

**THE AZAD JAMMU & KASHMIR
DELEGATION OF
FINANCIAL POWERS RULES, 2011**

(Effective from the 16th May, 2011)

**AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR
FINANCE DEPARTMENT**

PREFACE

The *Delegation of Financial Powers Rules* provide a regulatory framework for the management of expenditure by the Government. Since these rules are intended both to streamline and facilitate the conduct of government business, they require periodic reviews to keep the financial powers of government functionaries closely aligned with the emerging requirements of governance, particularly in the context of modern public sector management practices. In order to achieve the above purpose, the delegation of Financial Powers Rules, 1994 have been revised and hereby replaced by the Delegation of Financial Power Rules, 2011. The basic format of the *Delegation of Financial Power Rules 1994*, has been retained so as to ensure continuity.

More specifically, the present revision, in the shape of *The Azad Jammu & Kashmir Delegation of Financial Powers Rules 2011*, has been carried out in view of the extraordinary changes brought about in the institutional structures and financial procedures in the State by the introduction of the New Accounting Model, coupled with the increase in the cost of commodities and services since 1994 with a view to improve financial discipline and to remove inherent weaknesses in the framework of financial regulations.

I must appreciate the untiring effort and extensive experience of Mr. Mumtaz Ahmed Mir Senior Additional Secretary Finance, Mr. Inayat Ali Qazi Deputy Secretary Finance (Regulations) and Mr. Muhammad Jamil Assistant Finance (Regulations), in making this revision possible. Any errors, omissions and suggestions may please be brought to the notice of the Finance Department.

Sd /-

LIAQAT ALI SHAH HAMDANI

Secretary to Azad Government of the State of J&K,
Finance Department

Dated Muzaffarabad the 16th May, 2011.

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AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
FINANCE DEPARTMENT

NOTIFICATION

Muzaffarabad

Dated: 16th May, 2011

No. FD/R/7724-7823/2011. In exercise of the powers conferred by Section 58, of the Azad Jammu and Kashmir Interim Constitution Act, 1974, and in supersession of all previous rules, orders, instructions, etc. relating to the delegation of powers under the Delegation of Financial Powers Rules, 1994, the President of Azad Jammu and Kashmir is pleased to make the following rules:

1. SHORT TITLE AND COMMENCEMENT:-

- i). These rules may be called the Azad Jammu and Kashmir Delegation of Financial Powers Rules, 2011.
- ii). These shall come into force at once.

2. DEFINITIONS:-

- (1). In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them, that is to say:-
 - (a) "Administrative Department" means a self-contained administrative unit in the Azad Jammu and Kashmir Government Civil Secretariat responsible for the conduct of business of the Government in a distinct and specified sphere. The powers of Administrative Department shall be exercised by the Officers in Schedule-I Part-I.
 - (b) "Attached Department" means a department which has direct relation with an Administrative Department and has been declared as such by the Government.
 - (c) "Additional Chief Secretary" means Additional Chief Secretary to the Government and includes Additional Chief Secretary (General) and Additional Chief Secretary (Development).
 - (d) "Audit Officer" means such Audit Officer as the Auditor General Azad Jammu & Kashmir may, by General or special order, designate in each case.
 - (e) "Chief Secretary" mean the Chief Secretary to the Government of Azad Jammu and Kashmir.

- (f) "Competent Authority" in relation to the exercise of any power means the Prime Minister or any authority to whom the power is delegated by or under these rules.
- (g) "First Schedule" and "Second Schedule" means respectively the First and the Second Schedules attached to these rules.
- (h) "Gazette" means the official gazette of the Azad Government of the State of Jammu and Kashmir.
- (i) "Government" means the Azad Government of the State of Jammu and Kashmir.
- (j) "Head of Department" means any authority to which the President may, by order declare to be the Head of Department for the purpose of these rules.
- (k) "Officers in Category-I", "Officers in Category-II", "Officers in Category-III" and "Officers in Category-IV" mean respectively the Officers specified in Part-II, Part-III, Part-IV and Part-V of the First Schedule.
- (l) "Subordinate Office" means the Azad Government Office other than an administrative department, or an attached department.
- (m) "Secretary" means the Secretary or Acting Secretary to Government, in-charge of an Administrative Department. (Chief Secretary shall be the Secretary to Government so far as establishment is concerned if no other Secretary to the Government in the S&GAD has been so declared as Secretary).

3. DELEGATION OF POWERS:-

- (1). The authorities specified in column 3 of the Second Schedule to these rules shall exercise the powers conferred in column 2, to the extent mentioned in column 4 thereof.
- (2). Notwithstanding anything contained in sub-rule (1);
- (a) subject to the superintendence of the Home Department, Inspector General Police may exercise financial powers of an Administrative Department under Part I (Powers common to all departments) of the Second Schedule to these Rules;
- (b) the Senior Member Prime Minister's Monitoring and Implementation Commission shall exercise the financial powers as of the Administrative Department;
- (c) the Government may, by notification, confer the financial powers of an Administrative Department on any officer;
- (d) the Government may, by notification, confer the financial powers of an officer of a category as mentioned in the First Schedule, to any other officer; and

- (e) the Government may, by notification, confer the special financial powers mentioned in Part -II of the Second Schedule, to any officer.
4. Notwithstanding anything contained in rule 3, the higher authority in a department shall have the same powers as have been delegated to an authority subordinate to it under the said rule. The powers conferred under these rules on a higher authority shall not be in derogation of, but in addition to, the powers of the subordinate authority.
 5. The powers delegated under rule 3 shall be exercised subject to any general or specific conditions laid down in the Second Schedule to these Rules or in any other Rules made by the Government.
 6. The Azad Jammu and Kashmir Delegation of Financial Powers Rules 1994, are hereby repealed.

(Mumtaz Ahmed Mir)
SENIOR ADDITIONAL SECRETARY FINANCE

Copy to:

- i). Secretary to the President, Azad Jammu & Kashmir Muzaffarabad.
- ii). Secretary to the Prime Minister, Azad Jammu & Kashmir Muzaffarabad.
- iii). Private Secretaries to the Ministers, Azad Government of the State of Jammu & Kashmir.
- iv). Private Secretary to the Chief Secretary, Azad Government of the State of Jammu & Kashmir.
- v). Private Secretary to Additional Chief Secretary (General), Azad Government of the State of Jammu & Kashmir.
- vi). Private Secretary to Senior Member Board of Revenue, Azad Government of the State of Jammu & Kashmir.
- vii). Private Secretary to Additional Chief Secretary (Development), Azad Government of the State of Jammu & Kashmir.
- viii). All Secretaries to the Government of Azad Jammu & Kashmir.
- ix). Accountant General Azad Jammu & Kashmir Muzaffarabad.
- x). Registrar Supreme Court/ High Court/ Shariat Court/ Service Tribunal/ AJ&K University Muzaffarabad.
- xi). Secretary Election Commission, Azad Jammu & Kashmir Muzaffarabad.
- xii). Secretary Azad Jammu & Kashmir Legislative Assembly Muzaffarabad.
- xiii). Chairman Prime Minister's Inspection & Implementation Commission.
- xiv). Inspector General Police, Azad Government of the State of Jammu & Kashmir Muzaffarabad.
- xv). Director General Audit, Azad Jammu & Kashmir Muzaffarabad.
- xvi). All Heads of the Attached Departments.
- xvii). Controller Printing Press Muzaffarabad for publication in the Government Gazette on top priority basis.

(Inayat Ali Qazi)
DEPUTY SECRETARY FINANCE (REGULATIONS)

FIRST SCHEDULE

[See Rule 2(1)(a)(e)]

PART - I

HEADS OF ADMINISTRATIVE DEPARTMENT

1. Chief Justice, Supreme Court, High Court, and Shariat Court.
2. Mohtasib (Ombudsman).
3. Chief Secretary.
4. Chairman Public Service Commission.
5. Additional Chief Secretaries (General/ Development).
6. Senior Member Board of Revenue.
7. Secretaries to the Government.
8. Chairman Service Tribunal.
9. Chief Election Commissioner.
10. Chairman Council of Islamic Ideology.
11. Custodian Evacuee Property.
12. Secretary Legislative Assembly.

PART - II

OFFICERS IN CATEGORY - I

1. All officers of grade BPS-20 in their executive capacity as heads of Office, Division, District or Institution.
2. Divisional Commissioner.
3. Registrar Supreme Court, High Court, Shariat Court.
4. All Heads of Attached Departments.
5. Secretary Election Commission.
6. Election Commissioner Local Bodies.
7. Secretary Public Service Commission.
8. Secretary Ombudsman.
9. Additional Secretaries.
10. District & Session Judges.
11. Principal Postgraduate Colleges.

PART - III
OFFICERS IN CATEGORY - II

1. All Officers in-charge of independent offices in Basic Pay Scale-19 and above not included in Part-II.
2. Deputy Commissioner.
3. Deputy Secretaries.
4. Director of Land Records.
5. Principals of Degree Colleges / Principal of Training Colleges/ Institutes, having grade BPS-19.
6. District Education Officers.
7. Director, Local Funds Audit.
8. Superintendent Police.
9. District Health Officers.
10. Collector Land Acquisition.
11. Medical Superintendent DHQ Hospitals.
12. Principal College of Education Afzalpur.
13. Principal Higher Secondary School having grade BPS-19.

PART - IV
OFFICERS IN CATEGORY - III

1. Officers in-charge of independent offices in Basic Pay Scales-18 and above not included in Part-II.
2. Divisional Forest Officers.
3. Assistant Commissioners.
4. Senior Civil Judges/ Civil Judges.
5. Section Officers
6. Headmasters/ Headmistresses of High Schools.
7. Principal Intermediate Colleges.
8. Assistant Superintendent/ Deputy Superintendent Police.

PART - V
OFFICERS IN CATEGORY - IV

All Drawing and Disbursing Officers other than those specified in Parts I, II and III.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

SECOND SCHEDULE

[See Rule 3(1)]

PART-I POWERS COMMON TO ALL DEPARTMENTS

1. **Sanctioning expenditure debitable to the object classification other than purchase/replacement of vehicles/machinery/tools/plants etc. and employees related expenditure**

a) To sanction expenditure on items specifically shown in the current budget estimates, against detailed objects.

- | | |
|-------------------------------|---|
| i). Administrative Department | Full Powers |
| ii). Officers in Category-I | Full Powers |
| iii). Officers in Category-II | Each Item not exceeding Rs.0.500 million. |
| iv). Officers in Category-III | Each item not exceeding Rs.0.300 million. |
| v). Officers in Category-IV | Each Item not exceeding Rs.0.150 million. |

Note: These powers are subject to any general or specific conditions mentioned elsewhere in this schedule or any other rules of the Government.

b) Sanctioning expenditure on local purchase of items as under:

i). Local purchase of stationery including Toners, Ribbons and Computer related stationery/ items.

- | | |
|-------------------------------|---|
| i). Administrative Department | Upto Rs. 0.200 million during the financial year. |
| ii). Officers in Category-I | Upto Rs. 0.100 million during the financial year. |
| iii). Officers in Category-II | Upto Rs. 50,000/- during the financial year. |
| iv). Officers in Category-III | Upto Rs. 20,000/- during the financial year. |
| v). Officers in Category-IV | Upto Rs. 10,000/- during the financial year. |

ii). Sanctioning expenditure on local purchase/ addition to stores, durable goods, equipments, instruments, typewriters, photostat machines, printers, fax machines, duplicators, computer accessories, motor cycles and commodities (not involving expenditure in foreign exchange).

- | | |
|-------------------------------|---|
| i). Administrative Department | Upto Rs. 0.500 million during the financial year for one article/ item or class of similar articles of stores/ commodities. |
| ii). Officers in Category-I | Upto Rs. 0.400 million during the financial year for one article/ item or class of similar articles of stores/ commodities. |
| iii). Officers in Category-II | Upto Rs. 0.300 million during the financial year for one article/ item or class of similar articles of stores/ commodities. |
| iv). Officers in Category-III | Upto Rs. 0.100 million during the financial year for one article/ item or class of similar articles of stores/ commodities. |
| v). Officers in Category-IV | Upto Rs.50,000/- during the financial year for one article/ item or class of similar articles of stores/ commodities. |

For procurement purposes, the following procedure shall be adhered to:

- (a) Purchase of stores and stocks valuing 10.000 million shall be referred to Central Purchase Committee for the approval of the cases of purchase.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

(b) Following procedure shall be adopted to regulate the tendering for procurement of stores stock, allotment of work, repair and maintenance of vehicles etc:

S. No	Kind of Tender	Monetary Limits
(i)	Open Tender	Rs. 100,000/- or over by advertisement in national daily newspaper.
(ii)	Limited Tender	Less than Rs. 100,000/-
(iii)	Single Tender	Upto Rs. 25,000/-

(c) These powers shall be exercised subject to prescribed rules.

(d) The concerned departments shall ensure that the tendering process for procurement, allotment of work, repair and maintenance etc. is conducted in a fair, transparent, efficient and economical manner.

iii). Powers of sanctioning expenditure on repair of articles of stores etc. mentioned above in Sr. No. 2(b)(ii) above.	i). Administrative Department	Full Powers
	ii). Officers in Category-I	Upto Rs. 0.100 million in each case.
	iii). Officers in Category-II	Upto Rs. 20,000/- in each case.
	iv). Officers in Category-III	Upto Rs. 15,000/- in each case.
	v). Officers in Category-IV	Upto Rs. 10,000/- in each case.
iv). Expenditure on utility charges i.e. Electricity, sui gas, water charges and taxes.	i). Administrative Department	Full Powers
	ii). Officers in Category-I	Full Powers
	iii). Officers in Category-II	Full Powers
	iv). Officers in Category-III	Full Powers
	v). Officers in Category-IV	Full Powers
v). Service, Postage, telegraphic charges on Courier Service, Fax, Internet/Email (for official business only), computer services, both customized and licensed, publicity and advertisement and office telephone charges other than those for residential telephone.	i). Administrative Department	Full Powers
	ii). Officers in Category-I	Full Powers
	iii). Officers in Category-II	Full Powers
	iv). Officers in Category-III	Full Powers
	v). Officers in Category-IV	Full Powers

Note-1: Residential telephone charges shall be sanctioned by the Administrative Department and designated officers upto the extent of Official Residential Telephone facility approved by the Services & General Administration Department.

Note-2: Office telephone will be sanctioned by officers in Category-I and residential telephones will be sanctioned by the Services & General Administration Department.

Note-3: In emergencies, like floods, epidemics and earthquake, Officer Category-I will have the powers to sanction installation of residential telephones for Government Officers upto the period of three months.

vi). POL including CNG charges (not exceeding the rates announced by the Government).	i). Administrative Department	Full powers
	ii). Officers in Category-I	Full powers
	iii). Officers in Category-II	Full powers
vii). Charges for Printing at Private Press other than Government Press.	i). Administrative Department	Full Powers
	ii). Officers in Category-I	Upto Rs. 0.100 million in each case.
	iii). Officers in Category-II	Upto Rs. 50,000/- in each case.
	iv). Officers in Category-III	Upto Rs. 25,000/- in each case.
	v). Officers in Category-IV	Upto Rs. 5,000/- in each case.

Note-1: Administrative Department will be empowered to have printing done at Private Presses upto the value of Rs. 0.100 million and officers in Category I & II will be empowered to get printing done at Private Presses upto the extent of their respective local powers as indicated above without obtaining No Objection Certificate from the Government Printing Press on usual terms & conditions. The Government Printing Press, while getting the work of printing done from the Private Presses, shall follow that prescribed procedure for getting competitive rates from the bidders (Private Printing Press) before entering into rate contract with the lowest successful bidders.

Note-2: Administrative Department and designated officers may exercise full powers to sanction expenditure on printing done at Government Printing Press.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	viii). Law Charges.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III v). Officers in Category-IV	Full Powers Upto Rs. 25,000/- in each case. Upto Rs. 10,000/- in each case. Upto Rs. 5,000/- in each case. Upto Rs. 5,000/- in each case.
	Note: Where Law Charges have to be paid in relaxation of rules. Orders of the Government shall be necessary.		
	ix). Fees to Law Officers.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Full powers in accordance with the prescribed scales for payment of fee. Full powers in accordance with the prescribed scales for payment of fee. Full powers in accordance with the prescribed scales for payment of fee.
	x). Fees in connection with departmental examination/ trainings in accordance with the rules.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III	Full Powers Full Powers Upto Rs. 5,000/- in each case. Upto Rs. 1,000/- in each case.
	xi). Fees in other cases in lieu of service rendered.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Upto Rs. 5,000/- in each case. Upto Rs. 5,000/- in each case. Upto Rs. 1,000/- in each case.
	xii). Compensation payable to any individual under law/ rules or judgment of Courts.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III	Full Powers Full Powers. Upto Rs. 15,000/- in each case. Upto Rs. 2,500/- in each case.
	xiii). Payment of scholarships	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Full Powers within the number of scholarships sanctioned by the Administrative Department. Full Powers within the number of scholarships sanctioned by the Administrative Department. Full Powers within the number of scholarships sanctioned by the Administrative Department.
	xiv). To sanction and incur expenditure on purchase of Periodicals and Newspapers (Printed/ Electronic).	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Full Powers Two Daily Newspapers. Two Daily Newspapers.
	Note: Administrative Department and Officers in Category-I & II may exercise full powers to sanction expenditure on the purchase of newspapers and periodicals for library in accordance with the scale prescribed by the Government.		
	xv). Purchase of books, maps and teaching materials.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III	Full Powers Full Powers Full Powers Upto Rs. 25,000/- during the financial year.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

v). Officers in Category-IV

Upto Rs. 15,000/- during the financial year.

Note: Administrative Department and Officers in Category-I to IV may exercise full powers to sanction expenditure on the purchase of Library Books/ Maps as per requirements in accordance with the scale prescribed by the Government.

xvi). Copying and photostat charges.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II
- iv). Officers in Category-III
- v). Officers in Category-IV

Full Powers
Full Powers
Full Powers
Full Powers
Full Powers

xvii). Hire charges of furniture and tentage etc.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II
- iv). Officers in Category-III
- v). Officers in Category-IV

Upto Rs. 50,000/- per annum in each case.
Upto Rs. 25,000/- per annum in each case.
Upto Rs. 10,000/- per annum in each case.
Upto Rs. 5,000/- per annum in each case.
Upto Rs. 2,500/- per annum in each case.

Note: Hiring of furniture should be avoided. Delegations are meant to cover the period till the furniture is purchased.

xviii). Expenditure on carriage of records and movable assets/ property of the Government.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II
- iv). Officers in Category-III
- v). Officers in Category-IV

Full Powers
Full Powers
Full Powers
Full Powers
Full Powers

xix). Engagement of contingent paid staff at the rate approved by the competent authority, from time to time.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II

Full Powers
Full Powers
Full Powers

Note-1: These powers are subject to the availability of funds.

Note-2: Subject to amendment from time to time in the limit of monthly wages under the AJ&K Minimum Wages for Unskilled Workers Act, 1975.

xx). Hot and cold weather charges.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II
- iv). Officers in Category-III
- v). Officers in Category-IV

Full Powers
Full Powers
Full Powers
Full Powers
Full Powers

xxi). Charges for remittance of pay and allowances of establishment or stipends to the trainees at Government Training Centers/ Institutes.

- i). Administrative Department
- ii). Officers in Category-I
- iii). Officers in Category-II

Full Powers where such remittances are authorized by rules.
Full Powers where such remittances are authorized by rules.
Full Powers where such remittances are authorized by rules.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
		iv). Officers in Category-III	Full Powers where such remittances are authorized by rules.
		v). Officers in Category-IV	Full Powers where such remittances are authorized by rules.
	xxii). Freight for movement of Government Property.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III v). Officers in Category-IV	Full Powers Full Powers Full Powers Full Powers Full Powers
	xxiii). Expenditure in emergent cases on account of binding work executed locally.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III v). Officers in Category-IV	Upto Rs. 10,000/- in each case. Upto Rs. 10,000/- in each case. Upto Rs. 5,000/- in each case. Upto Rs. 2,500/- in each case. Upto Rs. 1,250/- in each case.
	xxiv). Contributions & subscriptions in accordance with the rules/ governmental instructions and availability of funds.	Administrative Department	Full powers
	xxv). Conference, Seminars/ Workshops/ Symposia.	Administrative Department	Upto Rs. 0.100 million during financial year.
	xxvi). Others (items not mentioned in Sr. 2(b)(i) to (xxv))		
	a. Non-recurring items.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III v). Officers in Category-IV	Upto Rs. 0.300 million in each case. Upto Rs. 0.150 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 40,000/- in each case. Upto Rs. 20,000/- in each case.
	b. Recurring Items.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III v). Officers in Category-IV	Upto Rs. 80,000/- in each case. Upto Rs. 40,000/- in each case. Upto Rs. 20,000/- in each case. Upto Rs. 10,000/- in each case. Upto Rs. 2,000/- in each case.
	Note:	No item of expenditure may be sanctioned under Sr. No. 2(a) & (b) and purchased from contingencies on unusual or novel/luxuries items except with the prior approval of Administrative Department.	
2.	Purchase and replacement of machinery, tools, plants and vehicles including commercial vehicles, Jeeps and Land Rovers.	i). Administrative Department ii). Officers in Category-I	Full Powers Full powers

Provided that:

- i. The strength of vehicles in the Department has been sanctioned by the Finance Department and the purchase/ replacement is required for keeping up the sanctioned strength.
- ii. The vehicle, machinery etc. to be replaced has been condemned/ declared surplus by the competent authority.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

- iii. The sanctioning authority is satisfied that the work for which the vehicle/ machinery etc. was originally sanctioned has not undergone a substantial reduction making it redundant to replace the vehicle/ machinery etc.
- iv. Minimum distance of two Lac Kilometers for all motor cars, jeeps and motor cycle/ scooter with engine power upto 1600 cc and of two lac and fifty thousand kilometers for all other motor vehicles shall be observed as a uniform criterion for replacement of vehicles.

3.	<p>Powers to sanction and incur expenditure on addition to or repairs/ replacement of parts and overhauling etc. of the machinery, tools and plants and motor vehicles subject to the restrictions that:-</p> <p>i). The repairs are carried in the Departmental Workshop;</p> <p>ii). In absence of Department's own workshop, open tenders and quotations may be invited in the following manner:</p> <p>a) Small order upto Rs. 10,000/-</p> <p>b) Limited tender enquiry, upto Rs.0.150 million;</p> <p>c) Open tender enquiry, when the estimate of repair exceeds the limit of Rs.0.150 million;</p> <p>iii). The expenditure is economical with reference to the service period of the tools, plants, machinery and vehicle.</p>	<p>i). Administrative Department</p> <p>ii). Officers in Category-I</p> <p>iii). Officers in Category-II</p> <p>iv). Officers in Category-III</p> <p>v). Officers in Category-IV</p>	<p>Upto Rs.0.200 million or 50% of the un-depreciated book value (cost of purchase) in each case, whichever is less.</p> <p>Upto Rs. 0.150 million or 50% of the un-depreciated book value (cost of purchase) in each case, whichever is less.</p> <p>Upto Rs. 0.100 million or 25% of the un-depreciated book value (cost of purchase) in each case, whichever is less.</p> <p>Upto Rs. 50,000/- or 20% of the un-depreciated book value (cost of purchase) in each case, whichever is less.</p> <p>Upto Rs. 30,000/- in each case.</p>
4.	<p>To approve and sanctioning expenditure on rent of non-residential buildings and land.</p>	<p>i). Administrative Department</p> <p>ii). Officers in Category-I</p> <p>iii). Officers in Category-II</p> <p>iv). Officers in Category-III</p> <p>v). Officers in Category-IV</p>	<p>Full Powers</p> <p>Full powers</p> <p>Upto Rs. 0.100 million per annum in each case</p> <p>Upto Rs. 75,000/- per annum in each case.</p> <p>Upto Rs. 30,000/- per annum in each case.</p>

For Buildings: Subject to the conditions that (i) the accommodation is according to the scale approved by the Government; (ii) the rent does not exceed the tax assessed by the Excise & Taxation Department for the purpose of urban immovable property tax. In case the rent exceeds from the rent assessed by the Excise & Taxation Department, the Administrative Department shall give rent reasonability certificate; (iii) the rent is made on the basis of property tax; and (iv) non-availability certificate is obtained from the Physical Planning and Housing Department.

For Land: Subject to the condition that rent reasonability certificate is given by an officer of the Revenue Department exercising powers of the Collector under Land Revenue Act 1967.

5.	<p>Cash rewards and incentive bonuses (in cases where grant of rewards or bonuses is permissible under the rules).</p>	<p>i). Administrative Department</p> <p>ii). Officers in Category-I</p> <p>iii). Officers in Category-II</p>	<p>Upto Rs. 25,000/- in each case during the financial year.</p> <p>Upto Rs. 10,000/- in each case during the financial year.</p> <p>Upto Rs. 5,000/- in each case during the financial year.</p>
6.	<p>Grants-in-Aid.</p>	<p>Administrative Department</p>	<p>Full Powers in accordance with the rules.</p>

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

- | | | | |
|----|---|---|---|
| 7. | Powers of Administrative approval (for maintenance and repair works of residential and non-residential buildings chargeable to current budget of the department concerned. | i). Administrative Department
ii). Officers in Category-II
iii). Officers in Category-III
iv). Officers in Category-IV | Full powers
Upto Rs. 1.500 million
Upto Rs. 1.000 million
Upto Rs. 0.500 million |
|----|---|---|---|

Note-I: These powers may be exercised by the designated officers in the Line Departments, in respect of maintenance and repair works executed by the Physical Planning and Housing Departments;

Note-II: No administrative approval and technical sanction in the line departments would be required for maintenance and repair works Upto Rs.50,000/- and Institutions may carry out these works on a quarterly basis, if required;

Note-III: Certificate of satisfactory completion of work from the concerned Head of the office / institution requisitioning the execution of work shall be required for final payments and closing of the accounts by the executing agency; and

Note-IV: 10% and 4.5% cushion admissible for original works for technical sanction and acceptance of tender respectively shall not be allowed for maintenance and repair works.

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|----|-----------------------------------|--|----------------------------|
| 8. | Re-appropriation of funds. | i). Administrative Department
ii). Officers in Category-I | Full Powers
Full Powers |
|----|-----------------------------------|--|----------------------------|

Re-appropriation of funds shall be subject to the following conditions:-

- (1). No re-appropriation will be made from one Grant to another.
- (2). No re-appropriation will be made from the funds allocated for a particular financial year after the expiry of that financial year.
- (3). Re-appropriation will not be made between funds authorized for expenditure charged upon the Consolidated Fund and other expenditure.
- (4). No re-appropriation will be made to meet expenditure not sanctioned by an authority competent to sanction it. (If the authority sanctioning re-appropriation of funds for a particular purpose is authorized to sanction expenditure for that purpose, its order of re-appropriation will operate as sanction for such expenditure also).
- (5). Re-appropriation will not be made to meet expenditure on purposes not contemplated in the Schedule of Authorized Expenditure pertaining to a particular financial year. If funds to meet such expenditure are available under the relevant grant, re-appropriation to meet such expenditure may be made but only after a token sum has been authorized through a Supplementary Grant.
- (6). No re-appropriation will be made to meet expenditure for a purpose the allotment for which was specifically reduced or refused by the Legislative Assembly.
- (7). Re-appropriation will not involve under-taking of recurring liability.
- (8). Re-appropriation will not be made out of lump sum provision.
- (9). No authority subordinate to the one which reduced an allocation will increase such reduced allocation by means of re-appropriation.
- (10). No re-appropriation will be made to or from "Basic Pay of Officers" and "Basic Pay of Staff" and Regular Allowances.
- (11). Re-appropriation will not be made from and to the provisions for secret service expenditure.
- (12). Re-appropriation will not be made so as to divert the provision for specified new items to other purposes.
- (13). Re-appropriation will not be made so as to convert the provision specifically made for expenditure in foreign exchange into expenditure in local currency.
- (14). No re-appropriation will be made from the sub-head "Surrenders or Withdrawals within the Grant".
- (15). No re-appropriation will be made from a unit with intention of restoring the diverted appropriation to that unit when savings become available under other units later in the financial year.
- (16). In the case of expenditure on works:-
 - (a) No re-appropriation will be made to meet any expenditure which is likely to involve further outlay in a future financial year.
 - (b) No re-appropriation will be made from or to the units "Major Works", "Minor Works", "Repairs" and "Maintenance and Repairs".
 - (c) No re-appropriation will be made from the allotment for a new original major work to any other work or item or vice versa and
 - (d) Re-appropriation can be made from an original major work in progress only to a work or works of the same category.
- (17). The matters regarding the re-appropriation for development schemes shall remain to be regulated according to Government Order No. Dev-Gen.907-47/77 dated 14-04-1977 and Notification No. Dev/Gen.3913-48/92 dated 22-06-1992 issued from Planning and Development Department.
- (18). No re-appropriation will be made out of the budgetary allocations under "Electricity, POL, Gas and Telephone Charges, Rent, Rates & Taxes" without the prior approval of the Finance Department.
- (19). No re-appropriation will be made from one detailed function to another.

Note: The Chief Justice Supreme Court, High Court and Shariat Court shall have full powers to re-appropriate funds from one head of account to another head of account within the allocated budget of the respective Courts and no additional grants shall be provided in any head during the financial year.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
9.	Power to declare motor vehicles, T&P, machinery, equipment, spares, stores/ stocks etc., as surplus and/or unserviceable.	i). Administrative Department ii). Officers in Category-I	Full Powers Upto the value of Rs. 0.500 million per item.
	Note: - In case of motor vehicles, minimum distance of two hundred thousand kilometers for all motor cars, jeeps and motor cycle/ scooter with engine power upto 1600 cc and of two hundred fifty thousand kilometers for all other motor vehicles shall be observed as a uniform criterion for replacement / declaring of vehicles as surplus.		
10.	Powers to sell surplus or unserviceable motor vehicles, T&P, machinery, equipment, spares, stores/stocks etc. by auction.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Full Powers. Upto Rs. 0.200 million at a time. Upto Rs. 40,000/- at a time.
	Note-1: The amounts indicated above refer to un-depreciated book value (cost of purchase). Further, reserve price for auction of condemned/ surplus/stolen vehicles, machinery, tools/plants and durable goods may be assessed in accordance with yardstick prescribed for the purpose. The powers for sale or auction of vehicles/motors, cars etc shall be exercised subject to the condition that it has covered at least two hundred thousand kilometers distance.		
	Note-2: Open auction will be held for disposal of condemned / surplus items.		
11.	Powers to order refund in accordance with the rules or in pursuance of decisions of courts in respect of which no appeal is proposed to be filed.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III	Full Powers Full Powers Upto Rs. 0.400 million in each case. Upto Rs. 0.200 million in each case.
12.	Powers to suspend collection of Government dues.	i). Administrative Department ii). Officers in Category-I	For a period not exceeding one year. For a period not exceeding 3 months.
13.	Remission of Government dues in accordance with the rules.	i). Administrative Department ii). Officers in Category-I	Full Powers Full Powers
14.	To sanction advance to Government Servants for construction/purchase of a house or purchase of motor car or any other means of conveyance or purchase of computers.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II iv). Officers in Category-III	Full Powers Full powers to sanction the above-stated advances to the Civil Servants to whom they are competent to appoint Full powers to sanction the above-stated advances to the Civil Servants to whom they are competent to appoint. Full powers to sanction the above-stated advances to the Civil Servants to whom they are competent to appoint.
	Note: The above powers are to be exercised subject to the availability of funds and in accordance with the scale of advance prescribed by the Finance Department.		
15.	To write off losses on account of negligence and fraud.	i). Administrative Department	Upto Rs. 0.100 million in each case provided an inquiry committee, comprising members from Finance Department, Audit Office and technical expert of the Department, is constituted and

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
			inquiry report is sent to the Accountant General and Finance Department.
16.	To write off losses other than those due to negligence and fraud.	i). Administrative Department ii). Officers in Category-I	Upto Rs. 0.500 million in each case provided the Administrative Secretary certifies that responsibility to the loss does not lie on any individual. Upto Rs. 0.100 million in each case provided the Category-I Officer certifies that responsibility to the loss does not lie on any employee of the Government.
17.	Powers to sanction investigation of claims of Government servants to arrears of pay, allowances etc	i). Administrative Department ii). Officers in Category-I	Full Powers in respect of T.A. claims not more than 3 years old and other claims not more than 6 years old. Full Powers in respect of T.A. claims not more than 3 years old and other claims not more than 6 years old.
18.	(a). Leases of Land pertaining to Government buildings. (b). Auctioning of service outlet/canteen, leases of fruit trees and sale of grass growing in the compounds of Government Buildings/Land.	i). Administrative Department ii). Officers in Category-I iii). Officers in Category-II	Full Powers subject to leases being openly auctioned for a period not exceeding one year at a time. Full Powers subject to leases being openly auctioned for a period not exceeding one year at a time. Full Powers subject to leases being openly auctioned for a period not exceeding one year at a time.
19.	Power to dismantle and sell unserviceable buildings.	i). Administrative Department ii). Officers in Category-I	Upto the value of Rs.1.000 million in each case. Upto the value of Rs.0.750 million in each case.
20.	Power to sanction expenditure on entertainment.	i). Administrative Department ii). Head of Attached Department	Full powers subject to the availability of funds in the sanctioned Budget Estimates. Upto Rs. 20,000/-



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

SECOND SCHEDULE

[See Rule 3(1)]

PART-II SPECIAL POWERS TO CERTAIN DEPARTMENTS AND OFFICERS

AGRICULTURE DEPARTMENT

Note-1: Wherever the term "Director" is used, it will include all Directors of Agriculture & other officers of the Agriculture Department of equivalent rank and status and In-charge of independent office.

Note-2: Wherever the term "Deputy Director" is used, it will include all Deputy Directors of Agriculture and other officers of the Agriculture Department of equivalent rank and status and in-charge of independent offices.

Note-3: Whenever the term "Assistant Director" is used, it will include all Assistant Directors of Agriculture and other officers of the Agriculture Department of equivalent rank and status and in-charge of independent offices.

1.	To sanction prizes for fruit and agricultural produce competitions.	i). Director General ii). Director iii). Deputy Director	Full Powers. Full Powers Upto Rs. 25,000/- in each case.
2.	To sanction expenditure on the purchase (at fixed rates) of improved seeds and other seed depots commodities, including bags (under Seed Depots Rules) for distribution to the growers.	i). Director ii). Deputy Director iii). Assistant Director	Full Powers Upto Rs. 15,000/- in each case. Upto Rs. 5,000/- in each case.
3.	To sanction expenditure on the purchase of seeds, manures, implements, the insecticides, the bags for general use in the Department.	Director of Agriculture and other Drawing & Disbursing Officer of the Agriculture Department.	Full Powers
4.	To sanction expenditure for purchase of livestock for use at department/ institutions/ organization.	i). Director ii). Deputy Director iii). Other Drawing & Disbursing Officers	Full powers Upto Rs. 25,000 in each case. Upto Rs. 5,000 in each case.
5.	To sanction expenditure on: a) Purchase of chemicals, equipments and apparatus required for research laboratory, training institutes and other departmental offices. b) Purchase of photographic material for publicity works; c) Purchase of aviation spirit for aerial sprays; d) Purchase of Tarpaulins required for department experimental research and seed farms and covers for vehicles; e) Purchase of petrol, oil, lubricants and spare parts of vehicles and agricultural machinery and incurring of other expenditure on their general overhauling and repair. f) Purchase of tyres and tubes for vehicle and tractors and similar other agricultural machinery.	i). Director General ii). Director iii). Deputy Director iv). Other Drawing & Disbursing Officers v). Agriculture Engineer	Full Powers subject to the conditions that the purchase should be made in accordance with the rules/Prescribed procedure. Full Powers subject to the conditions that the purchase should be made in accordance with the rules/ prescribed procedure. Upto Rs. 50,000/- in each case subject to the conditions that the purchase should be made in accordance with the rules/ prescribed procedure. Upto Rs. 20,000/- in each case subject to the conditions that the purchase should be made in accordance with the rules/ prescribed procedure. Full powers in respect of items at (e) to (g) subject to the

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	g) Building of bodies on trucks.		conditions that purchase should be made in accordance with the rules/ prescribed procedure.
6.	To sanction expenditure on purchase of earth moving machinery including bulldozers.	Administrative Department	Full powers subject to the condition that the prescribed procedure is adopted.
7.	To accord technical sanction to construction of buildings and execute the works themselves.	i). Administrative Department ii). Director General iii). Director iv). Deputy Director	Full Powers Full Powers Upto Rs. 0.300 million in each case. Upto Rs. 0.100 million in each case.
	Note: The detailed estimates and supervision will be given/ carried out by the Building Department.		
8.	Powers to approve estimates in case of ordinary and special repair of office buildings.	i). Director General ii). Director iii). Deputy Director	Full powers Upto Rs. 0.500 million in each case. Upto Rs. 0.150 million in each case.
	Note: The detailed estimates will be given by the Building Department.		
9.	Powers to approve estimates in case of ordinary and special repair to residential buildings for execution of maintenance and repair work.	i). Director General ii). Director iii). Deputy Director	Upto Rs. 0.150 million in each case. Upto Rs. 60,000/- in each case. Upto Rs. 30,000/- in each case.
	Note: The detailed estimates will be given by the Building Department.		
10.	Powers to declare surplus and sell agricultural produce and depot commodities.	i). Director General ii). Director/ Deputy Director/ Agriculture Engineer/ Assistant Director if specially nominated by Director General or Director.	Full Powers Full Powers to sell farm produce by open auction through a committee constituted by Director General/ Director.
11.	To sanction dismantling and selling unserviceable building constructed out of departmental funds under minor head "Works".	i). Director General ii). Director iii). Deputy Director	Full Powers Upto Rs. 0.200 million in each case. Upto Rs. 0.100 million in each case.
12.	Powers to accord technical sanction for soil and water conservation works.	i). Director ii). Deputy Director	Full powers Upto Rs. 0.750 million in each case.
	Note: Provided that excess over the amount for which the administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10 percent, fresh administrative approval will be required.		
13.	To accord technical sanction to estimate for construction of a water course.	i). Administrative Department ii). Director General iii). Director	Full Powers Full Powers Upto Rs. 0.100 million in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
14.	To sanction expenditure on purchase of material to be used on works (each Water Course to be considered as an independent work).	i). Administrative Department ii). Director General iii). Director	Full Powers Full Powers Upto Rs. 60,000/- in each case.
15.	Expenditure on carriage and handling of various stock materials.	i). Director ii). Deputy Director	Full Powers Upto Rs. 30,000/- in each case.
16.	To accord technical sanction of estimates for installation of Pressurized Irrigation System (Sprinkler/Drip/Bubbler, Gates Pipe etc.)	i). Director General ii). Director iii). Deputy Director	Full powers. Upto Rs. 5.000 million. Upto Rs. 2.000 million.
17.	To sanction expenditure on purchase of material to be used for installation of Pressurized Irrigation System (Sprinkler/Drip/Bubbler, Gates Pipes etc.)	i). Director General ii). Director iii). Deputy Director	Full powers Upto Rs. 1.500 million Upto Rs. 1.000 million

Note: Each site/scheme to be considered as an independent work.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

ANTI-CORRUPTION DEPARTMENT

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| 1. | Grant of rewards admissible under the rules. | i). Administrative Department
ii). Director General
iii). Director | Upto Rs. 25,000/- in each case.
Upto Rs. 20,000/- in each case.
Upto Rs. 10,000/- in each case. |
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

COMMUNICATION AND WORKS DEPARTMENT

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|----|--|--|---|
| 1. | Technical Sanction:- | | |
| | a) In the case of original works. | <ul style="list-style-type: none"> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer | <ul style="list-style-type: none"> Full Powers Full Powers Upto Rs. 30.000 million both for Highways and Buildings. Upto Rs. 7.500 million both for Highways and Buildings. |

Note:- The powers under Sr. No. 1(a) are subject to the condition that the excess over the amount for which the administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10 percent fresh administrative approval will be required.

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| | b) In the case of Ordinary and Special Repairs (Non-residential buildings, machinery and equipment). | <ul style="list-style-type: none"> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer | <ul style="list-style-type: none"> Full Powers Full Powers Upto Rs. 1.500 million in each case. Upto Rs. 0.300 million in each case. |
| | c) Powers for ordinary and special repairs to Residential Buildings. | <ul style="list-style-type: none"> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer | <ul style="list-style-type: none"> Full powers Upto Rs. 0.150 million in case of each building during a year. Upto Rs. 60,000/- in case of each building during a year. Upto Rs. 30,000/- in case of each building during a year. |
| | d) In case of ordinary and special repairs to roads. | <ul style="list-style-type: none"> i). Chief Engineer ii). Superintending Engineer iii). Executive Engineer | <ul style="list-style-type: none"> Full powers Upto Rs. 2.000 million in each case. Upto Rs. 0.500 million in each case. |
| 2. | Acceptance of tenders. | | |
| | a) Original Works. | <ul style="list-style-type: none"> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer | <ul style="list-style-type: none"> Full powers Full powers Powers equal to value of the Technical Sanction for such works. Powers equal to value of the Technical Sanction for such works. |

These powers are subject to the conditions that:-

- i). the normal procedure laid down for invitation of tenders is followed,
- ii). the rates quoted and/ or amounts tendered are such that the total cost of project/ work will not exceed, the amount for which technical sanction (Work out lay only) has been accorded, by more than 4.5%.
- iii). Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from; (a) the Chief Engineers for tenders upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs. 1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department if the value of the tender exceeds Rs. 2.000 million.

b) Maintenance & Repair:

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| i). In the case of Ordinary and Special Repairs (Non-residential buildings, machinery and equipment). | <ul style="list-style-type: none"> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer | <ul style="list-style-type: none"> Full powers Full powers Powers equal to the powers for the grant of Technical Sanction for such works. |
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
		iv). Executive Engineer	Powers equal to the powers for the grant of Technical Sanction for such works.
	ii). In case of ordinary and special repairs to Residential Buildings.	i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer	Full powers Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Full Powers. Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz upto Rs. 1.500 million in each case. Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz upto Rs.0.300 million in each case.
	iii). In case of ordinary and special repairs to roads.	i). Chief Engineer ii). Superintending Engineer iii). Executive Engineer	Full powers Powers equal to the powers for the grant of Technical Sanction for such works. Powers equal to the powers for the grant of Technical Sanction for such works.

These powers are subject to the conditions that:-

- i). the normal procedure laid down for invitation of tenders is followed;
- ii). the rates quoted and/ or amounts tendered are such that the total cost of project/ work will not exceed, the amount of technically sanctioned estimates; and
- iii). Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from; (a) the Chief Engineers for tenders upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs.1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department if the value of the tender exceeds Rs. 2.000 million.

3. **To sanction employment of work charged establishment subject to the condition that:-**
 - a) Provision exists in the sanctioned estimates.
 - b) The power is exercised only when the order to commence the work has been received.
 - c) The monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category.
 - d) Method of recruitment Terms and Conditions prescribed in the preface of schedule of Wages Rates shall be followed.
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|-------------------------------|--|
| i). Administrative Department | Full powers |
| ii). Chief Engineer | Full powers |
| iii). Superintending Engineer | On salaries upto Rs.7,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975. |
| iv). Executive Engineer | On salaries upto Rs.6,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975. |

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
4.	Power to sanction fixation of stock limits of various Divisions.	i). Administrative Department ii). Chief Engineer	Full powers including powers to decrease any stock limits temporarily or permanently. Full powers including powers to decrease any stock limits temporarily or permanently.
5.	Powers to sanction Tools and plants, ordinary and special.	<p style="text-align: center;"><u>ORDINARY</u></p> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer <p style="text-align: center;"><u>SPECIAL</u></p> i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer	Upto Rs. 1.000 million in each case. Upto Rs. 0.500 million in each case. Upto Rs. 0.150 million in each case. Upto Rs. 0.050 million in each case. Upto Rs. 2.000 million in each case. Upto Rs. 1.000 million in each case. Upto Rs. 0.200 million in each case. Upto Rs. 0.100 million in each case.
6.	Powers to sanction repairs and carriage of Tools and Plants.	i). Administrative Department ii). Chief Engineer iii). Superintending Engineer iv). Executive Engineer	Upto Rs. 0.500 million in each case. Upto Rs. 0.300 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 50,000/- in each case.
7.	Payment of compensation under the Workmen Compensation Act.	i). Administrative Department ii). Chief Engineer iii). Superintending Engineer	Full powers to the amount admissible under the Act, provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of the Act, are referred to the Chief Engineer for obtaining legal advice.
8.	Administrative approval for Works (Major and Minor Works).	Superintending Engineer	Upto Rs. 1.500 million in each case

Note-1: These powers shall be subject to the conditions that:-

- a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development Budget or the Non-Development Budget of that year, as the case may be and
- b) In case of Development Scheme, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note-2: The scheme involving new posts shall be got cleared from the Finance Department.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
9.	Lease of surplus buildings.	i). Administrative Department ii). Chief Engineer iii). Superintending Engineer	Full powers for a period not exceeding one year after obtaining competitive offer. Full powers for a period not exceeding one year after obtaining competitive offer. Full powers for a period not exceeding one year after obtaining competitive offer.
10.	a) Leases of land along Highways for petrol pumps at the prescribed rates.	i). Administrative Department	Full powers for a period of 3 years.
	Subject to the conditions that:- i). The site is approved by the concerned Site Selection Committee. ii). The land is under the control of the Communications and Works Department. iii). The relevant Oil Company certifies that no Government dues are in arrears from it on account of petrol pumps constructed on Government/ Private land along Highways. iv). Lease agreement shall be signed.		
	b) Renewal of leases for petrol pumps along Highways at the prescribed rates.	i). Administrative Department ii). Chief Engineer iii). Superintending Engineer	Full powers for a period of 3 years subject to the conditions as mentioned at 10(a). Full powers for a period of 3 years subject to the conditions as mentioned at 10(a). Full powers for a period of one year Subject to the conditions as at 10(a).
11.	Leases of land along Highways for approach to industrial units, mills, factories, grid stations of WAPDA, private houses and other similar premises.	Chief Engineer Highways	Full powers at the prescribed rates. The rate shall be reviewed by the Administrative Department in consultation with the Finance Department after every two years
12.	To issue work orders for works & repair.	i). Executive Engineer ii). Sub-Divisional Officer	Upto Rs. 50,000/- in each case Upto Rs. 20,000/- in each case.
13.	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimates, e.g. stationery surveying equipment, testing instruments, computers, printers, plotters and scientific drawing instruments required for the preparation of estimates, furniture and equipment for site office, etc. for the same work/estimates.	i). Superintending Engineer ii). Executive Engineer	Full powers Upto Rs. 25,000/- in each case.

Provided that:

- i). Expenditure on survey of scientific drawing testing instruments and computers, printers and plotters does not exceed 1% of the approved estimates;
- ii). Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work/project; and
- iii). Diversion would not be for acceptance of tender in any case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
14.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution/ completion of the work.	i). Superintending Engineer ii). Executive Engineer	Full powers. Upto Rs. 25,000/- in each case.
15.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	i). Superintending Engineer ii). Executive Engineer	Full powers. Upto Rs.10,000/- during the financial year.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

EDUCATION DEPARTMENT

1.	Purchase of scientific equipments and apparatus, furniture, instruments and teaching material.	<ul style="list-style-type: none"> i). Administrative Department ii). Director, Public Instructions iii). Divisional Directors of Education iv). Director Curriculum Research v). Director Technical Education vi). Principals of Degree & Intermediate Colleges, Training Colleges, Higher Secondary Schools, Agro-technical Center and Education Extension Centers, Head Masters/ Head Mistresses of High Schools, Principal Govt. Technical Teachers Training Colleges). vii). District Education Officer viii). All other Drawing & Disbursing Officers under DPI and Divisional Director of Education. 	<ul style="list-style-type: none"> Full powers Rs. 0.100 million in each case. Rs. 50,000/- in each case. Rs. 50,000/- in each case. Rs. 50,000/- in each case. Rs. 50,000/- in each case. Rs. 50,000/- in each case. Rs. 50,000/- in each case. Rs. 25,000/- in each case.
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Note: These powers shall be exercised with the concurrence of the Purchase Committee constituted by the Education Department.

2.	Payment of Scholarships.	Administrative Department	Full powers subject to budget provision to determine the number of scholarships. The scholarships to be paid in accordance with the existing rules.
3.	Award of Scholarship to individual scholars within the number sanctioned by the Administrative Department.	<ul style="list-style-type: none"> i). District Education Officer ii). Divisional Director of Education. 	<ul style="list-style-type: none"> Award of Primary/ Middle Schools Scholarships tenable in Primary and Secondary classes. Award of other Scholarships above the level of Middle Schools Scholarships.
4.	i).To give technical sanction to the estimates for expenditure on painting and replacement of glass panes of doors and windows of educational institutions other than Polytechnic Institutes and acceptance of tenders thereof.	<ul style="list-style-type: none"> i). Administrative Department ii). Director Education iii). District Education Officer/ Principal of Colleges & Higher Secondary Schools/ Director, Educational Extension Center, Principal Agro-technical Center. iv). Head Master of High Schools 	<ul style="list-style-type: none"> Full powers Upto Rs. 15,000/- in each case. Upto Rs. 7,500/- in each case. Upto Rs. 10,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	ii). Annual/ special repairs of buildings of Polytechnic Institutes.	i). Administrative Department ii). Director of Technical Education iii). Principal of Poly-technical Institutes	Full powers Upto Rs. 15,000/- in each case. Upto Rs. 7,500/- in each case.
	iii). Technical sanction for ordinary and special repairs of non-residential buildings.	i). Superintending Engineer ii). Executive Engineer	Rs. 1.000 million in each case. Rs. 0.500 million in each case.
	Note: However, the powers of technical sanction and acceptance of tender in the above cited offices shall be exercised in the prescribed manner.		
5.	Grant-in-Aid	i). Administrative Department ii). Director of Education	Full powers in accordance with the rules. Full powers in accordance with the rules.
6.	Leases of land belonging to Education Department in forest area and not borne on the books of the Forest or any other department, by auction.	i). Administrative Department/ Director, Public Instructions	Full powers subject to rules and policy laid down.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

FOOD DEPARTMENT

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|----|---|--|--|
| 1. | i). Powers to accept tenders in respect of transportation, handling and labour charges (including charges for loading, unloading, stocking, un-stocking, weighing, up-gradation/ sieving for the purposes of exports or supply to an International Agency, sieving if required on account of infestation etc) of Government stocks. | i). Administrative Department.
ii). Director Food
iii). Additional Director Food | Full powers:- provided the prescribed procedure for invitation of tenders is followed.
Full powers:- provided the prescribed procedure for invitation of tenders is followed.
Full powers:- provided the prescribed procedure for invitation of tenders is followed. |
| | ii). Powers to accept quotations in respect of transportation of Govt. stocks and labour, handling and labour activity (including charges for loading, unloading, stocking, un-stocking, weighing, up-gradation/sieving for the purposes of exports or supply to an International Agency, sieving if required on account of infestation etc) in cases where tenders have been invited but no response is received. | i). Administrative Department
ii). Director Food
iii). Additional Director Food | Full powers
Full powers
Upto Rs. 0.100 million for each storage centre subject to approval by the Director Food. |

Note-1: For transportation of stocks between places connected by rail and where rail transport is cheaper than road transport these powers shall be exercised only in case where railway wagons are not available.

Note-2:

- i). In case of emergency the Administrative Department, may accept quotations for the transportation of stocks without going through the prescribed procedure of inviting tenders;
- ii). In case of sieving on account of infestation responsibility for negligence and action thereof shall be fixed / initiated; and
- iii). In case of emergency declared by the Administrative Department, Deputy Director Food In-charge of the Region may accept quotation for transportation, handling, sieving/ up-gradation of wheat for export purposes, sieving for removal of infestation and labour charges (including loading, un-loading stocking, un-stocking weighing etc) upto Rs.1.000 million at a time without going through the prescribed procedure of inviting tenders. Provided further that the Director Food shall be required to submit a proposal to the Administrative Department to seek declaration of any such emergency.

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|--|--|---|
| iii). Powers to accept quotations in respect of handling and labour charges (including charges for loading, unloading, weighing etc) of Government stocks in cases where tenders have been invited but no response is received. | i). Administrative Department
ii). Director Food
iii). Deputy Director Food
iv). District Food Controller | Full powers
Upto Rs. 0.150 million in each case.
Upto Rs. 75,000/- in each case.
Upto Rs. 50,000/- in each case. |
|--|--|---|

- | | | |
|--|---|--|
| 2. To write off losses on account of shortage enroute or in storage due to dryage, weevil and other similar causes e.g. damage due to heating excessive moisture left in bags destruction by insects other than weevils destruction by rodents difference in weight due to variation in scales. | a) For stock stored house type godowns/ bins/ ganjies over one year.
i). Administrative Department
ii). Director Food | Upto 0.50% of the total stock in a unit/ ganji subject to maximum value of Rs. 0.150 million.
Upto 0.30% of the total stock in a unit/ ganji subject to maximum value of Rs. 0.100 million. |
|--|---|--|

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

	iii). Deputy Director Food Incharge of Region	Upto 0.20% of the total stock in a unit/ ganji subject to maximum value of Rs. 52,500/-.
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Note: The above powers are subject to the condition that the handling staff is proceeded against under the Removal from Service Special Power Act 2001.

	b) Enroute/ transit losses of Government stocks duly verified by the dispatching end staff/ officer nominated by the competent authority for verification at the spot:	
	i). Administrative Department	Upto Rs.0.150 million in each case.
	ii). Director Food	Upto Rs. 75,000/- in each case.
	iii). Deputy Director	Upto Rs. 37,500/- in each case.

Provided the total weight of the consignment is not less than one thousand tons.

3.	Power to sanction transfer of stocks.	i). Administrative Department ii). Director Food. iii). Deputy Director iv). Assistant Director	Full powers Full powers within the State. Full powers within their respective jurisdiction. Full powers within their respective jurisdiction.
4.	Powers to purchase gunny bags, fumigants, tarpaulins, weighing scales, etc.	i). Administrative Department ii). Director Food iii). Deputy Director	Full powers Upto Rs. 0.100 million Upto Rs. 75,000/- according to the prescribed procedure.
5.	Powers to release of forfeited securities of food grains agents.	i). Administrative Department ii). Director Food	Full powers Upto Rs. 0.100 million
6.	Powers to fix the sale price of Flour (Atta), allied commodities and by products.	i). Administrative Department ii). Director Food	Full powers Full powers



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

WILDLIFE & FISHERIES DEPARTMENT

- | | | | |
|----|--|--|--|
| 1. | Power to fix rates for disposal of fish seed. | i). Administrative Department
ii). Director | Full powers to determine rates at which fish caught on Government account may be sold. |
|----|--|--|--|

Note: The Administrative Department will ensure that rates so fixed are not below market rates.

- | | | | |
|----|---|---|--|
| 2. | To sanction expenditure on purchase of fish seed, manure, fishing implements and breed fish, etc. | (i) Administrative Department
(ii) Director

(iii) Deputy Director,
(iv) Assistant Director | Full Powers
Upto Rs. 0.100 million in each item.
Upto Rs. 30,000/- in a year
Upto Rs 20,000/- in a year |
| 3. | To sanction expenditure on purchase of chemicals, equipment and apparatus required at Research Stations, Hatcheries, Nurseries and Training Centers. | (i) Administrative Department
(ii) Director | Full Powers
Upto Rs. 0.150 million in a year |
| 4. | To accept tenders of fishing on share basis from government farms and other public waters reserved for departmental operations. | i). Administrative Department | Full Powers |
| 5. | Lease of land for grazing of cattle or cultivation of fruit trees in fisheries project areas. | i). Administrative Department | Full Powers by open auction or tenders for one year |
| 6. | Sale of trees and other products in fisheries project areas. | i). Administrative Department | Full Powers by open auction or tenders for a period of one year. |
| 7. | To approve highest bid of fishing leases in open auction. | i). Administrative Department

ii). Deputy Director, Fisheries

iii). Assistant Director, Fisheries | Full Powers

Upto Rs. 0.100 million each case
Upto Rs. 50,000/- in each case. |

These powers are subject to the condition that the highest bid is more than 10% of the last auction or average bid of last 3 years, whichever is more. Provided further that the highest bid of those water areas which do not fulfill the above criteria would be approved by the Administrative Department on the recommendations of the Special Committee comprising. Director General (Convener), Finance Department and Administrative Department.

- | | | | |
|----|----------------------------------|---------------------------|-------------|
| 8. | To auction fishing rights | Administrative Department | Full Powers |
|----|----------------------------------|---------------------------|-------------|

Subject to condition that open auction is held by the Auction Committee as under: -

Auction Committee

- | | | |
|-------|---|-------------------|
| i). | Director Wildlife and Fisheries | Chairman |
| ii). | Deputy Secretary Finance | Member |
| iii). | Deputy Secretary Wildlife and Fisheries | Member/ Secretary |
| iv). | Deputy Director Wildlife and Fisheries | Member |

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
9.	To write off the mortality of fish fry during artificial fish breeding at hatcheries/ nurseries.	Administrative Department	Upto Rs.0.500 million on the recommendations of Administrative Department Fisheries after investigation/ enquiry.
10.	Renting out departmental accommodation to the departmental contractors during the period of contract.	Administrative Department	Full Powers on competitive rates.
11.	Cutting/ pruning/ disposal of green trees for better management of departmental installations and for the development projects.	(i) Director	Full Powers on competitive rates.
12.	Approval of disposal of under size fish i.e. less than one kilogram caught during netting of Government Water bodies and sold through open auction.	(i) Director	Upto Rs. 50,000/- during the year
13.	Excavation of new ponds or repair of ponds.	(i) Administrative Department (ii) Director	Full powers Upto Rs. 50,000/- in each case.
14.	To sanction dismantling and selling unserviceable buildings, tanks and other civil work constructed out of departmental funds under minor head "Works"	(i) Administrative Department (ii) Deputy Director (iii) Assistant Director	Rs. 0.100 million Rs. 50,000/- Rs. 25,000/-
15.	Power to accord technical sanctions in respect of works chargeable to preservation of wildlife and control of hunting in development & non development budget.		
	a) For original work	(i) Administrative Department (ii) Director Wildlife (iii) Deputy Director wildlife	Full Powers 0.500 million 0.100 million Provided that excess over the amount for which Administrative approval has been accorded does not exceed 10% (in case the excess exceeds 10% fresh administrative approval will be required.
	b) For special and ordinary repairs including replacement/ renewal of existing work/ structure.	(i) Administrative Department (ii) Director Wildlife (iii) Deputy Director Wild Life	Full Powers Upto Rs. 50,000/- in each case. Upto Rs. 25,000/- in each case
16.	Power to sanction purchase of feed for animals/ birds chemicals, medicines, baits, cartridges and other materials.	(i) Administrative Department (ii) Director Wildlife (iii) Deputy Director Wildlife	Full powers Full Powers Upto Rs. 50,000/- each time (for the items and the rates approved by the Administrative Department.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
17.	To sanction all usual payments on sowing, planting afforestation, under "preservation of Wildlife & control of Hunting".	(i) Administrative Department (ii) Director Wildlife (iii) Deputy Director Wildlife	Full Powers Full Powers Full powers
18.	To sanction sale of livestock/ wildlife/ species and its products.	(i) Administrative Department (ii) Director Wildlife	Full Powers Full Powers
19.	Powers to write off losses of wild animals/ birds and other exhibits due to natural causes other than negligence or fraud.	Administrative Department	Full Powers on the recommendations of Director Wildlife after investigation/ enquiry in the prescribed manner and the report shall be sent to Finance Department and Audit.
20.	Powers to write off irrecoverable wildlife revenue.	Administrative Department	Upto Rs.1.000 million on the recommendations of Director Wildlife after investigation/ enquiry in the prescribed manner and the report shall be sent to Finance Department and Audit.
21.	Powers to sanction culling of crippled, aged and disabled animals/ birds etc.	Administrative Department	Full Powers after investigation/ enquiry in the prescribed manner and the report shall be sent to Finance Department and Audit.
22.	Lease of premises for Canteens, Cycle Stands, Car Parking, Jhoolas and Fruit Trees etc.	(i) Administrative Department	Full Powers at competitive rates.
23.	Purchase of Livestock and Wildlife species.	Director Wildlife	Full powers
24.	Supply of wildlife free or at favorable rates for special purposes of public utility/ scientific purposes.	(i) Administrative Department (ii) Director Wildlife	Full powers Rs. 0.100 million.
25.	Acceptance of tenders for the works of development of wildlife and construction of buildings, quarters, cages, enclosures and breeding farms.	(i) Administrative Department (ii) Director Wildlife	Rs. 2.500 million Rs. 5.000 million These powers are subject to the conditions that: i). The normal procedure laid down for invitation of tenders is followed, ii). The rates quoted and/ or amounts tendered are such that the total cost of the project/ work will not exceed the amount for which technical sanction has been accorded by more than 4.5%. iii). Where competitive tenders are invited under the rules in case the lowest tender from an approved contractor is not accepted, reason should be recorded and further approval should be obtained from (a). the

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
26.	Powers to sanction rewards for destruction of verminous.	(i) Director Wildlife (ii) Deputy Director Wildlife	Director General for tenders upto value of Rs. 10 lac (b). the Administrative Department if the value of the tender is more than Rs. 20 lac and (c) the Finance Department if the value of the tender is more than Rs. 20 lac. Full powers according to the scale prescribed by the Government. Full powers according to the scale prescribed by the Government.
27.	To grant cash rewards for informers other than Government servants who are instrumental in detecting and bringing notice breaches, contraventions and infringements of the rules and give useful and correct information.	(i) Director Wildlife (ii) Deputy Director Wildlife	Full powers in accordance with the rules. Full powers in accordance with the rules.
28.	Fixing of prices for the sale of wild animals, produce and by products.	Director Wildlife	Full powers



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

FOREST DEPARTMENT

1.	Powers to sanction employment of work charged establishment subject to the conditions that: -		
	(a) Provision exists in the sanctioned estimates;	Administrative Department	Full Powers
	(b) the power is exercised only when the order to commence the work has been received;	Chief Conservator of Forest	Full Powers
	(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;	Conservator of Forest	On salaries upto Rs. 7,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
	(d) method for recruitment terms and conditions prescribed in the preface of schedule of Wage Rates shall be followed; and	Divisional Forest Officer	On salaries upto Rs. 6,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
	(e) duration of seasonal posts does not exceed six months.		
2.	Power of technical sanction in respect of works chargeable in "51700" Forestry construction works in the Development and non development budgets		
	(a) For original works	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forest (iv) Divisional Forest Officers	Full Powers Upto 5.000 million in each case. Upto 1.500 million in each case Upto 0.100 million in each case
	(b) For special and ordinary repairs including replacements and renewal of existing works.	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forest. (iv) Divisional Forest Officers	Full Powers Upto 0.250 million in each case Upto 0.150 million in each case Upto Rs. 50,000/- in each case
3.	Power to enter into Forest contracts (for disposal of forest produce) and to fix the terms of the contracts.	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forest. (iv) Divisional Forest Officers	Full Powers Upto 5.000 million in each case Upto 1.500 million in each case. Upto 0.200 million in each case.
	Note: The Powers shall be exercised subject to the condition that open auction takes place or tenders are invited and the highest bid or offer is accepted.		
4.	(a) Sale of Forest produce to Government Departments, Autonomous Bodies/ Institutions.	(i) Chief Conservator (ii) Conservator of Forest (iii) Divisional Forest Officer	Full Powers at the rates obtained in the last auction or at average rate of last 4 auctions whichever is higher. Full Powers at the rates obtained in the last auction or at average rate of last 4 auctions whichever is higher. Upto Rs. 50,000/- per contract

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	(b) Sale of minor forest produce, e.g. seed, stamps, grazing, grass. Kerries, brushwood, etc. at fixed rates.	(i) Chief Conservator of Forests (ii) Conservator of Forest	Full Powers Full Powers
5.	Powers to sanction expenditure on tools and plants and tents for various forest works at rest house and purchase of office furniture.	(i) Administrative Department (ii) Chief Conservator of Forest (iii) Conservators of Forest (iv) Divisional Forests Officers	Upto Rs. 1.250 million in each case Upto Rs. 0.600 million in each case. Upto Rs. 0.200 million in each case. Upto Rs. 50,000/- in each case.
6.	Power to sanction purchase of feed/ ration for animals/ birds, chemicals medicines and other materials etc.	(i) Chief Conservator of Forest (ii) Conservators of Forest (iii) Divisional Forest Officers	Full Powers Upto Rs. 0.100 million at a time at competitive rates. Upto Rs. 50,000/- at a time at competitive rates.
7.	Power to sanction all usual payments on sowing or planting etc. under "51700" Forestry Works/ Operations in development and non development budget .	(i) Chief Conservator of Forest (ii) Conservators of Forest (iii) Divisional Forests Officers	Full Powers Full Powers Full Powers
8.	Lease of land in Forests areas.	(i) Chief Conservator of Forest (ii) Conservators of Forest (iii) Divisional Forests Officers	Full powers by auction or tenders Upto 5 years for irrigated lands and upto 15 years for Barani Lands. By auction or tenders for one year By auction or tenders upto 50 acres in each case for one year.
9.	Powers to sanction special grant of timber or other forests produce free or at favourable rates for special purposes of public utility.	(i) Administrative Department (ii) Chief conservator of Forests (iii) Conservators of Forests	Upto Rs. 0.050 million during a financial year. Upto Rs. 30,000/- during a financial year. Upto Rs. 20,000/- during a financial year.
10.	Powers regarding acceptance of tenders for forest work (or civil works of Forest Department such as construction of buildings and conservancy work etc.)	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator Forests (iv) Divisional Forest Officers	Equal to the powers for the grant of Technical Sanction. Equal to the powers for the grant of Technical Sanction. Equal to the powers for the grant of Technical Sanction. Equal to the powers for the grant of Technical Powers.

These powers are subject to the conditions that: -

- (i) The normal procedure laid down for invitation of tenders is followed;
- (ii) the rates quoted and/ or amounts tendered are such that the total cost of the project/ work will not exceed the amount for which technical sanction has been accorded by more than 4.5%; and
- (iii) where competitive tenders are invited under the rules, in case the lowest tender from an approved contractor is not accepted, reasons should be recorded and further approval should be obtained from (a) the Chief Conservator of Forest for tenders upto the value of Rs. 1.000 million; (b) the Administrative Department if the value of the tender is more than Rs. 1.000 million but not more than Rs. 2.000 million; and (c) the Finance Department if the value of the tender is more than Rs. 2.000 million.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
11.	To sanction leases for specific purposes such as Mills, timber depots, etc.	(i) Administrative Department (ii) Chief Conservator of Forests	Full Powers Upto Rs.50,000/- per month
12.	To sanction sale and purchase of livestock/ wildlife and its products in open auction.	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forests (iv) Divisional Forest Officer	Full Powers Upto Rs. 0.100 million in each case. Upto Rs. 50,000/- in each case. Upto Rs. 25,000/- in each case.
13.	Powers to write off losses of irrecoverable forest revenue wild animals/ birds and other exhibits due to natural causes other than negligence or fraud.	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forests	Upto Rs. 0.250 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 0.025 million in each case.

Note: Provided the inquiry is conducted by an independent inquiry committee comprising members from Finance Department, Audit Office and technical expert of the Department and inquiry report is sent to the Audit Office and Finance Department with the certification by the sanctioning authority that the loss was due to the natural causes other than fraud or negligence.

14.	Lease of premises for Canteens, Cycle Stands, Car Parking, Jhoolas etc.	(i) Administrative Department (ii) Chief Conservator of Forests	Full Powers Full Powers
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Note 1: Subject to leasing being openly auctioned for a period of one year at a time.

15.	To sanction rewards in Forest cases.	(i) Administrative Department (ii) Chief Conservator of Forests (iii) Conservator of Forests	Full Powers not exceeding 20% of the proceeds/ fine realized in each case. Rs. 50,000/- not exceeding 20% of the proceeds/ fine realized in each case. Rs. 20,000/- not exceeding 20% of the proceeds/ fine realized in each case.
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Note: The grant of reward shall be subject to the following conditions: -

- (i) No reward shall be admissible to any officer/ official of Forest Department if the damage detected belongs to his area of jurisdiction;
- (ii) no reward shall be sanctioned unless the entire amount of fines/ proceeds of confiscated property are realized from the offenders and deposited in the government treasury; and
- (iii) the reward shall be sanctioned only on the recommendations of the "Reward Scrutiny Committee" consisting of the following officers: -
 - Secretary Forest Department = Convener
 - Chief Conservator of Forests = Member
 - Conservator of Forests of the respective circle = Member
 - Divisional Forest Officer of the respective Division = Member



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

HEALTH DEPARTMENT

1.	Powers to accept tenders for consumable stores other than drugs and medicines for hospitals and sanction expenditure thereof.	(i) Head of Institution (ii) Officers in Category-I (iii) Officers in Category-II (iv) Officers in Category-III (v) Officers in Category-IV	Full Powers Full Powers Upto Rs. 0.150 million in each case. Upto Rs. 50,000/- in each case. Upto Rs. 25,000/- in each case.
Note: Provided that the lowest tender is accepted in all cases.			
2.	Powers to sanction expenditure on purchase of pharmaceuticals.	(i) Administrative Department (ii) Officers in Category-I (iii) Officers in Category-II (iv) Officers in Category-III (v) Officers in Category-IV	Full Powers. Purchase shall be made in accordance with the Government Instructions. Full Powers Purchase shall be made in accordance with the Government Instructions. Upto Rs. 50,000/- at a time Upto Rs. 25,000/- at a time Upto 5,000/- at a time
Note: Provided that the lowest tender is accepted in all cases and the purchases of Rs. 10.000 million or more will be carried out after the approval of CPC.			
3.	a) Power to sanction reimbursement of medical charges of Government Servants. b) Power to sanction advance of treatment of Government Servants.	i). Administrative Department i). Administrative Department	Upto Rs. 0.500 million in each case. Upto Rs. 0.500 million in each case.
Note: This power shall be subject to the concurrence of Finance Department.			
4.	To accord Technical sanction to construction of buildings and execute the works themselves.	(i) Director General (ii) Deputy Director	Rs. 60,000/- Rs. 10,000/-
5.	To incinerate the use / infectious linen articles of the hospitals subject to recommendations of condemnation committee to be constituted by Health Department.	(iii) Administrative Department (iv) Head of attached Department (v) Head of Institution (vi) Officers in Category-I (vii) Officers in Category-II (viii) Officers in Category-III (ix) Officers in Category-IV	Full Powers. Full Powers. Full Powers. Full Powers. Full Powers. Full Powers.
6.	Approval and sanctioning of expenditure for repairs and maintenance of machinery, equipments, instruments	(i) Administrative Department (ii) Director General Health (iii) Officers in Category-I	Full Powers Upto Rs. 1.000 million in each case. Upto Rs. 0.500 million in each case.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

Supreme Court, High Court and Shariat Court

The Chief Justice of Azad Jammu & Kashmir Supreme Court/ High Court/ Shariat Court shall exercise following financial powers:

- i). Full powers to re-appropriate funds from one head of account to another head of account within the allocated budget of the Supreme Court/ High Court/ Shariat Court, AJ&K.
- ii). Full powers to sanction expenditure on any item from within the allocated budget of Supreme Court/ High Court/ Shariat Court, AJ&K.
- iii). Full powers to create new posts and abolish old posts; provided that expenditure is met from within the allocated budget of Supreme Court/ High Court/ Shariat Court, AJ&K.
- iv). Full powers to change nomenclature and up-grade/ downgrade any post; provided expenditure is met from within the overall allocated budget of Supreme Court/ High Court/ Shariat Court, AJ&K.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

HOUSING AND PHYSICAL PLANNING DEPARTMENT

1. **Technical Sanction**

(a) In the case of original works

- | | |
|-------------------------------|---------------------------------------|
| (i) Administrative Department | Full Powers |
| (ii) Chief Engineer | Full Powers |
| (iii) Superintending Engineer | Upto Rs. 30.000 million in each case. |
| (iv) Executive Engineer | Upto Rs. 7.500 million in each case. |

Note: The Powers under serial No. 1 (a) shall be exercised subject to the condition that the excess over the amount for which administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10 percent fresh administrative approval shall be required.

(b) In case of ordinary and special repairs to non residential buildings, machinery and equipment.

- | | |
|------------------------------|--------------------------------------|
| (i) Chief Engineer | Full Powers |
| (ii) Superintendent Engineer | Upto Rs. 1.000 million in each case. |
| (iii) Executive Engineer | Upto Rs. 0.200 million in each case. |

(c) Powers for ordinary and special repairs to residential buildings.

- | | |
|-------------------------------|--|
| (i) Administrative Department | Full Powers |
| (ii) Chief Engineer | Upto Rs. 0.150 million in case of each building during a year. |
| (iii) Superintendent Engineer | Upto Rs. 60,000/- in case of each building during a year. |
| (iv) Executive Engineer | Upto Rs. 30,000/- in case of each building during a year. |

2. **Acceptance of tenders:-**

(a) In case of Original Works

- | | |
|-------------------------------|---|
| (i) Administrative Department | Full Powers |
| (ii) Chief Engineer | Full Powers |
| (iii) Superintendent Engineer | Powers equal to the power for the grant of Technical Sanction for such works. |
| (iv) Executive Engineer | Powers equal to the power for the grant of Technical Sanction for such works. |

These powers are subject to the condition that: -

- (i) The normal procedure laid down for invitation tenders is followed;
- (ii) the rates quoted and/ or amount tendered are such that the total cost of project work will not exceed the amount for which technical sanction has been accorded by more than 4.5%; and
- (iii) where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reason should be recorded and further approval should be obtained from (a) the Chief Engineer for tenders Upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs. 1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department, if the value of tender exceeds Rs. 2.000 million.

(b) Maintenance & Repair in case of ordinary and special repairs

- | | |
|------------------------------|--|
| (i) Chief Engineer | Full Powers |
| (ii) Superintendent Engineer | Powers equal to the powers for the grant of Technical Sanction for such works. |
| (iii) Executive Engineer | Powers equal to the powers for the grant of Technical Sanction for such works. |

These powers are subject to the conditions that: -

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	<ul style="list-style-type: none"> (i) The normal procedure laid down for invitation of tenders is followed; (ii) the rates quoted and/ or amounts tendered are such that the total cost of a project/ work will not exceed the amount of technical sanction estimates; and (iii) where competitive tenders are to be invited under the rules, in case the lowest tenders from an approved contractors is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineers for tenders Upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs. 1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department, if the value of the tender exceeds Rs. 2.000 million. 		
3.	To sanction employment of work charged establishment subject to the condition that: -		
	(a) Provision exists in the sanctioned estimates;	(i) Administrative Department	Full Powers
	(b) the power is exercised only when the order to commence the work has been received;	(ii) Chief Engineer	Full Powers
	(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and	(iii) Superintendent Engineer	On salaries Upto Rs.7,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
	(d) method of recruitment terms & conditions prescribed in the preface of schedule of Wages Rates, shall be followed.	(iv) Executive Engineer	On salaries Upto Rs.6,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
4.	Powers to sanction fixation of stock limits of various District level Offices or project divisions.	(i) Administrative Department	Full powers
		(ii) Chief Engineer	Full Powers
5.	Power to sanction tools and plants ordinary and special including furniture & accessories for Rest Houses and Government Buildings.	A). Ordinary	
		(i) Administrative Department	Upto Rs. 1.000 million in each case.
		(ii) Chief Engineer	Upto Rs. 0.600 million in each case.
		(iii) Superintendent Engineer	Upto Rs. 0.100 million in each case.
		(iv) Executive Engineer	Upto Rs. 50,000/- in each case.
		B). Special	
		(i) Administrative Department	Upto Rs. 1.500 million in each case.
		(ii) Chief Engineer	Upto Rs. 1.000 million in each case.
		(iii) Superintendent Engineer	Upto Rs. 0.200 million in each case.
		(iv) Executive Engineer	Upto Rs. 0.050 million.
6.	Powers to sanction repairs and carriage of tools and plants.	(i) Administrative Department	Upto Rs. 0.500 million in each case.
		(ii) Chief Engineer	Upto Rs. 0.300 million in each case.
		(iii) Superintendent Engineer	Upto Rs. 0.100 million in each case.
		(iv) Executive Engineer	Upto Rs. 50,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
7.	Payment of compensation under the Workmen Compensation Act, 1975.	(i) Administrative Department (ii) Chief Engineer (iii) Superintendent Engineer	Full Powers Upto the amount admissible under the Act, provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of Act are referred for legal advice.
8.	Administrative Approval for Housing Schemes.	Superintendent Engineer	Upto Rs. 1.500 million in each case.
Note 1: These powers shall be subject to the following conditions: -			
(a) Non expenditure on a scheme shall be incurred unless necessary provision for such expenditure exists in the Development Budget or Non Development Budget of that year, as the case may be; and			
(b) in case of Development Schemes copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.			
Note 2: The scheme involving new posts shall be got cleared from the Finance Department.			
9.	Lease of surplus buildings	(i) Administrative Department (ii) Chief Engineer (iii) Superintendent Engineer	Full Powers for a period not exceeding one year after obtaining competitive offers. Full powers for a period not exceeding one year after obtaining competitive offers. Full power for a period not exceeding one year after obtaining competitive offers.
10.	To remit the penalties imposed on account of deviation by the prospective builders in Housing scheme of the H&PP Department.	Chief Engineer	Full Powers at prescribed rates. These powers shall be reviewed by the Administrative Department in consultation with the Finance Department after every two years.
11.	To issue work orders for works and repairs.	(i) Executive Engineer (ii) SDO	Upto Rs. 50,000/- in each case. Upto Rs. 35,000/- in each case.
12.	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, testing instruments and scientific drawing instruments required for the preparation of estimates furniture and equipment for site office, etc for the same work/ estimate.	(i) Superintendent Engineer (ii) Executive Engineer	Full powers Upto Rs. 25,000/- in each case.
Provided that:			
(i) Expenditure on survey, scientific drawing and testing instruments does not exceed 1% of the approved estimate;			
(ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work/ project; and			
(iii) Diversion would not be for acceptance of tender in any case.			
13.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution/ completion of the work.	(i) Superintendent Engineer (ii) Executive Engineer	Full Powers. Upto Rs. 25,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
14.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	(i) Superintendent Engineer (ii) Executive Engineer	Full powers. Upto Rs. 10,000/- during the financial year.
15.	Lease of Land for Petrol pumps at the prescribed rates.	(i) Administrative Department (ii) Chief Engineer	Full powers for a period of 3 years, subject to the condition that site is approved by the concerned site selection committee and the land is under the control of Housing & Physical Planning Department. Full powers for a period of 3 years, subject to the condition that site is approved by the concerned site selection committee and the land is under the control of Housing & Physical Planning Department.
16.	Renewal of leases for Petrol pumps granted under item 15 above.	(i) Administrative Department (ii) Chief Engineer (iii) Superintendent Engineer	For a period of 3 years at a time. For a period of 3 years at a time. For one year at a time.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

SPORTS, CULTURE AND YOUTH AFFAIRS DEPARTMENT

- | | | | |
|----|---|--|--|
| 1. | Technical Sanction: -
a) In case of works (original/ special repair) of conservation of the Historical Monuments (Protected under Special Premises Ordinance) and other residential / non residential buildings. | (i) Director General
(ii) Director
(iii) Deputy Director | Full Powers
Upto Rs. 2.000 million in each case.
Upto Rs. 1.000 million in each case.
Provided that the excess over the amount for which the administrative approval has been accorded does not exceed 10% in case the excess exceeds 10% fresh administrative approval will be required. |
| 2. | Acceptance of tenders:
In case of works (original/ special) of conservation of the Historical Monuments (Protected under Special Premises Ordinance) and other residential/ non- residential buildings. | (i) Director General
(ii) Director
(iii) Deputy Director | Equal to the powers for the grant of Technical Sanctioned for such works.
Equal to the powers for the grant of Technical Sanctioned for such works.
Equal to the powers for the grant of Technical Sanctioned for such works. |

Note: the normal procedure laid down for invitation of tenders is followed:

- (i) The rates quoted and or amounts tendered are such that the total cost of a project/ work shall not exceed the amount for which technical sanctioned has been accorded by more than 4.5%; and
- (ii) where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Director General for tenders Upto the value of Rs.1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs. 1.000 million, but not more than Rs.2.000 million; and (c) the Finance Department, if the value of the tender exceeds Rs. 2.000 million.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

ELECTRICITY DEPARTMENT

1.	Technical Sanction (a) In case of original works	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full powers provided the excess over the amount for which the administrative approval has been accorded does not exceed 10%. (In case the excess exceeds 10% fresh administrative approval will be required). Full powers provided the excess over the amount for which the administrative approval has been accorded does not exceed 10%. (In case the excess exceeds 10% fresh administrative approval will be required). Upto Rs.30.000 million in each case. Upto Rs.7.500 million in each case.
	(b) In case of ordinary and special repairs of non-residential buildings, machinery and equipments.	(i) Administrative Department (ii) Chief Engineer (iii) Superintendent Engineer (iv) Executive Engineer	Full Powers Full Powers Upto Rs. 1.500 million in each case. Upto Rs. 0.300 million in each case.
	(c) Special and ordinary repairs of residential buildings	(i) Administrative Department (ii) Chief Engineer (iii) Superintendent Engineer (iv) Executive Engineer	Full Powers Upto Rs. 0.150 million in case of each building during the year Upto Rs. 60,000/- in case of each building during the financial year Upto Rs. 30,000/- in case of each building during the financial year.
2.	Acceptance of tenders: (a) Original Works	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer and other officers in corresponding ranks holding independent charges. (iv) Executive Engineer	Full Powers Full Powers Powers equal to the powers for the grant of Technical Sanction for such works Powers equal to the powers for the grant of Technical Sanction for such works.

The powers are subject to the conditions that: -

- (i) The normal procedure laid down for invitation of tenders is followed;
- (ii) The rates quoted and/ or amounts tendered are such that the total cost of a project/ work will not exceed, the amount for which the technical sanction has been accorded, by more than 4.5%;

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

- (iii) where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reason should be recorded and further approval should be obtained from (a) the Chief Engineer, for tenders upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs. 1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department, if the value of the tender exceeds Rs. 2.000 million.

(b) Maintenance & Repair works:

- | | | |
|--|-------------------------------|--|
| (i) In the case of Ordinary and Special Repairs (Non residential buildings, machinery and equipment). | (i) Administrative Department | Full Powers. |
| | (ii) Chief Engineer | Full Powers. |
| | (iii) Superintendent Engineer | Powers equal to the powers for the grant of Technical Sanction for such works. |
| | (iv) Executive Engineer | Powers equal to the powers for the grant of Technical Sanction for such works. |
| (ii) In case of ordinary and special repairs of Residential buildings. | (i) Administrative Department | Full Powers |
| | (ii) Chief Engineer | Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non- residential building viz Full Powers. |
| | (iii) Superintendent Engineer | Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz upto Rs. 1.500 million in each case. |
| | (iv) Executive Engineer | Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non residential buildings viz upto Rs.0.300 million in each case. |

These powers are subject to the conditions that: -

- (i) The normal procedure laid down for invitation of tenders is followed;
- (ii) the rate quoted and / or amounts tendered are such that the total cost of a work will not exceed the amount of technically sanctioned estimates; and
- (iii) where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted, reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tenders upto the value of Rs. 1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs.1.000 million, but not more than Rs. 2.000 million; and (c) the Finance Department if the value of the tender exceeds Rs. 2.000 million.

3. To sanction employment work Charged establishment subject to the conditions that:-

- | | | | |
|--|--|--|------------------------------|
| (a) Provision exists in the sanctioned estimates; | (i) Administrative Department | Full Powers | |
| | (b) The powers is exercised only when the order to commence the work has been received; | (ii) Chief Engineer | Full Powers |
| | | (c) The monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and | (iii)Superintending Engineer |

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
	(d) Method of recruitment terms and conditions prescribed in the preface of schedule of Wages Rates shall be followed.	(iv) Executive Engineer	On salaries upto Rs.6,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
4.	Powers to sanction fixation of stock limit of various divisions.	(i) Administrative Department (ii) Chief Engineer	Full powers including powers to decrease any stock limits temporarily or permanently. Full powers including powers to decrease any stock limit temporarily.
5.	Powers to sanction tools and plants, ordinary and special.	ORDINARY (i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer SPECIAL (i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Upto Rs. 1.250 million in each case. Upto Rs. 1.000 million in each case. Upto Rs. 0.150 million in each case. Upto Rs. 50,000/- in each case. Upto Rs. 2.000 million in each case. Upto Rs. 1.500 million in each case. Upto Rs. 0.300 million in each case. Upto Rs. 0.100 million in each case.
6.	Payment of compensation under the Workmen's Compensation Act.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer and other officers in corresponding ranks holding independent charges.	Full Powers upto the amount admissible under that Act provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of the Act are referred to the Chief Engineer for obtaining legal advice.
7.	Administrative approval for works.	Superintending Engineer	Upto Rs. 1.500 million in each case.
	Note 1: These powers shall be subject to the following conditions: -		
	(i) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development Budget or the Non-Development Budget of that year, as the case may be;		
	(ii) in case of development schemes copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.		
	Note 2: The schemes involving new post shall be got cleared from the Finance Department.		
8.	Powers to write off losses due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses).	(i) Chief Engineer (ii) Superintending Engineer (iii) Executive Engineer	Upto Rs. 0.200 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 25,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
9.	Leases of Buildings, land or other immovable property belonging to Government by auction or competitive tenders.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer and other officers in corresponding ranks hold independent charges. (iv) Executive Engineer	Full Powers provided the lease is for a period, not exceeding 5 years. Lease agreement shall be signed. Full Powers provided the lease is for a period, not exceeding 3 years. Lease agreement shall be signed. Upto 3 years, provided the rent of the property does not exceed Rs.20,000/- per month. Upto 3 years, provided the rent of the property does not exceed Rs.10,000/- per month.
10.	Powers to sanction repairs, replacement, overhauling etc. of light machinery, motor vehicles and other tools and plants subject to the restrictions: - i). That the repairs are carried out in the Government Workshops; iii). In the absence of Government Workshop open tenders are invited and; v). The expenditure is economical with reference to the service period of the tools, plants or machinery;	(i) Administrative Department ii). Chief Engineer iv). Superintending Engineer vi). Executive Engineer	Upto Rs. 1.000 million or 50% of the book value of the machinery whichever is less. Upto Rs. 0.750 million or 50% of the book value of the machinery whichever is less. Upto Rs. 0.150 million or 25% of the book value of the machinery whichever is less. Upto Rs. 50,000/- or 10% of the book value of the machinery whichever is less.
11.	To sanction estimates for purchase or manufacture of materials to be used on work.	(i) Superintending Engineer	Full Power within the limits of sanctioned for reserve stock.
12.	To purchase or manufacture material to be used on works.	(i) Executive Engineer	Full Powers within the limits sanctioned for reserve stock subject to the approval or sanction of the estimate being obtained where required by the provisions of the prescribed rules/ code.
13.	To sanction the carriage and handling charges of stock materials chargeable to stock.	(i) Executive Engineer	Full Powers
14.	To sanction purely temporary increase of reserve stock limits of a Division, such increase to be absorbed within six months from the date of the increase.	(i) Superintending Engineer	Upto 20% increase over the sanctioned permanent limit of any Division.
15.	Powers to sanction carriage of tools and plants.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Upto Rs. 0.750 million in each case. Upto Rs. 0.500 million in each case. Upto Rs. 0.300 million in each case. Upto Rs. 50,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
16.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers Upto Rs. 10,000/- during the Financial year.
17.	To sanction sale proceeds of thinning and pruning of standing trees.	(i) Executive Engineer	Full Powers
18.	To issue work orders for works and repairs.	(i) Executive Engineer (ii) Sub-Divisional Officer	Upto Rs. 50,000/- in each case. Upto Rs. 20,000/- in each case.
19.	To divert provision for contingencies of sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, instrument required for the preparation of estimates furniture and equipment for site office, etc. for the same work/ estimate.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers Upto Rs. 25,000/- in each case.
Provided that: -			
(i) Expenditure on survey, scientific drawing and testing instruments does not exceed 1% of the approved estimates;			
(ii) Diversion would not be for the purchase of vehicle or for the construction of residential or office accommodation other than the site office for same work/ project; and			
(iii) Diversion would not be made for acceptance of tender in any case.			
20.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution/ completion of the work.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers Upto Rs. 25,000/- in each case.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

ANIMAL HUSBANDRY DEPARTMENT

1.	Power to undertake departmentally petty construction and repair works.	(i) Administrative Department (ii) Director General (iii) Director (iv) Deputy Director	Upto Rs. 0.200 million in each case Upto Rs. 0.100 million in each case. Upto Rs. 60,000/- in each case. Upto Rs. 30,000/- in each case.
2.	Power to invite tenders and Acceptance thereof for the purchase of consumable stores	(i) Head of Institutions in BPS-18 and above. (ii) Other Head of Institutions who are drawing & disbursing officers	Full Powers. Upto Rs. 50,000/- in each case.
3.	Fixation of prices for the sale of animal produce and by products.	(i) Director (ii) Officer in Category-II and III	Full Powers on the basis of the rates prevailing in the market. Powers Upto Rs.25,000/- in each case on the basis of the rates prevailing in the market.
4.	Writing off loss of livestock due to natural causes, other than negligence or fraud	(i) Administrative Department (ii) Director General (iii) Director	Upto Rs. 0.300 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 50,000/- in each case.

Note: Subject to the condition that the matter is investigated by constituting an inquiry committee comprising members from Finance Department, Audit Office and technical expert of the department and report thereof is submitted to the Finance Department and D.G Audit with the certification by the respective authority that the loss was due to natural causes other than negligence and misconduct of the staff concerned.

5.	To sanction expenditure for purchase of Livestock / Poultry Birds for use at department / institution / Public organization.	Director	Full Powers
6.	To declare animals / birds culled and surplus.	Director	Full Powers
7.	To sell culled and surplus animals / birds by auction.	Director	Full Powers
8.	To sanction disposal of animals / birds for breeding purposes.	Director	Full Powers
9.	To declare farm produce as surplus.	Director	Full Powers
10.	To sell the surplus farm produce through auction.	Director	Full Powers
11.	To declare Trees as surplus.	Director	Full Powers
12.	To declare standing crops as surplus.	Director	Full Powers
13.	To sell the surplus standing crops through open auction.	Director	Full Powers

Note: The Powers at Sr. No 6 to Sr. No. 13 shall be exercised on the recommendation of a committee consisting of Deputy Director, Economist, Rep. from the Agriculture / Forest Department as the case may be, In-charge of concerned farm.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT

The Engineers of Local Government & Rural Development Department may exercise the powers of Technical Sanction, acceptance of tender and sanction expenditure to the extent of powers as delegated to the Engineers of Corresponding rank in Communication & Works and Public Health Engineering Department for identical work/items of expenditure.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

POLICE DEPARTMENT

1	Payment of rewards where granting of rewards is permissible under the police rules.	(i) Administrative Department (ii) Inspector General Police (iii) Deputy Inspector General Police (iv) Superintendent of Police	Full Powers Full Powers Upto Rs. 50,000/- in each case. Upto Rs. 10,000/- in each case.
2	(a) Powers to invite tenders in prescribed form for consumable stores required for the Police.	Head of Office	Full Powers
	(b) Powers to accept above mentioned tenders.	(i) Inspector General Police (ii) Deputy Inspector General Police	Full Powers Full Powers
	(c) Powers to sanction expenditure on consumable dietary articles / items.	(i) Head of the Police College (ii) Head of the Police School	Upto Rs. 100/- per trainee per day Upto Rs. 100/- per trainee per day

Note: Purchase of dietary articles / items shall be made as prescribed by Rules.

3	To give technical sanction to estimates for expenditure on all petty and annual repairs as well as original works for special repairs to building in the charge of Police Department.	(i) Inspector General Police (ii) Deputy Inspector General Police (iii) Superintendent Police and Principal, Police Training School Muzaffarabad.	Upto Rs. 0.200 million in each case. Upto Rs. 0.100 million in each case. Upto Rs. 50,000/- in each case.
4.	To sanction and incur expenditure for the purchase of uniforms.	(i) Administrative Department (ii) Inspector General Police (iii) Deputy Inspector General Police (iv) Superintendent of Police	Full powers provided the purchases are made in accordance with rules/ instructions. Full powers provided the purchases are made in accordance with rules/ instructions. Upto Rs. 0.200 million at a time provided the purchases are made in accordance with rules/ instructions. Upto Rs. 0.150 million at a time. Provided the purchases are made in accordance with rules/ instructions.

Note: The purchases of Rs. 10.000 million or more shall be carried out after the approval of Central Purchase Committee.

5	To sanction and incur expenditure on repairs and replacement of equipment.	(i) Inspector General Police (ii) Deputy Inspector General Police (iii) Superintendent of Police	Full Powers Upto Rs. 0.150 million in each case. Upto Rs. 50,000/- in each case. Provided the purchases are made in accordance with the rules/ instructions.
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
6	(a) To sanction initial uniform allowance to Police officers/ Police force. (b) To sanction renewal of Summer and Winter uniforms allowance to Police Officers and Police force.	Inspector General Police	Full Powers subject to the conditions laid down in rule 4.5 of the Police Rules. Full Powers subject to the conditions laid down in rule 4.5 of the Police Rules.
7	To sanction the expenditure on “Cost of Investigation”.	(i) Inspector General Police (ii) Deputy Inspector General Police (iii) SSP/ SP Investigation	Full Powers Upto Rs. 50,000/- in each case. Upto Rs. 25,000/- in each case.
8.	Powers to sanction expenditure on procurement of arms & ammunition.	(i) Administrative Department (ii) Inspector General of Police	Full powers Upto Rs. 4.000 million

Note: Provided that the lowest tender is accepted in all cases and the purchases of Rs. 10.000 million or more will be carried out after the approval of CPC.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

PRINTING PRESS DEPARTMENT.

1	Power to sanction Tools and Plants.	(i) Administrative Department (ii) Controller of Printing and Stationery	Upto Rs. 0.500 million per item. Upto Rs. 0.200 million per item.
2	To sanction expenditure on account of printing and binding work at private presses.	(i) Administrative Department (ii) Controller of Printing and Stationery (iii) Superintendent/ Manager Govt. Press	Full Powers. Full Powers. Upto Rs. 50,000/- in each case.

Note: Subject to the condition that reasons are recorded for not getting the job done at Government press and prescribed procedure for open tender shall be adopted for getting the work done at private presses in most economical manner.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

PRISONS DEPARTMENT.

1	To grant rewards to Warders and Head Warders for good work within the course of their ordinary duty.	Inspector General of Prisons	Upto Rs. 500/- in any case. Total rewards not to exceed Rs.5000/- per person per annum.
2	To sanction expenditure of the following nature on detenues. (a) Purchase of articles of games. (b) Special medical treatment.	Inspector General of Prisons Inspector General of Prisons	Upto Rs. 1,000/- per annum. Upto Rs. 10,000/- per head per annum.
3	To sanction purchase of tools and implements.	Inspector General of Prisons	Full Powers provided the prescribed procedure is followed.
4	To grant technical sanction to estimates of expenditure on minor repair/ works executed departmentally.	(i) Administrative Department (ii) Inspector General of Prisons	Full powers Upto Rs. 0.300 million in each case provided the estimates are duly verified by the Engineer concerned
5	Powers to invite and accept tenders of dietary articles and sanction expenditure thereof.	(i) Inspector General of Prisons (ii) DIG (Prisons) (iii) Superintendent Jail Class-I (iv) Superintendent Jail Class-II	Full Powers Upto Rs. 0.150 million at a time for an article or each class of similar articles. Upto Rs. 0.100 million at a time for an article or each class of similar articles. Upto Rs. 50,000/- at a time for an article or each class of similar article.

Note I:

- (i) The DIG (Prisons) and Superintendent Jails shall exercise the aforesaid powers in emergency only.
- (ii) The emergency powers shall be further subject to following conditions:
 - (a) The extent of power at a time means to meet the emergent expenditure for at least 10 days:
 - (b) A class of similar articles means dietary articles of similar character such as wheat flour and its products, Dal all types etc:
 - (c) The emergency purchases will be made with the prior intimation to the DIG/I.G. Prisons; and
 - (d) I.G. Prisons shall take immediate steps for calling of tenders and effecting rate/running contracts.

Note II: The expenditure made during emergency shall be subject to special audit by the audit authorities.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

PUBLIC HEALTH ENGINEERING DEPARTMENT

1	Technical Sanction: (a) In the case of original works.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full Powers. Full Powers. Upto Rs. 10.000 million in each case. Work Upto Rs. 5.000 million in each case.
 Note: The powers under Sr.No.1 (a) are subject to the condition that the excess over the amount for which administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10%, fresh administrative approval will be required.			
	(b) In the case of ordinary and special repairs (Non residential buildings equipment and machinery).	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full Powers Full Powers Upto Rs. 1.000 million in each case. Upto Rs. 0.300 million in each case.
	(c) Powers for ordinary and special repairs to residential buildings.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full Powers Upto Rs. 0.120 million in the case of each building during a year. Upto Rs.60,000/- in case of each building during a year Upto Rs. 30,000/- in the case of each building during a year.
2	Acceptance of tender : (a) Original Works.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full Powers Full Powers Powers equal to the powers for the grant of Technical Sanction for such works. Powers equal to the powers for the grant of Technical sanction for such works.

These powers are subject to the conditions that:

- (i) the normal procedure laid down for invitation of tenders is followed:
- (ii) the rates quoted and /or amounts tenders are such that the total cost of a project work will not exceed the amount to which the technical sanction has been accorded by more than 4.5%;
- (iii) where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reason should be recorded and further approval should be obtained from (a) the Chief Engineer. For tenders upto the value of Rs.1.000 million; (b) the Administrative Department if the value of the tender is more than Rs.1.000 million but not more than Rs.5.000 million; and (c) the Finance Department, if the value of the tender exceeds Rs.5.000 million ;and
- (iv) Single tender shall be accepted by next higher authority subject to conditions laid down by the Govt.

b) Maintenance & Repair

i) In the case of Ordinary and Special Repairs. (Non-residential building & machinery and equipment).	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer	Full Powers Powers equal to the powers for the grant of Technical Sanction for such works. Powers equal to the powers for the grant of Technical Sanction for such works.
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
		(iv) Executive Engineer	Powers equal to the powers for the grant of Technical Sanction for such works.
	ii) In case of ordinary repairs to Residential buildings.	(i) Administrative Department (ii) Chief Engineer (iii) Superintending Engineer (iv) Executive Engineer	Full Powers Powers equal to the powers for the grant of Technical Sanctioned of ordinary and special repairs to non-residential buildings viz Full Powers. Powers equal to the powers for the grant of Technical Sanctioned of ordinary and special repairs to non-residential buildings upto Rs.1.500 million in each case. Powers equal to the powers for the grant of Technical Sanctioned of ordinary and special repairs to non-residential buildings upto Rs.0.300 million in each case.

These power are subject to the conditions that:

- (i) the normal procedure laid down for invitation of tenders is followed;
- (ii) the rates quoted and/or amounts tendered are such that the total cost of a project/work will not exceed the amount of technical sanction estimates; and
- (iii) Where competitive tenders are to be invited under the rules, In the case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval be obtained from (a) the Chief Engineer, for tenders upto the value of Rs.1.000 million; (b) the Administrative Department, if the value of the tender is more than Rs.1.000 million, but not more than Rs.2.000 million; and (c) the Finance Department, if the value of the tender exceeds Rs.2.000 million.

3	To sanction employment of work charged establishment subject to the condition that:		
	(a) provision exists in the sanctioned estimates;	(i) Administrative Department	Full Powers
	(b) the power is exercised only when the order to commence the work has been received;	(ii) Chief Engineer	Full Powers
	(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and	(iii) Superintending Engineer	On salaries upto Rs.7,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
	(d) Method for recruitment Terms & conditions prescribed in the preface of schedule of Wage Rates shall be followed.	(iv) Executive Engineer	On salaries upto Rs.6,000/- per mensem or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975.
4	Power to sanction fixation of stock limits of various Divisions.	(i) Administrative Department (ii) Chief Engineer	Full Powers including Powers to decrease any stock limits temporarily or permanently Full Powers including Powers to decrease any stock limits temporarily or permanently.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
5	Powers to sanction tools and plants, ordinary and special.	<p><u>ORDINARY</u></p> <p>(i) Administrative Department</p> <p>(ii) Chief Engineer</p> <p>(iii) Superintending Engineer</p> <p>(iv) Executive Engineer</p> <p><u>SPECIAL</u></p> <p>(i) Administrative Department</p> <p>(ii) Chief Engineer</p> <p>(iii) Superintending Engineer</p> <p>(iv) Executive Engineer</p>	<p>Upto Rs. 0.750 million in each case.</p> <p>Upto Rs. 0.600 million in each case.</p> <p>Upto Rs. 0.100 million in each case.</p> <p>Upto Rs. 50,000/- in each case.</p> <p>Upto Rs. 1.500 million in each case.</p> <p>Upto Rs. 1.000 million in each case.</p> <p>Upto Rs. 0.200 million in each case.</p> <p>Upto Rs. 0.100 million in each case.</p>
6	Powers to sanction repairs and carriage of Tools and Plants.	<p>(i) Administrative Department</p> <p>(ii) Chief Engineer</p> <p>(iii) Superintending Engineer</p> <p>(iv) Executive Engineer</p>	<p>Upto Rs. 0.500 million in each case.</p> <p>Upto Rs. 0.300 million in each case.</p> <p>Upto Rs. 0.100 million in each case.</p> <p>Upto Rs. 50,000/- in each case.</p>
7	Payment of compensation under the Workmen's Compensation Act.	<p>(i) Chief Engineer</p> <p>(ii) Superintending Engineer</p>	<p>Full Powers upto the amount admissible under the Act, provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of the Act are referred for obtaining legal advice.</p>
8	Administrative approval for works.	<p>(i) Superintending Engineer</p>	<p>Upto Rs. 1.200 million in each case.</p>
<p>Note1: These power shall be subject to the following conditions:</p> <p>(a) No expenditure shall be incurred on scheme unless necessary provision for such expenditure exists in the Development Budget or the Non-Development Budget of the year, as the case may be; and</p> <p>(b) in case of Development Scheme, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.</p> <p>Note 2: The schemes involving new posts shall be got cleared from the Finance Department with regard to the proposed expenditure on staff only.</p>			
9	Leases of surplus buildings.	<p>(i) Administrative Department</p> <p>(ii) Chief Engineer</p> <p>(iii) Superintending Engineer</p>	<p>Full powers for a period, not exceeding one year after obtaining competitive offers.</p> <p>Full powers for a period, not exceeding one year after obtaining competitive offers.</p> <p>Full powers for a period, not exceeding one year after obtaining competitive offers.</p>

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
10	To issue work orders for work & repairs.	(i) Executive Engineer (ii) Sub Divisional Officer	Upto Rs. 50,000/- in each case. Upto Rs. 20,000/- in each case.
11	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, scientific drawing instruments required for the preparation of estimates, furniture and equipment for site office, etc. for the same work/ estimate.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers. Upto Rs. 25,000/- in each case.
Provided that: -			
(i) Expenditure on survey, scientific, drawing & testing instruments does not exceed 1% of the approved estimate.			
(ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work/ project; and			
(iii) Diversion would not be for acceptance of tender in any case.			
12.	To divert provision for contingencies of a sanctioned estimate for additions to the work and for repairs necessary for the execution/ completion of the work.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers Upto Rs. 25,000/- in each case.
13.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	(i) Superintending Engineer (ii) Executive Engineer	Full Powers Upto Rs.10,000/- during the financial year.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

PUBLIC SERVICE COMMISSION

1.	Advertisement charges	(i) Chairman	Full Powers
		(ii) Secretary	Full Powers
2.	To sanction expenditure on payment of remuneration to government servants and/ or to persons other than government servants; employed in connection with the examination held by the commission.	(i) Chairman	Full Powers
		(ii) Secretary	Full Powers
3.	Hiring of furniture, stadium/ halls labour charges for carriage of furniture, etc. and provision of other essential facilities connected with examination held by the Commission.	(i) Chairman	Full Powers
		(ii) Secretary	Full Powers



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

REVENUE DEPARTMENT

(GENERAL)

1.	Remission of revenue in accordance with the rules.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers Full Powers
2.	Remission of land revenue due to calamities	(i) Board of Revenue (ii) Divisional Commissioner (iii) Deputy Commissioner	Full Powers Upto Rs. 10,000/- in each case. Upto Rs. 1,000/- in each case.
3.	Remission of revenue other than calamities, in accordance with the rules, but not in relaxation of any rules.	(i) Board of Revenue (ii) Divisional Commissioner	Upto Rs. 2,000/- in each case. Upto Rs. 1,000/- in each case.
4.	Refund of revenue otherwise than in accordance with the rules, but not in relaxation of rules.	(i) Board of Revenue	Upto Rs. 2,000/- in each case.
5.	Powers to sanction loans under the Agriculturist Loans Act.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Deputy Commissioner (iv) Assistant Commissioner (v) Tehsildar	Full Powers Upto Rs. 50,000/- Upto Rs. 15,000/- Upto Rs. 10,000/- in each case. Upto Rs. 1,000/-
6.	Powers to sanction loans under the Land improvement Loan Act.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Deputy Commissioner (iv) Assistant Commissioner	Upto Rs. 0.100 million in each case. Upto Rs. 50,000/- in each case. Upto Rs. 15,000/- in each case. Upto Rs. 10,000/- in each case.
7.	Powers to sanction suspension of recoveries of loan under the Land Improvement Loans Act and the Agriculturist Loan Act.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Deputy Commissioner	Full powers but in accordance with the Taccavi Acts and Rules Full powers but in accordance with the Taccavi Acts and Rules Upto extent of 03 installments in each case irrespective of the amount of loans.
8.	Powers to sanction the remission of disallowances by Audit Officers.	(i) Board of Revenue (ii) Divisional Commissioner	Upto the sum of Rs.100/- in individual cases. Upto the sum of Rs.100/- in individual cases.
9.	To sanction refund of court fee stamps affixed unnecessarily, in consequence of an order of a Court.	(i) Board of Revenue (ii) Collector	Full Powers on production of an order of the Court. Full Powers on production of an order of the Court.
10.	To sanction refund of mutation fee in case of rejection of mutation in accordance with the rules.	(i) Board of Revenue (ii) Assistant Commissioner	Full Powers Full Powers
11.	To sanction refund or renewal of impressed or adhesive court fee stamps which have been spoiled, or rendered useless or unfit for the purpose intended or for which the purchaser has not immediate use.	(i) Board of Revenue (ii) Collector	Full Powers Full powers

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

Subject to the deduction of 6% of face value in the case of refund, except in case of court fee, stamps not spoiled or rendered unfit for the returned in Collector, store on: -

- (i) Expiration of licence; or
- (ii) Revocation of licence for any reason other than fault of the licensee.

12.	To sanction expenditure in cases in which money is credited to Government treasury for purchase of stamps, but stamps are not actually purchased.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers Full powers
13.	To sanction writing off of the value of:		
	(i) Non postal stamps that are obsolete, unserviceable or spoiled.	(i) Board of Revenue (ii) Divisional Commissioner	Upto Rs. 500/- Upto Rs. 500/-
	(ii) Water marked plain paper which is damaged and unfit for use.	(iii) Collector (i) Board of Revenue (ii) Divisional Commissioner	Upto Rs. 300/- Upto Rs. 300/- Upto Rs. 300/-
	(iii) (a) Stamps lost in transit.	(iii) Collector (i) Board of Revenue (ii) Divisional Commissioner	Upto Rs. 100/- Upto Rs. 500/- Upto Rs. 500/-
	(b) loss of stamps forming part of the stock in a local Branch Depot	(iii) Collector (i) Board of Revenue (ii) Divisional Commissioner	Upto Rs. 300 Upto Rs. 300/- Upto Rs. 300/-
14.	To write off irrecoverable loss of stamps revenue	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Upto Rs. 500/- Upto Rs. 500/- Upto Rs. 300/-
15.	Lease of surplus buildings	Board of Revenue	For a period not exceeding one year after obtaining competitive offers.
16.	Administrative approval of works.	Deputy Commissioner	Upto Rs. 50,000/-
17.	Grant-in-Aid	Divisional Commissioner	Full powers in accordance with the rules.
18.	To sanction expenditure on account of binding work of revenue/ settlement record.	(i) Director Land Record (ii) Deputy Commissioner/ Settlement Officer	Rs. 2,000/- in each case. Rs. 1,000/- in each case.

DISPOSAL OF LAND

1.	To sanction grant of State Agricultural lands in colonies.	(i) Board of Revenue (ii) Divisional Commissioner	Full powers subject to the condition that the grant is made in accordance with standing orders or a Scheme approved by the Revenue Department in consultation with the Finance Department. Full powers subject to the condition that the grant is made in accordance with standing orders or a Scheme approved by the
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
			Revenue Department in consultation with the Finance Department.
2.	To sanction grant of nazul lands free of cost to Local Government.	(i) Board of Revenue/ Administrative Department	Full powers.
3.	To allot land for graveyards and cremation grounds.	(ii) Divisional Commissioner (i) Board of Revenue (ii) Collector	Upto the value of Rs.10,000/- Full Powers. Full Powers.
4.	To allot land for kanals (tanning yards).	(i) Board of Revenue (ii) Collector (iii) Divisional Commissioner	Full Powers Upto limit of Two kanals in each case subject to standing orders of Board of Revenue. Full Power subject to standing orders of Board of Revenue.
5.	To sell State Land for agricultural purposes.	(i) Board of Revenue (ii) Divisional Commissioner	Upto 50 acres. Upto 50 acres.
	Provided that:		
	(a) The land is sold by auction held in accordance with condition approved by Government or the Board of Revenue; and		
	(b) The reserve price is approved by the Board of Revenue before the auction is held.		
	Note: The result of such auction should be reported to the Board of Revenue in such form as may be prescribed by it.		
6.	To sanction sale of awkward plots of State land for agricultural purpose by private treaty.	(i) Board of Revenue/ Administrative Department (ii) Divisional Commissioner	Full Powers Full Powers
	(a) The price is charged on the basis of the previous year's average auction price (wherever is higher) in same or adjoining chak or village.		
	(b) 10% of the price is charged in addition on account of concession to sell by private treaty.		
	(c) If the land is encroached upon in addition, 10% of price of unintentional encroachment and 50% of the price for intentional encroachment.		
	(d) The sale is in accordance with the policy laid down by Government or Board of Revenue.		
	Note: Result of such auction should be reported to the Board of Revenue in such form as may be prescribed by it.		
7.	To sanction sale of escheated land	(i) Board of Revenue (ii) Collector	Full Powers Upto the value of Rs.15000/- subject to the condition that land is sold by public auction after full publicity.
8.	To sanction sale of nazul land by:-		
	(i) Public auction; and	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers Site upto 5 acres Site upto 2 acres
	(ii) Private treaty at market value.	(i) Board of Revenue (ii) Divisional Commissioner	Sites upto half an acre. (i) In a Second Class Municipality Sites and other urban area site Upto one acre; (ii) In rural areas sites upto five acres.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
9.	To sanction or cancel sale of old wells	(i) Board of Revenue (ii) Collector	Full Powers Full Powers
10.	To sanction sale of State land for non agricultural purposes by: - (i) Public Auction; and	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers Site upto 5 acres Site upto 2 acres
	(ii) Private treaty at market value.	Board of Revenue	(i) In a First Class Municipality Sites upto half an acre; (ii) In Second Class Municipality and other urban areas sites Upto one acre; (iii) In rural areas sites upto five acres.
11.	To sanction sale of sites required exclusively for the purpose of a mosque, temple, church or other religious building in state owned towns, i.e., towns built mainly on state owned land colonies.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers subject to the condition that the first four kanals are paid for at half of the market value and any area in excess is paid for at full market rates. Upto 4 kanals in any individual case at the half market value of the land. Upto 2 kanals in any individual case at the half market value of the land.
12.	To sanction sales of land required exclusively for the purpose of a mosque, temple or church in areas other than those specified in item 11.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Upto 12 kanals subject to the condition that the first 4 kanals are paid for at half of the market value and any area in excess at full market rates. Upto 12 kanals subject to the condition that the first 4 kanals are paid for at half of the market value and any area in excess at full market rates. Upto 4 kanals at half of the market value of the land.
13.	To sanction reserve price of land to be sold by auction.	(i) Administrative Department (ii) Board of Revenue (iii) Divisional Commissioner	Full Powers Full Powers For land they are competent to sell.
14.	To sanction sale of village residential shod site by private treaty.	(i) Board of Revenue (ii) Collector	Full Powers subject to the order of the Commissioners regarding the price. Full Powers subject to the order of the Commissioners regarding the price.
15.	To fix amount of compensation cases involving breach of the conditions of sale.	(i) Administrative Department (ii) Board of Revenue (iii) Divisional Commissioner	Upto Rs. 10,000/- in each case. Above Rs. 10,000/- in each case. Above Rs. 10,000/- in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
16.	<p>To cancel sale of State land and refund the price already paid in cases in which:</p> <p>(1). The land is sold and after sale it transpires that:</p> <p>a) It, or a part of it, is owned by another person; or</p> <p>b) It, or a part of it, is already allotted or leased out to another person or it has already been sold on installment basis to another person; or</p> <p>c) A part, or whole of it, is a graveyard.</p> <p>(2). The land is sold as commanded by a canal but it is found later on as a result of the irrigation department's report that a major part of it is situated outside the irrigation boundary of the canal.</p> <p>(3). The land is sold erroneously under some mistake of fact.</p>	<p>(i) Board of Revenue</p> <p>(ii) Divisional Commissioner</p>	<p>Full powers provided that: -</p> <p>(a) The cancellation is of the whole and not a part of it; and</p> <p>(b) The price paid is refunded without any interest there on or compensation.</p> <p>Full powers provided that: -</p> <p>(a) The cancellation is of the whole and not a part of it; and</p> <p>(b) The price paid is refunded without any interest thereon or compensation.</p>

Note: A copy of the order cancelling sale stamps in each case, be supplied to the Board of Revenue.

EXCHANGE

17.	To sanction exchanges of Nazul land of equal value.	Board of Revenue	<p>(a) In First Class Municipality sites Upto half an acre;</p> <p>(b) In a Second Class Municipality and other urban areas sites Upto one acre;</p> <p>(c) Other areas sites Upto five acres.</p>
18.	To sanction exchange of land under the peasant grant of occupancy with state land in colony areas.	<p>(i) Board of Revenue</p> <p>(ii) Divisional Commissioner</p>	<p>Full Powers in the following cases: -</p> <p>(a) Where land has been acquired for public purposes.</p> <p>(b) Where the irrigation department finds difficulty in maintaining irrigation; and</p> <p>(c) Where the land has been adversely affected by water logging, and the sub soil water is reported by the irrigation department or any other agency of Government dealing with water logging and salinity control to be within five feet of the surface and the area affected has become banjar to the extent of 1/3rd of the total holding and is incapable of bearing 25 paise crop owing to the presence of thur.</p> <p>Upto 25 acres within 10 years of the grant and subject to the limitation given in 18 (i) above.</p>

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

LEASE

19.	To sanction lease of:		
	(1) Land under the rules contained in Appendix III to the Land Administration Manual other than land included in a colonization scheme or which is likely to come under perennial irrigation in the foreseeable future.	(i) Board of Revenue (ii) Divisional Commissioner	Full powers in accordance with the Rules for the lease of waste lands contained in Appendix II to the Land Administration Manual.
	(2) Land for grazing of cattle	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers in accordance with the Rules for the lease of waste lands contained in Appendix II to the Land Administration Manual Full Powers Upto 10 acres for a period not exceeding 2 years
	(3) Fruit trees not in the compound of Government Buildings	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers Full Powers For one year
20.	To lease out State agricultural land by tenders in colonies.	(i) Board of Revenue (ii) Divisional Commissioner (iii) Collector	Full Powers provided that the area to be held at one time by a lease shall not exceed the limit fixed under the Land Revenue Orders. Full Powers subject to any order issued by Government or Board of Revenue and provided that the area to be held at one time by a lease shall not exceed the limit fixed under the Land Revenue Orders. Upto 100 acres for a period not exceeding ten harvests.
21.	To lease out State Land for agricultural purposes by private treaty	(i) Board of Revenue (ii) Collector (iii) Divisional Commissioner	Full Powers Upto five years. Upto 50 acres for a period of one year only in respect of land for which offers by tenders or auctions fail to attract a bidder, provided that no second lease of the same land to the same lease in continuation of the first lease should be allowed without the sanction of the Commissioners. Upto 50 acres for a period of two years only in respect of land for which offers by tenders or auctions fail to attract a bidder, provided that no lease of the land beyond two years allowed in continuation of the same lease without the sanction of the Board of Revenue.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
22.	To sanction long lease with special conditions under a scheme approved by Government.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers. Full Powers subject to standing order of Board of Revenue.
23.	To sanction lease of nazul land.	(i) Board of Revenue / Administrative Department (ii) Divisional Commissioner	Full Powers Lease of areas upto five acres for a period not exceeding 5 years, provided that lease does not involve erection of a building.
24.	To sanction lease of state land for non-agricultural purpose.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers subject to the condition that the lease does not involve the erection of a building a) In a Municipal Corporation or a first class Municipality leases of areas upto two acres for a period not exceeding five years, provided that the lease does not involve the erection of a building. b) In a 2 nd class Municipality and other areas leases of areas upto 5 acres for a period not exceeding five years, provided that the lease does not involve the erection of a building.
25.	To sanction lease of land to Local Government/ Local Bodies.	(i) Board of revenue (ii) Divisional Commissioner (iii) Collector	Full Powers Full powers subject to the standing orders issued from time to time by Govt. or the Board of Revenue. Upto 2 acres for a period of 5 years, provided the lease does not involve the erection of a building
26.	To lease out State land for brick kilns.	(i) Board of Revenue (ii) Collector	Full powers Full powers subject to the standing orders of the Board of Revenue.

Note: Powers regarding lease of land shall be subject to AJ&K Grant of Khalsa Land, Ground Rent and Lease Rules 1985.

CONCESSIONS AND REMISSIONS

27.	To sanction renewal, for the terms of the new settlement of land revenue, assignments enjoyed by religious and charitable institutions or rest houses the terms of which have expired (with the expiring settlement).	Board of Revenue	Grants of the annual value of Rs. 50/- or under.
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Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
28.	To convert an assignment of land revenue released for the life or lives of the Manager or Managers of any religious and charitable institution or rest house into an assignment for the term of the new settlement on the condition of its proper maintenance even though one or more of the grantees is still alive.	Board of Revenue	Grants of the annual value of Rs.50 or under, provided that a grant of which the condition have been so altered shall in no case be resumed until it is liable to resumption under the conditions on which it was originally made.
29.	To sanction continuance of village service grants at a general re-assessment of a district.	Board of Revenue	All grants of the annual value of Rs.20 or under for any period not exceeding the terms of the new settlement.
30.	To sanction continuance of religious and charitable grant for the remainder of terms of settlement if the original terms of release expires during the period of settlement.	Board of Revenue	All grants of the annual value of Rs.50/- or under.
31.	To remit acreage rate.	(i) Board of Revenue (ii) Commissioner (iii) Collector	To remit upto Rs.100/- per harvest in a single case. To remit upto Rs.100/- per harvest in a single case. Upto Rs. 50/- per harvest in a single case.
32.	To levy or remit acreage rate.	Board of Revenue	Full Powers.
33.	To sanction remission of rent on temporary cultivation	(i) Board of Revenue (ii) Commissioner (iii) Collector	Full powers. Full powers subject to the standing orders issued by the Board of Revenue from time to time (return of remission granted should be furnished to the Board of Revenue. Upto Rs. 100/-
34.	Shifting of installments connected with disposal of land.	(i) Board of Revenue (ii) Commissioner (iii) Collector	Upto three years. Upto 2 years. Upto one year.
35.	Increase in number of installment connected with the disposal of land.	(i) Board of revenue (ii) Commissioner (iii) Collector	Upto 14 half yearly installments. 10 half yearly installments. 06 half yearly installments.
<u>Miscellaneous Powers</u>			
36.	Powers to sanction financial assistance to the distressed persons under Distressed Person's Relief Act and Rules made there under.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers Full Powers subject to the instructions issued by the Board of Revenue
37.	Powers to sanction Financial assistance under cease fire line incidence relief Act and rules made there under.	(i) Board of Revenue (ii) Divisional Commissioner	Full Powers Full Powers subject to the instruction issued by the Board of Revenue



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

SECRETARIAT (SERVICES AND GENERAL ADMINISTRATION DEPARTMENT)

1. **Sanctioning expenditure debitable to contingencies: -**
- | | | |
|--|-----------------|---|
| (i) Local Purchase of stationery | Chief Secretary | Full Powers |
| (ii) Addition to or repairs of instruments and furniture. | Chief Secretary | Full Powers
Note: Hiring of furniture should be avoided. The delegation is meant to cover the period till furniture is purchased. |
| (iii) Expenditure on rent of residential buildings | Chief Secretary | Upto 20 percent of the pay of the occupant, or the intending occupant subject to a certificate from the Executive Engineer that the rent is reasonable. |
| (iv) Ceremonial functions and state entertainment. | Chief Secretary | Full powers subject to the availability of funds in the sanctioned Budget Estimates. |
2. **Powers to sanction expenditure on purchase of gifts.** Secretary S&GAD
- Upto Rs. 1.000 million in each case through negotiation.
- Subject to the condition that:
- (a) The kind of gift may be approved by the Prime Minister, AJ&K; and
- (b) In cases where the cost of gift exceeds Rs. 0.500 million, the rate will be negotiated with the supplier, by the Secretary S&GAD and a nominee of the Principal Secretary to the Prime Minister, not below the rank of Additional Secretary.
- (c) These powers may be exercised by the Administrative Secretaries of the President and Prime Minister Secretariat.
3. **Powers to sanction expenditure on arrangements and entertainment for the guests of the Government.**
- | | |
|---------------------------|--|
| (i) Chief Secretary | Full powers |
| (ii) Secretary S&GAD | Exceeding Rs.0.200 million in each case. |
| (iii) Director (Protocol) | Upto Rs. 0.100 million in each case. |
- Note:**
- (i) The Director Protocol shall obtain ex post facto approval of the Secretary S&GAD within one month of the sanction of payment accorded by him.
- (ii) Details of the hotels/ guests houses, hired for the accommodation of the distinguished guests of the government shall be provided to the Secretary S&GAD prior to the conduct of visits; and
- (iii) Monthly statements of all expenses incurred on the accommodation of guests shall be furnished to the Secretary S&GAD and Chief Secretary.



Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4

TOURISM AND ARCHEOLOGY DEPARTMENT

1.	Appointment of work charge establishment.	(i) Director General (ii) Director (iii) Deputy Director	Full Powers Upto Rs. 7,000/- p.m, or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975. Upto Rs. 6,000/- p.m or prescribed from time to time under the provisions of the AJ&K Minimum Wages for Unskilled Workers Act, 1975. These powers are subject to the following conditions: (i) Funds are available in the sanctioned estimates. (ii) Powers are exercised only when order to commence work have been received. (iii) Monthly wages allowed to the work charged establishment do not exceed the emoluments including allowances admissible to the regular establishment of the same category (iv) Duration of the seasonal posts does not exceed six months.
2.	Powers of technical sanction in respect of Normal & Development works.	(i) Administrative Department/ Director General (ii) Director (iii) Deputy Director	Full Powers Rs. 0.200 million Rs. 0.100 million
	1. For Original Works.	(i) Administrative Department (ii) Director General (iii) Deputy Director	Provided that excess over the amount for which administrative approval has been accorded does not exceed 10% (in case excess exceeds 10% fresh administrative approval will be required).
	2. For Special & Ordinary repairs i.e. replacement & renewal of existing works/ buildings, roads, gardens, forts & other works etc.	(i) Administrative Department (ii) Director General (iii) Deputy Director	Full Powers. Rs. 0.100 million Rs. 10,000/-
3.	Powers to enter into contract e.g. construction, repairs & to fix the terms of contracts etc.	(i) Administrative Department (ii) Director General (iii) Deputy Director	Full powers Rs. 5.000 million Rs. 0.200 million
4.	Power to Sanction all kind of purchase of machinery, tools, stock, furniture, crockery for rest houses and office & purchase of tents and other equipments.	(i) Administrative Department (ii) Director General (iii) Deputy Director	Rs. 1.000 million Rs. 0.800 million in accordance with the rules. Rs. 20,000/-

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
5.	Power regarding acceptance of tenders and to grant administrative approval for construction of Civil and other works.	(i) Director General (ii) Deputy Director	Full Powers Rs. 1.000 million These powers are subject to the conditions: i). The normal procedure laid down for invitation of tender is followed ii). The rates quoted and/ or amounts tendered are such that the total cost of the project/work will not exceed the amount for which technical sanction has been accorded by more than 4.5%. iii). Where competitive tenders are invited under the rules, in case the lowest tender from an approved contractor is not accepted, reasons should be recorded and further approval should be obtained from (a) the Director General for tender Upto the value of Rs.0.100 million (b) the Administrative Department if the value of the tender, is more than Rs. 1.000 million but not more than Rs.2.000 million; (c) the Finance Department if the value of the tender is more than Rs. 2.000 million.
6.	To sanction all usual payments on preparation of the lawn of Rest Houses, Offices and Purchases of Seeds and Plants	(i) Director General (ii) Deputy Director	Full Powers Full Powers
7.	(a) Power to sanction expenditure on account of printing of publicity/ informative material regarding Tourism at Private Press.	(i) Administrative Department (ii) Director General	Full Powers Full Powers
	(b) Power to sanction expenditure on preparation of sign publicity boards, etc.	(i) Administrative Department (ii) Director General	Full Powers Full Powers
8.	Power to sanction expenditure regarding Tourism Seminars, Conventions, Workshops and National Shows.	(i) Administrative Department (ii) Director General	Full Powers Rs. 0.100 million
9.	Lease of Tourism land rest houses, motels etc.	(i) Administrative Department (ii) Director General	Upto Rs. 24,000/- pm by auction or tenders. Upto 5,10 or 15 years or more, as the case may be.
10.	Powers to dismantle & sell unserviceable tourism building and installations.	(i) Administrative Department (ii) Director General	Full Powers Rs. 1.000 million in each case.

Sr. #	Nature of Powers	To whom delegated	Extent
1	2	3	4
11.	Power to Auction or sell unserviceable stock/ goods etc.	(i) Director General (ii) Deputy Director	Full Powers Rs. 40,000/- in each case.
12..	Power to write off all kind of stock furniture, crockery etc.	(i) Director General (ii) Deputy Director	Full Powers Rs. 40,000/-

-----THE END-----