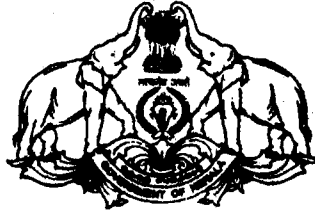


**GOVERNMENT OF KERALA**

**FINANCE DEPARTMENT**

**Government Orders on Delegation/Enhancement of Financial  
Powers of the Administrative Departments of the  
Secretariat and Heads of Departments**

**G. O. (P) No. 110/13/Fin. 1st March, 2013.**



GOVERNMENT OF KERALA

**Abstract**

FINANCE DEPARTMENT—DELEGATION/ENHANCEMENT OF FINANCIAL POWERS OF THE ADMINISTRATIVE DEPARTMENTS OF THE SECRETARIAT AND HEADS OF DEPARTMENTS—REVISION OF—REG.

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FINANCE (EXPENDITURE-B) DEPARTMENT

G. O. (P) No. 110/13/Fin.

Dated, Thiruvananthapuram, 1st March, 2013.

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*Read:—G. O. (P) No. 350/08/Fin., dated 6-8-2008.*

**ORDER**

In the G. O. read above, the extent of financial powers that can be exercised by the Administrative Departments in Secretariat and Heads of Departments has been defined. In the interest of facilitating expeditious decision making and implementation of schemes, it is felt that further enhancement of financial powers of Administrative Departments in the Secretariat and Heads of Departments is necessary.

2. Government, having considered the matter in detail, are pleased to revise the existing limits of financial powers delegated to Administrative Departments in the Secretariat and to the Heads of Departments as detailed in Annexure I and II respectively to this Government Order.

By order of the Governor,

DR. V. P. JOY,

*Principal Secretary (Finance).*

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Departments in the Secretariat.

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to Government.

All District Collectors.

All Heads of Departments.

The Private Secretary to Chief Minister.

The Private Secretary to all Ministers.

The Private Secretary to Leader of Opposition/Chief Whip.

The Additional Secretary to Chief Secretary.

General Administration (SC) Department. (Vide item No. 3092 dated 20-2-2013).

The Director of Public Relations.

The Director of Treasuries, Thiruvananthapuram.

The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

Stock File/Office Copy.

## ANNEXURE I

### DELEGATION OF FINANCIAL POWERS TO ADMINISTRATIVE DEPARTMENTS OF SECRETARIAT

Sl.No.	Item	Existing Powers	Revised Powers
[1]	[2]	[3]	[4]
1.	Shifting of Posts	The Administrative Department of the Secretariat may without previous consultation of the Finance Department sanction shifting of posts having the same duties and functions like the various grades of Clerks, Typists, Confidential Assistant, etc. within the same unit of appointment.	The Administrative Department of the Secretariat may without previous consultation of the Finance Department sanction shifting of non-gazetted posts having same duties and functions within the same unit of appointment having same scale of pay.
2.	Leave	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction study leave, special disability leave, leave to take up other employment and leave without allowances to join the spouse according to the rules in the matter. Cases where relaxation of rules is required should be sanctioned in consultation with the Finance Department.	<p>The Administrative Department of Secretariat may without previous consultation with Finance Department sanction Special Disability Leave &amp; Leave Without Allowance upto one year under Rule 88, Rule 91 &amp; Rule 91 A Part I KSR.</p> <p>All cases where Leave Without Allowance exceeds one year, in respect of Rule 88, Rule 91 and Rule 91 A Part I KSR, Leave Without Allowance under Appendix XII B, KSR, and cases where relaxation of rules of KSR is required should be sanctioned in consultation with Finance Department, [Study leave under Rule 99, Part I KSR is deleted from KSR].</p>

			Leave Without Allowance under Appendix XII A and Appendix XII C, KSR has been delegated to Head of Department vide G.O.[P]No.656/12/Fin. dated 1-12-2012.
3.	Deputation for Training	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction all cases of deputation of Officers for training, within the State or in India subject to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:-</p> <ol style="list-style-type: none"> <li>i. That the expenditure to be incurred including the training fee on this account does not exceed the available budget provision</li> <li>ii. The training is a professional one for the upgradation of the skills of the Officers in the Department.</li> </ol>	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department, sanction all cases of deputation of Officers for training within the State or in India subject to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions.</p> <ol style="list-style-type: none"> <li>i. The expenditure to be incurred including the training fee on this account does not exceed the available budget provision.</li> <li>ii. The training is a professional one for the upgradation of the skills of the Officers in the Department.</li> <li>iii. The officer must have more than 2 years of service remaining for superannuation.</li> </ol>
4.	Sanction of Foreign Tours	The Administrative Department of the Secretariat may sanction foreign tours without the previous consent of Finance Department by routing files to Chief	No change.

		Secretary, Minister and Chief Minister if the proposal does not involve financial commitment to Government /Public Sector Undertaking/any other Government body.	
5.	Deputation to Foreign Service	The Administrative Department of the Government Secretariat may without previous consultation with Finance Department sanction all cases of deputations to Foreign Service and extension of the period of foreign service, which are ordered in accordance with the standard terms of deputation in Part I KSR. However all cases involving variation in the terms or emoluments of deputation and relaxation of rules must be ordered only in consultation with Finance Department.	No change.
6.	Deputation for Higher Studies	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction all cases of deputation for higher studies in accordance with the provisions in the relevant rules in the KSR.	No change.
7.	Permanent Advance	The Administrative Department of the Secretariat may without previous consultation with Finance Department	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction Permanent Advances limited to a

		sanction Permanent Advances limited to a maximum of ₹ 5000/- in each case. The orders will be issued on the Recommendation of Accountant General in conformity with Article 95 of the KFC Vol.I.	maximum of ₹ 25,000/- in each case. The orders will be issued on the Recommendation of Accountant General in conformity with Article. 95 of the KFC Vol. I.
8.	Reimbursement of Medical Expenses	The Labour and Rehabilitation Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme up to ₹ 20,000/- in each case.	No change.
9.	Hiring of Private Buildings	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the Public Works Department. The Administrative Department may without prior consultation with the Finance Department also sanction hiring of private buildings without insisting on the rent and non-availability certificate from Public	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the PWD. The Administrative Department may without prior consultation with the Finance Department also sanction hiring of private buildings without insisting on the rent and non-availability certificate from PWD subject to an upper limit of ₹ 50,000/- per month per case. The Administrative Department will follow transparent procedure for selection of the building space.

		Works Department subject to an upper limit of ₹ 30,000/- per month. While doing so, they will follow transparent procedure of selection of the buildings.	
10.	Disposal of Unserviceable Articles/scrap disposal other than vehicles.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the disposal of all unserviceable articles up to a limit of ₹ 5 lakh in each case without any annual limit subject to the provision in Article 154-157 of the Kerala Financial Code Volume I.	Attention of Administrative Department is invited to G.O.[MS]No.223/12/Fin. dated 17-4-2012.
11.	Demolition of Old and Dilapidated Buildings	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the demolition of old and dilapidated buildings up to a limit of ₹ 3 lakh subject to the availability of survey report from PWD.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the demolition of old and dilapidated buildings upto a value of ₹ 5 lakhs subject to availability of Survey Report from PWD.
12.	Cutting down of trees [to be removed for sufficient reasons such as causing risk to life, etc.]	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the cutting down of the trees subject to the concurrence of Forests and Wildlife Department.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the cutting down of trees subject to the concurrence of Forest & Wild Life Department and Environment Department.

13.	Repair of Vehicles	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord sanction for repairing of vehicles up to ₹ 30,000/- per vehicle at a time, subject to availability of budget provision for the purpose and on production of an essentiality certificate from PWD Assistant Executive Engineer [Mech.]	No change
14.	Expenditure on New Works	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord Administrative sanction to any work provided that the estimate amount in each case does not exceed ₹ 100 lakh and that the total cost of ongoing and new works sanctioned by different levels in the current year does not exceed 150% of the budget provision under the respective heads of account.	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord Administrative Sanction for ongoing and new works upto ₹ 500 lakh and that the total cost of ongoing and new works sanctioned by different levels in the current year does not exceed 150% of the budget provision under the respective heads of account.
15.	Maintenance estimates of Water supply and Drainage Schemes	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate of water supply and sanitary installations upto ₹ 1,50,000/- in each case provided that the maintenance cost of water supply and	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate of water supply and sanitary installations upto ₹ 2,00,000/- in



		sanitary installations does not exceed 10% of the capital cost and subject to the usual conditions.	each case provided that the maintenance cost of water supply and sanitary installations does not exceed 10% of the capital cost and subject to the usual conditions.
16.	Annual repair and maintenance of Government Buildings including compound walls	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate not exceeding ₹ 3,00,000/- in each case provided the estimate does not exceed 10% of the capital cost of the building.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate not exceeding ₹ 7.5 lakh in each case provided the estimate does not exceed 10% of the capital cost of the building.
17.	Purchase of Stores items other than for works, computer and peripherals and furniture.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed ₹ 50 lakh in respect of purchase of stores other than for works subject to budget provision being available and Store Purchase Rules being observed.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure which does not exceed ₹ 100 lakh in respect of purchase of stores subject to budget provision being available and Stores Purchase Rules being observed.
18.	Purchase of Computer and peripherals	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed ₹ 50 lakh in respect of purchase of Computer

		<p>exceed ₹ 25 lakh in respect of purchase of Computer and peripherals [except laptop computers] subject to budget provision being available and subject to the concurrence of Information Technology Department. [Large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No.25/2006/Fin. dated 1-6-2006.</p>	<p>and peripherals [except laptops] subject to budget provision being available and subject to the concurrence of Information Technology Department. [Large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to feasibility, Software, Hardware and site preparations are fully satisfied following the Circular No. 25/2006/Fin. dated 1-6-2006].</p>
19.	Annual maintenance Contract [AMC]	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract up to a limit of ₹ 1,00,000/- subject to the rules in force, subject to the concurrence of Information Technology Department in the case of computers and subject to observance of Stores Purchase Rules.</p>	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract up to a limit of ₹ 3,00,000/- subject to the rules in force. In case of AMC of IT related items for eg. Computer and peripherals, other hardware, software and other programmes concurrence of IT Department shall be additionally required. In the case of other equipment/machineries, concurrence of PWD or accredited agencies shall be additionally required.</p>

20.	Land Acquisition	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure on land acquisition charges up to ₹ 15 lakh in each case provided there is specific budget provision.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure on land acquisition charges up to ₹ 25 lakh in each case provided there is sufficient and specific budget provision for this.
21.	Satisfaction of Court Decrees in LAR cases	The Administrative Department is empowered to sanction payments on the orders of the courts without prior consultation with the Finance Department subject to the limit of ₹ 1 crore and subject to the satisfaction of conditions in Para 2[a] of G.O.[P]No.409/06/Fin. dated 10-10-2006 and ₹ 50 lakh for 2 [b] of the above Government Order.	No change.
22.	Sanction of Scholarships	The Administrative Department of the Secretariat may without prior consultation with Finance Department sanction grant of scholarships subject to budget provision and satisfaction of prescribed conditions stipulated in the approved scheme for grant of scholarships	No change.

23.	Petty expenses	Nil	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to ₹ 30,000/- per annum for petty expenses if sufficient budget provision is available.
24.	Contingencies non-recurring	Nil	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to ₹ 2 lakh per annum for contingencies if budget provision is available.
25.	Condemnation of vehicles	As per G.O.[MS]No.503/08/Fin. dated 4-11-2008, the Administrative Department of Secretariat without the approval of Finance Department, is competent to accord sanction for condemnation of department vehicles having upset value upto ₹ 50,000/- subject to the certificate issued by the PWD authorities and subject to the guidelines and norms fixed in G. O. [MS]No.110/76/PWD. dated 10-5-1976.	The Administrative Department of Secretariat without the approval of Finance Department is competent to accord sanction for condemnation of departmental vehicle having upset value upto ₹ 2 lakh subject to the certificate issued by PWD authorities and the guidelines and norms fixed in G.O.[MS]No.110/76/PWD. Dated 10-5-1976.
26.	Write off	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction to write off upto ₹ 50,000/- per each case with an annual limit of ₹ 10 lakh subject to

			compliance of Article 300 to 303 and Article 161 of KFC Vol. I.
27.	Expenditure towards cyber forensic analysis and DNA finger printing	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure upto ₹ 20,000/- in each case subject to budget provision and subject to verification of reports from respective institutions.
28.	Purchase of furniture	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for purchase of furniture upto ₹ 5 lakh subject to budget provision being available and observing Store Purchase procedures and as per G.O. (P) 224/2000/Fin dated 27-1-2000.
29.	Repair of equipments/small machineries, etc.	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipments and small machineries up to ₹ 3 lakh subject to budget provision and subject to production of essentiality certificate from the respective engineer as the case may be.
30.	Condemnations of small machines, Hospital equipments/fire	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction condemnation of small machines, AC, refrigerators, Hospital equipments/fire fighting equipments, Lab equipments up to an upset value of

	fighting equipments, Lab equipments.		₹ 2 lakh subject to the issuance of PWD certificate and following usual procedures for condemnation.
31.	Shifting of offices	Nil	Administrative Department may without prior consultation with Finance Department incur charges up to ₹ 3 lakhs for shifting of offices [loading and unloading charges will be at the rate fixed by Labour Department]. For other items, tender procedure as stipulated in Store Purchase Rules may be followed.
32.	To sanction payments towards compliance of Court Orders	Nil	Administrative Department may without previous consultation with Finance Department sanction payment towards compliance of Court Orders up to an amount of ₹ 5 lakh subject to budget provision and following relevant rules and procedures as the case may be.
33.	Treatment of prisoners	Nil	Home Department may without consulting Finance Department incur expenditure towards the treatment of prisoners up to a limit of ₹ 1 lakh subject to budget provision and subject to relevant certificates in this regard.
34.	Refund	Nil	Administrative Department may without consulting Finance Department sanction the refund of revenue up to ₹ 20,000/- subject to the conditions stipulated in Rule 200, KTC Vol. I and Article 35 & 36 KFC Vol.I.
35.	Temporary Advance	Nil	Administrative Department may without consulting Finance Department sanction Temporary Advance up to ₹ 10,000/- subject to the condition stipulated in Article 99 KFC Vol. I.



6.	<b>Purchase :</b> [a]. Stationery [b]. Stores other than computer and peripherals and furniture.	₹ 20,000/- 1). ₹ 15,00,000/- 2). ₹ 5,00,000/- 3). ₹ 1,00,000/- [as annual ceiling] to Group I, Group II and Group III respectively [vide Appendix XXII of SPM].	₹ 1 lakh subject to budget provision ₹ 20 lakh for Heads of Departments of Group I Departments. ₹ 10 lakh for other Heads of Departments vide Appendix XXII of Store Purchase Manual and subject to budget provision.
7.	<b>Hiring/Renting of Private Buildings</b>	₹ 10,000/- per month in each case, subject to rent and non-availability certificate from PWD.	₹ 15,000/- per month in each case subject to rent and non-availability certificate from PWD and subject to budget provision.
8.	<b>Government Vehicles repair and replacement of Spare Parts.</b>	₹ 15,000/- in each case with an annual limit of ₹ 50,000/- per vehicle subject to availability of budget provision.	No change
9.	<b>Works :</b> [i]. Major Head of Departments	₹ 15 lakh Subject to budget provision and over all limit of 150% of the budget provision the current year for on going and new works under the respective Heads of Account.	For Heads of Departments of Group I Departments - ₹ 50 lakh For other Heads of Departments - ₹ 20 lakh For Chief Engineer [PWD & Irrigation] - ₹ 100 lakh



	[ii]. Minor Head of Departments. [iii]. C.E.[PWD & Irrigation].	₹ 8 lakh ₹ 25 lakh	This is applicable for ongoing and new works subject to budget provision.
10.	Write off	₹ 10,000/- in each case with an annual limit of ₹ 50,000/- [Powers now being exercised by DHS & Chief Conservator of Forest may remain unchanged].	Heads of Department may sanction upto ₹ 25,000/- in each case with an annual limit of ₹ 1 lakh subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol. I.
11.	Condemnation of Government vehicles	Nil	Heads of Departments may sanction condemnation of department vehicle having upset value upto ₹ 1 lakh subject to compliance of guidelines and norms fixed in G.O.[MS]No.110/76/ PWD dated 10-5-1976.
12.	Demolition of old & dilapidated buildings	Nil	Heads of Departments is delegated with power to sanction demolition of old and dilapidated buildings up to a limit of ₹ 3 lakh subject to availability of survey report from PWD.
13.	Annual Maintenance Contract for computer, printer, photocopiers, machinery, lab equipments, AC & all other electronic & electrical equipments used for the functioning of the offices.	Nil	Heads of Departments is delegated financial power up to ₹ 2 lakh subject to observance of Rules and procedures, PWD or accredited agencies in the case of other equipments/machineries and subject to budget provision.

14.	Leasing out in auction of the right to collect usufructs from the trees in the land/property of the Department.	Nil	Full powers delegated to Heads of Departments following transparent and competitive procedure. The amount should be deposited in the relevant revenue receipt Head of Account of Department concerned.
15.	Shifting of office	Nil	To incur charges up to ₹ 5000/- subject to budget provision [loading and unloading charges will be at the rate fixed by Labour Department]. For other items tender procedure should be followed.
16.	Purchase of furniture	Nil	Sanction upto ₹ 2 lakh for Heads of Departments of Group I Departments and ₹ 1 lakh for others. Heads of Departments may obtain purchase sanction as per G.O.[P]No.224/ 2000/Fin. dated 27-1-2000.
17.	Leave	Nil	The Heads of Departments may sanction Leave Without Allowance under Appendix XII A and XII C of Part I KSR according to rules prevailing in the matter.