in the K. F. C.		

(1)

(2)

(3)

(4)

(b) To hold and confirm auction for the sale of unserviceable articles and old and useless animals, where write off involved does not exceed Rs. 500 (Rupees five hundred) at a time.

(c) To sanction the confirmation of auction sales of all condemned and useless articles the book value or the estimated market value of which does not exceed Rs. 500 (Rupees five hundred) and of all perishable farm produce without limit, provided previous sanction of the competent authority is obtained for the auction sale.

do.

Repairs to motor vehicles.

To sanction repairs to departmental vehicles upto Rs. 500 (Rupees five hundred) in each case subject to budget provision.

The repair work should be entrusted with approved workshops only. The rates of repair charges should be approved by the Assistant Engineer, Engineering Workshop Sub division, P. W. D.

do.

G. O. Rt. 916/74/
AD dated 9-4-1974.

Works	To accord administrative sanction for estimates of works, the cost of which does not exceed Rs. 7,500 (Rupees seven thousand and five hundred) subject to budget provision and on condition that the work is one included in the scheme approved by Government.	do.
Expenditure in farms.	To incur expenditure in Farms upto Rs. 5,000 (Rupees five thousand) in respect of each Farm per year subject to budget provision.	do.
Purchase of bags and containers.	To purchase bags and containers for storing and packing of farm produce, manures and soil samples upto Rs. 500 (Five hundred) in each case subject to Store Rules.	do.
Verification of stocks	To incur expenditure on account of verification of stocks upto Rs. 200 (Two hundred) in each case observing store rules and accepting the lowest rates.	do.
Advance for cultivation charges.	To draw work advance for cultivation charges in Farms upto Rs. 500 (Five hundred) subject to the condition that the accounts will be rendered in 3 months and the amounts adjusted.	do. Every order sanctioning the advance should be communicated to the A. G.
Disposal of unserviceable articles	ASSISTANT AGRICULTURAL ENGINEERS (a) To sanction disposal of all unserviceable stores, tools and office furniture and material at site of works, dismantled materials, etc. upto Rs. 100 (Rs. One hundred) at a time and Rs. 500 (Five hundred) a year subject to the rules contained in K. F. C.	do.

(1)	(2)	(3)	(4)
	(b) To hold and confirm auction for the sale of unserviceable articles where the write off involved does not exceed Rs. 500 (Rs. Five hundred) at a time.		G.O. Rt. 916/74/AD dated 9-4-1974.
	(c) To sanction the confirmation of auction sale of all condemned and useless articles, the book value or the estimated value of which does not exceed Rs. 500 (Rs. Five hundred).		
Repairs to motor Vehicles	To sanction repairs to Departmental vehicles upto Rs. 500 (Rs. Five hundred) in each case subject to budget provision.	The repair work should be entrusted with approved workshops only. The rates of repair charges should be approved by the Assistant Engineer, Engineering Workshops Sub Division P. W. D. concerned.	do.
Petty construction, repairs and maintenance	To sanction maintenance and petty construction and repair works for execution upto Rs. 500 (Rs. Five hundred) on a proper estimate in each case without reference to P. W. D.		do.

Purchase of spare parts oil and lubricants for tractors, jeeps etc.

To sanction purchase of spare parts oils and lubricants for tractors and other vehicles, oil, engines and raw materials for workshop upto a limit of Rs. 1,000 (Rs. One thousand) in each case subject to budget provisions.

Store Purchase Rules should be observed.

do.

Verification of stocks

To incur expenditure on account of verification of stock upto Rs. 200 (Rs. Two hundred) in each case accepting the lowest rate

do.

do.

JUNIOR AGRICULTURAL OFFICERS OF SEED FARMS AND SUPERINTENDENT OF DISTRICT AGRICULTURAL FARMS

Sale of perishable articles

To conduct auction sale of all perishable articles including straw.

G. O. Rt. 2501/75/
AD. dated 22-9-1975.

1 JUNIOR AGRICULTURAL OFFICERS

Intensive Paddy Development Unit

Purchases

(a) Articles

To sanction local purchase of articles (farm requisites) upto Rs. 50 (Fifty) provided there is Government agency to supply these required articles in time.

Store Purchase Rules should be observed.

G. O. MS. 333/73/
AD. dated 8-10-1973.

(1)	(2)	(3)	(4)
(b) Plant protection chemicals	To effect purchase of inputs in farms like plant protection chemicals to control pests and diseases, limited to Rs. 25 (Rs. Twenty five) at a time subject to budget provision in case of emergency and upto a limit of Rs. 100 (Rs. One hundred) in each season by observing store rules.		G. O. MS. 333/73/ AD. dated 8-10-1973.
Disposal of un-serviceable articles	To sanction disposals of un-serviceable or perishable stores when the book value does not exceed Rs. 10 (Rs. Ten) subject to an annual limit of Rs. 50 (Rs. Fifty).		do.
Usufructs of trees	To sanction the confirmation of auction sale of fallen and dead trees and usufructs within Government compound under their control the book value of which does not exceed Rs. 100 (Rs. One hundred) provided previous sanction of competent authority is obtained for the auction sale.		do.

ANIMAL HUSBANDRY DEPARTMENT

(Page 71-125 of B. F. P. as on 1-4-1971)

<i>Nature of Powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
CONTINGENCIES - Non-recurring	To sanction non-recurring items of contingent expenditure up to Rs. 500 (Rs. five hundred) at a time subject to budget provision.	Rules in Appendix 4 of the K. F. C. dated 11-11-1971. Vol. II should be followed.	G. O. MS. 211/71/DD. dated 11-11-1971.
PURCHASES (a) Furniture	To sanction purchase of furniture locally, observing store rules, upto a limit of Rs. 500 (Rs. five hundred) in each case provided that no Government agency is able to supply.	Conditions¹ in G. O. P. 248/62/PD dated 24-4-1962 should be observed.	do.
(b) Feed ingredients	To purchase feed ingredients, observing store purchase rules for a period of nine months in case no contracts is concluded inspite of making earnest efforts.		do.
(c) Medicines	To sanction local purchase of medicines including sera and vaccine upto a limit of Rs. 250 (Rs. two hundred and fifty) at a time and Rs. 1,000 (Rs. One thousand) annually, subject to the budget provision and subject to the non-availability of these items in the departmental stores.		do

(1)	(2)	(3)	(4)
(d) Gunny bag and other containers	To sanction purchase of gunny bags and other empty containers locally at a cost not exceeding Rs. 250 (Rs. two hundred and fifty) at a time, subject to budget provision.	Store purchase rules should be observed	G. O. MS. 211/71/ DD. dated 11-11-1971,
Advertisement Charges	To sanction advertisement charges up to Rs. 150 (one hundred and fifty) at a time.	Rates of advertisement should be approved by the D. P. R.	do.
Photographic Charges	To sanction photographic charges in public interest upto Rs. 35 (thirty five) at a time subject to an annual limit of Rs. 100 (Rs. one hundred)		do.
Petty Construction and repairs	To sanction maintenance of petty construction and repairs of Government buildings which are not included in the P. W. D. Register, upto Rs. 500 (Rs. Five hundred) in each case on proper estimates without reference to P. W. D.		do.
Agricultural Operation in Govt. Lands	To sanction agricultural operation in Government lands such as farming, manuring, weeding and cultivation of crops by departments, upto Rs. 500 (five hundred) at a time and at an annual limit of Rs. 2,500 (Rs. two thousand and five hundred) subject to budget provision.	Store purchase rules should be observed	do.

do.

Disposal in auction
(a) Lease in auction

To sanction the lease in auction for cultivation of Government land for not exceeding one year without any kind of preference or claim of cultivation the land leased out and plantings thereon after the expiry of period of lease subject to confirmation by the Director of Animal Husbandry.

do.

(b) Disposal of unserviceable articles

To sanction disposal of unserviceable articles in auction including tools and plants, office furniture, poultry equipments dismantled materials, etc. upto a book value of Rs. 200 (Rs. two hundred) in each case subject to an annual limit of Rs. 2,500 (Rs. two thousand and five hundred)

Rules in Article 154 to 157 of K.F.C. Vol. I should be observed. A suitable register to watch the details of articles disposed of in auction should be maintained

do.

(c) Farm produces

To sanction disposal of farm produce except poultry and eggs in auction or on par with or on higher than the existing market rate subject to confirmation by Director of Animal Husbandry.

do.

(d) Seed and manure

To sanction purchase of seed and manure observing store purchase rules.

do.

Write off
(a) Book value of appliance and tools

To sanction write off of the book value of appliances and tools condemned for use upto a book value of Rs. 100 (one hundred) in each case, subject to an annual limit of Rs. 500 (five hundred)

(1)	(2)	(3)	(4)
(b) Book value of poultry	To sanction the write off of the book value of Poultry in case of natural death upto Rs. 100 (Rs. one hundred) in each case subject to a maximum of Rs. 500 (Rs. five hundred) per annum.	Rules in Appx. III to G. O. MS. 234/59/ Agri. dated 4-3-1959 should be observed. Every order of write off should be communicated to A. G,	G. O. MS. 211/71/ DD. dated 11-11-1971.
Hire charges of private vehicles	To sanction the payment of hire charges of private vehicles engaged for departmental use upto Rs. 100 (one hundred) at a time subject to the following conditions and ratifications by the Director of Animal Husbandry. (i) Departmental vehicles are not readily available for transport of feed, feed ingredients etc. required. (ii) Private vehicles are engaged observing store rules.	do.	
Hiring of private buildings	To sanction the hiring of private buildings for Government purposes at a monthly rent of not exceeding Rs. 100 (Rs. one hundred) in each case subject to rules in Appendix 4 of K. F. C. Vol. II.		
Demurrage charges	To sanction surcharge and demurrage charges of trivial nature upto Rs. 10 (ten) in each case provided that the amount to be paid is unavoidable, and subject to an annual limit of Rs. 100 (one hundred)		

BOARD OF-REVENUE

Land Revenue

(Pages 126 of 156 BFP as on 1-4-1971)

Nature of Power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
I. DISTRICT COLLECTORS.			
Works and main-tenance	To sanction P.C.R. works and maintenance of buildings upto Rs. 2,500 (Rs. Two Thousand and five hundred) on proper estimates without reference to the P.W.D.		G.O. MS. 1486/75/ RD dated 3-11-1975.
Repairs of motor vehicles	To sanction repairs of motor vehicles upto a monetary limit of Rs. 2,000 (Rs. Two Thousand only) subject to the rules and orders now existing in the matter or to be issued from time to time.		do.
Hiring of Private Buildings	To hire private buildings on pay-ment of rent upto Rs. 300 (Rs. Three hundred).		do.
Drawal of Daily Allowance	To draw Daily Allowance for the halts in excess of ten days at a place outside the jurisdiction in respect of their subordinates.	The rates of D.A. will be regulated under Rule 59 Part II K.S.R.	do.
Printing	To exercise the Financial Powers common to Heads of Department as contained in part I of this book.		G.O. MS. 844/75/ RD. dated 11-8-1975.

(1)	(2)	(3)	(4)
Provident Fund	To exercise the Financial Powers Common to Heads of Department as contained in part I of this book		G.O. MS. 844/75/RD dated 11-8-1975
Law Charges	To sanction Pleader's Fee upto Rs. 3,000 (Three thousand) in each case, subject to Rules.		G.O. MS. 972/RD dated 6-1-1972.
Provident Fund	2. DEPUTY COLLECTORS.		
	To sanction G.P.F. advances in normal and special cases upto Rs. 2,000 (Rs. Two thousand) in respect of both Gazetted and Non-Gazetted Officers working under them.	The rules in G.P.F. (Kerala) Rules and the restrictions laid down in G.O. (P) 130/74/Fin. dated 7-6-1974 should be followed.	G.O. MS. 844/75/RD dated 11-8-1975.
Provident Fund	ASSISTANT SECRETARY, BOARD OF REVENUE (L.R.)		
	To sanction G.P.F. Advances in normal and special cases upto Rs. 2,000 (Rs. Two thousand) in respect of both Gazetted and Non-Gazetted Officers working under them.	The rules in G.P.F. (Kerala) Rules and the restrictions laid down in G.O. (P) 130/74/Fin. dated 7-6-1974 should be followed.	G.O. MS. 844/75/RD. dated 11-8-1975.
Purchase of stationery	To sanction purchase of stationery upto an annual limit of Rs. 500 (Rs. Five hundred).	3. REVENUE DIVISIONAL OFFICERS.	G.O. MS. 1486/75/RD. dated 3-11-1975.
Investigation of Arrear Claims	To sanction investigation of arrear claims up to the limit of Rs. 210 (Rs. Two hundred and Ten)		G.O./MS 1020/72/RD. dated 18-10-1972.

Provident Fund — To sanction G.P.F. advances in normal and special cases upto Rs. 2,000 (Rs. Two thousand) in respect of both Gazetted and Non-Gazetted Officers working under them.

The rules in G.P.F. (Kerala) Rules and the restrictions laid down in G.O. (P) 130/74/Fin. dated 7-6-1974 should be followed.

G.O. MS. 844/75/
RD. dated 11-8-1975.

4. TAHSILDARS
Purchase of stationery — To sanction purchase of stationery upto an annual limit of Rs. 250 (Rs. Two hundred and Fifty)

G.O. MS. 1486/75/
RD. dated 3-11-1975.

Provident Fund — To sanction G.P.F. in normal and special cases upto Rs. 500 (Rs. Five hundred)

The rules in G.P.F. (Kerala) Rules and the restrictions laid down in the G.O. (P) 130/74/Fin. dated 7-6-1974 should be followed.

G.O. MS. 844/75/
RD. dated 11-8-1975.

Bills — To sanction T.A. claims of their non-gazetted subordinates without countersignature by their superior authority.

G.O. MS. 203/74/
RD. dated 6-2-1974.

BOARD OF REVENUE

Excise Department

(Page 160-165 of the B.F.P. as on 1-4-1971)

Nature of Power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
	I. ADDITIONAL SECRETARY		
Bills	To pass and countersign all T.A. Bills of Subordinate officers of the Excise Department.		G.O. MS. 83/71/ TD. dated 21-12-1971.
Contingencies non-Recurring	To incur non-recurring contingent charges upto Rs. 1,000 (One thousand in each case subject to budget provision.	The general rules in Appendix 4 KFC. Vol. II should be followed.	do.
Testing of Fire Extinguishers	To incur expenditure upto Rs. 5 (five) for pressure testing of fire-extinguishers maintained in the office once in two years as laid down in G.O. MS. 205/Home dated 2-5-1964.		do.
Provident Fund	To sanction all cases of temporary withdrawals, from P.F. deposits, both in the normal cases and in cases requiring special sanction and non-refundable withdrawals from P.F. deposits.	The other conditions and limitations under the rules of the Fund should be observed.	do.
Purchases:			
(a) Stationery	To sanction purchase of stationery articles locally in urgent and unforeseen circumstances upto a limit of Rs. 1,000 (Rs. One Thousand)	Store Purchase Rules should be observed.	do.

(b) Stores	To sanction purchase of stores locally upto a limit of Rs. 2,000 (two thousand) in each case, subject to budget provision and subject to the condition that no Government agency is able to supply the required stores in time.	Purchases should be made after observing Store Purchase Rules.	G. O. MS. 83/71/ TD. dated 21-12-1971.
(c) Purchase of furniture	To sanction purchase of furniture locally upto a maximum of Rs. 200 (two hundred) in each case subject to the condition that—		G. O. MS. 7/73/TD. dated 5-1-1973.
	(a) no Government agency is able to supply the required furniture. (b) the purchase is made observing Store Purchase Rules; and (c) the standard prescribed in Appendix I of the Book of Financial Powers should be adhered to		
Renting of private buildings	To sanction hiring of private buildings the rent of which does not exceed Rs. 200 (two hundred) in each case.	The rules in item 45 of Appendix 4 of K. F. C. Vol. II should be observed.	do.
Disposal of unserviceable or surplus stores	To sanction the disposal of all unserviceable or surplus stores, office furniture, dismantled materials, etc. as the case may be upto a book value of Rs. 500 (five hundred) in each case without any annual limit.	The provisions of Article 154-157 of K. F. C. Vol. I should be followed.	do.

(1)	(2)	(3)	(4)
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Printing charges

To arrange for local printing, not costing more than Rs. 50 (fifty) at a time subject to an annual limit of Rs. 500 (five hundred) and observing the following conditions:—

- (a) Quotations should be invited and other formalities observed.
- (b) Care should be taken to see that sufficient copies are got printed in the first print itself.
- (c) Prior Government sanction should be obtained for printing of new forms and registers.

Repairing charges

To sanction repairing charges of Motor vehicles under the control of the Excise Department upto Rs. 500 (five hundred) at a time subject to the following conditions: ✓

- (a) Stores Purchase Rules should be observed.
- (b) Repairs should be carried out in approved workshops.
- (c) Funds should be available.

do.

G. O. MS. 83/71/
TD. dated 21-12-1971.

(d) Final payment should be made only after the bills are scrutinised and certified by the Assistant Commissioner of Regional Engineering Workshops.

To pay 75% of bill of cost for repairs to motor vehicles and the balance after having certified by P. W. D. authorities.

Sales of thondy articles

To dispose of and to confirm sales of thondy articles, the value of which does not exceed Rs. 250 (two hundred and fifty) in each case.

do.

Write off

To sanction write off of unserviceable articles including worn out books, vessels, articles of furniture, etc., the book value of which does not exceed Rs. 50 (fifty) in each case subject to an annual limit of Rs. 500 (five hundred).

do.

Maintenance and petty construction and repairs

To sanction the maintenance and petty construction and repair work for execution upto Rs. 500 (five hundred) in each case without reference to P. W. D.

do.

Refund of excess amount

To sanction refund of excess amounts realised from parties under Abkari, Opium and Prohibition Acts, not exceeding Rs. 100 (Rs. one hundred) in each case subject to rules.

do.

BOARD OF REVENUE (TAXES)

(Pages 166-176 of B. F. P. as on 1-4-1971)

<i>Name of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

1. DEPUTY COMMISSIONER (LAW), ERNAKULAM

Provident Fund

To sanction temporary withdrawal from Provident Fund deposits by all subordinates under him upto a maximum of Rs. 1,000 (one thousand) in each case which is permissible according to normal rules.

G. O. (P) 12/75/TD.
dated 1-2-1975.

Purchases:

(a) stationery

To sanction purchase of stationery articles in unforeseen circumstances upto a limit of Rs. 50 (fifty) in each case and subject to a maximum of Rs. 500 (five hundred) per annum subject to budget provision.

Store Purchase Rules
should be followed.

do.

(b) Furniture

To sanction purchase of furniture locally subject to budget provision upto a maximum of Rs. 1,000 (one thousand) in each case subject to the condition that

do.

(i) no Government agency is able to supply the required furniture in time;

(ii) the purchase is made after inviting competitive tenders;

(iii) the condition laid down in Article 142 (b) K.F.C. Vol. I is satisfied and

(iv) the scale of furniture prescribed in Appendix I of B.F.P. is followed, and also in accordance with the conditions laid down by Government from time to time.

To sanction purchase of books up to Rs. 100 (one hundred) at a time and up to an annual limit of Rs. 300 (three hundred) subject to budget provision.

G.O. (P) 12/75/TD.
dated 1-2-1975.

The conditions specified under item II of Appendix 4 K. F. C. Vol. II should be followed.

Contingencies
non-recurring

To incur all items of non-recurring contingent expenditure in respect of his office up to Rs. 500 (five hundred) at a time subject to budget provision.

do.

Investigation of
Arrear claims

To sanction investigation of arrear claims by the Accountant General to all officers and under contingencies which are not more than five years old excluding time barred claims.

do.

Shifting of Offices

(i) To sanction the shifting of an office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 200 (Rs. Two hundred) p.m. on the strength of rent and non-availability certificates from P. W. D.

do.

(ii) To execute agreements on lease deeds in respect of private buildings taken on rent for the use of offices under his control.

(1)	(2)	(3)	(4)
Destruction of records	To sanction destruction of old records as per rules.		G.O. (P) 12/75/TD. dated 1-2-1975.
Cycle Advance	To accord sanction for the grant of cycle advance subject to rules.		do.
Bills	To countersign the establishment T.A. bills, and the T.A. Bills of Assistant Secretary (Law) and Sales Tax Officer (Law) and contingent bills relating to the office.		do.
Disposal of unserviceable articles	To sanction disposal of unserviceable articles, the value of which does not exceed Rs. 250 (Two hundred and fifty) in each case.	The conditions laid down in Arts. 154-157 of K. F. C. Vol. I should be followed.	do.
Write off of Unserviceable Articles	To sanction the write off of the value of unserviceable articles up to an annual limit of Rs. 1,000 (one thousand) when the book value does not exceed Rs. 200 (two hundred) in each case and also subject to the condition that such sanction will be communicated to the Audit Office with specific mention of the circumstances of the case.		

2. DEPUTY COMMISSIONERS OF AGRICULTURAL INCOME-TAX AND SALESTAX INCLUDING
DEPUTY COMMISSIONER (INTELLIGENCE)

Provident Fund

To sanction temporary withdrawal from Provident Fund deposits by subordinates of the Department up to a maximum of Rs. 1, 000 (one thousand) in each case which are permissible according to normal rules.

do.

Purchases:

(a) Stationery:

To sanction local purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 50 (fifty) in each case and subject to a maximum of Rs. 500 (five hundred) per annum subject to budget provision.

do.

(b) Furniture

To sanction purchase of furniture locally subject to budget provision up to a maximum of Rs. 1,000 (one thousand) in each case and subject to the condition that

- (i) no Government agency is able to supply the required furniture in time;
- (ii) the purchase is made after inviting competitive tenders;
- (iii) the conditions laid down in Art. 128, K. F. C. vol. I is satisfied;
- (iv) the scale of furniture prescribed in Appx. I of B. F. P. is followed and

G. O. (P) 12/75/TD.
dated 1-2-1975.

(1)	(2)	(3)	(4)
(c) Books	(v) also in accordance with the condition laid down by Government from time to time To sanction purchase of books up to Rs. 100 (one hundred) at a time and up to an annual limit of Rs. 300 (three hundred) subject to budget provision.	The conditions laid down under item 11 of Appendix 4 K. F. C. Vol. II should be followed.	G. O. (P) 12/75/TD. dated 1-2-1975.
Bills	(i) To countersign the Establishment and T. A. Bills relating to their offices. (ii) To countersign the T. A. bills of Inspecting Assistant Commissioners (Assessments) and other Gazetted Officers working under their administrative control	do. do.	do
Contingencies non-recurring	To incur all items of contingent expenditure in respect of Agricultural Income-tax and Sales-tax Department within their respective zone, within the limits of budget grant subject to general rules laid down with regard to purchase and supplies subject to monetary limit of Rs. 500 (five hundred) at a time and subject to the provisions of the K.F.C. and K. A. C.	To sanction investigation of arrear claims by the A. G. to all officers and under contingencies which are not more than 5 years old excluding time barred claims	
Investigation of arrear claims			

Shifting of offices	(i) To sanction the shifting of an office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 200 (two hundred) per mensem on the strength of rent and non-availability certificates from P. W. D.	
	(ii) To execute agreements on lease deeds in respect of private building taken on rent for the use of the Agricultural Income-tax and Salestax Department within their jurisdiction	
Destruction of records	To sanction destruction of old records as per rules	do.
Reimbursement of medical expenses	To sanction the reimbursement of medical expenses of all subordinates subject to rules	do.
Cycle advance	To accord sanction for the grant of cycle advance subject to rules	
Repairs to motor vehicles	To sanction repairing charges of Motor vehicles up to Rs. 1,500 (one thousand and five hundred) in each case at a time subject to stores rules and the conditions that the repairs are carried out at approved workshops and that there is budget provision	do.

(1)	(2)	(3)	(4)
Write off	To sanction write off of the value of unserviceable articles up to the annual limit of Rs. 1,000 (one thousand) when the book value does not exceed Rs. 200 (two hundred) in each case and also subject to the condition that such sanction will be communicated to the Audit Office with specific mention of the circumstances of the case.		G. O (P) 12/75/TD. dated 1-2-1975.
Refund of amounts wrongly remitted	To sanction refund of amounts remitted in to the treasury by mistake or due to ignorance of rules		do.
Write off of irrecoverable revenue	To sanction write off of irrecoverable revenue up to Rs. 250 (two hundred and fifty) in each case without annual limit		do.
Works	To accord administrative sanction to estimates works the cost of which does not exceed Rs. 5,000 (five thousand) subject to the condition that the works are specifically provided for in the budget and executed by the P. W. D.		
Provident Fund	INSPECTING ASSISTANT COMMISSIONERS OF AGRICULTURAL INCOME TAX AND SALESTAX INCLUDING INSPECTING ASSISTANT COMMISSIONERS (SPECIAL) To sanction temporary withdrawal from P.F. deposits by subordinates of the department up to a maximum of Rs. 750 (seven hundred and fifty) in each case which are permissible according to normal rules.		G. O. (P) 12/75/TD. dated 1-2-1975.

Purchases:

(a) Stationery

To sanction local purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 25 (twenty five) in each case subject to store rules.

(b) furniture

To sanction local purchase of furniture up to a maximum of Rs. 500 (five hundred) in each case subject to budget provision and subject to the condition that;

- (i) no Government agency is able to supply the required furniture in time.
- (ii) the purchase is made after inviting competitive tenders; and
- (iii) the condition laid down in Article 128 K. F. C. Vol. I is satisfied and also in accordance with the conditions laid down by Government from time to time.

Bills

To countersign the establishment T. A., bills and contingent bills of their offices and offices subordinates to them.

do.

**Contingencies
non-recurring**

To incur all items of non-recurring contingent expenditure up to Rs. 50 (fifty) at a time within the budget grant subject to the general rules laid down with regard to purchase and supplies and the relevant provision of the K. F. C. and K. A. C.

do.

(1)	(2)	(3)	(4)
Reimbursement of medical expenses	To sanction the reimbursement of medical expenses of all subordinates subject to rules.		G. O. (P) 12/75/TD dated 1-2-1975.
Repairs to Motor Vehicles	To sanction repairing charges of Motor vehicles up to Rs. 500 (five hundred) at a time subject to budget provision.	The repairs should be carried out in approved workshops.	do.
Disposal of unserviceable articles	To sanction the disposal of unserviceable articles, the value of which does not exceed Rs. 50 (fifty) in each.		do.
Provident fund	To sanction temporary withdrawal from P. F. deposits by subordinates up to a maximum of Rs. 750 (seven hundred and fifty) in each case which are permissible under the normal rules.		do.
Purchase:			
(a) Stationery	To effect purchase of stationery articles in unforeseen circumstances up to a maximum limit of Rs. 25 (twenty five) in one year.		
(b) Furniture	To effect purchase of furniture locally up to a maximum of Rs. 250 (two hundred and fifty) in each case subject to budget provision and subject to the condition that		

4. APPELLATE ASSISTANT COMMISSIONERS

(i) no Government agency is able to supply the required furniture in time.

(ii) the purchase is made after inviting competitive tenders and;

(iii) the condition laid down in Art. 128 K. F. C. Vol. I is satisfied.

Bills

To countersign the establishment T.A. bills and contingent bills of their offices.

G.O. (P) 12/75/TD
dated 1-2-1975.

Contingencies
non-recurring

To incur all items of non-recurring contingent expenditure up to a limit of Rs. 25 (twenty five) at a time within the budget grant subject to the general rules laid down with regard to purchase and supplies.

The relevant provisions of the Kerala Financial Code should be followed

do.

Reimbursement of
medical expenses

To sanction the reimbursement of medical expenses of all subordinates subject to rules.

do.

Disposal of un-
serviceable articles

To sanction disposal of unserviceable articles the value of which does not exceed Rs. 50 (fifty) in each case.

The conditions laid down in Art. 154-157 of KFC Vol. I should be satisfied.

do.

(1)	(2)	(3)	(4)
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5. LAW OFFICER, TRIVANDRUM

Provident fund

To sanction temporary withdrawal from P. F. deposit by subordinates upto a maximum of Rs. 750 (seven hundred and fifty) in each case which are permissible under the normal rules.

G. O. P. 12/75/TD
dated 1-2-1975

Purchases :

(a) Stationery

To effect purchase of stationery articles in unforeseen circumstances up to a maximum limit of Rs. 25 (twenty five) in each case subject to a maximum of Rs. 250 (two hundred and fifty) per annum.

Stores Purchase
Rules should be
observed.

do.

(b) Furniture

To effect purchase of furniture locally up to a maximum of Rs. 250 (two hundred and fifty) in each case subject to budget provision and subject to the conditions that

- (i) no Government agency is able to supply the required furniture in time;
- (ii) the purchase is made after inviting competitive tenders;
- (iii) the condition laid down in Art. 128 K. F. C. Vol. I is satisfied.

Contingencies
non-recurring

To incur all items of non-recurring contingent expenditure within the budget grant up to Rs. 25 (twenty five) at a time subject to the general rules laid down with regard to purchase and supplies and subject to the relevant provisions of the Kerala Financial Codes.

Bills

To countersign the establishment T.A. bills and contingent bills of his office and the T. A. bills of the Additional Law Officer.

Disposal of un-
serviceable articles

To sanction disposal of unserviceable articles, the value of which does not exceed Rs. 50 (fifty) in each case.

Provident Fund

To sanction temporary withdrawal from P. F. deposits by subordinates upto a maximum of Rs. 750 (seven hundred and fifty) in each case which is permissible under the normal rules.

Purchases:

(a) Stationery:

To effect purchase of stationery articles in unforeseen circumstances upto a limit of Rs. 25 (twenty five) in an year.

(b) Furniture:

To effect purchase of furniture locally upto a maximum of Rs. 250 (two hundred and fifty) in each case subject to budget provision.

G.O. (P) 12/75/TD
dated 1-2-1975.

do.

do.

Conditions laid down in Art. 154-157 of K. F. C. Vol. I. should be followed.

6. INSPECTING ASSISTANT COMMISSIONERS (INTELLIGENCE)

G.O. (P) 12/75/TD.
dated 1-2-1975

do.

S. P. Rules should be observed.

do.

do. and the scale prescribed in Appx. I of BFP is followed.

(1)	(2)	(3)	(4)
Contingencies- Non-recurring	To incur all items of non-recurring contingent expenditure within the budget grant upto Rs. 25 (twenty five) at a time.	The general rules in Appx. 4 of K.F.C. Vol. II should be followed.	G. O. (P) 12/75/T. D. dated 1-2-1975
Bills	To countersign the establishment T. A. Bills and contingent bills of their offices.	do.	
Disposal of Unserviceable Articles	To sanction disposal of unserviceable articles, the value of which does not exceed Rs. 50 (fifty) in each case.	The conditions laid down in Art. 154-157 of K. F. C. Vol. I should be followed.	do.
Repairs to Motor Vehicles	To sanction repairing charges of motor vehicles upto Rs. 500 (five hundred) at a time subject to budget provision.	The repairs should be carried out in approved workshops only.	do.
Bills	To draw the establishment and contingent bills relating to the office of the Additional bench.	ASSISTANT SECRETARY, ADDITIONAL BENCH, CALCUTTA	
			G. O. MS. 173/75/TD. dated 17-12-1975.

BOARD OF REVENUE

Civil Supplies

(Pages 157-159 of B F P as on 1-4-1971)

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
I. DISTRICT SUPPLY OFFICERS			
Provident Fund		To sanction temporary withdrawals from the G. P. F. to both the gazetted and non-gazetted officers working under them in normal cases upto Rs. 2,000 (Rs. Two Thousand) at a time. The G. P. F. (Kerala) Rules and the restrictions laid down in G. O. (P) 130/74/Fin. dated 7-6-1974 and G. O. (P) 134/75/Fin. dated 31-3-1975 should be followed.	G. O. MS. 21/75/Food dated 26-11-1975.
Purchases			
(a) Stationery	To sanction purchase of stationery articles upto a limit of Rs. 25 (Twenty five) in each case in urgent and unforeseen cases subject to a maximum of Rs. 250 (Two hundred and fifty) per annum.		G. O. MS. 23/74/Food dated 15-11-1974.
(b) Furniture	To sanction purchase of furniture locally upto Rs. 100 (Rs. One hundred) per annum subject to Stores Purchase Rules, when no Government agency is able to effect the supply of the furniture required in time and subject to the scale prescribed.	The standard prescribed in Appendix I to B. F. P. should be followed.	do.

(1)	(2)	(3)	(4)
(c) Books	To sanction purchase of reference books for the use of his office and for the subordinate offices upto a limit of Rs. 15 (Rs. fifteen) at a time and an annual limit of Rs. 100 (Rs. One hundred) subject to budget provision.	The general conditions in item 11, Appendix 4 of K.F.C. Vol. II should be followed.	G.O. MS. 23/74/Food dated 15-11-1974.
Repairs to Motor Vehicles	To sanction repairs to motor vehicles in urgent cases through approved workshops, when the cost does not exceed Rs. 150 (One hundred and fifty) in each case, the spare parts being purchased under the Stores Purchase Rules and the repair charges got verified by the Assistant Engineer, Engineering Workshops Subdivision, P. W. D. concerned.		
Bills	To sanction drawal of advance tour T.A. of the non-gazetted officers of the office of the Board of Revenue (CS)	ASSISTANT SECRETARY, BOARD OF REVENUE (C. S.)	G. O. Rt. 696/73/Food dated 14-11-1973.
Refunds	To sanction refunds against original credits relating foodgrains, sugar, kerosene and pulses upto Rs. 200 (Rs. two hundred) in each case; subject to the condition that it should be beyond doubt that Government are not entitled to the amounts to be so refunded.		G. O. MS. 23/74/Food dated 15-11-1974

TALUK SUPPLY OFFICERS/CITY RATIONING OFFICERS/SPECIAL TAHSILDARS

Purchase
Stationery

4/3647/B.

of To sanction purchase of stationery articles locally in urgent and unforeseen cases upto Rs. 10 (Rs. ten) in each case, subject to a maximum limit of Rs. 25 (Rs. Twenty five) per annum.

G. O. MS. 23/74/Food
dated 15-11-1974.

Provident Fund

To sanction temporary withdrawals from the G. P. F. in normal cases upto Rs. 500 (Rs. five hundred) at a time to all subordinate officers working under them.

The G. P. F. G. O. MS. 21/75/Food
(Kerala) Rules and dated 26-11-1975.
the restrictions laid
down in G. O. (P)
130/74/Fin. dated
7-6-1974 and G. O.
(P) 134/75/Fin. dated
31-3-1975 should be
followed.

BUREAU OF ECONOMICS AND STATISTICS

(Pages 177-181 of BFP as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

1. ADMINISTRATIVE OFFICER

G. O. MS. 14/7.
Plg. dated 18-6-1971

Contingencies non-recurring To sanction non recurring contingent expenditure up to Rs.500 (Rs. Five hundred) in each case subject to budget provision and in accordance with the general Rules in Appendix 4 of K.F.C. Vol. II.

do.

Purchase of Stationery To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 50 (Rupees fifty only) in each case subject to a maximum of Rs. 500 (Five hundred) per annum (when the purchase exceeds Rs. 25 (Rs. Twenty-five) in value, it should be effected after inviting competitive quotations)

Bills (a) To pass and countersign T. A. Bills of officers of and below the rank of Assistant Directors;

and (b) To sanction T. A. Bills for December and previous months preferred after March next year

do.

Repairs to vehicles

To sanction repairs including purchase of spare parts to vehicles in the Department and payment of bills therefor, not exceeding Rs. 1,000 (one thousand) in each case subject to rules in G. O. (P) 248/PD/62 dated 24-4-1962. Competitive tenders or quotations will be invited if the amount in each case exceeds Rs. 25. (Twenty-five)

do.

Write off

To write off unserviceable articles including damaged and worn out articles, books etc., subject to the annual limit of Rs. 1,000 (One thousand) when the book value does not exceed Rs. 100 (One hundred) in each case.

3. JOINT DIRECTOR (CO-ORDINATION)

Advertisement charges

To effect payments for advertisement charges upto Rs. 50 (Fifty) in each case.

The rates should be approved by the Director of Public Relations

G. O. Rt. 210/75/
Plg. dated 20-6-1975.

(1)	(2)	(3)	(4)
Printing charges	To send directly requests for printing to the Government Presses and also get forms etc. printed in the Government presses in cases where the prior approval of Government is not necessary, when the Superintendent of Government Presses cannot meet the requirements within the reasonable period (not exceeding three months) to arrange the printing locally at a cost not exceeding Rs. 5,000 (Five thousand).	The rates should have the approval of the Superintendent of Government Presses	G.O.Rt. 210/75/Plg. dated 20-6-1975.

2. ADMINISTRATIVE ASSISTANT

Contingencies non-recurring.	To sanction non-recurring contingent expenditure upto Rs. 25 (Twenty five) in each case subject to budget provision and in accordance with the Rules.	G.O. MS. 37/73/Plg. dated 24-10-1973.
Provident Fund	To sanction withdrawal from G.P.F. deposits by N. G. Os upto a maximum of Rs. 500 (Five hundred) subject to the rules of the Fund.	do.
Custody of valuables	To keep in safe custody valuables and mortgage deeds and other articles which have to be kept under safe custody.	do.

COLLEGIATE EDUCATION

(Pages 182-196 of BFP as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
	ADMINISTRATIVE OFFICER, DIRECTOR OF COLLEGIATE EDUCATION		
Contingencies non-recurring		To sanction non-recurring contingent expenditure upto Rs. 250 (Two hundred and fifty) in each case, provided there is budget provision.	The rules in G. O. Rt. 182/74/H. appendix 4 of KFC. Edn. dated 6-2-1974 Vol. II should be followed
Bills		To draw establishment pay bills, and contingent bills and P. F. Bills relating to the office of the Director of Collegiate Education and to countersign T.A. Bills of all gazetted officers (both teaching and non-teaching) whose maximum pay does not exceed Rs. 275 (Two hundred and seventy-five).	do.
		To draw bills for claims relating to purchase of stores.	G. O. Rt. 182/74/H. Edn. dated 6-2-1974.
General		To examine on behalf of the Director of Collegiate Education the work load of each Department of study in each of the College under him and to satisfy that no excess staff is employed vide Part II-Rule 5)	G. O. MS. 271/72/ Edn. dated 11-12-1972

(1)	(2)	(3)	(4)
	To arrange for the local audit of the accounts of the Colleges coming under the scheme by the staff of the Zonal Directorate-vide rule 12.		G. O. MS. 271/72/ Edn. dated 11-12-1972.
	To countersign pay bills received from the Principals of the Private Arts & Science College coming under the scheme, within his jurisdiction-		do.
Write off	To write off unserviceable articles, including damaged and worn out articles, books, etc., in the office of the Director of Collegiate Education, subject to the annual limit of Rs. 1,000 (One thousand) when the book value does not exceed Rs. 100 (One hundred) in each case.		G. O. Rt 182/74/H Edn. dated 6-2-1974.
Bills	To countersign T. A. Bills of Gazetted Officers below the rank of principals and Deputy Director of Collegiate Educations.		do.
Auction	To sanction auction sale of fallen and dead trees of the compound of the office of the Director of Collegiate Education.		do.
Usufructs of trees	To sanction auction sale of usufructs of trees standing in the office compound of the Director of Collegiate Education.		do.
Investigation of arrears claims	To sanction investigation of arrear claims which are not more than 5 years old excluding time-barred claims		do.

Provident Fund

To exercise the same powers as the Director of Collegiate Education regarding sanctioning of temporary withdrawals from the G.P.F.

do.

Purchases:

(a) Furniture

To sanction purchase of furniture from P. W. D. workshop or any Government agency subject to budget provision.

do.

(b) Stationery

To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 50 (Fifty) in each case, subject to a maximum of Rs. 250 (Two hundred and fifty) per year inviting quotations.

do.

Tenders

To sanction P. C. R. works upto Rs. 2,500 (two thousand and five hundred) on a proper estimate in each case after inviting competitive tenders in respect of Directorate of Collegiate Education.

do.

Petty Construction and repairs

To sanction P. C. R. works upto Rs. 2,500 (Two thousand and five hundred) on a proper estimate in each case after inviting competitive tenders in respect of the office of the Director of Collegiate Education.

do.

Bills

DEPUTY DIRECTORS OF COLLEGIATE EDUCATION

1. To countersign the establishment salary bills of teaching and non-teaching staff of the private Arts and Science Colleges coming under the scheme of Direct Payment within the territorial limits of his zonal office.

G. O. MS. 271/72/
Edn. dated 11-12-1972.

(1)	(2)	(3)	(4)
2.	To draw the establishment pay bills, P. F. Bills and T. A. Bills of Non-Gazetted Staff of the zonal Directorate and the contingent bills in respect of the contingent charges relating to the zonal offices.		G. O. MS. 271/72/ Edn. dated 11-12-1972
3	To approve the tour programme of the Accounts Officer and other Staff working under him to countersign the T. A. Bills of the Gazetted Officers in his office.		do.
Investigation of arrear claims	To sanction investigation of arrear claims by the Accountant General, Kerala of all officers which are not more than five years old, subject to the condition that the claims are not time barred.		do.
Provident fund	To sanction temporary withdrawal from G. P. F. deposits by subordinates working under him upto a maximum of Rs. 500 (Five hundred) in normal cases and upto Rs. 750 (Seven hundred and fifty) in special cases.	The other conditions and limitations under the Rules of the Fund should be followed.	do.

Purchases:
(a) Furniture

Store Purchase
rules should be fol-
lowed.

do.

To sanction the purchase of furniture from P. W. D. Workshops or other Government Agencies subject to budget provision and local purchase of furniture and other stores required for the proper running of the office up to Rs. 2,500 (Rs. Two thousand and five hundred) at a time but not exceeding Rs. 10,000 (Ten thousand) in a year subject to budget provision.

do.

(b) Stationery:

To sanction local purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 20 Rs. (Twenty) in each case subject to a maximum of Rs. 150 (Rs. one hundred and fifty) per annum.

Printing charges

To publish notice in the Gazette and to correspond direct with the Superintendent of Government Presses regarding all printing works including authorised and other forms and registers required for the office subject to the condition that while sanctioning printing care should be taken to see that sufficient copies are got in the first print itself.

do.

Write off

A copy of the order sanctioning the write off should be communicated to the A. G.

To sanction the write off of the value of unserviceable articles subject to the annual limit of Rs 500 (Five hundred) when the book value does not exceed Rs. 100 (Rs. One hundred) in each case.

(1)

(2)

(3)

(4)

To sanction the disposal by auction of unserviceable articles of surplus stores, tools and plants, office furniture and other dismantled materials as the case may be upto a book value of Rs. 250 (Rs. Two hundred and fifty) in each case subject to an annual limit of Rs. 2,000. (Rs. Two thousand). This should be subject to the following conditions that the case does not disclose :

(a) Any defect in the system of rules, the amendment of which requires the orders of a higher authority, and

(b) Serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of a higher authority.

(i) To sanction the annual lease of usufructs in the premises of the institution under his control.

(ii) To auction fallen trees and dead trees in the premises which have no yield.

(iii) To order the cutting and removal of any fruit bearing trees or any portion thereof for safety reasons and to sanction if necessary in such cases reasonable remission to the lease in the lease amount.

Lease

G. O. MS. 271/72/
Edn. dated 11-12-1972.

do.

do.

The general condition prescribed in Appendix 4 K.F.C. Vol. II should be followed.

do.

The monetary limit of non-recurring contingent charges is fixed at Rs. 150 (Rs. One hundred and fifty) in each case provided there is budget provision.

To sanction the periodical renewal of Uniforms belts and bags to the Peons when the supply of such articles have been sanctioned.

do.

To sanction claims for the reimbursement of the medical expenses of both gazetted and non-gazetted staff working under his control subject to the rules for reimbursement of medical expenses. The maximum amount that could be sanctioned for each case of illness is Rs. 100 (Rs. One hundred) at a time.

do.

To sanction petty repairs to Government buildings upto Rs. 750 (Seven hundred and fifty) on proper estimate approved by the P. W. D.

do.

To examine on behalf of the Director of Collegiate Education the work load of each Department of study in each of the College under him and to satisfy that no excess staff is employed.

To arrange for the local audit of the accounts of the Colleges coming under the scheme by the staff of the Zonal Directorate

To countersign the pay bills received from the Principals of the Private Arts & Science Colleges coming under the scheme, within his jurisdiction.

Contingencies- Non-Recurring

Renewal of Uni- forms

Reimbursement of Medical Expenses

Petty Construction Repairs and Main- tenance

General

(1)	(2)	(3)	(4)
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PRINCIPAL OF S. S. T. COLLEGE OF MUSIC

Provident Fund

To sanction temporary advance of Provident Fund to all subordinates including gazetted employees upto a maximum of Rs. 400 (Rs. Four hundred) in normal cases and upto Rs. 600 (Rs. Six hundred) in special cases.

G. O. MS. 27/74/
Edn. dated 16-2-1974.

WARDENS OF GOVT. HOSTELS AND PRINCIPALS OF MUSIC ACADEMIES

Provident Fund

To sanction temporary advance of Provident Fund to the Subordinates including gazetted employees upto a maximum of Rs. 350 (Three hundred and fifty) in normal cases and upto Rs. 500 (Five hundred) in special cases. The other conditions and limitations under the rules of Fund should be observed.

do.

PRINCIPALS OF PHYSICAL EDUCATION COLLEGES

Provident Fund

To sanction temporary advance of Provident Fund to all subordinates including gazetted employees upto a maximum of Rs. 350 (Rs. Three hundred and fifty) in normal cases and upto Rs. 500 (Rs. Five hundred) in special cases. Other conditions and limitations under the rules of the Fund should be observed.

do.

1. ADMINISTRATIVE ASSISTANTS (GOVERNMENT ARTS & SCIENCE COLLEGES)

Bills

To draw all pay bills, contingent bills and T.A. Bills of non-teaching staff

G.O.Rt. 1893/73/H.
Edn. dated 8-11-1973.

Provident Fund	To sanction temporary withdrawal from the G. P. F. account of the non-teaching staff upto a maximum of Rs. 300 (Rs. Three hundred) subject to the rules	do.
Contingencies non-recurring	To sanction non-recurring contingent expenditure to a maximum of Rs. 25 (Rs. twenty five) subject to an annual limit of Rs. 250 (Rs. Two hundred and fifty)	do.
Reimbursement of medical expenses	To sanction claims for the reimbursement of medical expenses of non-gazetted staff subject to the rule for the reimbursement of medical expenses. The maximum amount that can be sanctioned for each case of illness is Rs. 100 (Rs. One hundred)	do.
Write off of un-serviceable articles	To sanction the write off of the cost of un-serviceable articles such as boxes, containers, or un-serviceable stores, the book value of which does not exceed Rs. 10 (Rs. Ten) in each case subject to an annual limit of Rs. 200 (Rs. Two hundred)	do.
Usufructs of trees	To sanction annual lease of usufructs in the College premises and to auction fallen and dead trees	do.
Purchase of Stationery	To purchase stationery articles for Rs. 10 (Rs. Ten) at a time subject to a maximum of Rs. 100 (Rs. One hundred) a year	do.

CO-OPERATIVE DEPARTMENT

(Pages 197-207 of B.F.P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

REGISTRAR OF CO-OPERATIVE SOCIETIES

Share capital contribution

To issue sanction contribution to the share capital of Government Servants' Co-operative Societies selected under the plan schemes

G. O. Ms. 168/73/
Agri. dated 19-5-1973.

DEPUTY REGISTRARS

To draw the sanctioned amount by way of share capital contribution to Government Servants' Co-operative Societies duly authorised for this purpose by the Board of Directors of the Society on a bill countersigned by the Deputy Registrar of the District concerned

do.

DAIRY DEVELOPMENT

(Pages 208-214 of B.F.P. as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
	I. ADMINISTRATIVE OFFICER		
Bills	To sign and draw establishment pay bills and T.A. bills, etc., of the Directorate		G. O. Ms. 393/73/ Agri. (Dairy) dated 22-11-1973.
Provident Fund	To sanction temporary withdrawals from Provident Fund deposits of all N.G.Os. up to Rs. 1,000 (Rs. One thousand) in each case	The other conditions and limitations under the rules of the Fund should be observed	do.
Contingencies non-recurring	To incur non-recurring items of contingent expenditure in the Directorate of Dairy Development up to Rs. 100 (Rs. One hundred) in each case provided there is budget provision and subject to rules in K.F.C.		do.

(1)	(2)	(3)	(4)
Investigation of arrear claims	To sanction investigation by Accountant General of arrear claims of officers of and below the rank of District Agricultural Officers and under contingencies which are not more than five years old		G.O.Ms. 398/73/AD dated 27-11-1973.
Advertisement charges	To sanction advertisement charges up to Rs. 100 (Rs. One hundred) in each case	The rates should be approved by the Director of Public Relations	G. O. Ms. 393/73/ Agri. (Dairy) dated 22-11-1973.
Printing charges	To sanction printing of publicity literatures, pamphlets, circulars, forms required for the department, etc., in the Government Presses up to Rs. 50 (Rs. Fifty) at a time subject to an annual limit of Rs. 500 (Rs. Five hundred)	do.	
Purchases (a) Furniture	To sanction purchase of furniture locally subject to a maximum limit of Rs. 500 (Rs. five hundred) in each case subject to budget provision and also subject to the condition that (i) no Govt. agency is able to supply the required furniture in time (ii) the purchase is made after inviting competitive quotations.	do.	

(b) Stationery	To sanction local purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 100 (Rs. one hundred) in each case subject to a maximum of Rs. 750 (Rs. Seven hundred and fifty) per annum.	Stores Purchase rules should be followed	G. O. MS. 398/73/ AD. dated 27-11-1973
(c) Books	To sanction purchase of non-technical reference books for the use of the offices of the department subject to budget provision, upto a limit of Rs. 20 (Twenty) in each case subject to a maximum Rs. 200 (Two hundred) per annum.	The rules in appendix 4, K. F. C. Vol. II should be observed.	G.O. MS. 393/73/Aagri. (Dairy) dated 22-11-1973.
Disposal of unserviceable or surplus stores	To sanction the disposal of all unserviceable or surplus stores, tools and office furniture, etc., as the case may be up to a book value of Rs. 250 (Rs. Two hundred and fifty) in each case subject to an annual limit of Rs. 3,000. (three thousand)	do.	
Lease of usufructs of trees	To sanction the leasing out in auction of the right of collecting all usufructs of trees on lands under the control of the department for periods not exceeding one year at a time and to confirm the auction. The auction should be conducted in accordance with the rules.	do.	
Bills	2. SUPERINTENDENT BULL STATION, DHONI, PALGHAT To countersign establishment pay bills of subordinate officers of Bull Station and Semen Bank. To countersign contingent bills of offices under his control for expenditure which has been sanctioned by the competent authority.		G. O. MS. 8/75/ Agri. dated 10-1-1975

(1)	(2)	(3)	(4)
Provident Fund	To sanction temporary withdrawals from Provident Fund deposits by subordinate officers up to Rs. 500 (five hundred) in each case, in normal cases, subject to other conditions under rules.		G. O. MS. 8/75/ Agri. dated 10-1-1975
Contingencies non-recurring	To sanction non-recurring contingent expenditure up to Rs. 20 (twenty) in each case subject to budget provision.		do.
Purchase of consumable articles	To sanction purchase of cattle feed up to a value of Rs. 5,000 (Five thousand) in a month, subject to budget provision and subject to Stores Purchase Rules.		G.O. MS. 24/76/Agri. (Dairy) dated 22-1-1976
	To sanction purchase of tyres and tubes locally for the department vehicles in urgent and unforeseen cases up to Rs. 250 (Two hundred and fifty) at a time subject to an annual limit of Rs. 500 (five hundred) and subject to budget provision.		G. O. MS. 8/75/ Agri. dated 10-1-1975
	To sanction purchase of stationery articles locally in urgent and unforeseen cases up to Rs. 25 (Twenty-five) at a time subject to an annual limit of Rs. 200 (Two hundred).		

Engaging workers on daily wages	To engage workers on daily wages in the Fodder Farm and other institutions under his control within the limits of sanctioned strength of such workers in each institution.	The wages of the workers should be according to Govt. approved rates	do.
Repairs of vehicles	To sanction repairs to departmental vehicles up to Rs. 250 (Two hundred and fifty) in each case subject to budget provision and subject to relevant standing orders regarding repairs.	The repairs should be entrusted to approved workshop and the rates of repair charges should be approved by competent authority.	do.
Disposal of unserviceable articles	To hold and confirm auction for the sale of all condemned and useless articles whose book value or estimated market value is not more than Rs. 250 (Rs. Two hundred and fifty). To sanction the disposal by auction of all unserviceable store, office furniture, etc. up to a book value of Rs. 50 (Rs. Fifty) in each case and Rs. 200 (Rs. Two hundred) an year..		do.
Renting of private buildings	To sanction hiring of private buildings the rent of which does not exceed Rs. 50 (fifty) in each case.	The rules in item 45 Appendix 4 Vol. II of K. F.C. should be followed	do.
Advertisement charges	To sanction payment of advertisement charges up to Rs. 100 (one hundred) at a time.	The rate should be approved by the Director of Public Relations	do.

DEVELOPMENT DEPARTMENT

(Pages 215-240 of B. F. P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)

ASSISTANT DEVELOPMENT COMMISSIONER

Financial powers

To exercise all financial powers vested with the P As. to Dist. Collectors and also all the powers conferred to the R. D. Os. in respect of crash scheme for Rural Employment in the G.O.MS. 69/71/DD. dated 23-4-71.

G. O. MS. 16/72/
DD. dated 25-1-1972

1. SPECIAL OFFICER, CARE

Write off

To sanction write off of the value of stock up to Rs. 25 (twenty five) per item (either book value or replacement value in case the book value is not ascertainable) subject to a limit of Rs. 250 (two hundred and fifty) in all per annum provided

G. O. MS. 113/72/
DD. dated 18-8-1972.

- (a) the case does not disclose a defect of system, the amendment of which does not require the orders of Government, and
- (b) serious negligence on the part of some officers or officer which might possibly call for some disciplinary action requiring the orders of some higher authority.

Purchases**(a) Stationery**

To sanction expenditure on local purchase of stationery articles up to Rs. 25 (twenty five) per mensem subject to a maximum of Rs. 250 (two hundred and fifty) in a financial year.

o.

(b) Books

To sanction purchase of books for office use up to Rs. 100 (one hundred) per annum.

do.

(c) Furniture

To sanction local purchase of furniture up to Rs. 200 (two hundred) per annum provided the item of furniture conforms to the approved scale of furniture.

do.

(d) Miscellaneous Stores

To sanction expenditure on the purchase of miscellaneous stores for office use such as table cloth, tumblers, water pots, etc., (excluding furniture) up to Rs. 25 (twenty five) at a time subject to a maximum of Rs. 150 (Rupees one hundred and fifty) an year.

do.

Freight charges

To incur expenditure on freight and other incidentals for transportation of goods up to Rs. 500 (Rs. five hundred) at a time in emergent cases where no running contract for transport of goods exists or where, for any reason, the contractor fails to transport goods required to be transported.

do.

(1)	(2)	(3)	(4)
Advances	To sanction drawal of advance for incurring freight charges and other incidentals for the transport of goods up to Rs. 1,000 (Rs. One thousand) at a time.	The advance so drawn should be adjusted within the financial year or soon after the completion of the transportation, whichever is earlier.	G. O. MS. 113/72/DD dated 18-8-1972.
Tenders	To call for tenders for a running contract for transport of goods and enter into contract in standard forms prescribed in respect of tenders accepted by Government.		do.
Upkeep of machines	To sanction expenditure on upkeep of typewriter, calculating machine, etc., at the rate of Rs. 60 (Rs. Sixty) per machine per annum.		do.
Bills	To draw contingent bills without any countersignature.		do.
	To exercise full powers as drawing and disbursing officer in respect of non-gazetted staff.		do.
Disposal of unserviceable articles	To dispose of unserviceable articles in public auction in accordance with the prescribed rules if the book value of each item does not exceed Rs. 50 (Rs. Fifty) and the total value of the article does not exceed Rs. 150 (Rs. One hundred and fifty) per		do.

single item subject to a limit of Rs. 1,000 (Rs. One thousand) per annum and to confirm auction sales subject to the provisions in articles 154 to 157 of K.F.C. Vol. I.

Repairs to motor vehicles

To incur expenditure on repairs to motor vehicles including purchase of spare parts, according to store purchase rules up to Rs. 200 (Rs. Two hundred) at a time subject to a limit of Rs. 2,000 (Rs. Two thousand) a year.

do

The repair work should be entrusted with approved workshops only and the rates of repair charges should be approved by the Assistant Engineer, Regional Engineering Workshops, Sub-division, P. W. D.

Contingencies, non-recurring

To sanction contingent non-recurring expenditure on items not specifically mentioned anywhere up to Rs. 250 (Rs. Two hundred and fifty) for a single item.

do.

The exercise of this power will be subject to the General Rules in Appendix 4 of K. F. C. Vol. II.

Storage charges

To sanction claims of storage charges preferred by the Kerala State Warehousing Corporation for the storage of materials required for the programmes of Development Department.

G. O. MS. 113/72/DD
dated 18-8-1972.

Provident Fund

To sanction temporary withdrawals from Provident Fund deposits of subordinates up to Rs. 300 (Rs. Three hundred) in each case in normal cases.

do.

The other conditions and limitations under the rules of the fund should be followed.

(1)	(2)	(3)	(4)
Repairing charges	2. BLOCK DEVELOPMENT OFFICERS To incur expenditure not exceeding Rs. 25 (Rs. Twenty five) and cost of spare parts of plant protect on equipments available in the Blocks subject to an annual limit of Rs. 250 (Rs. Two hundred and fifty) and subject to budget provision provided the plant protection equipments were purchased from Block funds.	The rules in G. P. F. (Kerala) Rules should be followed.	G. O. Rt. 557/71/ DD. dated 6-4-1971.
Provident Fund	To sanction G. P. F. advances in normal cases up to Rs. 500 (Rs. Five hundred).		

DRUGS CONTROL

(Page 241 of B. F. P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
	ADMINISTRATIVE ASSISTANT		
Bills	To draw Establishment pay bills and T. A. Bills.		G. O. MS. 272/75/ H. D. dated 5-11-1975.
Investigation of arrear claims	To sanction investigation of arrears claims (except time-barred claims) by the Accountant General of all Non-Gazetted Officers of the Department which are not over three years.		do.
Provident Fund	To sanction temporary withdrawal from Provident Fund Deposit of Non-Gazetted Subordinates up to a maximum of Rs. 500 (Rs. Five hundred) in normal cases.	The other conditions and limitations under the Rules of the fund should be followed.	do.
	REGIONAL DRUGS INSPECTORS		
Provident Fund	To sanction withdrawal of temporary advance from G. P. F. deposits of non-gazetted subordinates up to a maximum of Rs. 200 (two hundred) at a time.		G. O. Rt. 2062/71/ Health dated 25-9-1971
Bills	To draw establishment bills and countersign contingent bills. The Regional Inspectors are in charge of the establishment vide articles 169 (a) K. T. C. Vol. I and 92, 93 K. F. C. Vol. I.		do.

EDUCATION DEPARTMENT

(Pages 242-275 of B. P.F. as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

DIRECTOR STATE INSTITUTE OF EDUCATION

Provident Fund

To sanction withdrawal from G.P.F. in all normal cases and in cases requiring special sanction up to a maximum of Rs. 2,000 (Rs. Two thousand)
To sanction non-refundable advance upto Rs. 2,000 (Rs. Two thousand)

G. O. MS. 306/75/G
Edn. dated 23-12-1975.

FINANCE OFFICER

Office of the Director of Public Instruction

Investigation of arrears claims

(a) To sanction investigation of arrears claims without verification by audit relating to P. S. S. Scheme of the Pre-direct payment period.

G. O. Rt. 689/74/G
Edn. dated 8-3-1974.

(b) In regard to time-barred arrears claims to certify that the claims have not been settled earlier, on behalf of the Director of Public Instruction.

do.

Bills

To countersign arrears bills relating to P. S. S. Scheme. To fix pay under P. S. S. Scheme.

do.

To recommend to Govt. application for condonation of breaks in service for purposes of pension and grades.

1. ADMINISTRATIVE OFFICER,

OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION

Advances

To sanction House Building Advance to the N. G. O.s. and G. O.s in the department subject to the principles approved by the Director of Public Instruction for which he is competent to sanction.

C. O. Rt. 689/74/
G. E. in. dated
8-3-1974.

Provident Fund

To sanction non-re-fundable advances from Provident Fund Deposits.

do.

Grant-in-Aid

To countersign Grant-in-aid Bills on behalf of the Director of Public Instruction.

do.

Financial Powers

DEPUTY COMMISSIONERS FOR GOVT. EXAMINATIONS

To exercise the financial powers with reference to exercised by the administrative officer, Directorate of Public Instruction, in so far as they relate to the Text Book branch of the Department.

G. O. MS. 186/
72/S. Edn. dated
9-11-1972.

Provident Fund

REGIONAL DEPUTY DIRECTOR OF PUBLIC INSTRUCTION

To sanction withdrawal from G. P. F. deposits in all normal cases, and in cases requiring special sanction up to a maximum of Rs. 2,000 (Rs. two thousand and)

G. O. MS. 305/
75/G. Edn. dated
23-12-1975.

To sanction non-refundable advance up to Rs. 2,000 (Rs. two thousand)

ADMINISTRATIVE ASSISTANT TO THE REGIONAL DEPUTY DIRECTORS

Provident Fund

To sanction withdrawal from G. P. F. deposits in normal cases up to a maximum of Rs. 2,000 (Rs. Two thousand) and in cases requiring special sanction, up to a maximum of Rs. 1,000 (Rs. One thousand)

G. O. MS. 306/
75/G. Edn.
dated 23-12-1975

2. DEPUTY DIRECTOR INSTITUTE OF PRIMARY EDUCATION PROJECT OFFICER, PILOT PROJECT, TRICHUR.

Provident Fund

To sanction withdrawal from Provident Fund Deposits by subordinates in all normal cases without limit and in cases requiring special sanction up to a maximum limit of Rs. 5,00 (Rs. Five hundred) in each case.

G. O. Rt. 1065/
73/S. Edn. dated
22-5-1973.

Purchases

(a) Books, Appliances, etc.

To incur expenditure not exceeding Rs. 500 (Rs. Five hundred) at a time for the purchase of books, appliances, materials and other stores for the Institute subject to budget provision.

do.

(b) Furniture

To sanction purchase of furniture from Government agencies subject to budget provision, and according to provisions contained in paras 57 and 58 of Stores Purchase Manual.

do.

do.

To sanction at a time local purchase of articles of furniture up to Rs 5,000 (Rs Five thousand) required for the Institute subject to the provisions contained in the Store Purchase Manual.

do.

(c) Stationery

To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 50 (Rs fifty) in each case, subject to an annual limit of Rs. 1,000 (Rs. One thousand)

do.

Advertisements

To sanction advertisement charges upto Rs. 250 (Rs Two Hundred Fifty) in each case subject to budget provision.

The rates shall be approved by Director of Public Relations

do.

Write off

To sanction write off of the value of unserviceable articles upto the book value of Rs. 200 (Rs. Two hundred) in each case, subject to an annual limit of Rs. 2,000 (Rs. Two thousand only) and also subject to the relevant rules in the K. F. C.

Every order sanctioning write off should be communicated to A. G.

do.

Disposal of Unserviceable Articles.

To sanction the disposal of unserviceable articles of surplus stores when the book value does not exceed Rs. 200 (Rs. Two hundred and fifty) in each case.

The rules in Art. 154-157 K. F. C. Vol. I, should be followed.

do.

Contingencies-Non Recurring

To incur non-recurring contingent expenditure upto Rs. 500 (Rs. Five hundred) in each case subject to budget provision.

The general rules in Appendix 4 K. F. Vol. II should be followed.

(1)	(2)	(3)	(4)
Printing of circulars, forms, etc.	To sanction the printing of circulars, forms, pamphlets, questionnaires, etc. prepared by the Institute in private presses, when Government press cannot meet the requirements within a month at a cost not exceeding Rs. 2,000 (Rs. Two thousand) at a time on condition that the rates are not above prescribed by the Superintendent of Government Presses. In emergent situation also to entrust with private presses without referring to the Superintendent of Government Presses works not costing more than Rs. 50 (Rs. Fifty) at a time and subject to annual monetary limit of Rs. 500 (Rs. Five Hundred).	In all cases quotations should be invited and other formalities observed. The schedule of rates prescribed by the Superintendent of Government Presses, should also be followed.	G.O. Rt. 1065/73/S. Edn. dated 22-5-1973.
Repairs to motor vehicles	To sanction repairs to the motor vehicles in the Department and to arrange for payment of bills not exceeding Rs. 500 (Rs. Five hundred) in each case subject to budget provisions and the rules in G.O. (P) 248/Pub./62 dated 24-4-1962, after inviting competitive tenders or quotations.	The repair work should be entrusted with the approved workshops only and the rates should be approved by the Assistant Engineer, Engineering Workshops of Sub Division concerned.	do.
Maintenance and P.C.R. Works	To sanction maintenance and P.C.R. works up to Rs. 2,500 (Rs. Two		do.

thousand and five hundred) on a proper estimate in each case after inviting competitive tenders in respect of the institute buildings except in the case of buildings included in the P. W. D. Register.

SECRETARY TO COMMISSIONER FOR GOVERNMENT EXAMINATIONS

Provident Fund

To sanction withdrawal from G.P.F. in all normal cases and in cases requiring special sanction up to a maximum of Rs. 2,000 (Rs. Two thousand).

To sanction non-refundable advance up to Rs. 2,000 (Rs. Two thousand).

G.O. MS. 306/
75/G. Edn. dated
23-12-1975.

ASSISTANT DIRECTOR, STATE INSTITUTE OF EDUCATION

Provident Fund

To sanction withdrawal from G.P.F. in normal cases up to a maximum of Rs. 2,000 (Rs. Two thousand) and in cases requiring special sanction up to a maximum of Rs. 1,000 (Rs. One thousand).

To sanction non-refundable advance up to Rs. 1,000 (Rs. One thousand).

G.O. MS. 306/75 G.
Edn. dated 23-12-1975.

DISTRICT EDUCATIONAL OFFICERS

Provident Fund

To sanction withdrawal from G.P.F. in normal cases up to a maximum of Rs. 2,000 (Two thousand) and in cases requiring special sanction up to a maximum of Rs. 1,000 (Rs. One thousand).

To sanction non-refundable advance up to Rs. 1,000 (Rs. One thousand).

G.O. MS. 306/75/G.
Edn. dated 23-12-1975.

(1)

(2)

(3)

(4)

ASSISTANT PROVIDENT FUND OFFICERS IN THE DIRECTORATE OF PUBLIC INSTRUCTION

Kerala Aided School Employees Provident Fund To sign the payment authorities in respect of final withdrawals on the closure of Kerala Aided School Employees Provident Fund Account without any limitation of the amount of claims, where such closures and the amount to be authorised have the prior approval of the Account Officer.

G.O. Rt. 2062/74/G.
Edn. dated 5-7-1974.

P. A. TO DISTRICT EDUCATIONAL OFFICERS

Provident Fund

To sanction withdrawal from G.P.F. in normal cases up to a maximum of Rs. 1,000. (Rs. One thousand) to Class III and IV Officers.

G.O. MS. 306/75/G.
Edn. dated 23-12-1975.

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HEADMASTERS OF GOVERNMENT HIGH, AND TRAINING SCHOOLS

Provident Fund

To sanction withdrawal from G.P.F. in normal cases up to a maximum of Rs. 1,000. (Rs. One thousand) to Class III and IV Officers.

G.O. MS. 306/75/G.
Edn. dated 23-12-1975.

TEXT BOOKS OFFICER, OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION

Bills

To draw and countersign the T.A. Bills of his subordinates and also to draw contingent bills relating to his office and the Central Stores at Ernakulam and Shoranur without counter signature by the Deputy Commissioners for Government Examinations.

G.O. MS 199/75/G.
Edn. dated 13-8-1975.

Provident Fund

To sanction withdrawals from G.P.F. in normal cases up to a maximum of Rs. 2,000 (Rs. Two thousand) and in cases requiring special sanction up to a maximum of Rs. 1,000 (Rs. One thousand).

G.O. MS. 306/75/G.
Edn. dated 23-12-1975.

To sanction non-refundable advance up to Rs. 1,000 (Rs. One thousand).

1. ASSISTANT EDUCATIONAL OFFICERS

Bills

Controlling Officers in respect of T.A. Bills of departmental primary schools including Graduates Headmasters of U.P. Schools.

G.O. MS. 128/75/G.
Edn. dated 2-6-1975.

Maintenance

To pass contingent bills relating to P.C.R. works of primary schools for amounts up to Rs. 1,000 (Rs. One thousand) without counter signature by the District Educational Officers.

G.O. MS. 92/71/S.
Edn. dated 16-7-1971.

Provident Fund

To sanction withdrawals from G.P.F. in normal cases up to a maximum of Rs. 1,000 (Rs. One thousand) and in cases requiring special sanction up to a maximum of Rs. 500 (Rs. Five hundred) and to sanction non-refundable advance up to a maximum of Rs. 500 (Rs. Five hundred) to Class III and IV Officers.

G.O. MS. 306/75/G.
Edn. dated 23-12-1975.

EMPLOYMENT AND TRAINING

(Pages 276—284 of BFP as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
1. ADMINISTRATIVE OFFICER			
Provident Fund	To sanction temporary withdrawals from Provident Fund deposit of non-gazetted officers in the Directorate up to Rs. 1,000 (Rs. One Thousand), in each case.	Other conditions and limitations under the rules of the Fund should be observed	G. O. MS. 35/75/ LBR. dated 21-5-1975.
Contingencies non-recurring	To incur non-recurring contingent expenditure in the offices of the Director, up to Rs. 100 (One hundred) in each case subject to budget provision, and in accordance with rules in the K. F. C.		do.
Purchases			
(a) Stationery	To sanction local purchase of stationery articles in urgent and unforeseen circumstances up to Rs. 50 (Rs. Fifty) in each case, subject to a maximum of Rs. 250 (Rs. Two hundred and fifty) per annum.	Stores purchase rules should be observed	do.
(b) Furniture	To sanction purchase of furniture locally subject to a maximum limit of Rs. 500 (Rs. Five hundred) in each case subject to budget provision and Rules.		do.

(c) Books	To sanction purchase of non-technical reference books for the use of the offices of the department up to a limit of Rs 20 (Rs. twenty) in each case subject to a maximum of Rs. 200 (Rs. Two hundred) per annum subject to budget provision.	The rules in Appendix 4, K.F.C. Vol. II should be followed.	do.
Advertisement	To sanction advertisement charges up to Rs. 100 (Rs. One hundred) in each case.	The rates should be approved by the Director of Public Relations	do.
Printing Charges	To sanction printing and publicity literature pamphlet, circulars, forms, etc. required for the department up to Rs. 50 (Rs. fifty) at a time subject to an annual limit of Rs. 500 (Rs. Five hundred) in accordance with the standing instructions.		do.
Provident Fund	2. DEPUTY DIRECTOR OF EMPLOYMENT To sanction temporary withdrawals from the G. P. F. up to Rs. 1500 (Rs. One thousand and five hundred) in normal cases. (There will be no enhancement in the existing powers to sanction special cases).		G. O. MS. 1174/ LBR. dated 21-2-1974.
Provident Fund	3. DIVISIONAL EMPLOYMENT OFFICERS To sanction temporary withdrawals from the G. P. F. up to Rs. 750 (Rs. Seven hundred and fifty) in normal cases.		do.
Provident Fund	4. DISTRICT EMPLOYMENT OFFICERS To sanction temporary withdrawals from the G. P. F. up to Rs. 500 (Rs. Five hundred) in normal cases.		do.

EMPLOYEES' STATE INSURANCE

(Pages 285-287 of B. F. P. as on 1-4-1971)

Nature of Power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)

ADMINISTRATIVE OFFICER IN THE OFFICE OF THE ADMINISTRATIVE MEDICAL OFFICER

G. O. MS. 65/75/
LBR. dated 25-8-1975.

Bills

To draw the establishment pay bills, T. A. bills and contingent bills of the office of the Administrative Medical Officer.

Provident Fund

To sanction temporary withdrawals from P. F. deposit of non-gazetted officers in the office of the Administrative Medical Officer, E. S. I. Scheme up to Rs. 1,000 (Rs. one thousand) in each case.

do.

Contingencies— non-recurring

To incur non-recurring contingent expenditure in the office of the Administrative Medical Officer up to Rs. 100 (One hundred) in each case subject to budget provision.

do.

Purchases:

(a) Stationery

To sanction local purchase of stationery articles in urgent and unforeseen cases up to Rs 50 (fifty) in each case, subject to a maximum of Rs. 250 (two hundred and fifty) per annum observing Store Purchase Rules.

(b) Furniture	To sanction purchase of furniture locally subject to a maximum limit of Rs. 500 (five hundred) in each case subject to budget provision and rules.	do.
(c) Books	To sanction purchases of non-technical reference books for the use of the officers of the department subject to budget provision and up to a limit of Rs. 20 (twenty) in each case subject to a maximum of Rs. 200 (two hundred) per annum.	do. Rules in Appendix 4 K. F. C. Vol. II should be observed
Advertisement Charges	To sanction advertisement charges up to Rs. 100 (One hundred) in each case.	do. The rates should be approved by the Director of Public Relations.
Printing of Forms, Pamphlets, etc.	To sanction printing and publicity literature pamphlets, circulars forms, etc. required for the department up to Rs 50 (fifty) at a time subject to an annual limit of Rs. 500 (five hundred) in accordance to the standing instructions.	do.
Purchase of Stores	To purchase stores up to Rs. 1 lakh at a time under paragraph 2 (ii) of G. O. (P) 5/53/SPJ 24-6 1963.	G. O. Rt. 1116/74/ LBR dated 30-11-1974.

FIRE FORCE DEPARTMENT

(Pages 238—289 of B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)

DIRECTOR OF FIRE FORCE

Repairs to department vehicles

To follow procedure laid down in G.O. MS. 327/68 Home dated 28-9-1968 as amended from time to time or the procedure prescribed in G.O. MS. 63/PW dated 11-19-66 for repairs of vehicles of departments other than the Police Department as amended from time to time for the repairs of vehicles of the Police and Fire Force Departments.

Transport officer of the Police Departments and the Motor Vehicles Inspectors are also authorised to make the vehicles road worthy. The Transport Officer of the Police Department is also authorised to scrutinise and certify repair bills of the vehicles of Police and Fire Force Departments.

G. O. MS 26/72/
Home dated 7-3-1972.

Sanctioning monetary rewards

To sanction reward is up to a limit of Rs. 300 (three hundred) in any one set of circumstances to members of the Fire Service and below the rank of sub-officers.

The maximum amount that can be sanctioned to any one individual will not exceed Rs. 100 (one hundred)

G. O. MS. 433/
Home dated 3-10-1964.

REGIONAL FIRE OFFICERS

Replacement of spare parts to departmental vehicles

To sanction replacement of minor spare parts of the departmental vehicles costing up to Rs. 100 (one hundred) in each case without reference to any technical authority.

Sanctioning bills relating to repairs to vehicles

To sanction bills relating to repairs to departmental vehicles done in approved workshop, without scrutiny of the bills by the technical authority, if the total cost of spare parts and repair charges does not exceed Rs. 200 (two hundred) in each case.

Sanctioning withdrawals from P. F. deposits

To sanction temporary withdrawals from P. F. deposit of the personnel of the Fire Force Department up to Rs. 500 (Five hundred) in each case.

G. O. MS. 54/74/
Home dated 25-3-1974.

do.

Orders in G.O. G. O. MS. 163/74/
(P) 130/74/Fin dated Home dated 4-11-1974
7-6-1974 should be followed

FISHERIES DEPARTMENT

(Pages 290—305 of B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)

1. DIRECTOR OF FISHERIES

Repairs to boats

To sanction repairs to mechanised boats through Kerala Fisheries Corporation as well as through private agencies upto Rs. 7,500 (Rs. Seven thousand and five hundred), subject to the conditions that proper estimates should be got prepared and sanctioned before the work is entrusted to any agency and also the works should not be split up to fall within the powers of sanction.

G.O. MS 87/72/DD.
dated 22-6-1972.

Refreshment charges

To incur expenditure upto a monetary limit of Rs. 15 (Rs. Fifteen) for light refreshment charges for each meeting of the Fisheries Regional Committee.

G. O. Rt 2111/73/
DD. dated 3-12-1973.

Contingencies non-recurring

To incur non-recurring contingent charges upto Rs. 500 (Five hundred) in each case including purchase of Stores subject to the availability of budget provision.

The rules in G. O. MS. 44/75/
Appendix 4 K F C. DD. dated 16-4-1975.

JOINT DIRECTOR OF FISHERIES (MECHANISATION), ERNAKULAM

Repairs

To sanction the repairs of mechanised boats issued by the Department on hire purchase scheme including purchase of spare parts upto Rs. 5,000 Rs. Five Thousand) in each case subject to budget provision and the relevant rules regarding repairs.

Store Purchase rules should be followed.
G. O. MS. 130/75/
DD. dated 4-11-1975.

Hiring of space

To sanction the hiring of space necessary for hauling up mechanised boats, the rent of which does not exceed Rs. 150 (one hundred and fifty) per month in each case subject to budget provision.

The rent should be fixed by the P.W.D. and the relevant rules in the K.F.C. should be followed.
G. O. MS. 44/75/
DD. dated 16-4-1975.

Provident fund

To sanction the temporary withdrawal of Provident Fund of all officers working in the office of the Joint Director of Fisheries (Mechanisation) and subordinates placed under his direct control, upto Rs. 750 (Rs. Seven hundred and fifty) in each case in normal case.

co.

Bills

To draw the establishment pay bill, T. A. bills and contingent bills of the office of the Joint Director of Fisheries (Mechanisation)

ADMINISTRATIVE OFFICER

Petty construction and repairs

To sanction maintenance and petty construction and repair works for execution upto Rs. 1,000 (One thousand) on a proper estimate in each case without reference to P.W.D. provided that in the case of buildings, they are not included in the P.W.D. register.

G.O. Ms. 100/75/DD
dated 30-8-1975.

(1)	(2)	(3)	(4)
Hiring of private buildings	To sanction the hiring of private buildings subject to the rules laid down in para 11, Annexure item No. 8 of G. O. (P) 400/58/Public (Adm. Reforms) dated 31-3-1958.	G. O. MS. 100/75/ DD. dated 30-8-1975/	
Purchase of books	To exercise same powers as those of the Director of Fisheries in respect of purchase of books for the use of the department.	do.	
Printing charges	To sanction printing of publicity literature pamphlet, circulars, etc. subject to the condition that care should be taken to see that sufficient number of copies are got printed in the first print itself.	The rules laid down in G. O. (P) 400/58/Public (Adm. Reforms) dated 31-3-1958, item 12 Part II Annexure should be followed.	do.
Purchase of furniture	To sanction purchase of furniture locally up to a maximum limit of Rs. 500 (five hundred) in each case subject to budget provision.	The rules laid down in G. O. (P) 400/58/Public (Adm. Reforms) dated 31-3-1958 item 13, Part II Annexure should be followed.	do.
Advertisement charges	To sanction advertisement charges up to Rs. 250 (Rs. two hundred and fifty) in each case.	The rates should get approved by the Director of Public Relations.	do.

SUPERINTENDENT'S, BOAT BUILDING YARDS, BEYPORE AND SAKTHIKULANGARA

Repairs.

To undertake repairs of boats belonging to the Department of fisheries and private parties based on estimates approved by customers and to realise the charges the con.

To incur expenditure of Rs. 500 (Rs. Five hundred) at a time limiting to Rs. 1 500 (Rs. One thousand and five hundred) per month.

Bills.

To draw the salary, T. A., contingent bills, etc. counter-signed by the competent authority.

do.

do.

G. O. Rt. 1402/75/
DD. dated 12-8-1975.

SUPERINTENDENT, FISHERIES COMPLEX, KOZHENCHERY

**Contingencies
Non-recurring.**

To sanction non-recurring contingent expenditure upto Rs. 10 (ten) in each case, including purchase of stores subject to availability of funds.

G. O. MS. 107/75/
DD. dated 9-9-1975.

FOREST DEPARTMENT

(Pages 306-340 of B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
	CHIEF CONSERVATOR OF FORESTS		
Estimates under suspense.	To sanction estimates under suspense upto Rs. 10,000 Rs. (ten thousand) in each case.	..	G.O. Rt. 1254/73/ AD. dated 1-6-1973.
Purchase of books	To sanction purchase of books and subscriptions to magazines and journals in forestry (inland publication, only subject to budget allotment.	..	do.
Tenders.	To accept tenders for civil works without monetary limit for which technical sanction is available, overall excess of 15% and individual excess unlimited.	..	G.O. Rt. 2039/73/ AD. dated 6-9-1973.
Works.	To accord administrative sanction to estimates of original works upto Rs. 1 lakh.		do.
Survey reports of buildings.	To sanction survey reports of building upto Rs. 25,000 Twenty-five thousand based on the book value or value assessed by the P.W.D.		do.
Execution of urgent and unforeseen works.	To sanction execution of urgent and unforeseen works not included in the plan of operation or budget upto Rs. 500 (Five hundred) in individual cases subject to an annual limit of Rs. 3,000 (Three thousand)		G.O. Rt. 322/75/ AD. dated 27-10-1973.

Execution of civil works.

To accord administrative sanction up to Rs. Five lakhs in each case for all civil works for roads and buildings.

NOTE: No bridges over ten feet span will be constructed by the Forest Department.

Elimination of thondy articles.

To accord sanction for the elimination of thondy articles which are not economical to be worked down to the nearest office or guard stations, up to Rs. 5,000 (Five thousand) in individual cases.

Advertisement charges.

To sanction estimates for payment of advertisement charges up to Rs. 2,000 (Two thousand) in each case.

The rates should be approved by the Director of Public Relations.

To waive calling of tenders.

To waive calling of tenders upto Rs. 5,000 (Five thousand).

CONSERVATOR OF FORESTS

Elimination of thondy articles

To accord sanction for the elimination of thondy articles which are not economical to be worked down to the nearest office or general station, up to Rs. 1,000 (one thousand) in individual cases.

G. O. Rt. 2390/74/
AD. dated 4-1-1974.

P.W.D. schedule of rates should be followed and the type design approved by the P.W.D.

G.O. MS. 145/71/
AD. dated 22-5-1971.

G. O. Rt. 2039/73
AD. dated 6-9-1973.

G. O. MS. 145/71/
AD. dated 22-5-1971.

(1)	(2)	(3)	(4)
Advertisement charges	To sanction estimates for payment of advertisement charges up to Rs. 1 500 (Rs. One thousand and five hundred) in each case. For advertisement charges exceeding these limits the officers concerned must obtain the necessary sanction of the higher authority or of Government before issuing the advertisement to the Press and not at the time of paying the bill.	The rates should be approved by the Director of Public Relations	G. O. MS. 241/71/ AD. dated 19-10-1971.
Repairs to vehicles in emergent cases	To sanction expenditure under emergency conditions during a journey up to a maximum of Rs. 50 (Rs. fifty) only at a time in each case. The repairs should be taken up at the nearest workshop subject to an annual limit of Rs. 500 (Rs. five hundred).		G. O. Rt. 1254/73/ AD. dat.d 1-6-1973.
Estimate under suspense	To sanction estimates of Stores, Tools and Plant under suspense up to Rs. 5,000 (Five thousand) in each case.		do.
Working down thondy timber departmentally	To sanction estimates up to Rs. 1,000 (one thousand) in each case for working down thondy timber departmentally.		do.
Provident fund	To sanction all cases of temporary withdrawals from P. F. deposits (both in normal cases and in cases requiring special sanction) and non-refundable withdrawals from P. F. deposits subordinates working under their jurisdiction.	The other conditions and limitations under the rules of the Fund should be followed.	G. O. Rt. 1493/73/ AD. dated 30-6-1973.

Execution of works

To sanction departmental execution of all works costing less than Rs. 500 (Five hundred)

G. O. Rt. 1837/73/
AD. dated 10-8-1973.

Tenders for civil works

To accept tenders for civil works for which he has accorded technical sanction with overall excess of 10% and individual excess of 20%.

G. O. Rt. 2039/73/
AD. dated 6-9-1973.

do.

Execution of silvicultural works

To accord administrative sanction to estimate of original works up to Rs. 25,000 (Rs. Twenty-five thousand)

(a) To accord technical sanction of the execution of silvicultural works.

G. O. Rt. 2436/73/
Agri. dated 3-11-1973.

(b) To accord administrative sanction up to Rs. 75,000 (Rs. Seventy-five thousand)

(c) To accord departmental execution up to Rs. 75,000 (Rs. Seventy-five thousand)

Civil works technical sanction

To accord technical sanction to estimates up to Rs. 25,000 (Twenty-five thousand).

G. O. Rt. 2112/75/
AD. dated 13-8-1975.

DIVISIONAL FOREST OFFICER**Elimination of thorny articles**

To accord sanction for the elimination of thorny articles which are not economical to be worked down to the nearest office or g and station, up to Rs. 500 (Five hundred) in individual cases.

G. O. MS. 145/71/
AD. dated 22-5-1971.

(1)	(2)	(3)	(4)
Advertisement charges	To sanction estimates for payment of advertisement charges up to Rs. 750 (Seven hundred and fifty) in each case.	The rates should be approved by the Director of Public Relations.	G. O. MS. 241/71/ AD. dated 19-10-1971.
Transport of seizures	For advertisement charges exceeding these limits the officers concerned must obtain the necessary sanction of the higher authority or of Government before issuing the advertisement to the Press and not at the time of paying the bill.	The rates should be within the schedule of rates sanctioned from time to time.	G. O. Rt. 2811/72/ AD. dated 18-12-1972.
Repairs to departmental vehicles	To incur expenditure under emergency conditions during a journey up to a maximum of Rs. 50 (Fifty) at a time in each case subject to an annual limit of Rs. 500 (Five hundred).	The rate of repair charges should be approved by a staff Engineer, Workshop Subdivision.	G. O. Rt. 1254/ 73/AD. dated 1-6-1973.
Provident fund	To sanction withdrawals from Provident Fund deposits up to Rs. 500 (five hundred) both in normal cases and in cases requiring special sanction.		G. O. Rt. 1493/73/ AD. dated 30-6-1973.

Execution of Silvicultural Works

To accord technical sanction upto Rs. 15,000 (Fifteen thousand only)
 To accord administrative sanction upto Rs. 15,000 (Rs. Fifteen thousand)
 To accord departmental execution upto Rs. 15,000 (Fifteen thousand)

G. O. Rt. 2436/73/
 Agri. dated 3-11-1973.

ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE
 CONSERVATOR OF FORESTS

Bills

To draw establishment pay bills and contingent bills of the circle office.

G. O. MS. 172/73/
 AD. dated 22-5-1973.

Provident Fund

To sanction temporary withdrawals from P.F. upto Rs. 500 (Five hundred)

do.

The other conditions and limitations under the rules of the fund should be observed.

Investigation of arrear claims

To sanction investigation of arrear claims by the Accountant General, of the non-gazetted officers in the Circle Office which are not more than 3 years old

do.

FOREST VETERINARY OFFICER

Bills

To draw establishment pay bill of the office of the Forest Veterinary Officer. To draw the T. A. Bill of the Forest Veterinary Officer and to countersign the T. A. Bills of the subordinates including Assistant Veterinary Officer.

G. O. MS. 358/73/
 AD. dated 29-10-1973.

(1)	(2)	(3)	(4)
Contingencies— Non-recurring	To draw all contingent bills of the institution under his control to meet the expenditure for which proper sanction has been accorded by the competent authority.	The rules in Appendix 4, K. F. C. Vol. II should be observed.	G. O. MS. 358/73 ⁺ AD. dated 29-10-1973.
Write off	To sanction the write off of the unserviceable articles and broken store articles when the book value of each item does not exceed Rs. 10 (Ten) subject to the annual limit of Rs. 200 (Two hundred)	do.	
Provident Fund	To sanction temporary withdrawal of Provident Fund deposit by subscribers under his control upto a maximum limit of Rs. 300 (Three hundred) in each case in normal cases.	The other conditions and limitations under the rules of the fund should be observed.	do
PURCHASES: (a) Stationery	To sanction local purchase of stationery in urgent and unforeseen cases upto the limit of Rs. 10 (Ten) at a time subject to an annual limit of Rs. 50 (Fifty).		do.

(b) Medicines

To purchase medicine locally upto the value of Rs. 250 (Two hundred and fifty) at a time for the treatment of elephants in urgent cases subject to the following conditions:—

- (a) They are not available in the departmental Stores.
- (b) Subject to Store Purchase Rules.
- (c) Budget provision
- (d) Annual limit is fixed at Rs. 1000 (One thousand).

The following certificates should also be noted in the Bill:—

- (i) Articles were not available in the departmental stores.
- (ii) Annual limit has not been exceeded.

To purchase medicines and instruments as per the annual indent, supplementary indents for the departmental use as per the rate contracts fixed by the Animal Husbandry Department and to make the payment of value of the same subject to budget provision.

(c) Vaccine and serum.

To purchase vaccine and serum, etc. for the departmental use and to make payment of the value of the same subject to budget provision.

do.

do.

do.

The purchase should be made only through the higher authority in consultation with the Director of Animal Husbandry, and if need be through the Director.

Store Purchase Rules should be observed.

DEPARTMENT OF HEALTH SERVICES

(Pages 359—408 of BFP as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
DIRECTOR			
Purchase of spare parts	To sanction purchase of spare parts of departmental vehicles upto Rs. 25,000 (twenty five thousand)	In respect of purchase of spare parts exceeding Rs. 500 (five hundred) at a time the procedure prescribed in G. O. (P) 17/64/SPD dated 31-7-1964 should be followed.	G.O. MS. 366/71/ HD. dt. 22-11-1971.
ASSISTANT DIRECTOR/DISTRICT MEDICAL OFFICERS (HEALTH)/DISTRICT FAMILY PLANNING MEDICAL OFFICERS/CIVIL SURGEON GRADE I (IN CHARGE OF INSTITUTION)			
Non-recurring expenditure	To sanction non-recurring expenditure upto Rs. 200 (two hundred) in each case provided that there is provision in the budget.	The general rules in KFC and K.A.C. HD. dated 19-7-1973. should be followed.	G. O. MS. 175/73/ HD. dated 19-7-1973.
CIVIL SURGEON GRADE II IN CHARGE OF INSTITUTIONS (SUPERINTENDENTS, T. B. SANATORIA ETC.)			
Non-recurring expenditure	To sanction non-recurring expenditure upto Rs. 200 (two hundred) in each case, provided that there is budget provision.	The general rules in KFC and KAC should be followed.	do.

CIVIL SURGEONS GRADE I/SUPERINTENDENTS OF HOSPITALS

Purchase of medicines

To effect local purchases of medicines upto Rs. 5,000 (five thousand) a month. Medical officers in charge of smaller institutions will exercise powers to effect local purchases upto Rs. 500 (Rs. five hundred) a month.

G.O. Rt. 154/74/
Health dated 28-8-1974

The powers will be exercised only for utilising the special fund placed at the disposal of the Health Services Department to meet the gastroenteritis/Cholera and food situation.

Works

To invite tenders for and execute at the lowest tender rates, petty construction and minor works or repairs costing not more than Rs. 500 (five hundred) in each case.

G.O. MS. 401/71/
Health dated
13-12-1971.

Investigation of arrear claims

To sanction investigation of arrear claims of all N. G. Os. by the Accountant General within his jurisdiction and under contingencies which are not time-barred.

do.

Provident Fund

To sanction temporary withdrawals from Provident Fund to staff whom he is competent to appoint, upto a maximum of Rs. 500 (five hundred) in each case in normal cases.

do.

Advertisement charges

To sanction advertisement charges upto a maximum of Rs. 50 (fifty).

do.

The rates should be got approved by the Director Public Relations

(1)	(2)	(3)	(4)
Purchases:	To sanction purchase of books and magazines for his office upto a limit of Rs. 50 (fifty).	The rules in Appendix 4 of K. F. C. Vol. II should be followed.	G. O. MS. 401/71/ Health dt. 13-12-1971.
(a) Books			
(b) Furniture		The standards prescribed in appendix I of Book of Financial Powers shall be followed.	do.
(c) Provisions	To invite tenders/to enter into contract with any party on behalf of Government for the supply of provision in all cases where the tendered rate is below the scheduled rate.	Where the lowest valid tender is accepted and where the total amount of the contract does not exceed Rs. 15,000 (Rs. fifteen thousand) copies of the orders should be submitted to the principal.	do.
(d) Hospital necessities	To purchase hospital necessities, equipments, medicines, etc. of the value of Rs. 500 (five hundred) each month.	This is subject to budget provision, S. P. Rules and the purchase being reported to the principal, T. D. Medical College Alleppey.	do.
Contingent charges non-recurring	To incur non-recurring items of contingent expenditure upto Rs. 75 (seventyfive) in each case, subject to budget provision.		do.

Write off

A. To write off unserviceable articles when the book value of each article does not exceed Rs. 100 (one hundred). However, in the case of medicine, the limit will be Rs. 500 (five hundred) subject to the following conditions:

(1) that a copy of the order is sent to the Accountant General

(2) that the case does not disclose
(a) a defect in the system or rules the amendment to which required the orders of a higher authority, or

(b) serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of the higher authority.

B. To write off irrecoverable arrears of revenue subject to the limit of Rs. 25 (twenty five) in each case and an annual limit of Rs. 250 (two hundred and fifty).

Disposal by auction. To dispose unserviceable articles by auction, the book value of which does not exceed Rs. 300 (three hundred) in each case subject to an annual limit of Rs. 500 (five hundred).

The rules in Art. 154-157 K. F. C. Vol. I should be followed.

do.

do.

(1)	(2)	(3)	(4)
Bills	To draw establishment pay bills, to countersign and draw establishment T. A. Bills and to draw non-countersigned contingent bills, to countersign pension and gratuity papers, on receipt of verification reports from the Accountant General in respect of all staff whom he is competent to appoint.		G. O. MS. 401/71/ Health dated 13-12-1971.
Dieting Charges	To sanction dieting charges for the poor and deserving inpatients as per rates fixed by Government, subject to budget provision.	do.	
To sanction verification in diet schedule in individual cases according to necessity subject to ratification by Principal, Medical College, Trivandrum.	This is subject to the condition that the allotment for a month under diet charges is not exceeded by more than 5% and that the allotment for the year is not exceeded.	do.	
Burial Charges	To sanction expenditure for burial of unclaimed dead bodies upto Rs. 10 (ten) in each case subject to rules.	do.	
Removal of Patients with Communicable Diseases	To sanction expenditure for removal of patients suffering from communicable diseases to the nearest isolation hospitals, subject to rules and budget provision upto Rs. 15 (Rs. Fifteen) per patient.	do.	

LAY SECRETARY & TREASURER, T. D. MEDICAL COLLEGE, ALLEPPEY

Scrutiny of
Account Books

To review and Scrutinise the account books of all stores, like provision and other non-medical stores, bedding, clothing, electrical and other stores belonging to the Medical Section; and test check of such stores periodically and occasionally as found necessary.

He will exercise a particular check over the purchase and maintenance of valuable articles of furniture equipments, etc. He will also ensure correct methods of storekeeping to be observed and should see that no unaccountable issues of any stores are made and that all surplus stores are disposed off in time to the best advantage. The perishable stock register maintained by the steward should be verified to ensure that it is written up daily and it contains a record of all perishable articles supplied by the contractor during the day.

do.

4/3647/B.

Indents

To check and sign all indents for stores whether purchased departmentally or on contract.

do.

(1)	(2)	(3)	(4)
Calling for Estimates	To call for estimates of repairs of articles in hospitals use.	G. O. MS. 401/71/ Health dated 13-12-1971	
Scrutiny of Cash Receipts	To review and Scrutinise the cash receipts and payment ledgers and all other books relating to finance of the hospital	do.	
Watch over Expenditure	To watch over the progressive expenditure of the appropriation at the disposal of Superintendent and inviting the Superintendent's attention to any abnormal expenditure that may lead to the appropriation being exceeded.	do	
Bills	To draw Pay and T. A. bills of the establishment in the hospitals, the hospital contingent bills the T. A. bills being subject to countersignature by the Superintendent.	do	
	To draw bills for refund of patients to sign for the Superintendents bills, vouchers, orders sanctioning expenditure to incur or sanction charges on account of ordinary and recognised contingencies except special medicines, in conformity with the general rules and subject to the general restrictions and scales.	do.	
	To initial against entries in the contingent register and sign fair copies of contingent bills.	do	

DEPARTMENT OF INDIGENOUS MEDICINE

(Pages 410-422 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
Contingencies non-recurring	To incur a non-recurring contingent expenditure up to Rs. 25 (twenty five) in each case subject to an annual limit of Rs. 200 (Two hundred).		G. O. MS. 364/72/ Health dated 7-12-1972.
Disposal of unserviceable articles	To conduct auction sale of empty containers, Kashaya Waste, ash and other unserviceable articles after wide local publicity, subject to the relevant rules and the bid amount does not exceed Rs. 100 (one hundred) in each case subject to an annual limit of Rs. 2,500 (two thousand and five hundred) for the entire jurisdiction. NOTE: The Kashaya waste is not applicable in the case of Assistant Director (Homoeo).		do.
Destruction of sundry articles	To sanction the destruction of sundry articles which were supplied to hospitals and dispensaries and which have become worn out and unusable on account of frequent use. To destroy sundry articles (after examination) after the lapse of one year from the date of issue for use.	The relevant rules in K. F. C. and K. A. C. should be observed.	do.

(1)	(2)	(3)	(4)
ACCOUNTS OFFICER, DIRECTORATE OF INDIGENOUS MEDICINES			
Bills	To draw the establishment pay bills, T. A. Bills, and contingent bills in respect of the office of the Director of Indigenous Medicines.		G. O. (P) 260/74, Health dated 19-11-1974.
Provident Fund	To countersign T. A. Bills of all non-gazetted officers in the department and to countersign T. A. bills of all gazetted officers up to and including District Officers of the department.		
Contingencies non-recurring	To sanction temporary withdrawal from P. F. deposits in the case of N. G. Os. of the Directorate subject to the rules and conditions of the Fund upto Rs. 500 (five hundred) in each case. To incur non recurring contingent expenditure up to Rs. 75 (seventy five) in each case provided there is budget provision.	do.	do.
Purchase and repairs	To effect purchase and repair of furniture, kitchen utensils, clocks, time pieces, etc. to the Directorate and sub institutions, the cost of which does not exceed Rs. 150 (one hundred and fifty) at a time for each institution subject to the annual allotment and also that no Government agency is able to effect the supply of furniture required in time.	The general rules in Appendix 4 of the K. F. C. Vol. II and K. A. C. are to be observed. The standard prescribed in Appendix I of the B. F. P. and provisions in K.F.C. and S. P. Rules should be followed.	do.

SUPERINTENDENT, RESEARCH INSTITUTE, POOJAPPURA

Disposal of unserviceable articles

To sanction the disposal of all unserviceable articles by auction up to a book value of Rs. 25 (twenty five) in each case subject to a ceiling of Rs. 250 (two hundred and fifty) per year.

G. O. Rt. 703/71/
Health dated 5-4-1971.

Purchases
(a) Stores

To sanction purchase of stores locally up to a limit of Rs. 50 (fifty) in each case subject to budget provision and also subject to the condition that the Government agencies are not prepared to effect the supply.

Store Purchase
Rules should be followed.

do.

(b) Dietary articles

To sanction local purchase of dietary articles required for the institution for 15 days at a time in case the contractor fails to effect the supply.

do.

do.

Burial charges

To sanction expenditure for burial of unclaimed dead bodies up to Rs. 10 (ten) in each case subject to rules.

Removal of patients

To sanction expenditure for removal of patients suffering from communicable diseases to the nearest isolation hospital subject to rules and budget provision up to a maximum of Rs. 10 (ten) per patient.

DEPARTMENT OF HOMOEOPATHY

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
	DIRECTOR		
Execution of agreements	To execute		Notification No. 39231/M3/74/P. D. dated 9-5-1974.
	(a) Agreements in respect of private buildings taken on rent for the use of the Department of Homoeopathy.		do.
	(b) Agreements in respect of advance grant as well as final grants payable to private Homoeo Colleges under "Grant-in-aid Rules for Private Homoeo Colleges, 1971".		do.
	(c) Agreements relating to contracts settled for supply of dietary and sundry articles required in the Government Homoeo Hospitals where the total amount of contract per individual does not exceed Rs. 50,000 (fifty thousand) per year.		do.
	(d) Agreements relating to contract settled for supply of Homoeo medicines by Homoeo medicine		do.

manufacturing concerns for use in Government Homoeo Hospitals/Dispensaries where the total amount of the contract per individual firm does not exceed Rs. 50,000 (fifty thousand) per year.

(e) Agreements in respect of the supply of milk by Co-operative milk supplies Societies for use in Government Homoeo Hospitals.

do

(f) Agreements in respect of contracts for repairs of departmental furniture items.

do

(g) Agreements in respect of successful bidders or tenderers as the Government land for cultivation etc.

do

DEPARTMENT OF INDUSTRIES AND COMMERCE

(Pages 423-479 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

1. DIRECTOR

Loans

To sanction loans under Small Scale Industries Schemes (including Industrial Co-operatives) Handicrafts schemes, Rural Industries, Cottage Industries upto Rs. 25,000 (twentyfive thousand) for each institution or individual in accordance with the rules approved by the Government and subject to budget provision.

G. O. Ms. 147/72/
ID dated 10-4-1972.

2. ADDITIONAL DIRECTOR (GENERAL)

Loans

To sanction loans under Handlooms, Handicrafts, Village and Cottage Industries (including Industrial Co-operatives) upto Rs. 10,000 (Ten thousand) for each institution or individual in accordance with rules approved by Government and subject to budget provision.

do.

3. ADDITIONAL DIRECTOR (TECHNICAL)

Loans

To sanction loans under S. S. I. Schemes, Rural Industries Projects (including Industrial Co-operatives) upto Rs. 10,000 (Ten thousand) for each institution or individual in accordance with rules approved by Government and subject to budget provision.

do.

4. ADMINISTRATIVE OFFICER

Bills

To draw the establishment pay bill, T. A. bills and contingent bills of the entire non-gazetted establishment including Last Grade Servants of the office of the Director of Industries and Commerce. For this purpose the Administrative Officer is declared as the drawing officer under the Kerala Financial Code.

G. O. Ms. 241/74/
ID. dated 19-12-1974.

Advertisement
charges

To sanction advertisement charges upto Rs. 50 (fifty) in each case.

do.

Investigation of
arrears claims

To sanction investigation of arrears claims (excepting time barred claims) of all officers of the department and under contingencies which are not more than five years old.

do.

Contingencies non-
recurring

To incur non-recurring contingent expenditure Rs. 500 (five hundred) in each case subject to budget provision.

do.

The rules in K. F. C. should be observed.

(1)	(2)	(3)	(4)
Provident fund	To sanction all cases of temporary withdrawals to all N.G.Os and G.Os in the department upto and including the cadre of Joint Directors both in normal cases and in cases requiring special sanction and non-refundable withdrawals from P. F. deposits.	The other conditions and limitations under the rules of the fund should be observed.	G.O. MS. 241/74/II dated 19-12-1974.
Purchases :			
(a) Stationery	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 50 (fifty) in each case subject to a maximum of Rs. 250 (two hundred and fifty) per year.		do.
(b) Furniture	To sanction purchase of items of furniture from P.W.D. workshops or any Government agencies subject to budget provision and according to the standards prescribed.		do.
Disposal of unserviceable articles	To sanction disposal of unserviceable articles upto a book value of Rs. 200 (two hundred) in each case subject to an annual limit of Rs. 300 (three hundred).		do.
Reimbursement of medical expenses	To sanction all cases of reimbursement of medical expenses of subordinates.	The condition and limitations under the Government servants medical benefits rules and to condone delay in deserving cases up to one month.	do.

5. REGIONAL JOINT DIRECTOR

Auction

To lease out in auction to the highest bidder the right to collect the usufructs of trees standing on the land belonging to the department and to lease out in auction to the highest bidder waste lands for cultivation in the premises of the institutions under his control subject to confirmation of the auction by the Additional Director of Industries and Commerce

G. O. MS. 254/71/
ID. dated 8-7-1971.

6. JOINT DIRECTOR

Disposal of un- serviceable articles

To sanction the disposal of all un-serviceable or surplus stores, tools and plant, office furniture, materials at site of works, dismantled materials, trees, etc., as the case may be upto a book value of Rs. 250 (two hundred and fifty) in each case subject to an annual limit of Rs. 3,000 (three thousand)

G.O.MS. 254/71/ID.
dated 8-7-1971.

Auction sale of usufructs

To confirm auction sale of usufructs in the name of highest bidder strictly in accordance with rules in the K.F.C. provided that the highest rate offered is not less than the sale proceeds obtained in the previous auction

do.

(1)	(2)	(3)	(4)
Repairs to motor vehicles	To incur expenditure on motor vehicles repairs upto Rs. 100 (one hundred) at a time limited to Rs. 1,000 (one thousand) for each vehicle in an year subject to annual overall limit of Rs. 5,000 (five thousand) or budget provision whichever is less	The repairs are done in Transport Workshops or workshops approved by Government for the purpose and the rate of repair charges are approved by the Assistant Engineer, Regional Workshop, P.W.D.	G. O. MS. 254/71/ ID. dated 8-7-1971.

7. JOINT DIRECTOR (RURAL INDUSTRIES) IN RESPECT OF PROJECT OFFICES

Auction sale of usufructs To confirm auction sale of usufructs in the name of the highest bidder strictly in accordance with the rules in K.F.C. upto a limit of Rs. 150 (one hundred and fifty) in each case do.

8. DISTRICT INDUSTRIES OFFICER

Provident fund

To sanction temporary advance from G.P.F. deposits to the N.G.Os. working under them upto Rs. 300 (three hundred) in normal cases and upto Rs. 150 in special cases

G. O. MS. 153/72/
ID. dated 21-4-1972.

Rent

To sanction rent to hired buildings upto Rs 50 (fifty) per mensem subject to the terms and conditions in K.F.C.

do.

Purchase of
stationery

To sanction purchase of stationery locally in urgent and unforeseen cases upto a maximum of Rs. 20 (twenty) in each case subject to a maximum limit of Rs. 100 (one hundred) per annum subject to budget provision and subject to State Purchase rules when the amount exceeds Rs. 10 (ten)

do.

Grant

To sanction rebate grant to handloom societies upto Rs. 2,500 (two thousand and five hundred) in each case

do.

Loan

To sanction loan upto Rs. 5,000 (five thousand) in each case under the rules for the issue of loans to small scale industrialists on property security and personal security respectively

G. O. MS. 196/73/
ID. dated 17-7-1973.

DEPARTMENT OF INDUSTRIES AND COMMERCE
(Coir Wing)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
1. DIRECTOR OF COIR DEVELOPMENT			
Provident fund	To sanction all cases of temporary withdrawals from P. F. deposits in the case of all officers under him in normal cases and non-refundable withdrawals subject to the conditions and limitations prescribed under the G.P.F. Rules		
Purchases:			
(a) Stationery	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 100 (one hundred) in each case subject to the maximum limit of Rs. 1,000 (one thousand) per annum. When the amount exceeds Rs. 10 (ten) purchase shall be made after inviting competitive quotations		
(b) Books	To sanction purchase of books for the use of (his office and subordinate offices) Coir Wing of the Department if the expenditure will be covered by the provisions in the budget		
(c) Furniture	To sanction purchase of furniture subject to the budget provisions and subject to the prescribed standards		
		The conditions (ii) and (iii) in item 11 of Appendix 4 to K. F. C., Vol. II should be observed Store Purchase Rules should be observed	do. do. do.

G. O. MS. 209/75/
ID. dated 16-8-1975.

G. O. MS. 209/75/
ID dated 16-8-1975.

Hiring of private building
To sanction hiring of private building under the provisions of Art. 21 of K. F. C., Vol. I

Exception: No certificate of reasonableness of rent from the P. W. D. or the Rent Controller is necessary if the rent does not exceed Rs. 10 (ten) per annum provided that the Director of Coir Development certifies that the rent is reasonable.

Note.—No annual renewal certificate of rent need be insisted on for the continued occupation of the same building by the same department at the same or lower rate of rent, but where there is no reduction of rent, the Director of Coir Development should record a certificate that there has been no general reduction in the rent values in the locality. This certificate should be attached to the first bill for rent after the expiry of the period of 3 years.

Contingencies—
non-recurring

To incur non-recurring contingent expenditure upto Rs. 1,000 (One thousand) in each case provided there is budget provision

The general rules in appendix 4 of the K. F. C. Vol. II should be followed,

do.

(1)	(2)	(3)	(4)
Printing charges	To sanction the printing of forms locally at a cost not exceeding Rs. 2,000 (two thousand) at a time To sanction local printing not costing more than Rs. 50 (fifty) at a time and subject to annual monetary limit of Rs. 500 (five hundred)	The rate should not be above the rate to be prescribed by the Superintendent of Government Presses and of the work could not be got done in the Government Presses	G. O. MS. 209/75/ ID. dated 16-8-1975.
Repairs to motor vehicles	To incur expenditure on repairs to motor vehicles upto Rs. 500 (five hundred) for each vehicle including the cost of spare parts subject to the budget provision In cases of repair charges exceeding Rs. 20 (twenty) the bills should be got scrutinised by the Asst. Engineer, Regional Engineering Workshop	The repairs should be done in Transport Workshops or workshop approved by Government	do.
Refreshment charges.	To sanction refreshment charges at the rate of 35 (thirty five) paise per person subject to the maximum of Rs. 5 (five) on each occasion		do.
Advertisement charges.	To sanction advertisement charges of Rs. 250 (Rupees two hundred and fifty) in each case subject to budget provision	The rates should be approved by the Director of Public Relations	do.

Investigation of
arrears claims

To sanction investigation of arrear claims of all officers of the Coir Wing and under contingencie which are not more than five years old excepting time barred claims under Article 55 (b) of K. F. C., Vol. I

Bills

To draw the establishment pay bills, T. A. bills, contingent bills, etc. in respect of all the non-gazetted officers of the office of the Director of Coir Development and other officers and trainees in the sanctioned scheme under his administrative control

To sanction pay and T. A. advance to non-gazetted officers in accordance with the rules

do.

Disposal of non-
technical papers

To dispose of all non-technical papers which may come up as a matter of routine including petitions except those containing specific complaints against the conduct of departmental officers

do.

Bills

To sanction pay and T. A. advance to the non-gazetted subordinate officers in accordance with rules

do.

2. ADMINISTRATIVE ASSISTANT

3. PROJECT OFFICER

(1)	(2)	(3)	(4)
	To draw all contingent bills, without countersignature but subject to sanction of competent authority and the establishment pay and T. A. bills of his office staff and his subordinates		G. O. MS. 209/75/ ID. dated 16-8-1975.
Contingencies— non-recurring	To incur non-recurring items of contingent expenditure upto Rs. 25 (twenty-five) in each case and Rs. 2,000 (Two thousand) in a year provided there is budget provision.	The general rules in K. F. C. should be followed.	do.
Loans	To sanction withdrawal of loans from the bank accounts of societies and utilisation of share capital.		do.
Provident fund	To sanction all cases of temporary withdrawals from the P. F. deposit in normal cases of all non-gazetted staff under his control subject to the condition that the amount permitted to be withdrawn at a time in respect of an officer does not exceed Rs. 500 (five hundred)		do.
Advertisement charges	To sanction advertisement charges upto Rs 100 (one hundred) at a time subject to budget provision	The rates should be approved by the Director of Public Relations	G. O. MS. 146/75 ID, dated 5-6-1975.

4. DEPUTY COMMISSIONERS (SMALL SCALE INDUSTRIES)

Provident fund	To sanction temporary withdrawal from P. F. deposits by all subordinates including Gazetted Officers working under him upto a maximum of Rs. 500 (five hundred) in each case and Rs. 250 (two hundred and fifty) in special cases.	do.
Purchase of stationery	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 50 (fifty) in each case subject to a maximum limit of Rs. 250 (Two hundred and fifty) per annum subject to the budget provision.	Competitive tenders, observing S. P. Rules, should be invited if each such purchase exceeds Rs. 10. (ten)
Contingencies non-recurring	To incur non-recurring items of contingent expenditure upto Rs. 50 (fifty) at a time and Rs. 2,000 (Two thousand) in a year provided there is budget provision.	The general rules in Appx. 4 of K. F. C. Vol II should be followed.
Petty construction and maintenance and repairs	To sanction maintenance and petty construction and repair works for execution upto Rs. 500 (five hundred) on a proper estimate in each case without reference to P. W. D. provided that in the case of buildings, they are not included in the P. W. D. Register.	do.
Purchase of books	To sanction purchase of books for the use of the department subject to a maximum of Rs. 250 (two hundred and fifty) per annum and subject to budget provision.	do.

G. O. MS.146/75/ID
dt. 5-6-1975.

(1)	(2)	(3)	(4)
Estimate of works	To accord administrative sanction for estimate of civil/mechanical/electrical works costing upto Rs. 25,000 (twenty five thousand) provided the work is included in the scheme approved by the Govt. and there are funds in the budget and subject to the condition that technical sanction of competent authority is obtained.	The work will be executed under the supervision of the concerned branch of the Engineering Department.	G. O. MS. 146/75/ dated 5-6-1975.
(1) Purchase of Raw materials	To purchase raw materials required for sanctioned Small Scale Industries Schemes observing stores rules upto Rs. 25,000 (twenty five thousand) in respect of each scheme without reference to stores purchase Department.	do.	
(2) Tools and Equipments	To purchase tools and equipments for sanctioned schemes observing stores rules upto Rs. 20,000 (twenty thousand) for each scheme without reference to Stores Purchase Dept.	do.	
(3) Furniture	To purchase furniture upto Rs. 2,500 (Rs. two thousand and five hundred) in the case of each scheme for the whole year from any Govt. workshop or Departmental units or Central Jail or by inviting quotations as provided for in the stores purchase rules in case the departmental institutions could not arrange the manufacture and supply in a reasonable period.	do.	

Payment of rent

To sanction payment of rent for hired buildings upto Rs. 200 (two hundred) per mensem.

The conditions laid down in item 45 of Appendix 4 of K. F. C. Vol. II should be observed

G. O. MS. 146/75/
ID. dated 5-6-1975.

Write off

To sanction write off of the value of stores to the book value of Rs. 250 (two hundred and fifty) in each case on account of the deficiency, depreciation or other causes provided that a copy of such order is sent to the Accountant General with note of the circumstances which occasioned or led to the loss and subject to the condition that the annual limit does not exceed to Rs. 2,500 (two thousand and five hundred) and the cases does not disclose :

(a) a defect in the system of Rules, the amendment of which required the orders of higher authority; and

(b) serious negligence on the part of some officer or officers which might call for some disciplinary action requiring the orders of higher authority.

To sanction write off of irrecoverable arrears of revenue not exceeding Rs. 25 (twentyfive) in each case subject to a maximum limit of Rs. 500 (five hundred) per year.

do.

(1)	(2)	(3)	(4)
Disposal of unserviceable/ surplus stores	To sanction disposal of all unserviceable or surplus stores, tools and plant, office furniture, materials at site of works, dismantled materials, as the case may be upto a book value of Rs. 150 (one hundred and fifty) in each case subject to an annual limit of Rs. 3,000 (three thousand)		G. O. MS. 146/75/ I. D. dated 5-6-1975.
Loans	(a) To sanction loans to small Scale Industries schemes upto Rs. 7,500 (seven thousand and five hundred) for each institution or individual in accordance with rules approved by Govt. and subject to budget provision.		do.
	(b) To sanction loans to Small Scale Industries Co-operative Societies upto Rs. 7,500 (seven thousand and five hundred) subject to the rules framed in that behalf.		
	(c) To sanction loans to Small Scale Industries units on personal security upto a limit of Rs. 5,000 (five thousand) and subject to the terms and conditions prescribed for the grant of such loans.		do.

Grant	To sanction grant to Small Scale Industries industrial Co-operative Societies upto a limit of Rs. 2,500 (two thousand and five hundred) for each society for a year either for the reimbursement of the salary of staff or for supply of tools and other equipments in accordance with the scheme approved and rules framed by Government and subject to budget provision.	do.
Sanction for Industrial Schemes	To give technical sanction to all industrial schemes in community development blocks above Rs. 5,000 (five thousand).	do.
Refreshment charges	To incur expenditure upto Rs. 5 (five) at a time limited to Re. 0.35 (Thirty five paise) per head and Rs. 100 (One hundred) in a year as refreshment charges in connection with the conferences when non-official industrialists participate provided there is budget provision.	do.
Demurrage charges	To sanction expenditure on demurrage charges upto Rs. 10 (ten) in a single case subject to the condition that the demurrage charges are not due to negligence of any Government servant.	do.

(1)	(2)	(3)	(4)
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Schemes

To sanction schemes under Small Scale Industries units upto Rs. 50,000 (Fifty thousand) and financial assistance upto Rs. 25,000 (Twenty five thousand) and works upto Rs. 25,000 (Twenty five thousand) per scheme for construction of building in their respective jurisdiction subject to budget provision.

G. O. MS. 146/75/
ID. dated 5-6-1975.

SPECIAL OFFICERS ATTACHED TO THE RESERVE BANK OF INDIA SCHEME FOR HANDLOOM FINANCE

Bills

To draw the establishment pay bills and T. A. bills of his office staff.

G. O. Rt. 135/72/
ID. dated 15-2-1972.

To draw all contingent bills pertaining to his office without counter signature but subject to sanction of competent authority.

To sanction pay and T. A. Advance to the N. G Os. working under his control in accordance with rules.

INSPECTORATE OF FACTORIES AND BOILERS

(Pages 480-481 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
SPECIAL OFFICER FOR CASHEW INDUSTRIES			
Contingencies Non-recurring contingent charges.	To incur non-recurring contingent expenditure upto Rs. 100 (one hundred) in each case subject to the relevant provisions of the K. F. C. or K. A. C. being followed and subject to budget provision.		G. O. MS. 48/73/ LBR dated 9-8-1973.
Provident Fund	To sanction temporary withdrawals from P. F. Deposits of N. G. O.'s working under him upto Rs. 750 (seven hundred and fifty) in normal cases and Rs. 500 (five hundred) in special cases, subject to the rules of the Fund.		do.
DEPUTY CHIEF INSPECTORS			
Provident Fund	To sanction temporary withdrawals from P. F. deposit at the rate of Rs. 750 (seven hundred and fifty) in normal cases and Rs. 500 (five hundred) in special cases, subject to other conditions and limitations under the rules of the Fund.		G. O. Ms. 56/73/ LBR dated 13-9-1973.

(1)	(2)	(3)	(4)
Purchase of stationery	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 25 (twenty five) in each case, for their offices and subordinate offices under their control, subject to a maximum of Rs. 250 (two hundred and fifty) per year.	Contingent expenditure non-recurring To incur non-recurring contingent expenditure upto Rs. 200 (two hundred) in each case relating to the office of the Chief Inspector of Factories and Boilers or his office as the case may be, subject to the relevant provisions of the K. F. C. and K. A C. being followed and also subject to budget provision.	G. O. MS. 56/73 LBR dated 13-9-1973
Provident Fund	To sanction temporary withdrawals from P. F. deposits of N. G. O.'s working in their offices, upto Rs. 500 (five hundred) in normal cases and Rs. 250 (two hundred and fifty) in special cases, subject to the other conditions and limitations under the Rules of the Fund.	INSPECTORS OF FACTORIES, BOILERS/INSPECTORS OF FACTORIES FOR WOMEN WELFARE AND ADDITIONAL INSPECTOR OF FACTORIES.	
			G. O. Ms. 56/73, LBR dated 13-9-1973.

SAFETY INSPECTOR

Bills	To draw Pay, T. A. and contingent bills relating to the office of the Chief Inspector of Factories and Boilers.	G. O. Ms. 19/75 LBR dated 26-2-1975.
Provident Fund	To sanction temporary withdrawals from G. P. F. deposit at the rate of Rs. 750 (seven hundred and fifty) in normal cases subject to the other condition and limitation under the rules of the Fund.	do.
Purchase of stationery	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs 25 (twenty five) in each case for the office of the chief Inspector of Factories and Boilers subject to a maximum of Rs. 250 (two hundred and fifty) per year.	This is subject to the relevant provisions in Store Purchase Rules G. O. Ms. 19/75/ LBR dated 26-2-1975.
Contingent expenditure non-recurring	To incur non-recurring contingent expenditure upto Rs. 200 (two hundred), in each case, relating to the office of the Chief Inspector of Factories and Boilers, subject to budget provision.	do. This is subject to the general rules in App. 4 of K. F. C. Vol. II.

STATE INSURANCE DEPARTMENT

(Pages 482—486 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
STATE INSURANCE OFFICER			
Incurring expenditure for satisfaction of court order	To incur expenditure upto Rs. 5,000 (Five thousand) in each case in satisfaction of Court order.		G. O. MS. 726/71/ Fin. dated 18-11-1971.
Incurring expenditure after satisfaction of decree in civil suits	To incur expenditure or petty amounts towards balance of interest, execution charges, etc. that may arise after the satisfaction of Decree in Civil Suits, upto a limit of Rs. 1,000 (Rs. One thousand).		do. and G. O. MS. 512A/72/Fin. dated 13-10-1972.
Settlement of claims	To incur expenditure upto a maximum of Rs. 2,000 (Two thousand) in each case in settlement of claims out of court by compromise and negotiations with parties, who have approached the courts for settlement of their claims in fit and deserving cases and where the department will stand to gain by such settlement.		G. O. MS. 726/71/ Fin. dated 18-11-1971.

JAILS DEPARTMENT

(Page 487 of B. F. P. as on 1-4-1971)

<i>Name and power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
	1. ACCOUNTS OFFICER IN THE OFFICE OF THE INSPECTOR-GENERAL OF PRISONS		
Bills	To pass and countersign contingent bills of the 'A' Class Sub Jails and Taluk Sub Jails.		G. O. Rt. 1251/73 Home dated 4-8-1973.
	To pass and countersign pay bills of all institutions under the Jails Department where the Heads of Officers are N. G. Os.		G. O. Rt. 287/75 Homedated 10-2-1975.
	PERSONAL ASSISTANT TO THE I. G. OF PRISONS		
Provident Fund	To sanction Provident Fund advance to all non-gazetted officers upto Rs. 500 (Rs. Five hundred) in each normal cases and Rs 350 (Rs. Three hundred and fifty) in special cases subject to Rules and other conditions of the rules of the Fund.		G. O. Rt. 1249/73 Home dated 4-8-1973.
Remittance	To sign chalangans for remittance of money into the Treasury, Bank etc.		G. O. Rt. 1251/73/ Home (B) Dept. dated 4-8-1973.
Verification of Cash Book	To conduct monthly verification of cash books and connected documents in the Head Office and also to conduct physical verification of Cash periodically.		do.

JUDICIAL DEPARTMENT

(Page 500 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remark</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
DISTRICT JUDGES, STATE TRANSPORT APPELLATE TRIBUNAL AND DISTRICT MAGISTRATES			
Provident Fund	To sanction temporary advances from Provident Fund deposits to their subordinates, in normal cases upto Rs. 1,000 (Rs. One thousand) and in cases requiring special sanction upto Rs. 500 (Five hundred) in each case.	The other conditions and limitations under the rules of the Fund should be observed.	G. O. MS. 90/72/ Home dated 23-6-1972.
Purchase of furniture	To sanction purchase of furniture locally upto a maximum limit of Rs. 500 (Rs. Five hundred) in each case and Rs. 1,500 (Rs. One thousand and five hundred) in the case of purchase from Government agencies subject to budget provision.	Store Purchase Rules should be followed	G. O. MS. 133/71/ Home dated 16-8-1971.

LABOUR DEPARTMENT

(Pages 504-511 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

JOINT LABOUR COMMISSIONER

Bills

To draw pay and T. A. bills of the Establishment and contingent bills of Labour commissioners office to countersign Establishment pay and T.A. bills as well as office contingent bills of the subordinate offices, the pay bills of N.G.O.s. under him the T.A. bills of Non-official members of all committees and boards constituted by Government for implementation of various Labour Acts and settling the Labour problems.

G. O. MS. 10/74/
LBR dated 18-2-1974.

**Countersigning
T.A. Bills.
Provident Fund**

To countersign T.A. bills of officers below the rank of Joint Commissioner.
To sanction withdrawal by subordinates from P.F. Account upto Rs. 1500 (One Thousand and five hundred) in normal cases upto Rs. 750 (Seven hundred and fifty) in special cases subject to the rules of the Fund.

G. O. MS. 9/75/
LBR dated 23-1-1975.
G. O. MS. 10/74/LBR
dated 18-2-1974.

Contingencies

To incur non recurring contingent expenditure upto a maximum of Rs. 600 (Six hundred) in each case subject to relevant provisions. in the K.F.C. and subject to budget provision.

(1)	(2)	(3)	(4)
Advertisement charges.	To sanction advertisement charges upto Rs. 50 (fifty) in each case and also to publish short notices in one or more languages or English Newspapers, if considered necessary.	The rates should be got approved by the Director of Public Relations.	G. O. MS. 10/74/ LBR dated 18-2-1974.
Hiring private buildings.	To hire private buildings at a rent upto Rs. 100 (One hundred) per mensem in each case.	Rules in item. 45 App. 4, K..F.C. Vol. II and other orders issued from time to time should be followed.	do.
Purchase of periodicals	To purchase periodicals and other publications of departmental importance, and to subscribe for them, subject to a maximum of Rs. 100 (One hundred) per mensem and subject to budget provision.	do.	do.
Disposal of unserviceable articles.	To sanction disposal of unserviceable or surplus stores, tools and plant, office furniture, materials on the site of work, dismantled materials as the case may be upto a book value of Rs. 100 (One hundred) in each case.	do.	do.
T.A. Bills counter-signings Provident Fund		DEPUTY LABOUR COMMISSIONER (ZONAL)	
		To countersign T.A. bills of the gazetted officers under their control.	G. O. MS. 10/74/ LBR dated 18-2-1974.
		To sanction withdrawal by their subordinates from P. F. deposit upto Rs. 1000 (One Thousand) in normals cases and upto Rs. 500 (five hundred) in special cases, subject to the rules of the Fund.	

Hiring private buildings	To hire private buildings at a rent not exceeding Rs. 75 (Seventy five) per mensum to house subordinate offices in their control.	Rules under item 45 on App. 4 K.F.C. Vol. II and other orders issued from time to time.	do.
Purchase of periodicals	To sanction purchase of periodicals and other publications of departmental importance and to subscribe for them up to Rs 50(fifty)subject to budget provision		do.
Contingent expenditure non-recurring	To incur non-recurring contingent expenditure upto a maximum of Rs. 500 (five hundred) in each case subject to the relevant provisions in the K.F.C. and subject to budget provision.		G. O. MS. 9/75/LB1. dated 23-1-1975.
Provident Fund	To sanction withdrawals by their subordinate, from P.F. deposit upto Rs. 500 (five hundred) in each normal case, subject to rules of the Fund.	DISTRICT LABOUR OFFICERS/CHIEF INSPECTOR OF PLANTATIONS	
		G. O. MS. 10/74/LBR dated 18-2-1974.	

LOCAL FUND AUDIT DEPARTMENT

(Pages 516—518 of B. F. P. as on 1-4-1971)

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

ASSISTANT EXAMINERS, CORPORATION OFFICES,

TRIVANDRUM, CALICUT & COCHIN

G. O. MS. 577/75/
Fin. dated 27-12-1975

Provident Fund

To sanction temporary withdrawals to subordinates from G. P. F. upto Rs. 500 (five hundred) in ordinary cases.

Purchase-Reference Books

To sanction the purchase of reference books for the use of the offices of the Assistant Examiners upto a limit of Rs. 15 (fifteen) at a time and on annual limit of Rs. 100 (one hundred) subject to budget provision

do.

Issue of Utilisation Certificates

To countersign and issue utilisation and eligibility certificates in respect of grants/loans paid by Government to the Municipal Corporations.

do

Bills

To countersign T. A. Bills of the District Inspectors/Inspectors of Local Fund Accounts and their staff, on programmes approved by them.

do.

DEPUTY EXAMINER OF LOCAL FUND ACCOUNT	KERALA STATE HOUSING	BOARD AUDIT
Contingencies-Non-recurring.	To sanction non-recurring contingent charges upto Rs. 25 (twenty-five) at a time, subject to budget provision.	This is subject to G. O. MS. 399/75/ Fin. dated 2-9-1975.
Provident Fund	To sanction temporary withdrawals from P. F. deposit by subordinate to Rs. 500 (five hundred) in each normal case.	do. Vol. II This is subject to other conditions and limitations under Rules of the Fund.

T. D. MEDICAL COLLEGE, ALLEPPEY

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<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
General	PRINCIPAL To exercise the same powers as that are being enjoyed by his counterparts in other medical colleges of the State.		G. O. MS. 263/73/ HD. dated 23-10-1973.
General	SUPERINTENDENT To exercise all the powers delegated to the Superintendents of other Medical College Hospitals in Kerala as per G. O. MS. 934/59/ Health dated 30-10-1959 and subsequent amendments.		G. O. Rt. 3462/75/ HD. dated 20-11-1975.
General	ADMINISTRATIVE OFFICER & ACCOUNTS OFFICER To exercise the same powers vested with their counterparts in Government Medical Colleges in the State.		G. O. Rt. 2735/73 dated 18-12-1973.

MEDICAL COLLEGE, CALICUT
(Pages 519—524 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
Medical reimburse- ment	DEPUTY SUPERINTENDENT To sanction medical reimbursement upto Rs. 50 (fifty) at a time.		G. O. MS. 359/72/ Health dated 5-12-1972
General	VICE-PRINCIPAL To exercise powers as allowed to the Vice-Principal, Medical College, Trivandrum.		G. O. Rt. 3951/75/ Health dated 31-12-75

MEDICAL COLLEGE, KOTTAYAM
(Pages 524-535 of B. F. P. as on 1-4-1971)

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
Medical reimburse- ment	DEPUTY SUPERINTENDENT To sanction medical reimbursement upto Rs. 50 (fifty) at a time.		G. O. MS. 359/72 Health dated 5-12-1972

MEDICAL COLLEGE, TRIVANDRUM

Pages 536—549 of B. F. P. as on 1-4-1974

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
Medical reimbursement	To sanction medical reimbursement upto Rs. 50 (fifty) at a time.		G. O. MS. 359/72 Health dated 5-12-1972

MOTOR VEHICLES DEPARTMENT
(Pages 551-556 of B.F.P. as on 1-4-1971)

<i>Nature of Power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
	JOINT TRANSPORT COMMISSIONER		
Provident Fund	To sanction temporary withdrawals both in normal cases and cases requiring special sanction and non-refundable withdrawals from Provident Fund Deposits of officers under him.	The conditions laid down in G.O. (P) 248/PD 62 24-4-1962 should be followed.	G.O. MS. 13/PW/73 dated 17-1-1973
Purchase of stationary Articles	To sanction purchase of stationary articles locally, in urgent and unforeseen cases upto Rs. 100 (one hundred) in each case, subject to maximum of Rs. 1,000 (one thousand) per year.	Store Purchase Rules should be followed.	do.
Non-Recurring Contingent charges	To incur all items of non-recurring contingent charges in the Office of the Transport Commissioner, within the limits of budget grant subject to a monetary limit of Rs. 500 (five hundred).	Rules in Appendix 4, K.F.C. Vol. II should be followed	do.
Petty Items of Expenditure	To incur items of expenditure of trivial nature not exceeding Rs. 25 (twenty-five) at a time for bona fide purposes even if there are no specific rules to regulate such expenditure.		do.
Disposal of unserviceable Articles and stores	To dispose of unserviceable articles and stores in auction upto a monetary limit of Rs. 250 (two hundred and fifty) in each case.	The rules in Articles 154-157 of K.F.C. Vol. I should be observed.	do.

Purchases:**(a) Furniture**

To sanction local purchase of furniture upto a maximum of Rs. 1,000 (one thousand) in each case subject to the conditions that (a) no Government agency is able to supply the required furniture in time (b) the purchase is made after inviting competitive tenders and (c) the purchase shall be made according to the standard prescribed in G.O.(P) 248/PD.62 dated 24-4-1962.

(b) Stores

To sanction purchase of stores upto Rs. 100 (one hundred) at a time subject to the budget allotment and subject to the Stores Purchase Rules.

Repairs to Motor Vehicles

To sanction repairing charges of Motor vehicles under the control of the Department upto Rs. 1,000 (one thousand).

Store Purchase Rules should be observed. The repair work should be entrusted to the approved workshops only and the rate of repair charges got approved by the Assistant Engineer, Regional Engineering Workshop Sub Divisions attached to B & R circle of the P.W.D. provided officers have undergone training for two months in the scrutiny of repair bill of motor vehicles in the workshop of the K.S.R.T.C.

do.

do.

☑ G.O. MS. 13/73/PW
dated 17-1-1973.

(1)	(2)	(3)	(4)
Re-imbursement of Medical Expenses	To sanction all cases of re-imbursement of Medical expenses of subordinate officers subject to conditions under Government Servants Medical Benefits Rules.	G. O. MS. 13/73/ PW dated 17-1-1973.	
Renting of Private Buildings	To sanction the hiring of private buildings for offices up to Rs. 200 (two hundred) per mensem in each case.	The conditions laid down in item 45 of Appendix 4, K.F.C. Vol. II should be followed.	do.
Cycle Advance	To sanction the cycle advance to the officers whom the Joint Transport Commissioner is competent to appoint—vide G.O. (P) 499/PW, dated 16-11-1966 and G.O. (P) 39/Fin. 67 dated 28-1-1967.		do.
Investigation of Arrear Claims	To sanction investigation of arrear claims by the Accountant General to non-gazetted officers in the department and under contingencies excluding time-barred claims.	do.	do.
Purchase of Books and Maps	To sanction purchase of books and maps locally up to a maximum of Rs. 300 (Three hundred) per annum according to requirement and subject to budget provisions.	do.	do.

Disposal of Trees	To sanction the sale in auction of fallen and dead trees and also, living trees when they obstruct the constructions of new buildings, or when they are likely to fall on the roof of the existing buildings.	do.
Provident Fund	ASSISTANT TRANSPORT COMMISSIONER To sanction temporary withdrawal from Provident Fund deposits of non-gazetted officers under him up to a maximum of Rs. 500 (five hundred) in normal cases.	Conditions and limitations under the Rules of Fund should be observed. G. O. MS. 233/75/PW. dated 5-12-1975.
Purchase of Stationery articles	To sanction the purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 10 (ten) in each case subject to a maximum of Rs. 100 (one hundred) per year.	do.
Non-recurring contingent expenditure	To sanction non-recurring contingent expenditure up to Rs. 50 (fifty) in each case subject to budget provision.	do.
Repairs to Motor vehicles	To sanction repairs to Departmental vehicles up to Rs. 250 (two hundred and fifty) in each case subject to budget provision.	do.

(1)	(2)	(3)	(4)
Purchase of furniture	To sanction purchase of furniture locally upto Rs. 200 (two hundred at a time from the amount allotted in the budget provided there is no Government agency able to supply the required furniture in time	Store Purchase Rules should be observed	G. O. MS. 233/75/ PW dated 5-12-1975.
Bills	To countersign T.A. bills of Senior Superintendents in the Office of the Transport Commissioner.	do.	G. O. MS. 210/ PW/63 dated 22-5-1963.
	To sign the pay bills of the non-gazetted officers of Office of the Transport Commissioner	do.	
	To sign all contingent bills of the Office of Transport Commissioner provided the expenditure is sanctioned by the competent authority.		
	To draw the T. A. of the non-gazetted officers of the Office of Transport Commissioner	do.	

DEPARTMENT OF MUSEUMS AND ZOOS

(Page 557 of BFP as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
SUPERINTENDENT, SRI CHITRA ART GALLERY			
Maintenance, petty construction and repairs	To sanction maintenance, petty construction and repair works for execution up to Rs. 200 (two hundred) on a proper estimate in each case without reference to the P. W. D. provided that in the case of buildings they are not included in the P. W. D. Register.		G. O. MS. 116/72 Edn. dated 5-6-1972.
Provident Fund	To sanction temporary withdrawals from Provident Fund Deposits in normal case by his subordinates up to a maximum of Rs. 400 (four hundred)		G. O. MS. 211/75/ H. Edn. dated 15-12-1975.
Purchase: (a) Books, Maps, etc.	To sanction purchase of books, maps painting materials, etc., up to Rs. 50 (fifty) at a time subject to budget provision.		G.O. MS. 116/72/Edn dated 5-6-1972.
(b) Furniture	To sanction purchase of furniture locally subject to budget provision subject to the condition that no Government agency is able to supply the required furniture in time and that the purchase is made after inviting competitive quotations.		do.

(1)	(2)	(3)	(4)
Contingencies- non-recurring	To incur contingent expenditure up- to Rs. 100 (Rs. One hundred) in each case subject to budget provision.	The relevant pro- vision in the K.F.C. Edn. dated 5-6-1972. and K. A. C. should be followed.	G. O. MS. 116/72/ Edn. dated 5-6-1972.
Write off	To undertake maintenance and pur- chase of paintings and garden imple- ments where the cost does not exceed Rs. 100 (Rs. One hundred) on a single item.		do.
Disposal of unser- viceable articles	To write off specimens, damaged by natural causes or loss due to unavoid- able reasons and to write off garden implements damaged by wear and tear in all cases where the cost does not exceed Rs. 50 (Rs. Fifty) subject to an annual limit of Rs. 200 (Rs. Two hundred).		do.
Bills	To conduct petty auction of damaged articles usufructs, etc. and to confirm the highest bid in cases where the total cost fetched does not exceed Rs. 50 (Rs. Fifty).		G. O. MS. 211/75/H. Edn. dated 15-12-1975.

DEPARTMENT OF MUNICIPALITIES

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
	DIRECTOR		
Investigation of arrears claims.	To sanction investigation of arrears claims by the Accountant General of all officers of the Department and under contingencies which are not more than five years old.		G. O. (P) 400/58/AD. Reforms. dated 31-3-1958.
Temporary withdrawal from Provident Fund Deposits.	To sanction withdrawals which are permissible according to normal rules without any monetary limit where advance are sanctioned for special reasons under the rules to sanction withdrawals up to Rs. 1000 (one thousand).		G. O. (P) 248/62/PD. dated 24-4-1962.
Advertisement charges.	To sanction advertisement charges up to Rs. 100 (one hundred) in each case subject to the condition that the rates are approved by Director of Public Relations.		G. O. (P) 400/58/Admn. dt. 31-3-1958.
Local purchase of stationery.	To sanction purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 100 (one hundred) in each case subject to a maximum of Rs. 100 (one hundred) per annum.	When amount exceeds Rs. 10 (ten) purchase should be made after inviting competitive quotations.	G. O. (P) 248/62/PD. dated 24-4-1962.

(1)	(2)	(3)	(4)
Renting of Private Buildings.	To sanction hiring of private buildings (a) (i) when accommodation is provided in a separate building up to Rs 200 (two hundred) per mensem in each case.		
	OR		
	(ii) when accommodation is provided in a separate building partly used as a private residence, rent proportionate to the extent of the main building set aside solely for office use, subject to a maximum half of rent of the house of Rs. 45 (fourty five) a month whichever is less and other conditions in the Kerala Financial Code are satisfied.		G. O. (P) 248/62/ PD. dated 24-4-1962.
Non-recurring contingent charges.	To incur non-recurring contingent expenditure up to Rs. 1000 (one thousand) in each case provided there is provision in the budget and the general rules in Kerala Financial Code are followed.		G. O. (P) 248/62/ PD. dated 24-4-1962.
Write off (i)	To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts up to Rs. 200 (two hundred) in each case, subject to annual limit of Rs. 10,000 (ten thousand) provided a copy of such order is sent to the Accountant General with a note of the circumstances which occasioned or led to the loss.		

(ii) Other irrecoverable amounts.

To sanction write off of the value of stores up to the book value of Rs. 500 (five hundred) in each case on account of deficiency, depreciation or other causes provided a copy of such orders is sent to the Accountant General with a note of the circumstances which occasioned or led to the loss and subject to the condition that the annual limit does not exceed Rs. 5,000 (five hundred) and the case does not dis-

close.

(a) a defect in the system of rules the amendment of which required the orders of a higher authority or

(b) serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring orders of a higher authority.

Medical expenses reimbursement

To sanction all cases of reimbursement of medical expenses subject to the conditions and limitations under the Government servants Medical benefit rules.

Petty items of expenditure.

To incur items of expenditure of a trivial nature not exceeding Rs. 50 (fifty) at a time for bona fide purposes even if there are no specific rules to regulate such expenditure.

G. O. (P) 400/58/
Admn. Reforms
dated 31-3-1958.

G.O. (P) 283/65/Fin.
dated 8-7-1965.

G.O. (P) 283/65/Fin.
dated 8-7-1965.

(1) (2) (3) (4)

G. O. (P) 283/65/
Fin. dated 8-7-1965

Provident Fund To sanction all cases of temporary withdrawals both in normal cases and cases requiring specific sanction and non-refundable withdrawals from provident fund deposits, subject to other conditions and limitations under the rules of the fund.

G.O.(P) 248/62/PD.
24-4-1962

Disposal of un-serviceable articles and stores in auction. To sanction disposal of all un-serviceable or surplus stores, tools and plant, office furniture materials at site of works, dismantled materials etc., as the case may be up to a book value of Rs. 500 (five hundred) in each case.

Printing of forms To sanction printing of publicity literature, pamphlets, circulars etc., in the Government Presses subject to the condition that care should be taken to see that sufficient copies are got in the first print itself.

Note: Printing of new forms registers etc., should have the prior approval of Government.

When the Superintendent of Government Presses cannot meet the requirements within a month the work will be got done locally at a cost not exceeding at a time Rs. 2,000 (two thousand) on condition that the rate should not be

above the rates to be prescribed by the Superintendent, Government Presses. In emergent situations to entrust with private presses, without referring to Superintendent of Government Presses Job Works not costing more than Rs. 50 (fifty) at a time and subject to an annual monetary limit of Rs. 500.

Note: In all such cases quotations should be invited and other formalities observed.

G.O. (P) 248/62/PD.
24-4-1962

Purchase of
furniture

To sanction purchase of furniture according to the standards fixed in Appendix I to G. O. (P) 248/62/PD subject to budget provision. Purchase can be made locally subject to the condition that no Government agency is available to supply the required furniture at that time and the purchase is made after inviting competitive quotations.

G.O.P. 400/58/Adm.
Reforms. dated
31-3-1958

Purchase of
Stores.

To accord administrative sanction for recurring supplies required for the normal running of the Department for which funds are provided in the Budget subject to the conditions in G. O. P. 248/62/PD (Misc.) dated 24-4-1962.

(1)	(2)	(3)	(4)
	To accord administrative sanction for purchases of other items upto Rs. 5,000 (five thousand) at a time excluding Luxury articles. To purchase stores without reference to the Departmental Purchases Committee to the extent of Rs. 5,000 (Five thousand) at a time.		G. O. (P) 5/63/SPD dated 24-6-1963.

DEPARTMENT OF PANCHAYAT

(Pages 566-571 of B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
JOINT DIRECTOR OF PANCHAYATS			
Pay & Allowances T.A., P.F. and Bills for Loans	To draw and disburse the pay and allowances including T.A., Provident Fund and Bills for loans for the non-gazetted officers working in the Directorate.		G. O. MS. 52/75/ LA & SWD dated 26-2-1975
Temporary Withdrawal from P. F. Deposits	To sanction temporary withdrawals from P.F deposits up to a maximum of Rs. 1,000 (one thousand) in each case in normal case.	Conditions and limitations under the rules of the Fund should be observed.	do.
Contingencies	To sanction contingent expenditure not exceeding Rs. 25 (twenty-five) at a time subject to budget provision.		do.
Local purchase of Stationery	To sanction purchase of stationery locally in urgent and unforeseen cases up to a limit of Rs. 50 (fifty) in each case subject to a maximum limit of Rs. 250 (two hundred and fifty) per annum.		do.
Repairs to Motor Vehicles	To sanction the maintenance and repair charges including purchase of spare parts of the Departmental Motor Vehicles up to a monetary limit of Rs. 500 (five hundred) in each case subject to budget provision.		do.

POLICE DEPARTMENT

(Pages 572 613 of B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
Repairs to department vehicles	INSPECTOR GENERAL OF POLICE To follow the procedure laid down in G. O. MS. 327/68/Home dated 28-9-1968 as amended from time to time or the procedure prescribed in G. O. MS. 63/PW. dated 11-3-1966 for repairs of vehicles of departments other than the Police Department as amended from time to time for the repairs of vehicles of the Police & Fire Force Departments.	Transport officers of the Police departments and the motor vehicles Inspectors are also authorised to make the vehicles roadworthy. The Transport Officer of the Police department is also authorised to scrutinise and certify repair bills of the vehicles of Police and Fire Force Department.	G. O. MS. 26/72/Home dated 7-3-1972.

PORT DEPARTMENT

(Page 614 of the B. F. P. as on 1-4-1971)

Nature of powers	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
Works	STATE PORT OFFICER		
	1. To issue administrative sanction to original works up to Rs. 2 lakhs.		G. O. MS. 17/74 DD. dated 6-2-1974
	2. To issue initial sanction to estimates of maintenance works.		
	3. To issue administrative sanction for electrification works up to Rs. 1 lakh.		
	4. To sanction investigation of schemes costing up to Rs. 25,000 (twenty five thousand)		
	5. To sanction excess over estimates and sanction revised estimates up to Rs. 5,000 (Five thousand) or 35% whichever is higher.		
Tenders	To accept tenders without any monetary limit, purely for the execution of works.		do.
Survey reports of unserviceable articles	To sanction survey reports of unserviceable articles including tools and plants and improvements in acquired lands and trees (both living and dead) up to Rs. 50,000 (fifty thousand)		do.

(1)	(2)	(3)	(4)
Write off	To sanction write off of stores up to Rs. 2,000 (two thousand) at a time. To sanction write off of irrecoverable amounts up to Rs. 400 (two hundred) a time.		G. O. MS. 17/74 D dated 6-2-1974
Renting of private buildings	To sanction renting of private building up to Rs. 500 (five hundred) per mensem.	Condition laid down in item 45 Appendix 4, K.F.C. Vol II should be followed.	do.
Purchase of stationery	To sanction local purchase of stationery up to Rs. 250 (two hundred and fifty) at a time subject to the annual limit of Rs. 2,000 (two thousand) Quotations will be invited if the cost of purchase is Rs. 200 (two hundred) or above at a time.	Store Purchase rules should be followed.	do.
Advertisement charges	To sanction advertisement charges without monetary limit.	The rates should be approved by the Director of Public Relations.	do.
Advances	To execute agreement in respect of advances sanctioned under the scheme for the grant of house construction in the case of N. G. Os. under his administrative control. To execute assignment and reassignment of insurance policies offered as collateral security by N. G. Os. under his administrative control.		do.

Repairs to motor vehicles	To replace minor parts of Departmental Motor Vehicles under his control up to Rs. 20 (Twenty) at a time without inspection.	The rates of repair charges should be approved by the Assistant Engineer of the Regional Engineering Workshop or subdivision.	G. O. MS. 17/74/ DD. dated 6-2-1974.
Photographic charges	To sanction photographic charges up to Rs. 250 (Two hundred and fifty)	do.	do.
Demurrage charges	To sanction demurrage charges including wharfage up to Rs. 500 (five hundred) if there is no delay or negligence.	do.	do.
Increments	3. CAPTAIN/DREDGER MASTER OF THE DREDGER 'MEENA KERALA'		G. O. MS. 6/75/DD. dated 13-1-1975.
Pension	To sanction annual increment to all class III and class IV Officers of the dredger 'Meena Kerala'. To sanction pension of all the subordinates of whom he is competent to appoint, as found admissible by the Audit officer.	do.	do.
Provident fund	To sanction temporary withdrawals from G. P. F. in respect of the class III and Class IV officers in the dredger up to Rs. 500 (five hundred) in normal cases subject to the G. P. F. Rules in force.	do.	do.
Advances of pay and T. A.	To sanction advance of pay on transfer and T. A. advance on transfer and on tour to all the Class III and IV officers in the dredger.	do.	do.

DEPARTMENT OF PRINTING AND STATIONERY

(Pages 640-646 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

DIRECTOR OF PRINTING AND STATIONERY

Purchase of stores

To purchase stores upto Rs. 2 lakhs at a time without reference to the Departmental purchase Committee.

G. O. Rt. 833/74/H.
Edn. dated 6-5-1974.

ADMINISTRATIVE OFFICER OF THE PRINTING DEPARTMENT

Provident Fund

To sanction temporary withdrawal from Provident Fund deposits of all N. G. Os. of the Printing Department upto Rs. 1,000 (one thousand) in normal cases upto Rs. 500 (five hundred) in cases requiring special sanction.

G. O. Rt. 1695/73/
Fin. dated 3-10-1975.

DEPUTY SUPERINTENDENTS OF GOVERNMENT PRESSES

Contingencies non-recurring

To incur non-recurring contingent expenditure up to Rs. 100 (one hundred) in each case, provided there is budget provision.

G. O. Rt. 1969/75/
H. Edn. dated
27-10-1975.

Reimbursement of Medical expenses

To sanction all cases of reimbursement of medical expenses upto Rs. 50 (Rs. Fifty) in each case in respect of all Non-gazetted Officers/employees working under them.

do.

The conditions and limitations under the Government servants Medical Benefit Rules should be followed

G. O. Rt. 1969/75/H
Edn. dated 27-10-1975.

Provident Fund

To sanction normal cases of temporary withdrawals from Provident Fund to all N. G. Os. / Employees working under him upto Rs. 1,000 (Rs. One thousand) in each case.

The other conditions and limitations under the rules of the fund should be observed

Purchases:

(a) Stationery

To sanction purchase of stationery articles locally in urgent and unforeseen circumstances upto a limit of Rs. 25 (Rs. twenty five) in each case and an annual limit of Rs. 200 (two hundred).

Store Purchase Rules should be observed

do.

(b) Stores

To issue administrative sanction for the purchase of recurring supplies required for the normal running of the Press for which funds are provided in the budget upto Rs. 250 (Rs. Two hundred and fifty) at a time, subject to an annual limit of Rs. 2,500 (Rs. Two thousand and five hundred).

Store Purchase Rules should be observed

do.

Repairs

(a) Machinery

To sanction repairs to machinery or to order manufacture of spare parts in private concerns to the value of Rs. 250 (Rs. Two hundred and fifty) at a time subject to an annual limit of Rs. 2,500 (Rs. Two thousand and five hundred) and subject to budget provision.

Store Purchase Rules should be followed for the purchase of spare parts

do.

(1)	(2)	(3)	(4)
(b) Motor vehicle	To sanction expenditure on repairs to motor vehicles by approved work-shops upto Rs. 500 (Rs. Five hundred) in each case subject to an annual limit of Rs. 2,500 (Rs. Two thousand and five hundred) and also subject to budget provision.	The General rules in the matter issued by Government from time to time should be followed	do.
Advertisement charges	To sanction advertisement charges upto Rs. 100 (Rs. One hundred) in each case.	The rate should be approved by the Director of Public Relations	do.
Loans and advances	To sanction loans and advances like cycle advance, mosquito net advance, etc., to all N. G. Os./ employees working under them subject to the rules and regulations in force from time to time and subject to availability of funds specifically allotted by Government.		do.
Bills:	To sign and draw T. A. Bills of all N. G. Os./Employees in the respective press without countersignature.		do.
2. Contingent Bills	To sign and draw contingent bills pertaining to the respective Press upto a maximum of Rs. 1,000 (Rs. One thousand) without countersignature and to draw contingent bills above Rs. 1,000 (Rs. One thousand) duly countersigned by the Superintendent of Government Presses.		do.

3. Establishment pay Bills

To sign and draw establishment pay bills and overtime pay bills of the respective Press.

G. O. Rt. 1969/75/
Edn. dated 27-10-1975.

Electricity charges

To draw contingent bills of Electricity charges for amounts exceeding Rs. 1,000 (Rs. Thousand) also without countersignature of the Controlling Authority.

G. O. Rt. 1228/72/
Edn. dated 28-7-1972.

SUPERINTENDENT OF BRANCH PRESSES

DEPUTY SUPERINTENDENTS OF BRANCH PRESSES

Provident Fund

To sanction temporary withdrawal from Provident Fund Deposits upto Rs. 750 (Rs. seven hundred and fifty) in normal cases.

G. O. Rt. 1695/73/
Edn. dated 3-10-1973.

The other conditions and limitations under the Rules of the Fund should be observed.

ASSISTANT SUPERINTENDENTS OF BRANCH PRESSES

Provident Fund

To sanction temporary withdrawal from Provident Fund deposits upto Rs. 500 (five hundred) in normal cases.

do.

do.

PUBLIC RELATIONS DEPARTMENT

(Page 667 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
	DIRECTOR		
Public functions organisation of	To sanction expenditure for the organisation of public function and for publicity through song and drama upto Rs. 400 (four hundred) in each case, subject to availability of budget provision.		G. O. MS. 301/71/ PD, dated 18-12-1974.
Engaging of private artists	To sanction expenditure in connection with the engaging of private artists to execute specific types of art works for which the departmental artists are not specifically trained or experienced upto Rs. 400 (four hundred) in each case, subject to an annual limit of Rs. 4,800 (four thousand and eight hundred) and subject to availability of budget provision.		do.
	ADDITIONAL DIRECTOR		
Contingencies non-recurring	To incur non-recurring contingent charges upto Rs. 750 (seven hundred and fifty) in each case, subject to the availability of budget provision.	The general rules in appendix 4 of K. F. C. Vol. II should be followed.	do.
Photographic charges	To sanction expenditure in connection with photographic charges, upto Rs. 100 (one hundred) in each case, subject to the availability of budget provision.		do.

G. O. MS. 301/74/
PD dated 13-12-1974.

Art work charges

To sanction expenditure connected with art work (drawing sketches, etc) upto Rs. 250 (two hundred and fifty) in each case, subject to an annual limit of Rs. 3,000 (three thousand) and subject to availability of budget provision.

Public functions

To incur expenditure in connection with public functions, upto Rs. 250 (two hundred and fifty) in each case, subject to availability of budget provision.

Purchase of public materials

To sanction expenditure connected with the purchase of publicity materials for the use of the department and reference library, irrespective of the amount involved.

Bills

UNDER SECRETARY TO GOVERNMENT (PUBLIC RELATIONS DEPARTMENT)

To draw all contingent bills of the Department and to countersign all bills of the District Officers wherever required.

The powers delegated to the Under Secretary is subject to the overall control of the Director of Public Relations and the Director of Public Relations may issue necessary instructions in the proceeding of cases so as to enable him to be acquainted with the cases disposed of under this delegation

do.

do.

do.

(1)	(2)	(3)	(4)
Establishment bills countersigning of	To countersign establishment bills of the District officers whenever required in the event of the District Information Officer being on leave and the Assistant Information Officer who is not a drawing officer in charge of the office	do.	G. O. Rt. 1345/71/ PD. dated 26-4-1971.
Local purchase of stationery articles	To sanction purchase of stationery articles locally in urgent and unforeseen cases upto a limit of Rs. 10 (ten) at a time and subject to a maximum of Rs. 100 (one hundred) per annum provided the articles could not be obtained from the stationery.	do.	
Scrutiny and attestation of subsidiary registers	To scrutinise and attest subsidiary registers such as stock register of publications, register of publications, register of subscriptions to departmental journals, advertisement registers, stock register of stores and photographic materials log books of the vans, register of subscriptions to the P. F. register of films and cinema slides, stamp account and stationery registers.	do.	G. O. Rt. 1345/71/ PD. dated 26-4-1971.
Contingent bills without countersignature of the Director of Public Relations	To draw contingent bills of the head office up to his power of sanction without counter signature by the Director of Public Relations and to countersign contingent bills of the district officers up to that limit.	do.	

G. O. Rt. 1345/71/
PD., dated 26-4-1971.

Temporary with-
drawals from
Provident Fund
deposits

To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction from the Provident Fund Deposits to all non-gazetted staff of the department subject to a limit of Rs. 250 (Two hundred and fifty) at a time and subject to the rules of the Fund.

Establishment pay
bills

To draw the establishment pay bills of the entire non-gazetted establishment of the head office without the countersignature of the Director of Public Relations.

do.

Purchase of
reference books

To sanction the purchase of reference books up to a limit of Rs. 25 (Twenty five) at a time subject to a maximum Rs. 250 (Two hundred and fifty) per year.

do.

T. A. claims

To draw and disburse all T. A. claims of the non-gazetted staff under his charge.

do.

PUBLIC WORKS DEPARTMENT

(Pages 678-699 B.F.P. as on 1-4-1971)

Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
Sanctioning "special repairs to buildings"	To sanction "special repairs to buildings" costing up to Rs. 10,000 (Ten thousand)	All special repair works costing above Rs. 10,000 (Ten Thousand) will be sanctioned by Government.	G. O. Ms. 219/73/ P.W.dt: 30-10-1973-
Original works administrative sanction.	To issue administrative sanction for works costing up to Rs. 5 lakhs.	The power should not be exercised in respect of (a) building works other than P. W. D. and (b) residential buildings.	G. O. (P) 128/68/ P. W. dated 17-6-1968 and G. O. Ms. 191/72/ P.W. dated 13-9-1972.
Original works technical sanction	To issue technical sanction for unlimited amounts.		

Administrative approval has always to precede accord of technical sanctions for works. Hence the power of technical sanction is to be exercised by the officers only in cases where the works have received administrative approval of the competent authority.

Excess over estimate and sanction for required estimates	To sanction estimates wherever the excess is Rs. 5,000 (five thousand) or 35% whichever is higher.	The power of passing excess applied to both excess over administrative sanction and or technical sanctions.	G. O. (P) 128/68 P.W. dated 17-6-1968 and G. O. Ms. 191/72/ P.W. dated 13-9-1972.
Waiving of tender calls	To sanction waiving of tender calls up to Rs. 25,000 (twenty five thousand)	Subject to the provisions in Note 3 to para 139 of K.P.W.D. Code.	do.
Reappropriation	To sanction reappropriation up to Rs. 1 lakh.	Subject to the provisions in para 84 (iv) of the Kerala Budget Manual.	do.
Purchase of books	To sanction purchase of books for unlimited amount subject to budget provision.		do.
Printing of forms, pamphlets, notices, etc.,	To sanction printing of forms, pamphlets, notices etc upto Rs. 200 (two hundred) subject to an annual limit Rs. 1,500 (one thousand and five hundred)	Subject to the schedule of rates prescribed by the Superintendent of Government Presses. The power is exercisable where printing of forms has to be arranged without reference to the Superintendent of Government Presses.	do.

(1)	(2)	(3)	(4)
Demurrage charges including wharfage	To sanction demurrage charges including wharfage up to Rs. 500 (five hundred)	The power shall not be exercised where demurrage charges become payable due to negligence on the part of departmental officials.	do.
Contingencies non-recurring	ADMINISTRATIVE OFFICER, CHIEF ENGINEER'S OFFICE To incur non-recurring contingent expenditure up to Rs. 500 (five hundred) in each case subject to budget provision and in accordance with rules in K.F.C.		G. O. Ms. 237/75/PW. dated 17-12-1975.
Investigation of arrear claims	To sanction investigation of arrear claims which are not more than five years old excluding time barred claims.		do.
Purchases			
(a) Furniture	To sanction purchase of items of furniture from P.W.D. Workshops or any Government Agency subject to budget provision.	The standards prescribed and rules regulating such purchase should be observed.	do.
(b) Stationery	To sanction purchase of stationery locally in urgent and unforeseen cases up to Rs. 50 (fifty) in each case subject to a maximum of Rs. 250 (two hundred and fifty) per annum.	Stores Purchase Rules should be observed.	do.

Medical expenses	To sanction reimbursement of medical expenses subject to rules	
Write off	To write off unserviceable articles including damaged and worn out articles, books, etc. up to a book value of Rs. 100 (one hundred) in each case subject to an annual limit of Rs. 1,000 (one thousand)	G. O. Ms. 237/75/ PW. dated 17-12-1972.
Bills	To countersign T. A. bills of non-technical gazetted officers below the rank of Administrative Officer	do.
Provident Fund	To exercise the powers of the Chief Engineer regarding temporary withdrawals from Provident Fund Deposits of subordinates in the department	do.
Disposal of unserviceable articles	To sanction disposal of unserviceable articles up to a book value of Rs. 200 (Rs. Two hundred)	Rules in Ar. 154—157 K. F. C. vol. I should be followed
Advances	To exercise the powers of the Chief Engineer in the matter of loans to Government servants such as house construction advance, cycle advance, advance for the purchase of motor car/cycles, mosquito nets, etc., according to rules	do.

(1)	(2)	(3)	(4)
SUPERINTENDING ENGINEER			
Original works Administrative sanction	To issue administrative sanction for original works up to Rs. two lakhs (2 lakhs)	The power should not be exercised in respect of (a) building works other than PWD, and (b) residential buildings	G. O. (P) 128/68/ PW, dated 17-6-1968 and G. O. Ms. 191/72/ PW, dated 13-9-1972.
Original works technical sanction	To issue technical sanctions for original works up to Rs. 15 lakhs for minor irrigation works and Rs. 10 lakhs in other cases	Administrative approval has always to precede accord of technical sanctions for works. Hence the power of Technical sanction is to be exercised by the officers only in cases where the works have received administrative approval of the competent authority	do.
Excess over estimates and sanction for revised estimate	To sanction excess over estimates and to sanction the revised estimate up to Rs. 2,500 (two thousand and five hundred) or 25% whichever is higher	The power of passing excess applies to both excess over administrative sanction and technical sanction.	do.

Waiving of tender calls	To sanction waiving of tender calls up to Rs. 20,000 (twenty thousand)	Subject to the provisions in Note 3 to para 139 of K. P. W. D. Code	G. O. (P) 128/68/PW. dated 17-6-1968 and G.O Ms. 181/72 P. W. dated 13-9-1972.
Auction of right for conduct of ferries, canteens etc. including confirmation	To sanction and confirm in regard to the auction of right for conduct of ferries canteens etc. up to Rs. 20,000 (twenty thousand) at a time		G. O. Ms. 191/72/PW. dated 13-9-1972.
Tools and plants estimate-Repairs and carriage	To sanction estimate for repairs and carriage of tools and plants upto Rs. one lakh in each estimate		G. O. 191/72/PW. dated 13-9-1972.
Rent certificate	To issue rent certificate up to Rs. 1,000 (one thousand) in each case		G. O. (P) 128/68/PW. G. O. Ms. dated 17-6-1968 191/72/P.W.D. dated 13-9-1972.
Refund of Revenue	To sanction refund of revenue up to Rs. one lakh in each case		do.
Reappropriation	To sanction reappropriation up to Rs. 25,000 (twenty five thousand)	Subject to the provisions in para 84 (iv) of the Kerala Budget Manual	G. O. (P) 128/68/PW. dated 17-6-1968 G. O. Ms. 191/72/PW. dated 13-9-1972.
Purchase of books	To sanction purchase of books up to Rs. 250 subject to an annual limit Rs. 1,000 (one thousand).	The power will be exercised subject to budget provision	do.

(1)	(2)	(3)	(4)
Printing of forms	To arrange for local printing of forms up to Rs. 150 (annual limit Rs. 1,000)	Subject to the schedule of rates prescribed by the Superintendent of Government Presses the power is exercisable when printing of forms has to be arranged without reference to the Superintendent of Government Presses	do.
Demurrage charges including wharfage	To sanction demurrage charges including wharfage up to Rs. 100 (one hundred)	The power shall not be exercised where demurrage charges become payable due to negligence on the part of departmental officials	do.
Provident Fund	To sanction advances for special reasons under Rule 16 (i) (d) of the G. P. F. (Kerala) Rules, up to Rs. 1,500 (one thousand and five hundred)		G. O. Ms. 311/71/ PW. dated 6-8-1971.
Sanctioning "Special repairs to buildings"	To sanction works costing up to Rs. 5,000 (five thousand)		G. O. Ms. 219/73/ PW. dated 30-10-1973.

P. A. TO SUPERINTENDING ENGINEERS (INVESTIGATION,
RESEARCH AND PLANNING CIRCLE, PEECHI)

Provident Fund

To sanction temporary withdrawal from the Provident Fund upto Rs. 750 (seven hundred and fifty) in normal cases subject to the G. P. F. Kerala, Rules.

G. O. Rt. 1452/74/
PW. dated 9-12-1974.

EXECUTIVE ENGINEER

Original works
administrative
sanction

To accord administrative sanction for original works upto Rs. 1 lakh (one lakh)

The power should not be exercised in respect of (a) building works other than P. W. D. and (b) residential buildings

G. O. (P) 128/68/
PW dated 17-6-1968 &
G. O. (Ms) 191/72/
PW dated 13-9-1972

Original works
technical sanction

To accord technical sanction for original works upto Rs. 2 lakhs (two lakhs)

Administrative approval has always to precede accord of technical sanction for works. Hence the power of technical sanction is to be exercised by the officer only in cases where the works have received administrative approval of the competent authority.

do.

(1)	(2)	(3)	(4)
Electrical works sanction administrative and technical	To accord administrative and technical sanction for electrical works upto Rs. 5,000 (five thousand) in each case	The term 'Electrification works' will include Radio works also. Only the Executive Engineers of the B & R Division need exercise this power, as the Electrical and Radio subdivisions are under their control.	G. O. (P) 128/68/PW dated 17-6-1968 and G. O. MS. 191/72/PW dated 13-9-1972.
Excess over estimates and sanction for revised estimates	To accord sanction for excess over estimates and revised estimates upto Rs. 500 (five hundred) or 10% which ever is higher.	The power of passing excess applied to both excess over administrative sanction and technical sanction.	do.
Waiving of tender calls	To sanction waiving of tender calls upto Rs. 5,000 (five thousand)	Subject to the provisions in Note 3 to para 139 of K P. W. D. Code.	do.
Refund of revenue	To sanction refund of revenue upto Rs. 25,000 (twentyfive thousand in each case)		do.
Reappropriation	To sanction reappropriation upto Rs. 10,000 (ten thousand)	Subject to the provisions in para 84 (iv) of the Kerala Budget Manual.	do.

Purchase of books	To sanction purchase of books upto Rs. 100 (hundred) in each case subject to an annual limit of Rs. 500 (five hundred)	The power will be exercised subject to budget provision.	do.
Printing of forms, pamphlets, notices etc.	To arrange for local printing of forms, pamphlets notices etc. upto Rs. 100 (one hundred) subject to an annual limit of Rs. 500 (five hundred)	Subject to the schedule of rates prescribed by the Superintendent of Government Presses the power is exercisable when printing of forms has to be arranged without reference to the Superintendent of Government Presses.	G. O. (P) 128/68/ PW dated 17-6-1968 and G. O. MS. 191/72/ PW dated 13-9-1972.
Demurrage charges including wharfage	To sanction demurrage charges including wharfage up to Rs. 25 (twenty five)	The power shall not be exercised where demurrage charges become payable due to negligence on the part of departmental officials	do.
Sanctioning advances from Provident Fund Deposits	To sanction advances for special reasons under Rule 16 (i) (d) of the G. P. F. (Kerala) Rules up to Rs. 750 (seven hundred and fifty)		G. O. MS. 311/71/ PW dated 6-8-1971.
Sanctioning "special repairs to buildings"	To sanction works costing up to Rs. 2,500 (two thousand and five hundred)		G. O. MS. 219/73/ PW dated 30-10-1973.

(1)	(2)	(3)	(4)
ASSISTANT ENGINEER			
Original works administrative sanction	To accord administrative sanction for original works up to Rs. 10,000 (ten thousand)	The power should not be exercised in respect of (a) building works other than P. W. D. (b) residential buildings.	G. O. (P) 128/68/PW dated 17-6-1968 and G. O. MS. 191/72/PW dated 13-8-1972.
Original works Technical sanction	To accord technical sanction for original works up to Rs. 20,000 (twenty thousand)	Administrative approval has always to precede accord of technical sanction for works. Hence the power of technical sanction is to be exercised by the officers only in cases where the works have received administrative approval office competent authority.	do.
Excess over estimates	To sanction excess over estimates upto Rs. 100 (one hundred) or 5% which ever is higher.	The power of passing excess applies to both excess over administrative sanction and technical sanction.	do.

Waiving of tender calls

To sanction waiving of tender calls up to Rs. 1,000 (one thousand)

Subject to the provisions in Note 3 to para 139 K. P. W. D. Code.

do.

Bills

(i) To order payment of all bills including first and final bills payable under contracts entered into by them and

(ii) To order payment of intermediate bills upto Rs. 20,000 (twenty thousand) relating to contracts entered into by higher officers subject to the conditions that every alternate bill even if falling within their powers of payment is submitted to the Division Officer (Executive Engineer) for payment.

G. O. MS. 206/74/
PW dated 28-12-1974.

Printing of forms pamphlets, notices, etc.

To arrange for local printing of forms pamphlets; notices etc. up to Rs. 50 (fifty), subject to an annual limit Rs. 300 (three hundred only)

Subject to the schedule of rate prescribed by the Superintendent of Government Presses. The power is exercisable when printing of forms has to be arranged without reference to the Superintendent of Government Presses.

G. O. (P) 128/68/
PW dated 17-6-1968 &
G. O. MS. 191/72/PW
dated 13-8-1972.

(1)	(2)	(3)	(4)
Advertisement charges	To sanction advertisement charges upto Rs. 100 (one hundred) at a time.	Subject to the rates approved by the Director of Public Relations.	do.
Maintenance works	To issue Subsequent sanction for maintenance works, once the initial sanction is issued by the Chief Engineer	DIVISIONAL OFFICER	
			G. O. MS. 228/PW/73 dated 9-11-1973. and G. O. (P) 128/68/PW. dt. 17-6-1968.

DEPARTMENT OF REGISTRATION

(Pages 700-702 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
DISTRICT REGISTRAR			
Provident Fund	To sanction temporary withdrawal from Provident Fund deposits by the subordinates below the rank of Sub Registrars under him, in normal cases upto Rs. 500 (five hundred) and in special cases up to Rs. 300 (three hundred).	This is subject to the conditions and limitations under the rules of the Fund	G. O. MS. 28/73/TD. dated 28-2-1973.

STATE WATER TRANSPORT DEPARTMENT

(Pages 718-720 of B. F. P. as on 1-4-1971)

<i>Nature of power</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
Purchase Stores & Materials	DIRECTOR To effect purchase of stores and spare parts up to a limit of Rs. 50,000 (Fifty thousand) at a time, without getting sanction from the Departmental Purchase Committee.		
Petty purchase of stores	To effect petty purchase of stores without calling for quotation up to Rs. 500 (five hundred) at a time.		
			G.O. MS. 16/74/PW dated 11-2-1974 G.O. MS. 23/75/PW dated 10-2-1975

SURVEY AND LAND RECORDS DEPARTMENT

(Page Nos. 724-731 of B. F. P. as on 1-4-1971)

4/3647/ B.

(Page nos. 124-131 of B. F. P. as on 1-4-1971)			
Nature of power	Extent	Remarks	Authority
(1)	(2)	(3)	(4)
Survey Advance	ASSISTANT DIRECTOR		
	To draw monthly advance of Rs. 7,500 (seven thousand and five hundred) subject to an overall limit of Rs. 30,000 (thirty thousand) for meeting the expenditure of the survey party engaged in Plan Schemes.		
	This limit is in respect of Assistant Directors in charge of Survey parties only.		
	G.O. MS. 354/75/RD. dated 26-4-1975		

(1)	(2)	(3)	(4)
Disposal of condemned and dismantled buildings	To sanction disposal of condemned and dismantled buildings whose book value does not exceed Rs. 25,000 (twentyfive thousand) in each case and also to dispose of unnecessary and fallen or dead trees standing in the premises of the office	The rules in P.W.D. code should be followed	do.
Usufructs of trees	To sanction auction sale of usufructs of trees and lease for cultivation of premises of his office or sub-offices/institutions	G. O. (P) 24/74/H. Edn. dated 12-2-1974.	do.
Investigation of arrear claims]	To sanction investigation of arrear claims by the Accountant General to all officers and under contingencies which are not more than 5 years old excluding time barred claims under article 56 K.F.C. Vol. I	The rules in K. F. C. should be followed	do.
Petty construction and repairs	To sanction maintenance, petty construction and repair works upto Rs. 5,000 (five thousand) in each case on a proper estimate subject to budget provision	do.	do.
Contingencies non-recurring	To incur non-recurring contingent expenditure upto Rs. 1,000 (one thousand) in each case subject to budget provision.	The rules in K. F. C. should be observed	do.

Hiring of private buildings	To sanction shifting of an office/institution from one building to another and hiring of private buildings the rent of which does not exceed Rs. 300 (three hundred) per mensem	do.	do.
Budget allotment	To sanction distribution of budget allotment under several items of expenditure subject to rules in the Kerala Budget Manual	do.	do.
Scholarships	To award scholarships subject to budget provision according to rules approved by Government	do.	do.
Educational tours	To sanction educational tours of students of institutions under the Director of Technical Education subject to availability of budget provision and subject to rules framed by Government for the purpose	do.	do.
Printing charges	To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabi, etc., in Government Presses	Printing of new forms and registers should have the approval of Government	do.
	To sanction printing or reprinting of priced Government publications	The rules in Art. 27 K. F. C. Vol. I should be followed	do.
Examination fees	To incur all expenditure in connection with the conduct of public examinations in the Department	The rates should be approved by the Government	do.

(1)	(2)	(3)	(4)
Refund of Revenue	To sanction refund of Revenue as per rules in Art. 35-36 K.F.C. Vol. I.		do.
Provident Fund	To sanction all cases of temporary withdrawals from the P.F. deposits in all normal cases and in cases requiring special sanction and non-refundable withdrawals from Provident Fund deposits	The other conditions and limitations under the Rules of the Fund should be observed	do.
Grant-in-aid	To sanction and disburse salaries and grants to Engineering Colleges and Polytechnics under the grant-in-aid Code approved by Government and salaries to the staff of the institutions as per rules framed by Government		G. O. (P) 24/74/H. Edn. dated 12-2-1974.
Tour of Gazetted Officers	To approve tour programme of Heads of Institutions and other Gazetted Officers in the institutions in his own office and countersign their T.A. bills.		do.
Endowments and prizes	To accept endowments and prizes and approve rules therefor in respect of the institutions subject to rules in K. F. C. and K. T. C.		do.
Advances	(a) To sanction advance against examination contingent charges up to Rs. 10,000 (ten thousand) at one time subject to provision in the budget.		do.

- (b) To draw advance up to Rs. 5,000 (five thousand) for each item for meeting the expenditure in any institution in his Department relating to purchase and erection of machinery, etc.

Attendance of students

To condone the shortage of attendance of students up to 15% on the recommendation of the Heads of Institutions with a remittance of Rs. 10 (Ten) in each case.

do.

Repairs to motor vehicles

To sanction repairs to motor vehicles in the Department and to arrange for the payment of bills not exceeding Rs. 2,000 (two thousand) in each case subject to rules.

do.

The repair work should be entrusted with the approved workshops only. The rates of repair charges should be approved by the Assistant Engineer, Regional Engineering Workshops Sub Division, P. W. D.

Medical expenses

To sanction all cases of medical expenses subject to the conditions and limitations under the Government servants Medical Benefit Rules.

do.

(1)	(2)	(3)	(4)
2. JOINT DIRECTOR			
Disposal of unserviceable articles	To sanction disposal of unserviceable articles whose book value does not exceed Rs 3,000 (three thousand) in each case and their disposal subject to an annual limit of Rs. 50,000 (fifty thousand) as per rules.		do.
Petty construction and repairs	To sanction subject to budget provision, maintenance, petty construction and repair works up to Rs. 5,000 (Five thousand) in each case on a proper estimate.		do.
Printing charges	To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabi, etc. in Government Presses.	Printing of forms and registers should have the approval of Government.	G. O. (P) 24/74/H. Edn. dated 12-2-1974.
NOTE: The Joint Director may also exercise all the powers of the Deputy Director under the specific orders of Director of Technical Education.			
3. DEPUTY DIRECTOR			
Purchases (a) Furniture	To sanction purchase of furniture, accessories and equipment and other stores for amount not exceeding Rs. 30,000 (Thirty thousand) at a time subject to budget provision.		
		Store Purchase Rules should be followed.	do.

	To sanction purchase of furniture from P. W. D. workshops or any other Government agency subject to budget provision.		
(b) Books and journals	To sanction purchase of books and journals, maps, charts and other educational appliances, subject to budget provision on the basis of quotation and to effect advance payment wherever necessary.	The advance payment should be in accordance with the rules in K. F. C.	do.
(c) Equipment and Laboratory accessories	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding Rs. 15,000 (Rs. Fifteen thousand) at a time subject to budget provision.	Store Purchase Rules should be followed.	G. O. (P) 2474/H. Edn. dated 12-2-1974.
Advertisement charges	To sanction advertisement charges up to Rs. 500 (Five hundred) in each case subject to budget provision.	The rates should be approved by the Director of Public Relations.	do.
Disposal of unserviceable articles	To sanction disposal of unserviceable articles, the value of which does not exceed Rs. 1,000 (One thousand) in each case subject to an annual limit of Rs. 25,000 (Twenty-five thousand).		do.
Auction sale of standing trees	To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.		do.

(1)	(2)	(3)	(4)
Usufructs of trees	To sanction auction sale of usufructs of trees and lease of premises of the schools.		G. O. (P) 24/74/H. Edn. dated 12-2-1974.
Petty construction, Maintenance and repairs	To sanction maintenance, petty construction and repairs for execution up to Rs. 1,000 (one thousand) in each case on proper estimate.		do.
Contingencies—non-recurring	To incur non-recurring contingent expenditure up to Rs. 500 (five hundred) in each case subject to budget provision.		do.
Advance	To sanction advance against examination contingent charges up to Rs. 10,000 (Ten Thousand) at one time subject to budget provision.		do.
Bills	With regard to Industrial Schools, Commercial Schools, Tailoring, and Garment making Training Centres, the Deputy Director has the following financial powers To draw grant-in-aid bills of Industrial and Tailoring schools		do.
	To pass and countersign T. A. Bills of non-officials arising in connection with examinations of Industrial and Tailoring schools.		do.

Advance	To draw advance against sanction for examination contingent charges upto 75% of the amount he is competent to incur.	do.
Investigation of Arrear claims	With regard to Junior Technical schools, the Deputy Director has the following financial powers :	do.
Purchase of Materials	To sanction investigation of arrear claim in respect of those whom he is competent to appoint which are not time barred.	do.
Educational Tours	To issue administrative sanction for purchase of materials up to Rs. 10,000 (Ten Thousand) at a time.	do.
Bills	To sanction educational tours of students subject to availability of funds and the rules framed by Government.	do.
	To countersign all the bills in connection with the direct payment to the staff of the Private Engineering Colleges and Polytechnics	
	To draw scholarship bills to the various categories of students.	
	To pass and countersign grant-in-aid bills.	
Bills	4. ADMINISTRATIVE OFFICER To draw establishment pay bills and travelling allowances, bills of the entire non-gazetted establishment including the last grade servants and the contingent bills of the office of the Director of Technical Education.	do.

(1)	(2)	(3)	(4)
	To countersign T. A. Bills, contingent bills of Superintendents of Junior Technical schools and schools of Arts, and the Chief Lecturer and Superintendent, Diploma course in Typewriting and Shorthand.		
Provident Fund	To sanction temporary withdrawals from P. F. deposits by N. G. Os of the Department subject to the rules and regulations governing the Fund in normal cases.		G. O. (P) 24/74/H Edn. dated 12-2-1974.
Purchase of Stationery	To sanction purchase of stationery articles for the use of the office of the Director of Technical Education in urgent and unforeseen cases when the articles are not available in the stationery stores upto the limit of Rs. 50 (fifty) at a time subject to maximum of Rs. 500 (five hundred)		
Contingencies- Non-Recurring	To sanction non-recurring contingent expenditure upto Rs. 100 (One hundred) in each case provided there is budget provision		The General rules in K. F. G. should be followed.
Investigation of Arrear claims	To sanction investigation of arrear claims excepting time-barred claims in respect of all those whom he is competent to appoint which are not more than 5 years		

Usufructs of Trees

To sanction auction sale of standing trees, when absolutely necessary, usufructs of trees and fallen and dead trees in the premises in the office of the Director of Technical Education.

do.

Bills

5. ACCOUNTS OFFICER

To draw establishment pay bills, T. A. bills, P. F. bills, contingent bills and grant-in-aid bill of the Industrial schools, Tailoring and Garment making centres and Tailoring Trade schools.

do.

To countersign T. A. Bills and contingent bills of the officers (gazetted and non-gazetted) of the Junior Technical schools, school of Arts, Diploma course in Typewriting and shorthand, school of Painting, Mavelikara and other industrial and Tailoring Trade schools, Tailoring and Garment Making Training centre and other institutions of this category.

TOURIST DEPARTMENT

(Pages 747-750 of B. F. P. as on 1-4-1971)

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)

1. PERSONAL ASSISTANT TO THE DIRECTOR

Bills

To sign cash receipts for amounts up to Rs. 100 (Rs. one hundred) in the absence of the Deputy Director, Tourist Department.

G. O. MS. 22/74/
PD. dated 19-1-1974

2. THE DEPUTY DIRECTOR AT ERNAKULAM

Provident Fund

To sanction temporary withdrawals in normal cases from the Provident Fund Deposits of all subordinates under his control subject to the condition that the monetary limit will be Rs. 500 (Rs. five hundred) in each case.

G. O. MS. 84/75/
PD. dated 30-4-1975.

Purchases:
(a) Stationery

To sanction purchase of stationery locally in urgent and unforeseen cases up to a limit of Rs. 10 (ten) in each case subject to a maximum limit of Rs. 50 (Rs. fifty) per annum.

do.

(b) Articles of chinaware, glassware, cutlery, E. P. ware, etc.

To sanction purchase of articles up to a maximum limit of Rs. 500 (Rs. five hundred) in each case subject to budget provision and ratification by the Director, Tourist Department. Purchases should be made after inviting competitive quotations in case no Government agency is able to supply the required quality and quantity of articles in time.

do.

Contingencies non-recurring

To incur non-recurring contingent charges up to Rs. 250 (Rs. two hundred and fifty) in each case subject to budget provision.

do.

Repairs to motor vehicles and boats

To sanction purchase of spare parts for repairs through private workshops in special and emergent cases, the expenditure being limited to Rs. 50 (fifty) at a time subject to the ratification by the Director, Tourist Department.

do.

Transfer stock of articles

To transfer stock of articles of furniture, Chinaware, etc. from one bungalow to another within his jurisdiction subject to the ratification by the Director, Tourist Department.

do.

Bills

To draw establishment pay bills of his office staff. To draw T. A. bills, contingent bills and P. F. bills relating to the institutions under his control. To countersign T. A. Bills of all non-gazetted officers of the institutions under his control.

(1)

(1)	(2)	(3)	(4)
Reimbursement of medical expenses	To sanction reimbursement of medical expenses of non-gazetted officers working in the bungalows under his control subject to rules.		G. O. MS. 84/75/PD. dated 30-4-1975.
Lease of usufructs of trees	To grant lease of usufructs of all trees and lease of lands for cultivation in the compounds of Guest Houses under his control subject to the rules in force regarding lease of Government lands and to confirm sanction for the grant of lease subject to ratification by the Director, Tourist Department.		do.

TOWN PLANNING

(Pages 751—752 of B. F. P. as on 1-4-1971).

<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
Contingent bills	To draw all contingent bills of his office without countersignature of superior officers.		G. O. MS. 216/72/ LA&SWD dated 26-7-1972.

JUNIOR TOWN PLANNER, MALAPPURAM

TRIVANDRUM PUBLIC LIBRARY

(Pages 756-758 of B. F. P. as on 1-4-1971).

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<i>Nature of powers</i>	<i>Extent</i>	<i>Remarks</i>	<i>Authority</i>
(1)	(2)	(3)	(4)
STATE LIBRARIAN			
Contingencies non-recurring	To incur non-recurring contingent expenditure up to Rs. 500 (Rs. five hundred) in each case.	The general Rules in Appendix 4, K. F. C. Vol. II should be followed.	G. O. MS. 47/73/ Edn. dated 7-3-1973.
Write off of unserviceable articles	To sanction write off of unserviceable articles and books subject to an annual limit of Rs. 1,000 (one thousand) when the book value does not exceed Rs. 200 (two hundred) in each case.	Every order sanctioning the write off will be communicated to the A. G.	do.
Purchases:			
(a) Furniture	To sanction local purchase of articles of furniture up to Rs. 2,000 (two thousand) subject to budget provision.	Store Purchase Rules should be followed.	do.
(b) Books	To sanction purchase of books up to a monetary limit of Rs. 15,000 (fifteen thousand) at a time subject to approval of the Book Selection Committee and subject to budget provision.	Store Purchase Rules should be followed.	do.

**LIST OF AGENTS APPOINTED FOR THE SALE OF
KERALA GOVERNMENT PUBLICATIONS**

J. S. Paul & Sons, Cannanore.
 Vital Prabu, News Agent, Manjeswar.
 K. R. Brothers, Calicut.
 Moulavi Book Depot, Kasaragod.
 Kottayi Gopalan, Tellicherry.
 Touring Book Stall, Calicut.
 K. P. Ahamed Kunhi & Bros., Cannanore.
 Pallipat Stores, Irinjalakuda.
 St. Joseph's Press, Perintalmanna.
 George Press, Ottapalam.
 Travancore Law House, Ernakulam.
 P. K. Brothers, Huzur Road, Calicut.
 C. P. Savankutty Keyi, Vidyodayam Book Stall, Tellicherry.
 M. V. Johnson, Law Book Seller, Tellicherry.
 Manager, Higginbothams (Private) Ltd., Trivandrum.
 Current Books, Trichur.
 The Educational Supplies Book Depot, Sultanpet, Palghat.
 H. & C. Stores, Kunnankulam.
 The Reddiar Press and Book Depot, Trivandrum.
 K. Parameswaran Pillai, Stamp Vendor, Pulimood, Trivandrum.
 The Educational Supplies Depot, Trivandrum.
 Jayachandra Book Depot, Chalai Bazaar, Trivandrum.
 S. Subramonia Iyer, Book Seller and Stamp Vendor, Kazhakuttam.
 S. Krishna Iyer, Stamp Vendor, Puthenchanthai, Trivandrum.
 K. Bhaskaran Nair, News Agent, Trivandrum.
 K. V. Press & Book Depot, Attingal.
 Kerala Book House, Cranganore.
 K. K. Raghava Menon, Popular Book Depot, Cranganore.
 C. M. Book Stall, Parayil, Kunnankulam.
 S. V. Press and Book Depot, Neyyattinkara.
 Ambika Press and Book Depot, Neyyattinkara.
 N. Neelakanta Iyer, Stamp Vendor, Fort, Trivandrum.
 R. Radhakrishnan Nair, Modern Books, Near Boat Jetty Road, Quilon.
 S. Harihara Krishna Iyer, Vinayaka Book Stall, Fort, Trivandrum.
 Ambat Sekhara Menon, Menon Stores, Chittur, Cochin.
 K. P. Gopalan, Swaraj Book Stall, Court Road, Quilandy.
 M. I. Abraham, News Agent & Book Seller, Punalur P. O.
 K. G. Thomas, K. V. Book Depot, Chengannur.
 C. L. Joseph, The National Stores, Thana, Irinjalakuda.
 N. Krishnamoorthy, Merchant, Manantody.
 T. I. Joseph & Sons, Prakasom Press & Book Depot, Irinjalakuda.
 P. Radhakrishna Pillai, Sivavilasom, Kizhakkekara, Kottarakkara.
 Vidya Ramabham Press and Book Depot, Mullakkal, Alleppey.
 K. S. Kumara Pillai, Sreekumar Stores, Nedumangad.
 E. K. John, Stamp Vendor, C/o. Popular Trading Co., Kottayam.

