

**DELEGATION OF FINANCIAL
POWERS RULES, 1960**

DELEGATION OF FINANCIAL POWERS

RULES, 1960*

1. Short title and commencement.

- (1) These rules may be called the Delegation of Financial Powers Rules, 1960.
- (2) They shall come into force at once.

2. Definitions.

In these rules, unless the context otherwise requires-

- (a) **“Administrative approval”** means the formal acceptance by the Department concerned of the proposal for an original work (other than a petty work costing Rs. 3, 000 or under) to be undertaken for the Department either by the Public Works Department or the Department to which the work may have been assigned by the Governor. Taken with the provision of funds in the budget, it operates as a financial sanction to the work;

* Published by the Finance Department, Government of Assam, *vide* Notification No. FEG 64/58/194, dated 20-12-1960.

- (b) **“Administrative Departments”** means the Administrative Departments of the Government of Assam as notified from time to time;
- (c) **“Appropriation”** means the allotment of a particular sum of money by a competent authority from funds placed at his disposal, to meet specific expenditure;
- (d) **“Class of Government servants”** means -
- (i) All Government servants, other than ministerial servants, holding posts bearing the same designation in the same Department or Service, and
 - (ii) All Government servants holding posts, which have been declared by the Governor or the State Government to be in a single class;
- (e) **“Financial sanction”** means the sanction of Government or of an authority to which power has been delegated to incur expenditure of public money for a specified purpose and is subject to appropriation of funds;
- (f) **“Financial Department”** means the Finance Department of the Government of Assam;

- (g) **“Financial year”** means the period from 1st April to 31st March inclusive;
- (h) **“Grade of Government servants”** means a sub-division, according to pay of a class of Government servants;
- (i) **“Head of a Department”** means an authority empowered by Government to exercise the powers of the Head of the Department as specified in these rules. A list of such authorities is given in Schedule IV to these rules;
- (j) **“Head of an office”** means a Government servant recognised as such by Government or the Head of the Department under whom he may be employed;
- (k) **“Non-recurring expenditure”** means expenditure sanctioned as a lump sum charge, whether the money be paid as a lump sum or by instalments;
- (l) **“Pay”** means the amount monthly drawn by a Government servant as defined in Fundamental Rule 9 (21) (a) (i);
- (m) **“Re-appropriation”** means the transfer of funds from one sub-head of appropriation to another sub-head;

- (n) **“Recurring expenditure”** means all expenditure which is not non-recurring;
- (o) **“Subordinate authority”** means any authority subordinate to the Governor or the State Government and includes a Department of Government;
- (p) **“Technical sanction”** means the sanction of the competent authority to a properly detailed estimate for a work to be done;

3. General intimations on power to sanction expenditure.

- (1) It is a primary condition of the exercise of all financial powers that public revenues may be spent only on legitimate object of public expenditure. In spite of the sanctions accorded under those delegations no expenditure can be incurred unless funds to cover the charge during the year have been provided. So, when applying for sanction of a competent authority to any expenditure, it should invariably be specified how it is proposed to be met. The sanctioning authority should also indicate how the fund is to be provided on the body of the sanction
- (2) A subordinate authority may sanction expenditure or advances of public money in those cases only in which it is authorised to do so by -

- (i) the provisions of any legislative enactment for the time being in force or of rules made under such an enactment; or
 - (ii) the codes, manuals and regulations issued by the Governor or the Government of Assam; or
 - (iii) any order of the Governor or the Government of Assam delegating their powers with reference to the provisions of a legislative enactment or to rules approved or orders issued by the Governor or the Government of Assam; or
 - (iv) any order of the Governor or the Government of Assam laying down a scale or maximum scale of expenditure; or
 - (v) these rules and the schedules annexed to these rules.
- (3) Nothing contained in sub-R. (2) of these rules shall empower any subordinate authority to sanction without previous consent of the Finance Department an expenditure which involves the introduction of a new principle or practice likely to lead to increase of expenditure.
- (4) The exercise of power by a subordinate authority is subject to the observance of any general or special

direction which the authority delegating or re-delegating powers may issue at any time, whether generally or in reference to a particular case.

4. Effect of Sanction.

- (1) Sanction to any given expenditure becomes operative as soon as funds have appropriated to meet the expenditure and does not become operative until funds have been so appropriated.
- (2) Sanction to recurring expenditure covering a specified term of years becomes operative when funds are appropriated to meet the expenditure for the first year and remains effective for each year or specified term subject to appropriation in such year and subject to the terms of the sanction.
- (3) Disbursing Officers must be carefully to observe that no sanction, whether recurring or non-recurring, and whether given in an authorised code or otherwise, is acted upon if appropriate has ceased to be so made in any year.
- (4) Strictly speaking no expenditure should be incurred until the budget has been communicated. Regular and authorised expenditure, however, which cannot in the interest of Government be avoided, such as pay,

traveling allowance, diet money of witnesses etc., may be incurred in anticipation of budget provision.

The following additional relaxations are permitted :

- (a) expenditure on works in progress from the preceding year under the control of the Public Works Department, on annual repairs and on tools and plants; provided that the expenditure on repairs and tools and plants shall not exceed the provision estimated either for the previous or current year, and that the expenditure monthly on establishments shall not exceed one twelfth of the establishment allotment of the previous year;
- (b) expenditure on departmental lumbering and exploitation work, in the Forest Department in progress from the preceding year.

5. Provision of funds by Legislature.

Demands for grants and appropriations for charged expenditure are presented to the Legislature on behalf of the Appropriate Department or authority concerned. After the demands have been voted and the necessary Appropriation Act passed by the Legislature, the amount so authorised become available to the Department or authority concerned for appropriation to meet sanctioned expenditure.

6. Primary units of appropriation.

- (1) A grant or appropriation for charged expenditure is distributed by sub-heads under which it shall be accounted for. Each such sub-head constitutes a primary unit of appropriation. The primary unit may include provision for both voted and charged expenditure and in that case the amount of each is shown separately.
- (2) Primary units of appropriation shall become one or all of the following :

Pay of officers.

Pay of establishments.

Allowances and honoraria.

Other charges.

Grants-in-aid. Contribution and donations.

Original works – Major works.

Extensions and improvements.

Repairs and maintenance.

Tools and plants.

Assignments and compensations.

Establishment charges payable to other Government Departments, etc.

Reserve.

Suspense.

Expenditure in England.

Loss or gain by exchange

- (3) The Finance Department may add to the primary units specified in sub-rule any other primary units or prescribed an entirely different set of such units.

7. Allotment of funds.

The Department or authority on whose behalf a grant or appropriation for charged expenditure is authorised by the Legislature shall distribute the sanctioned funds, where necessary among the controlling and disbursing officers subordinate to it. Subject to any special rules or orders issued by the Legislature the whole or part of the provision under a primary unit may be placed at the disposal of a Controlling or Disbursing Officer, or the primary unit may be broken into a number of secondary units and the provision under any of these, wholly or in part, may be placed at his disposal.

8. Appropriation and re-appropriation- General restrictions.

Powers of Administrative Department subject to the fulfillment of the conditions enumerated in (one) to (16)

below on Administrative Department is competent to sanction re-appropriation within a grant from one major, minor or subordinate head to other copies of orders sanctioning re-appropriation being communicated to the Accountant General and Finance Department as soon as such orders are passed and in all cases of re-appropriation a re-appropriation statement in Form K being invariably used.

- (1) The provision under any sub-head shall not be increased by more than 25 per cent of the original provision by re-appropriation and subject to an over all ceiling of 25 per cent under any minor head.
- (2) No re-appropriation shall be made from the savings under “salaries” to any head.
- (3) No new service will be introduced by the re-appropriation whatsoever. No expenditure shall be incurred on an object for which no provision exists in the budget without making provision.
- (4) The re-appropriation should not have any effect of undertaking of recurring liability.
- (5) No re-appropriation will be permitted for increasing the budgetary provision for traveling allowance of officers and establishment and contingencies.

- (6) Subject to the “Explanation” given below the provision under a sub or minor Head affected by the re-appropriation will not be restored in subsequent years.
- (7) Subject to the “Explanation” given below the re-appropriation should not affect or reduce the volume or physical target of work originally contemplated to be done.
- (8) Subject to the “Explanation” given below the re-appropriation will not have the effect of restoring a cut or reduction made by the Finance Department after scrutiny of the budget proposal.
- (9) No re-appropriation can be made from a sub-head accommodating expenditures which is likely to be reimbursed by the Government of India or any other agency to any sub-head which does not accommodate such reimbursable expenditure.
- (10) No re-appropriation can be made from the plan budget to the normal budget.
- (11) No re-appropriation can be made from a head accommodating a centrally sponsored Scheme.
- (12) No re-appropriation will be allowed to enhance provision under a works project or under a suspense

Head only to purchase materials unless such materials are required for use during the year.

- (13) In a case in which provision made in the budget under a sub head is expected to exceed, re-appropriation should ordinarily be postponed until a reliable forecast is possible, as the information available in the earlier part of the year is not always a safe guide for making re-appropriation.
- (14) The following restrictions as laid down in Rr. 107 to 111 of the Budget Manual will be scrupulously observed :
- (a) No appropriation will be sanctioned from a charged Head to a voted Head and *vice versa*;
 - (b) No re-appropriation will be sanctioned from a provision made for Sixth Schedule areas to general and *vice versa*;
 - (c) No re-appropriation shall be sanctioned for any purpose whatsoever out of provision obtained through supplementary demand voted by the Assembly for specific purposes. The same principle applies to supplementary charged appropriation;

- (d) No re-appropriation will be sanctioned to increase the provision under secret services beyond a limit of 25 per cent of the original provision made under the budget.
- (15) Permissible re-appropriation within the grant or appropriations of a year can be sanctioned at any time within the year but not after expiry of the year.
- (16) Re-appropriations from saving under any new sub-head provided through schedule or new scheme or under any existing sub-head accommodating provision made through such schedule are not permissible without explicit concurrence of Legislature obtained through the process of resolution.

“Explanation”.

When there are two schemes both of which can be completed by alteration of time schedule and increasing or reducing the provision in a particular year without affecting the total approved expenditure of both the schemes, re-appropriations can be made. For instance, of Scheme ‘A’ a production target of 50 Units is time schedule for completion in 4 years and Scheme “B” is scheduled for completion in 3 years with a production target of 60 units, and if the Administrative Department feels that by re-appropriation of funds Scheme “B” to Scheme “A” the

Scheme "A" can be completed in, say, two years, without reducing the targeted unit production to 50 and it is felt that by reducing the approved funds for Scheme "A" in the last two years and adding to Scheme "B" the same targeted production of Scheme "B" can be fulfilled so that the total expenditure over the period, as approved for "A" and "B" is not increased then re-appropriation is permissible in such a case, a clear statement showing the releasing of the time schedule and the expenditure shall be sent simultaneously to the Finance Department. The restriction to keep the limit of expenditure within an over-head ceiling of 25 per cent under a sub-head will not however apply in such cases although over head ceiling under a minor head will not be affected.

8-A. Appropriation and re-appropriation, General restrictions— Powers of Commissioners of Divisions, Heads of Department and other authorities.

The following noted officers have been authorised to sanction re-appropriations within the heads subordinate to a minor head subject to fulfillment of the conditions laid down below:

1. Commissioner of Divisions;
2. Heads of Departments;
3. District Judges;
4. District Officers;

5. Director, Veterinary and Animal Husbandry Department;
6. Superintendent, Assam Secretariat Press;
7. Examiner, Local Accounts;
8. Chief Inspector of Factories;
9. Chief Inspector of Boiler;
10. Public Works Divisional Officers;
11. Military Secretary to the Governor;
12. High Commissioner for India -
 - (a) that funds must not be re-appropriated to meet an item of expenditure which has not been sanctioned by proper authority;
 - (b) that the re-appropriation does not involve the undertaking of a liability which is likely to extend beyond the financial year in question;
 - (c) that funds provided for general areas should not be re-appropriated to provision for Sixth Schedule (Part A) Areas and *vice versa*;
 - (d) that no re-appropriation shall be made from savings under Pay Officers and pay of establishment;

- (e) that no re-appropriation shall be made from or to the head “Contract Contingencies” ;
- (f) that all re-appropriation is not made by officers named shall be in respect of the grants placed at their disposal;
- (g) that the re-appropriation is not made for a new service not completed in the budget for the year nor for an object not specifically included in the estimates and for which no provision has been made;
- (h) that the re-appropriation has not the effect of increasing the expenditure on an item the provision for which has been specifically reduced by a vote of the Assembly;
- (i)
 - (i) no re-appropriation shall be made from or to the detailed head “Honorarium” under the sub-head “Allowance and Honorarium”;
 - (ii) that the re-appropriation can be made to the head “Secret Services Expenditure” when the increase is up to 25 per cent of the original provision made in the budget. This power can be exercised only with the

concurrence of the Finance Department to the Government”;

- (iii) no re-appropriation shall be made by the Head of Department from the saving under any other head to the head “Traveling Expenses”.

The following instructions apply to re-appropriations in the Public Works Department :

- (i) The provision for original works in each department forms a separate minor head under the major head “50-Civil Works Under R. 35” of the Assam Rules of Executive Business; the Minister-in-Charge of the Public Works Department can re-appropriate between items included in any one of these minor heads, whilst the Finance Department can re-appropriate from one such minor head to another.
- (ii) Savings under the “original works” minor heads are not regarded as earmarked for the administrative department concerned but may be freely re-appropriated by the Finance Department, to meet urgent demands under another such minor head.
- (iii) Ordinarily re-appropriation may be made from savings on works only for –

- (1) Works in progress.
- (2) Works (not amounting to new services in the primary sense of the term) which can be completed within the years. Exceptions to this rule may be made in certain cases, *e.g.* where a building, road, embankment or construction has been destroyed or so damaged that it must be rebuilt or repaired without delay. In such cases re-appropriation from savings may be allowed even though the work cannot be completed within the year.

The general reserve should be utilized for –

- (1) incomplete works of the previous year;
- (2) works in progress when more than the re-appropriation for the work can be spent during the year;
- (3) unforeseen work of every kind provided for a new service is not involved;
- (4) addition to the repairs grant for the year.

Copies of orders sanctioning any re-appropriation must be communicated to the Accountant General and the Finance Department as soon as such orders are passed. In all cases

of re-appropriation sanctioned either by the controlling officers or by the Government, a re-appropriation statement in Form 'K' should invariably be used. In cases where Government sanction is required, the statement should be submitted in triplicate. The Finance Department will not sanction re-appropriation statement received by them after the 15th March.

9. Creation of temporary posts.

- (1) Notwithstanding anything contained in these rules no post shall be created -
 - (a) in any office or Department unless there exists in that office or Department a post of a similar character on a rate or scale of pay approved by the Governor;
 - (b) in contravention of the instructions regulating staff composition and work standard;
 - (c) unless funds to meet the cost of the post can be found from within the provision placed at the disposal of the authority concerned.
- (2) For the purpose of Cl. (a) of sub-R. (1) "department" means all or any of the offices under the administrative control of the Head of a Department.

- (3) The power conferred on a subordinate authority to create temporary post shall not, unless otherwise directed by the Governor, be exercised in respect of any service unless that service is under the control of that authority.

10. Powers of the subordinate authorities.

- (1) Subject to the provisions of these rules, the Departments of the State Government, Heads of Departments and authorities subordinate to them shall in relation to creation of temporary post, renewal of sanction for staff, schemes, sanction of work expenditure, incurring of contingent expenditure, incurring of miscellaneous expenditure, and write off of losses, etc. have the powers respectively specified in Schedules, I, II and III; provided that the power delegated to subordinate authority can also be exercised by the higher authority in relation to such subordinate authority.
- (2) A subordinate authority shall, in regard to matters not covered by Schedules I to III, exercise such powers as may be specified from time to time by general or special order of the Governor.
- (3) An authority empowered by or under these rules to incur contingent expenditure or miscellaneous

expenditure shall exercise such power subject to the following conditions, namely :

- (a) The rules for the supply of articles required for the public service and the rules regulating the purchase of stationery stores for the public service contained in Appendix 10 of the Assam Financial Rules and general or special orders on the subject issued from time to time shall be followed.
- (b) In regard to contingent expenditure on each item specified in column 2 of the Schedules to the rules, orders, restriction or scales specified in columns 4 and 5 of the Schedules against that item shall be observed.
- (c) In regard to miscellaneous expenditure any rules, orders, restrictions or scales as may be made, imposed or prescribed by the Governor, shall be observed.
- (d) No contingent or miscellaneous expenditure of an unusual character or involving any departure from the rules, orders, restrictions or scales, referred to in Cls. (b) and (c) shall be incurred nor shall any liability be undertaken in connection therewith, without the previous consent of the Finance Department.

Explanation.

In this rule and the Schedules –

- (a) “Contingent expenditure” means all incidental and other expenditure, including expenditure on stores, which is incurred for the management of an office, for the working of technical establishment, such as laboratory, workshop, industrial installation, store depot, and the like but does not include any expenditure which has been specifically classified as falling under some other head of expenditure, such as “Works,” “Stock”, “Tools” and “Plants”; and

- (b) “Miscellaneous expenditure” means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pension, contingencies, grants-in-aid, contributions, works, stock, tools and plant and the like.

11. Grants and loans.

Department of Government have full power to sanction loans and renew grants-in-aid including stipends and scholarships tenable in India :

Provided that –

- (a) such grants-in-aid, loans stipends and scholarships are in accordance with the rules or principles prescribed with the previous consent of the Finance Department; and
- (b) in sanctioning loans, grants-in-aid, stipends and scholarships the sanctioning authorities should indicate that the provisions of sub-R. (a) above has been complied with;
- (c) the rate of interest on loan and the period of repayment thereof are fixed with the previous consent of the Finance Department unless the rate of interest on such loan and the period of repayment thereof are prescribed in any general or special order of that department.

12. Sanction or consent of the Finance Department.

Wherever the consent or sanctions of the Finance Department is required by these rules, such consent or sanction shall be expressed in writing and communicated to the Audit Officer by that Department.

13. Communication of financial sanctions.

- (1) Orders conveying the sanction of expenditure or advance of public money shall be communicated as follows :

- (a) If the order is issued by an Administrative Department in exercise of the powers delegated under these rules, by the Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under-Secretary of the Department or by any other officer as may be specially empowered under R. 12 of the Assam Rules of Executive Business.
- (b) If the order is issued by a Head of a Department or an authority subordinate to them to whom the power to sanction has been delegated by that authority; or by any gazetted officer authorised with the approval of the Finance Department to sign for him :

Provided that the copies of the sanctioning memorandum for the Accountant General, Assam, shall be forwarded by the Financial Adviser in the case of the Administrative Department and Finance and Account Officer in the case of the Heads of Departments where such officers exist.

- (c) If the order is issued by the Governor relating to his own establishment by the Military Secretary to the Governor;

- (d) If the case is not covered by these rules where the expenditure has been sanctioned with the concurrence of the Finance Department, by the Secretary, Deputy Secretary, Under Secretary to the Government in the Finance Department or any other officer, of that department as may be specially empowered in that behalf under R. 12 of the Assam Rules of Executive Business;

Provided further that the views of Financial Advisor and Finance and Accounts Officer should be taken, where they are required to forward the sanctioning memorandum to the Accountant General.

- (2) The sanctioning authority should in each case intimate to the Accountant General how the expenditure is proposed to be met.

SCHEDULE I

[See Rule 9]

Powers delegated to the Departments of Government

The following powers are delegated to the Departments of Government with up-to-date amendments generally. (Certain Departments of Government have, however, been given specific powers to incur expenditure on particular items as detailed in Schedule III)

Sl. No.	Nature of power	Extent of power	General conditions, if any.
(1)	(2)	(3)	(4)

1. Creation of temporary posts in service, cadres and officers and under their control including extension of posts created by subordinate authorities
- Non-Gazetted post on pay scale with the minimum not exceeding Rs. 1515 p.m. for a period not exceeding 12 months
- The power conferred to create temporary post shall be exercised only in case of urgency, *i.e.*, when an appointment is to be made immediately in the public interest and reference to the Finance Department would cause undue delay.

It will further be subject to the following conditions :

- (i) Copies of all sanctions should be forwarded to the Finance Department immediately.
- (ii) No post shall be created in the Secretariat office of the department.
- (iii) Availability of funds by valid appropriation.
- (iv) Conformity with standard scales of pay approved for similar posts in the same department.
- (v) Posts should be in addition to the cadre in existence. No new category of posts should be created.
- (vi) No advances increment should be given without prior approval of the Finance Department.

Note.

- (1) The authority creating the

post shall have power to abolish the same before expiry of the stipulated period if circumstances justify the same.

If a post of initially created for a shorter period the authority creating the post shall be competent to extend it to the full limit of its power.

Extension thereafter in all cases shall invariably require the approval of the Finance Department.

(2) In case of posts in the Secretariat Departments reference to Finance Department will be necessary.

(3) Persons appointed to the post will be entitled to Dearness and other allowances as admissible under the rules for the time being in force.

COMMENTS

The Column 3 was substituted by Notification No. FEB/28/84/123, dated 18.6.1991.

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2.	Renewal of sanction to continuing schemes (both plan and non plan) sanctioned by the Finance Department	For one year at a time, for the full period of the sanctioned scheme	Subject to budget provision and conformity with the original sanction issued by the Finance Department. Departments are authorised to issue sanction to incurring of contingent expenditure included in the continuing scheme, provided no expenditure is sanctioned which has the effect of substantiality altering the scope of the scheme as accepted by the Finance Department.
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Renewal of sanction for staff (both plan and non-plan) sanctioned by Finance Department	(a) For one year at a time for the full period of the sanctioned scheme in respect of posts under "plan".	(i) Availability of funds by valid appropriation. (ii) Conformity with original sanction. (iii) Circumstances which weighed in creating the posts still exist.
	Subject to a maximum period of five years.	

- (b) For one year at a time for 5 years in respect of other posts.

COMMENTS

This serial was amended by Notification No. FEG 27/74, dated 13-8-1975; No. FEG/27/74/91, dated 18-02-1976 and FEG No. 346/90, dated 8-3-1991.

- 3. To make minor deviations a sanctioned scheme

Administrative Departments are authorised to make minor deviations, in the sanctioned scheme subject to the following :

- (i) the overall allotment for the scheme in the year in question as also, in case of Plan Schemes, in the plan period, is not exceeded by more than 10 per cent and the plan ceiling is not exceeded in case of plan scheme.
- (ii) no increase is made in the recurring expenditure against a saving in non-recurring

items of expenditure;

- (iii) if the deviation in the scheme involves creation of new posts only those posts will be created which are within the competence of the administrative department or the Head of the Department in terms of the powers already delegated to them;
- (iv) expenditure on special items of contingencies such as require the sanction of Finance Department will continue to be referred to Finance Department will be required if items of contingencies have already been included in the approved scheme.
- (v) the deviations do not have the effect of scaling down the physical targets set for the scheme; and
- (vi) the saving which may be available within the overall allotment for the scheme will not be utilised for any 'new

item of expenditure' which requires prior Legislative approval before the expenditure is incurred.

COMMENTS

Amended by Notification No. FEG. 27/74, dated 13th August.

4. Issue financial sanction to schemes

The Administrative Departments are authorised to issue financial sanction to new schemes (plan and non plan) scrutinised and approved by the Financial Department and included in the Budget, provided the following conditions are fulfilled :

- (1) The estimates for works other than those to be constructed through P.W.D should be complete with all details giving the fullest break down of expenditure in the scheme referred to the Finance Department.
- (2) Some idea as to the manner in which the lump sum provision is to be utilised is given if

lump sum provision has perforce to be suggested.

- (3) Complete details are given of the staff existing and additional shown separately in the course of the year and sanction obtained. The Administrative Departments exercise control to see that actual appointments are made only as and when necessary.

Provided further that no expenditure even within limit prescribed in this sub-rule, shall be sanctioned without previous consent of the Finance Department if it has the effect of substantially altering the scope of the scheme as accepted by the Finance Department.

COMMENTS

This serial was amended by Notification No. FEG/27/74, dated 13-08-1975 and FEB 49/84/46, dated 19-09-1985.

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| 5. To accord administrative approval to plans and estimate for civil works to be carried out by the P.W.D or public sector undertaking under the control of the Administrative Departments | Rs. 3 lakhs for residential works under plan/non-plan for each unit.

Rs.10 lakhs for non-residential works under plan /non-plan for each unit | <p>Provided –</p> <ol style="list-style-type: none"> 1. The estimates are scrutinised by the appropriate officers of the P.W.D or by the Chief Engineer of other public sector undertaking under the administrative control of the Department. 2. The norms prescribed by Government regarding floor space for residential and official building are not exceeded. 3. The building is assigned to the holder of a specified post who is bound by terms to live in it. |
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Note 1.

Subject to the conditions specified above the Public Works Department is the Administrative Department for the purpose of granting administrative approval for projects involving outlay on additions and alterations to

existing residential buildings that are borne on its books. In case of additions and alterations to such building in the Sixth Schedule (Part A) Areas, administrative approval will be communicated by Hill Areas Department.

Note 2.

The power does not extend to acquisition of land for which sanction of Revenue/Finance will be necessary.

COMMENTS

Amended *vide* Notification No. FEB 49/84/46, dated 19-9-1985.

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| 6. | Sanction miscellaneous expenditure in any individual case or any object for which no scale or limit to its power of sanction is prescribed. | Up to Rs. 2,000 if requiring in any single case. Up to Rs. 5,000 if non-recurring in any single case | Provided that –

(i) Budget provision exists.

(ii) The Expenditure is not on a new service which was not contemplated in the Budget. |
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COMMENTS

Amended *vide* Notification No. FEB 49/84/46, dated 19-09-1985.

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7. Sanction of expenditure on contingencies

Subject to –

- (a) Availability of funds;
- (b) Observance of procedural and other general directions laid down in the Assam Contingency Manual and special orders issued by Govt. from time to time :

7. (1) Rent on land and building Full Powers leased out to the Government offices

Subject to –

- (1) Budget provision.
- (2) the rent is fixed by the competent authority under the Assam Urban Areas Rent Control Act, in urban areas.
- (3) the Deputy Commissioner certifies as to the reasonableness of rent outside urban areas.
- (4) the floor area is in accordance with the standard prescribed

by the General Administration
Department.

Subject to -

(2) Purchase of type-writers
duplicators and
Calculating Machine

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(i) Budget provision.

(ii) Purchase is made from suppliers
approved by General
Administration Department.

COMMENTS

Amended *vide* Notification No. FEB. 143/81/25, dated 23-9-1981

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8. (1) Sanction to writing off of the irrecoverable value of stores, live stock or public money including loss of stamps
- Up to Rs. 25,000 in any single case
- Provided that -
- (a) the loss does not disclose;
 - (b) defect of system the amendment of which would require a reference to the Finance Department; or
 - (c) a serious negligence on the part of a particular Government servant or servants which might call for disciplinary action requiring

a reference to the Finance Deptt.

Provided further that all cases of defect in system, theft, embezzlement, fraud or serious negligence should be brought to the notice of the Finance Department

Note.

The expression "livestock" wherever it occurs should be held to mean elephants, cattle, mule, ponies, sheep, goats, pigs and poultry.

(2) Write off of the value of Full powers unserviceable stores

The Standing Condemnation Board constituted by the Administrative Department has approved of the condemnation of the articles.

The Standing Condemnation Board to be constituted by the Administrative Department shall consist of –

(i) Secretary - Chairman

(ii) Head of - Member
Department

(iii) A Technical - Member
officer
nominated
by Administrative
Department

(iv) Financial - Member-
Advisor of Secretary.
Administration
Department

COMMENTS

Amended *vide* Notification No. 57 FEG. 27/74, dated 13-8-1975.

9. Sanction refunds of Up to a maximum Subject to any rules that may be
revenue not otherwise of Rs. 10,000 applicable and unless the refund
provided for. is ordered a Court.

COMMENTS

Amended *vide* Notification No. FEB 49/84/46, dated 19-9-1985.

1	2	3	4
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10. Sanction the remission of disallowances by audit officers. Up to Rs. 500 in each individual case.

Subject to an aggregate maximum of Rs. 500 in the case of any establishment in which a number of overdrawals are due to the same case and further subject to the following conditions :

(1) that the money was drawn in good faith.

(2) that no defect of system is disclosed.

(3) that the overdrawals has not involved other expenditure requiring reference to the Finance Department or orders of the Governor.

(4) that it does not involve an addition of pay of more than Rs. 100 per mensem to any individual and if the overdrawal is challenged within 12 months, subject to the following further considerations;

(1) That it has not been caused by

any delay in notifying a promotion or reversion.

(2) When a disallowance is remitted under this rule, the reasons therefore should invariably be recorded by the remitting authority.

(3) All sanctions to forego recovery under these orders should be communicated to the Accountant General. It is open to the Accountant General to require that the action taken in any case should be reported to the Finance Department for orders.

COMMENTS

Amended *vide* Notification No. 57 FEG. 27/74, dated 13th August, 1975.

1	2	3	4
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11. Sanction deputation of Full Powers Government Servants (temporary and permanent) on

Provided that –

(i) The course of training and the deputation of officers is in

approved course of training or instruction.

accordance with a training plan prepared with the approval of Administrative Reforms and Training Department. If such a training plan has not been prepared approval of the Administrative Reforms and Training Department should be taken in each case.

- (ii) The officers so deputed will be treated as on duty under F. R. 9 (6) (b) (i) and they will be entitled to the following :

Pay - The pay drawn at the time he was placed on such duty under F. R. 20.

D.A.- As admissible under the rules.

C.A.- (Cash Allowance, Winter allowance, House rent allowance, Hill allowance etc.) up to maximum period of 4 months under S. R. 3 (6) read with S. R. 118, 119.

T.A.- As on tour under S. R. 289.

L.A.- As admissible as per standing orders of Finance Department for a period not exceeding no one year.

COMMENTS

Amended *vide* Notification No. FEB 49/84/46, dated 19th September, 1985.

12. Accept tender. Full power

13. To sanction test relief Do.
to agricultural loans,
Rehabilitation loans,
Distress loans granted
and loans to Displaced
persons, Gratuitous
relief.

Subject to-

(1) Budget provision and

(2) Observation of rules regulating
issue of such loans/
grants/relief.

14. To sanction medical Do.
reimbursement

Notes.

In case where artificial appliance have to be purchased (*e.g.* for diseases like polio, T. B., etc. or in cases requiring surgical operation etc.) reimbursement of expenses incurred in connection with the

procurement of such artificial appliances (e.g. traveling expenses, hospitalisation charges, etc., if any, including the actual cost of appliances may, where necessary and justified, be allowed in consultation with the Health (A) Department.

- | | | |
|---|---|---|
| 15. To sanction pre-audit claims up to 6 years | Do. | |
| 16. To sanction political pension and grants to political pensioner | Do. | Subject to the rules regulating such pension and grants. |
| 17. Fixation of remuneration of lawyer | Do. | Subject to guidelines laid down by L. R. with the approval of Finance Department. |
| 18. To sanction local printing of standardized forms | Do. | Provided the Government Press express inability to supply or the Government Press unable to supply within 60 days of requisition.

In respect of forms of money receipt special order of Finance Department should be obtained. |
| 19. Grant of Honorarium to the member of the staff up to the level of | Rs.500, in individual case subject to the limit of 20% of staff | Power of sanctioning honorarium shall rest with the Commissioners/Secretaries of the |

superintending work up to the level of the Department.
in any Department of Superintendents
Secretariat

COMMENTS

Inserted *vide* Notification No. FEB. 48/87/12, dated 2-1-1987.

20. To make People State Full Powers Subject to the observance of
guests by the G. Aid. existing rules.
21. Grant specifically Do.
provided in the Budget
in favour of a named
individual or non-
statutory, non-official
institution or
organisation
22. To sanction a post of Do.
driver whenever a
vehicle is sanctioned

COMMENTS

Inserted *vide* Notification No. FEB 49/84/46, dated 19-9-1985.

- 23 To sanction additional Full powers Provided the original sanction for
amount if any required purchase of vehicle is concurred by
for purchase of vehicle Finance Department and the

due to increase in price

purchase is made within the same financial year

24. Report on Departmental vehicle including purchase of tyres, tubes and spare parts, without fixtures/ furnishing
1. For trucks up to 3 years, old, Rs. 10,000 for each in a financial year.
 2. For trucks more than 3 years old, Rs. 20,000 for each trucks in a financial year.
 3. For other four wheeler motor vehicles up to 3 years old, Rs. 5,000 for each vehicle in a financial year
 4. For other four wheeler motor vehicles more than 3 years old, Rs. 10,000 for each vehicle in a financial year.
- Provided that –
- (1) Budget provision exists.
 - (2) This being subject to audit; a history register should be maintained for each vehicle showing the details of mileage done, spare parts purchased, major and minor repairs made to the vehicle and cost incurred in respect of each item of expenditure.

COMMENTS

Amended *vide* Notification No. FEB 49/84/105, dated 13-7-1988.

25. Purchase of books, Full powers maps periodicals and News Papers
- Provided –
- (i) Budget provision exists and such purchases are necessary for the working of the department.
 - (ii) and subject to maintenance of a register where up-to-date record of books purchases is kept.

COMMENTS

Amended *vide* Notification No. FEB. 49/84/105, dated 13-7-1988

25. (a) To accord sanc- Full powers tion of house building advance to all employees who are specially recruited by the Department such as Research Officer, Asstt. Research Officer,
- Subject to –
- (i) Fulfillment of conditions laid down by Finance Department from time to time :
 - (ii) Observance of all rules and procedures and availability of fund.

Research
Assistant, Drivers,
Peons

COMMENTS

Inserted *vide* Notification No. FEB 374/88(u/o) I, dated 30-9-1988.

25. (b) To re-allocate fund Full powers Subject to –
for house building
advance to the
Heads of Depart- (i) Fulfillment of conditions laid
ments under their down by Finance
respective control. Department from time to
time.
- (ii) Observance of all rules and
procedures and availability
of fund.

COMMENTS

Inserted by Notification No. FEB 374/88/u/o/I, dated 30-9-1988.

- 26 Issue sanction to a Full power, with Provided that –
Central Sector regard to the Central
Scheme/ Centrally Government N.E.C (1) Budget provision exists for the
Sponsored Scheme / share, to Secretary scheme.
N.E.C Scheme except- of the Department.
- (2) Fund for the scheme has been

- (a) Creation of posts. released by the Central Government, N.E.C to the State Government.
- (b) Purchase of vehicles; and
- (c) Purchase of equipments, costing more than Rs.10,000 each.
- (3) The financial outlay of the scheme in respect of Central share and State Share (if any) during the financial year is within Rs. 200 Lakhs.
- (4) The sanction strictly conforms with the approved pattern of the scheme, *viz.* as approved by the Central Government/ N.E.C as the case may be

COMMENTS

This serial No. 26 has been substituted *vide* Notification No. FEB 57/86/Pt/3, dated 12-6-1995, to take effect from the date of this notification.

SCHEDULE II

Powers delegated to Heads of Departments

Note.

The following powers are delegated to the Heads of Departments with up-to-date amendments generally. Certain Heads of Departments have, however, been given specific powers to incur expenditure on particular items as detailed in Schedule III.

Sl. No	Nature of Power	Extent of power	General conditions, if any.
1	2	3	4

1. Creation of temporary posts in the services, cadres and offices under their control.
- Posts on pay scales with the minimum not exceeding Rs. 1255 per month for a period not exceeding 6 months.
- The power conferred to create temporary posts shall be exercised only in case of urgency, *i.e.*, when an appointment is to be made immediately in the public interest and reference to the Finance Department or Administrative Department would cause undue delay.

It will further be subject to the following conditions :

- (i) Copies of all sanctions should

be forwarded to the Administrative Departments immediately.

- (ii) No post shall be created in the office of the authority concerned.
- (iii) Availability of funds by valid appropriation.
- (iv) Conformity with standard scales of pay, approved for similar posts in the same Department.
- (v) Posts should be in addition to the cadre in existence. No new category of posts should be created.
- (vi) Observance of instructions regarding staff composition and work standards where prescribed.
- (vii) No advance increment should be given without prior approval of the Finance Department.

Note.

The authority creating the post shall have power to abolish the same before expiry of the stipulated period if circumstances justify the same :

(1) If a post is initially created for a shorter period the authority creating the post shall be competent to extend it to the full limit of his power. Extension thereafter for a period of 12 months may be granted by the Administrative Department *vide* item 1 of Schedule.

(2) Persons appointed to the post will be entitled to dearness and other allowances as admissible under the rules for the time being in force.

COMMENTS

The entries were amended *vide* Notification No. dated 13-8-1975 and FPC-1/79/12, dated 26-10-1979. Further amended by Notification No. FEB. 28/84/123, dated 18-6-1991; No. FEB. 4/70/68, dated 20-1-1991 and FEB 49/84/50, dated 19-9-1985.

2. To accord administrative approval to plans and estimates for civil works to be carried out by the Public Works Department
- Rs. 2 lakhs for residential works under plan/non-plan; Rs. 4 lakhs for non-residential works under plan/non plan
- (a) The estimates are scrutinised by the appropriate officer of the Public Works Department.
- (b) The limits of the prescribed admissible outlay are not exceeded.
- (c) Floor area must be according to specification admissible for post or category wise.
- (d) Funds by valid appropriation are available.

(For procedure in obtaining administrative approval see paragraphs 236-242 of the Assam Public Works Department Code and R. 188 of the Assam Executive Manual).

Note 1.

Subject to the conditions specified above, the Public Works Department is the Administrative Department for the purpose of granting administrative approval for project involving outlay on additions and alterations to existing

residential buildings that are borne on its books. In case of additions and alterations in such building in the Sixth Schedule (Part A) Areas, administrative approval will be communicated by the Hills Areas Department.

Note 2.

The power does not extend to acquisition of land for which sanction of Revenue/Finance will be necessary.

3. To accord Administrative approval and sanction expenditure on works to be executed departmentally –

Subject to budget provision and that there is technical personal competent to scrutinise the estimates and supervise the works and that the rules laid down for departmental construction of public buildings (Appendix 8 to the Assam Financial Rules are strictly adhered to).

- (a) Original works

In case of project involving residential building Rs.50,000; for other works Rs. one lakh

Note.

The term “residential buildings” does not include Government hostel or quarters for employees on pay scales the maximum of which does

not exceed Rs.1475 per mensem.

- (b) Petty construction on departmental build-ings and repairs Up to Rs.20,000 in each case (See Notes on item 71 of Appendix 'B' and item 28 of Appendix 'C' to the Contingency Manual and also para 13 of the Rules regulating to departmental construction of public buildings (Appendix 8 to the Assam Financial Rules).
- (c) Sanction excess expenditure over the estimates Up to 5 per cent provided the total of the exceeded estimate within their power of sanction
- (d) Renewal of expenditure sanction in respect of departmental works in progress. For one year at a time Subject to budget provision and conformity with the original sanction.

Note.

The sanction of a competent authority for executing the work carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the work).

COMMENTS

Amended *vide* Notification No. FI 49/84/50, dated 19-9-1985.

4. Sanction expenditure for maintenance of departmental building and miscellaneous expenditure in any individual case or any object for which no scale or limit to its power is prescribed.
- Up to Rs. 500 if recurring in any single case
- Up to Rs. 4,000 if non-recurring in any single case
- Provided that –
- (1) the expenditure does not relate to the office of the authority concerned.
- (2) the expenditure is within the power of the authority.
- (3) the demand, therefore, has not been refused by the Assembly or the supply restricted at the instance of the Finance Department, and
- (4) the expenditure is not on a new service which was not contemplated in the budget.
5. Sanction expenditure on contingencies –
- 1(A) Purchase of instruments, appliances, apparatus, machinery, tools and plant and other stores in India
- (a) Full power when purchase is made through Central Stores Department or on rate contract or through a duly constituted
- Subject to the budget provision and provisions of the Financial Rules governing the purchase of Stores for the public service (Appendix X of the Assam Financial Rules), and the provisions of the Store Purchase Committee Rules, 1961 (where

including livestock.

Purcha-se Board necessary).
wherein the
Administrative
Department and
Finance
Department and
Industries
Department
(where necessary)
are represented.

COMMENTS

Amended *vide* No. 31 (Notification No. FE/77/61, dated 15th May, 1968).

1	2	3	4
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(b) Otherwise up to Rs.10,000 in each case provided the cost of each item does not exceed Rs.1,000. In consultation with the Industries Department, where necessary.

COMMENTS

Amended *vide* No. 31 & 57 (Notification Nos. FEG 77/61, dated 15th May 1964 & FEG 27/74, dated 13th August, 1975).

- 1(B) Repairs on Departmental vehicles including purchase of tyres, tubes and other spare parts, without fixtures and furnishings.
1. For trucks upto 3 years old, Rs. 10,000 for each truck in financial year.
2. For trucks more than 3 years old, Rs.20,000 for each truck in a financial year.
3. For other four wheelers motor vehicles up to 3 years old, Rs.5,000 for each vehicle in a financial year.
4. For other four wheeler motor vehicles more than 3 years old, Rs. 10,000 for each vehicle in a financial year
- Provided that –
- (i) Budget provision exists.
- (ii) This being subject to audit; a history sheet should be maintained for each vehicle showing the mileage done, major and minor repairs the vehicle has undergone, spare parts purchased, and cost incurred in respect of each item of expenditure.

COMMENTS

Amended *vide* Notification No. FEB 49/84/105, dated 13th July, 1988.

1(C) (i) Purchase of (i) Up to Rs. 1,000 Subject to Store Rules. The limit approved office in each case. refers except where otherwise equipments such as clock, time stated to the cost of each article pieces, table fans, or any number of articles of the ceiling fans, water same kind purchased at one filter etc. number of offices.

COMMENTS

Amended *vide* Notification No. FEB 143/81/25, dated 23rd September 1981.

(ii) Purchase of app- Full powers. Subject to –
roved office equip-
ments, such as
typewriters.

(i) Budget provision.

(ii) Purchase is made from suppliers approved by G. A. Department.

Note.

The commissioners of Division are delegated with full powers for purchasing typewriters & Duplicators for offices/ establishments under their control

- | | | | |
|------|--------------------------------------|--|---|
| 1(D) | Repair of Typewriters & Duplicators. | Rs. 750 annually for each type writer Machine. | Subject to observance of all rules and procedure and availability of funds. |
| | | Rs. 1200 annually for each Duplicator. | |

COMMENTS

Amended *vide* Notification No. FEB 199/84/2, dated 28th December, 1984.

- | | | | |
|-------|--|--------------|---|
| 5 (2) | Purchase of furniture for new office or an expansion of existing offices or in replacement of old furniture. | Full powers. | Subject to the scales and types of entitlement of furniture as prescribed by G.A.D. |
|-------|--|--------------|---|

COMMENTS

Amended *vide* Notification No. FEB 143/81/2,5, dated 23rd September, 1981.

- | | | | |
|-------|--|---|--|
| 5 (3) | Rent on lands and buildings leased out to the Government | Up to Rs. 2,000 per month for each building | Subject to the conditions that –
(1) budget provision exists.

(2) the rent is fixed by the competent authority under |
|-------|--|---|--|

the Assam Urban Areas Rent Control Act in Urban Areas.

(3) the Deputy Commissioner certifies that reasonableness of rent outside urban areas.

(4) the floor area is in accordance with the standard prescribed by the G.A.D.

COMMENTS

Amended *vide* Notification No. FEB 143/81/2 dated 23rd September, 1985.

5 (4) Local purchase of stationery in case of urgency

All articles of stationery which are supplied by the State Stationery Store Guwahati must ordinarily be obtained from this store on indent. When supply from this store is not received and it is absolutely necessary to purchase the articles, local purchase up to Rs. 700 in each case subject to an annual limit of Rs. 15,000 may be resorted to by inviting tenders. A non-availability certificate is obtained

from the Stationery Store and on that basis it is certified in each bill that the Stationery Store is not in a position to supply the stationery.

COMMENTS

Amended *vide* Notification No. FEB 49/84/50, dated 19th September, 1985

5 (5) Urgent printing at local presses (excluding forms standardised or non-standardised)

There is no objection utilising local private printing presses where these charge reasonable prices and the subject matter to be printed is not confidential. Where no allotment is made under this head charges up to Rs. 5,000 in each case subject to a total of Rs. 20,000 in a year may be charged to the allotment under office expenses and miscellaneous. These limits include the cost of paper. Standardised forms of money receipt must never be printed locally without special orders of Finance Department.

The work may be distributed after obtaining quotation from different local presses and to the best

economic interest of Government.

It should be certified in each bill that the printing could not be undertaken by the Government Press and that the bill does not contain any charges for any item, above the permissible limit.

COMMENTS

Amended *vide* Notification No. FEB 49/84/50, dated 19th September, 1985.

5 (6) Purchase of books, maps, periodicals and newspapers.

Subject to the condition that all charges incurred are within the budget allotment sanctioned for the purpose and that no addition is made to the allotments by re-appropriation from any source, without the previous sanction of Government/ the sanction of the Heads of Departments is sufficient for the purchase of books, maps, publications, newspapers and periodicals required for the essential need of their offices or those of their subordinates. Such purchase can be made only when the books etc. are necessary for the working of the department.

[For full list officers authorised to purchase books, maps etc., please see item 22, Appendix 'C' to the Assam Contingency Manual and also *refer* to R. 328-331 of the Assam Executive Manual for further instructions.

5 (7) To sanction POL Bill Full powers on hire wages of drivers, handyman of vehicles requisitioned under the Assam Requisition and Control of Vehicles Act, 1968 (Assam Act V of 1969).

Subject to a certificate from the requisitioning authority.

COMMENTS

Amended *vide* No. 57 (Notification No. FEG 27/74, dated 13-8-1975).

6. Incur expenditure in connection with Exhibitions, shows and Fairs.

In case of exhibitions, Fairs and Shows organised on State wide basis –

(1) Up to Rs. 5,000 in each case.

(2) Up to Rs.2000 in each case of

District and local Exhibitions,
Fairs and Shows.

COMMENTS

Amended *vide* Notification No. FEB 49/84/50, dated 19-9-1985.

7. Write off of the Up to Rs. 5,000 in Provided –
irrecoverable value of any single case.

stores (including
furniture), livestock or
public money

(1) the loss does not disclose a
defect of system the
amendment of which requires
the orders of higher
authority; or

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

Full power

8. Write off of the value
of unserviceable
stores including
livestock and
furniture.

Subject to the conditions that –

(1) The articles are disposed of by
sale which should ordinarily
be by public auction.

(2) The original value of articles
disposed of does not exceed

Rs. 25,000 in each case.

- (3) The Standing Condemnation Board, constituted by the Administrative Department had approved of the condemnation of the articles.

COMMENTS

Amended *vide* Nos.44 & 57 (Notification No. FEG 23/63/58, dated 12-7-1967 & FEG 27/74, dated 13-8-1975).

- 8 (a) Disposal of un- Not exceeding Rs.1 Subject to the conditions that –
serviceable vehicles lakh (Rupees one
lakh (1) The vehicles are disposed of by
sale which should ordinarily
be by public auction.

COMMENTS

Amended *vide* No. 69 (Notification No. FEB 267/82 (u./o.)/7, dated 9/10-12-1982

- (2) The Standing Condemnation Board constituted by the Administrative Department has approved of the Condemnation of vehicle.

The Standing Condemnation Board to be constituted by the Administrative Department shall consist of –

- (i) Head of - Chairman
Department
- (ii) A represen- - Member
tative, Admi-
nistrative De-
partment
- (iii) A technical - Member
Officer, nomi-
nated by the
Head of
Department
- (iv) Finance and - Member-
Accounts Secretary.
Officer

9 (a) Refund of revenue in Full powers cases not otherwise provided for.

Provided –

- (1) he is competent authority for grant of refund.
- (2) no single refund, unless order by a Court, exceeds Rs. 2,000.

COMMENTS

Amended *vide* No. 57 (Notification No. FEG 27/74, dated 13-8-1975).

- | | | | |
|-----|---|------------|--|
| (b) | Refund of deposit not otherwise provided for. | Full power | Provided he is competent to order such refund necessitated in accordance with order of Court. |
| 10. | Award Scholarships/ Stipends tenable in India and sanction other ancillary expenses, such as tour expenses, equipment allowance, tuition fees, book grants, etc. to the stipendiary or scholarship holder | Do | Subject to budget provision and the rules and orders of the Department or under any Scheme approved by Finance Department. |

COMMENTS

Amended *vide* No.46 (Notification No. FEG 77/61, dated 30-3-1967).

- | | | | |
|-----|--|--|---|
| 11. | Sanction compensatory allowance for furnishing | | Compensatory allowance for furnishing security in cash will be granted according to the following scale subject to the condition that a |
|-----|--|--|---|

security of less than Rs. 500 will not qualify for any compensatory allowance :

Rs. 50 per mensem where the security is over Rs. 10,000.

Rs. 35 per mensem where the security is over Rs. 5000 and not above Rs. 10,000.

Rs. 20 per mensem where the security is over Rs. 1,000 and not over Rs. 5,000.

Rs. 10 per mensem where the security is Rs. 1,000 or under.

The allowances sanctioned above will be drawn only when security has been furnished. They will not, therefore, be admissible to an officer officiating on the security of another. Where an officer furnished security in instalments and the amount deposited exceeds Rs. 500 his allowance will be calculated with reference to the amount actually furnished.

COMMENTS

Amended *vide* No. 57 (Notification No. FEG. 77/74, dated 13-8-1975).

12. Accept tender Full powers

Note.

This limit will, however, not be applicable when purchase is proposed to be effected on the recommendation of a duly constituted Purchase Board made on the basis of the competitive tendered rates. In such cases the Head of Departments are competent to close the deal including formal acceptance of tender.

COMMENTS

Amended *vide* Nos. 10 and 57 (Notification Nos. FEG. 77/61, dated 1-3-1962 and FEG. 27/4, dated 13-8-1975).

13. Execute contracts
and instruments

As per details in Annexure III.

14. Sanction advance to
Government servant
for construction,

As per details in Rr. 382, 383 and
384 of Assam Financial Rules.

purchase and repair
of houses

15. Sanction advances to
Government servant
for purchase of –

(a) Motor Car or
Motor Boat

As per details in R. 385 of Assam
Financial Rules.

(b) A Motor Cycle

As per details in R. 386 of the
Assam Financial Rules.

(c) Bicycle

Up to Rs. 600 or the
actual price of the
bicycle whichever is
less

Subject to the conditions laid down
in R. 387 of the Assam Financial
Rules.

COMMENTS

Amended *vide* Notification on No. FEB, 49/84/50, dated 19-9-
1985.

(d) Other means of
conveyance

As per details in R. 387 of the
Assam Financial Rules.

(e) A type-writer

As per details in R. 389 of the
Assam Financial Rules.

(f) House, uniform
and

As per details in R. 390 of the
Assam Financial rules.

accoutrements

by a
probationary
Sub-Inspector
of Police

- (g) Revolver by an Inspector or a Sub-Inspector of Police as part of his equipment
- As per details in R. 393 of the Assam Financial Rules.
- (h) Kit by a Superintendent, Inspector or Sub-Inspector of Police including an Inspector of Excise on probation.
- As per details in R. 391 of the Assam Financial Rules.
- (i) Outfit by the Military Secretary and Aid-de-Camp to the Governor
- As per details in R. 392 of the Assam Financial Rules.

16. (i) Sanction advances to Government servants under orders of Transfer
- Not exceeding one month's substantive or officiating pay plus the travelling allowance he may be entitled under the rules in consequence of the transfer.
- (ii) to any public officer in the Civil Department :
- (a) on arrival in India on first appointment Ditto
- (b) on return from leave other than leave on average pay not exceeding four months or deputation out of India Ditto
- (iii) to an officer other than an inspecting officer, for himself or an Ditto

Assistant or Deputy, proceeding on tour to cover his contingent charges for a month.

(iv) to non-gazetted officer or inferior servants accompanying officers proceeding on tour to cover their personal traveling expenses for a month.

Ditto

(v) to gazetted officers to cover their personal traveling expenses for a month

Ditto

(vi) to a Treasury Officer or a District Superintendent of Police for expenses connected with a

Ditto

remittance of
treasury.

(vii) for Law suits to
which Govern-
ment is a party

Ditto

(viii) Sanction ad-
vance to
patients procee-
ding to the
Pasteur Insti-
tute, Shillong or
to anti rabic
treatment

As per separate orders issued by
Government from time to time.

(ix) Sanction to
Government
servants of non-
Asiatic domicile
for passages
overseas to
themselves and
their families.

As per details in R. 397 of the
Assam Financial Rules.

17. To sanction medical Full powers except **Note:**
reimbursement for his own case.

In case when artificial appliances
have to be purchased (*e.g.*, for
diseases like Polio, T.B. etc. or in
cases requiring surgical operation

etc.) reimbursement of expenses incurred in connection with the procurement of such artificial appliances (*e.g.* traveling expenses, hospitalisation charges etc., if any, including the actual cost of the appliances) may, where necessary, be allowed in consultation with the Health, (A) Department through Administrative Department in respect of all Officers and staff under his control.

COMMENTS

Amended *vide* No. 67 (Notification No. FEG, 27/74, dated 13-8-1975).

- | | | |
|-----|--|--|
| 18. | Sanction pre-audit Full powers claims up to 6 years. | Provided that if it is certified that the amount was not disbursed previously. |
|-----|--|--|

COMMENTS

Amended *vide* No.75 (Notification No. FEG 27/74, dated 13-8-1975).

- | | |
|-----|--|
| 19. | Grants specifically Full powers. provided in the budget in favour of a |
|-----|--|

named individual or
non-statutory non-
official institution or
organisation.

COMMENTS

Amended by Notification No. FEG 27/74, dated 13-8-1975.

SCHEDULE III

Specific powers delegated to certain Departments of Governments, Heads of Departments and Authorities subordinate to them

Note. The Departments of Government, Heads of Departments and authorities mentioned below shall exercise the powers indicated against them in regard to matters covered by this Schedule. In other matters, the Departments of Government and Heads of Departments shall have such powers as have been specified in Schedules I and II.

Sl. No.	Nature of Powers	Authority	Extent of Power	General conditions, if any
(1)	(2)	(3)	(4)	(5)
1.	Sanction of expenditure on State Guests	General Administration Department	Full powers	Subject to Budget provision in accordance with the rules or principles prescribed with the prior consent of the Finance Department.
2.	Installation of tele-phones in offices	Do.	Do.	Subject to observance of principles or general directions laid down in this behalf by Finance Department
3.	Sanction for disposal	Secy., General	Do.	Subject to conditions that

of unclaimed unident- Administration Budget provision exists.
fied dead bodies Department

COMMENTS

Inserted *vide* No. FEB 222/91 (u/o)/I, Dated 24-12-1991.

4. Approval of the rates Secretary, General Full powers Subject to observance of usual
for purchase of type Administration (P rules and procedure.
writer machine (both & S Department)
English and Hindi
language)

COMMENTS

Inserted *vide* letter No. FEB. 366/81/(Dy), dated 16-12-1982.

5. Purchase of Misc. Assistant Up to Rs. 1. Tender for Misc. articles
articles for day to day Director (Ptg. 500 in each should be sent to Director
use in the Assam Jorhat) case subject Ptg. & Sty., with
Government Branch to an an- comparative statement for
Press at Jorhat nual limit of approval of the rate and
Rs. 10,000 party in the beginning of
the Financial year.
2. Availability of funds against
proper Head of
expenditure.

COMMENTS

Inserted *vide* No. FEB. 287/91 (u/o)/9, dated 4-10-1991.

- | | | |
|---|---------------------------|--|
| 6. Purchase of spare Assistant
parts, furniture Director
including repairs (Printing), Jorhat | Up to Rs.
5,000 | 1. Subject to approval of D.P.S.

2. On the same condition as in
the case of purchase of
Misc. articles.

3. Up to Rs. 500 in case of
spare and Rs. 250 for petty
repairs in each case. |
| 7. Hiring of taxi for Trade Adviser
MPs./ Ministers/ and Director of
other Dignitaries/ Movement, Cal-
cutta
officers of the rank of Secretary and above. | Up to Rs.
250 per Taxi | 1. Subject to Budget provision.

2. Hiring of Taxi should be
done when V.I.Ps.,
Ministers, other Digni-
taries or officers of the
rank of the Secretary and
above are on Government
duty supported by Tour
Diary.

3. Duration of hiring of such
Taxi each day should not
exceed 12 hours
maximum. |

COMMENTS

Inserted *vide* No. FEB/61/84/3, dated 11th October, 1985.

- | | | | | |
|----|------------------------------|--|---------------------|--|
| 8. | Local purchase of stationery | Liaison Officer,
Assam House,
Shillong | Rs. 2,000 per annum | Subject to the condition that budget provision exists. |
|----|------------------------------|--|---------------------|--|

COMMENTS

Inserted *vide* No. FEB/169/92 (u/o) 5, dated 27th May, 1992.

- | | | | | |
|-----|---|---|---------------------|--|
| 9. | Purchase of newspaper and periodicals | Liaison Officer,
Assam House
Shillong | Rs. 1,000 per annum | |
| 10. | Repair of furniture, wall clock, Type writer | Do. | Rs. 2,000 per annum | |
| 11. | Purchase of utencils in urgent cases | Do. | Rs. 2,000 per annum | |
| 12. | Petty expenditure and office expenses (including tubes/tube lights etc. | Do. | Rs. 4,000 | |
| 13. | Electric charges | Do. | Actual charges | |
| 14. | Telephone charges | Do. | Do. | |
| 15. | Rent/ rate etc. | Do. | Do. | |

Personnel Department

1. To accord sanction of Personnel (A) Full powers subject to observance of all rules, House building advance Department to fulfillment of procedure and to the following conditions laid down by Finance (A & F) Department availability of fund. categories of employees: from time to time
- (i) All A.C.S. Officers working in the Secretariat
- (ii) All A.C.S. Class I Officers posted in Guwahati
- (iii) All A.C.S. Class I Officer Officers working in the State Government undertakings

COMMENTS

Inserted *vide* No. FEB 374/88 (u/o)/1, dated 30-09-1998

2. Fixation of remuneration of Lawyer. Chairmen A.P. Full Power. Subject to the guidelines laid down by Legal Remembrancer with the approval of Finance Department.

COMMENTS

Inserted *vide* No. FEB 22291 (u/o)1, dated 20-8-1991.

Personnel (Secretariat Administration) Department

1. Local purchase of stationery in emergent cases.

Personnel (Secretariat Administration) Department.

All articles of stationery which are supplied by the State Stationery Stores at Guwahati and Shillong must ordinarily be obtained from those Stores on indent. When supply from those stores are not received due to some reasons or other and it is absolutely necessary to purchase the articles, local purchase may be resorted to by inviting tenders subject to the following scales up to Rs. 50 in each case subject to an annual limit of Rs. 4,000.

2. To accord sanction of house building advances to the following categories of employees :

Personnel (Secretariat Administration Establishment Department).

Full powers subject to fulfillment of conditions as laid down by Finance (A & F) Department from time to time.

Subject to observance of all rules and procedures and availability of funds.

 - (i) All Gazetted officers from Superintendent upward of the Secretariat.
 - (ii) All Stenographers Grade I, II & III.
 - (iii) All non Gazetted

employees under
Secretariat
Administration
(Esstt.)

COMMENTS

Inserted *vide* No. FEB 374/88 (u/o)/1, dated 30th September, 1988.

3. Purchase of Spare Personnel S.A. Rs. 2,000 Subject to observance of all rules parts for repairing (E) Department (Rupees) two and procedures, availability of Duplicating Machine. thousand) at a funds and purchase is made at time subject to Company's/Dealer's price a maximum of approved by S.A (E) Department Rs. 25,000 (Rupees twenty five thousand) only per annum.

COMMENTS

Amended *vide* No. FEB 527/86 (u/o) 1, dated 24-2-1987 and FEB-290/87 (u/o)1, dated 29-7-1987.

4. Sanction of cost of Personnel Rs. 750 annually for Subject to observance of all repairing of – S.A (E) each type writer rules and procedures, Department Machine, availability of fund and repairing firms being approved by the Government.

- | | | |
|---|-----|---|
| (i) Type writer
Machine | Do. | Rs. 1,200 annually
for each Duplicating
Machine. |
| (ii) Duplicating
Machine. | Do. | |
| (iii) Electric/Electr-
onic type writer. | Do. | Rs. 1,500 annually
for each Electronic
type Writer. |

COMMENTS

Inserted *vide* No. FEB-373/86 (u/o) 1 dated 7-10-1986.

5. Purchase of Secretary of the Full Powers. The purchase should be confirmed to standard types of furniture for the Department Assam Secretariat Assam Secretariat. The purchase should be confirmed to standard types of furniture and according to scales prescribed by General Administration Department in consultation with Finance Department.

COMMENTS

Inserted *vide* No. FEB-107/79/75, dated 21-10-1981.

Revenue Department

- | | | | |
|---|---------------------|---|---|
| 1. Grant of land free of rent to local bodies. | Revenue Department. | (i) Up to a grant of the value of Rs. 10,000. | (i) When given as a site for the construction of schools, hospitals, dispensaries or other public works at the cost of recognised local funds. |
| | | (ii) Up to Rs. 1,000 | (ii) For the other public purpose to a private individual for services to be performed for the State. |
| | | (iii) Up to Rs. 500 | (iii) When the services are to be performed for the community. |
| 2. Sanction remission of public demands appearing from any cause to be irrecoverable. | Do | Up to Rs. 2,000 in any one district in each year. | Provided that –
(i) the amount remitted does not exceed the prescribed limitation,

(ii) the loss does not disclose a defect of system the amendment of which would require reference to the Finance Department. |

- | | | | | |
|----|--|--------------------|-------------|--|
| 3. | Sanction refund, suspensions and remissions of land revenue. | Do. | Full power. | Subject to the condition that the refunds, remissions and suspensions are granted under the Departmental rules. |
| 4. | Compensation. | Revenue Department | Full Power. | Subject to the condition that such sanction is issued strictly in accordance with the relevant provisions of the Land Reforms Act. |

COMMENTS.

Amended *vide* No. 47 (FEG 38/68/4, dated 29-5-1968).

- | | | | | |
|----|--|---|------------------------------|--|
| 5. | Sanction of ex-gratia grant to the next kins of persons who lost their lives in natural calamities | Special Commi- ssioner and Secretary Revenue Department | Up to Rs. 5,000 in each case | Provided that -
(1) Budget provision exists.

(2) On the basis of report furnished by the respective D.C. |
|----|--|---|------------------------------|--|

COMMENTS

Inserted *vide* No. FEB 185/91(u/o)/2, dated 21-6-1991.

6. Sanction of ex-gratia grant to the persons who lost their limbs or both the eyes in natural calamities Do. Up to Rs. 2,500 in each case Do.

COMMENTS.

Inserted *vide* No. FEB. 252/91 (u/o) 5, dated 4-10-1991.

Director of Land Records

1. Sanction creation of Settlement Officers. On pay scales with the minimum not exceeding Rs. 900 p.m. for a period not exceeding 3 months. In connection with settlement under their control.

COMMENTS

Amended *vide* No. FEB 252/91 (u/o) 5, dated 4-10-1991

2. Sanction of Director of Land Records of temporary posts. On pay scales with the minimum not exceeding Rs. 1,125 p.m. for a financial year. In connection with settlement operation.

COMMENTS.

Amended *vide* FEB 28/84/123, dated 18-6-1991.

3. Rent on lands & buildings leased out to Government Do. Up to Rs. 350 p.m. in each case for the purpose of settlement works only. Subject to availability of funds and production of a certificate from the E. E. to the effect that a suitable public building is not available for the purposes and a certificate from the D. C. as to the reasonableness of rent.

COMMENTS

Amended *vide* No. 43 (FE 1338/67, dated 13-7-1967).

4. Local purchase of Director of Up to Rs.100 When supply from Government stationery in case of Land in each case stationery stores are not received urgency Records subject to an annual limit on indent due to some reasons or of Rs. 850/- other and it is absolutely necessary to purchase the article, local purchase may be resorted to by inviting tenders.

COMMENTS

Amended *vide* No.43 (FE 1338/67, dated 13-7-1967).

5. Urgent printing at Director of Up to Rs. 375 in Subject to the condition that local presses Land each case subject prices for such printing are (excluding forms Records to a maximum of reasonable and the paper to be standardised or non- Rs.1,500 in a printed are not confidential. standardised) year for the Further, where no allotment is purpose of settle- amount permissible may be ment operation charged to the allotment under only office expenses & miscellaneous. These limits include the cost of paper.

The work may be distributed after obtaining quotation from different local presses and to the best economic interest of

Government. It should be certified in each bill that the printing could not be undertaken the Government press and that the bill does not contain charge for any item above the permissible limit.

6. Creation of temporary Director of For a period of 8 In connection with Land post of Chairman for Land months or till the Records works in general. S. Ks. Records field season is over, which ever is earlier.

Director of Surveys

1. Sanction of Advances Director of (a) Up to In order to grant advances of to Khalasis of the Surveys Rs. 50,000 Railway fare and one month's survey department (fifty thousand) in each year. pay to Khalasis, etc. before they take the field.
- (b) Up to For paying off traversers and Rs. 25,000 their squads pay and their (Twenty five thousand) in Railway fares to their home. each year

COMMENTS

Amended *vide* FEB. 475/88 (u/o)/1, dated 11-1-1989.

2. Sanction creation of Director of On pay scales IVth Grade Field staff temporary posts Surveys with a minimum not exceeding Rs. 930 for the field season during season only.

COMMENTS

Amended *vide* FEB 28/14/123, dated 18-6-1991.

Excise Department

1. Sanction refunds or remission of excise revenue
Excise Department
Full power
Subject to the conditions that the refunds or remissions are granted under the Departmental Rules.

Commissioner of Excise

1. Refund of opium and excise revenue.
Commissioner of Excise.
Full Power
2. Remission of irrecoverable excise revenue
Do.
Do.
Provided that the failure is not due to excessive or reckless or speculative bidding at auctions.

Stamps Department

1. Refunds of stamps revenue.
Stamps Department
Full Power
Subject to the Departmental Rules.
2. Refund of the pleader's certificates stamps.
Superintendent of Stamps
For Pleader's, Mukhtears and Revenue Agents certificates when they are not made use of.
3. Refund of process fees under the Fees Act.
The Judge of Court

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Forest Department

1. Make Forest concessions.	Administrative Department.	Full Power	<p>Provided the concession granted is in accordance with the terms of a forest settlement-</p> <p>(i) For construction of large public works of utility.</p> <p>(ii) For village communities, public bodies, Departments of Government and sections of the community in their collective capacity.</p> <p>(iii) In other cases.</p>
2. Sanction special grants of timber or other forest produce free or at favourable rates for special purposes	Administrative Department	(i) up to Rs.10,000 (ii) Rs. 3,000 (iii) Rs. 1,500	
3. Sanction refunds of forest revenue.	Do.	Up to Rs. 5,000 in any single case.	
4. Pass orders authorising the sale of stores, livestock,	Do	Up to Rs.10,000	Provided that credit will be given with suitable safeguard for ultimate recovery.

tools and plant and forest produce without payment of the value in full at the time of delivery

- | | | | | |
|-----|---|----------------------------|------------------------------|--|
| 5. | Sanction all usual payments on account of items classified as revenue expenditure in the Forest Department Code | Do. | Full Power | |
| 6. | Sanction all capital expenditure in the Forest Department. | Do. | Up to Rs. 50,000 | |
| 7. | Accept tender | Administrative Department. | Full Power | |
| 8. | Writing off of irrecoverable forest revenue | Do. | Up to Rs. 2,000 | |
| 9. | Writing off of irrecoverable advances in the Forest Department | Do. | Up to Rs. 2,000 | |
| 10. | Writing off of the value of stores, livestock, tools and plant, timber and other stock | Administrative Department | Up to Rs. 4,000 in each case | Provided the loss does not disclose (a) defected system the amendment of which would require a reference to the Finance Department (b) a |

serious negligence on the part of a particular Government servant or servants which might call for disciplinary action requiring a reference to the Finance Department.

11. Writing off of the irrecoverable value of stores, livestock or public money, lost by fraud or the negligence of individual or other causes

Do. Up to Rs. 5,000 for value of stores and live stock and Rs.2000 for money

Provided that the loss does no disclose – (a) defect of system the amendment of which would require a reference to the Finance Department; or

(b) a serious negligence on the part of a particular Government servant or servants which might call for disciplinary action requiring a reference to the Finance Department.

Refund and write off

12. Refund of forest revenue

(a) Conservator of Forest (a) Up to Rs. 1,500 in each case

(b) Divisional Forest Office -rs (Including, D.C. inc-

(b) Up to Rs. 300 in each case

harge Forest,
Mizo District)

13. Refunds in cases All Disbursing
not otherwise Officers
provided for
- Provided that –
- (1) the refund is necessitated by an order which he is himself competent to pass; and
- (2) no single refund unless ordered by a Court
14. Writing off of (a) Conservator (a) Up to
irrecoverable reve- of Forest Rs.1,000 in
nue in the Forest each case
Department
- (b) Divisional (b) Up to
Forest Rs.100 in
Officer (in- each case
cluding D.C.
incharge,
Forest, Mizo
District)
15. Writing off of the (a) Conservator (a) Up to Provided that the loss does not
irrecoverable value of Forest Rs.2,000 disclose
of stores, livestock, in each
tools and plant, case
timber and other (1) defect of system, the
stock (including (b) Divisional (b) Up to requires the order of
furniture) Forest Offic- Rs.350 in higher authority; or
ers (include- each case
ing D.C. in- (2) a serious negligence on

charge
Forest, Mizo
District)

the part of some officers
which might possibly call
for disciplinary action
requiring the orders of
higher authority.

16. Writing off of Conservator of Up to Rs. 500
irrecoverable Forest in each case
advances

17. Writing off of public (a) Conservator of (a) Up to a limit Provided the loss does not
money lost by fraud Forest as of Rs. 1,000 disclose
or the negligence of Head of the
individual or other Department
causes

(1) a defect of system, the
amendment of which
requires the order of
higher authority; or

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

(b) Divisional (b)Up to Rs.100 On the same condition as
Forest Offic-
ers (including
D.C. incharge
Forest, Mizo
District)

18. Writing off of Conservator of Forest of Up to Rs.1,000 As per provisions in the Assam Forest Manual, Volume II.
 irrecoverable value of property including building due to loss by fire :

Stores and equipment.

19. Sanction purchase of store, tools and plant (excluding livestock). (a) Conservator of Forests. (a) Full power if on rate contract otherwise Rs. 5,000 in each case. Subject to observance of the Store Rules

(b) Divisional Forest Officer (including D.C Incharge Forest, Mizo District) (b) Up to Rs. 750 in each case.

20. Sanction items of capital expenditure (excluding purchase of live-stock, stores, tools and plant, furniture and tents). (a) Conservator of Forests Assam (a) Up to Rs.10,000 in each case. (b) Divisional Forest Officers (including D.C. (b) Up to Rs.2,000 in each case.

incharge
Forest, Mizo
District.)

21. Purchase of Office and Rest House furniture. (a) Conservator of Forests Assam (a) Up to Rs.3000 in each case.
- (b) Divisional Forest Officers (including D.C. incharge Forest, Mizo District.) (b) Up to Rs. 300 in each case.
22. Purchase of tent for the Forest Department. Conservator or Forest, Assam. Up to Rs.1,500. Subject to observance of the Store Rules.
23. Purchase of arms and ammunition. (a) Administrative Department (a) Up to Rs.10,000 for purchase of arms and ammunition from local markets, annually Subject to Budget provision.

COMMENTS

Amended *vide* No. 35 (FEG 77/61, dated 15-9-1964)

(b) Chief Conservator of Forest, Assam.	(b)Up to Rs. 4,000 for purchase of arms and ammunition from local markets annually.	Subject to Budget provision.
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Other expenditure

- | | | |
|--|--|---|
| 24. Sanction all usual payments on account of revenue expenditure in the Forest Department. | Conservator of Forests, Divisional Forest Officers and D.C. Incharge, Forest, Mizo District | Full power for all usual payments. |
| 25. Sanction Pleaders' fees in the prosecution of criminal offences in the Forest Departments. | (a) Conservator of Forest, Assam

(b) Divisional Forest Officers (including D.C incharge Forest, Mizo District). | (a) Up to a maximum of Rs. 500 in any one case.

(b)Up to a maximum of Rs. 200 in any one case. |

26. Sanction deviation from a sanctioned working plan. Conservator of Forest, Assam
- Provided that the deviation does not amount to alteration in the general scheme of management, that all such deviations are reported in the control form and that a separate paragraph is added in the annual report showing what has been done in the year in the exercise of the powers.
27. Purchase of live stock other than elephants. Conservator of Forests, Assam
- Up to Rs.2,000 in each case
28. Purchase of elephants. Conservator of Forest, Assam
- Up to Rs. 9,000 for each Elephant
- Provided the sanctioned scale is not exceeded.
29. Sanction free or at favourable rates the grant of timber or other forest produce. (a) Conservator of Forests.
- (a) Up to Rs.1000 in any one case.
- Subject to Departmental Rules and the principles laid down in Appendix VII to the Forest Departmental Code, 7th Edition.
- (b) Divisional Forest Officers (including D.C incharge Forest, Mizo District).
- (b) Up to Rs. 250 in any one case.
- On the same condition.

Loans and Advances

30. Grant Agricultural Conservator of Up to
loans to forest Forest, Assam Rs.1000 per
villages. forest village
in each case.
31. Sanction advances to Divisional Forest Up to Rs.500
contractors other Officers (including in each case.
than sawing and the D.C incharge
carting sirdars. Forest, Mizo
District.)
32. Sanction advances to Divisional Forest Up to
sawing and carting Officers (including Rs.2,000 in
sirdars employed for the D.C incharge each case.
sawing and removal Forest, Mizo
of timbers. District)
33. Sanction advances to Officer-in-charge, Do.
stockholders sirdars. Departmental
Khedah
Operation.
34. Sanction payment of Conservator of As per details in the Assam
commission for recr- Forests and Forest Manual, Volume II.
uitment of labourers. Divisional Forest
Officers (including
the D.C. incharge
Forest, Mizo
District.

35. (1)Sanction advances to the extent of one month's pay to the following classes of non-gazetted officers on permanent establishment serving under their orders -

- | | |
|---|---|
| (a) Officers on the executive establishment. | (a) Conservator of Forests, Assam |
| (b) Assistants employed in range offices elsewhere than the headquarters of Divisional Offices. | (b) Divisional Forest Officers (including the D.C incharge Forest, Mizo District. |
| (c) Assistant and inferior staff who are required to accompany gazetted officers on continuous tour likely to last for more than a month. | Do. |

The scope of such advances should be limited to cases where the need of it arises out of the peculiar circumstances of services in the Forest Department, for instance, advances may be granted for the following purposes :

- (i) to meet expenses in connection with equipment and purchase of provisions before proceeding or while on tour.
- (ii) to meet expenses incurred on account of purchase of paddy or other grain, in localities where supplies are not readily available.
- (iii) to meet expenses incurred on the purchase of articles and clothing on account of theft of property if the theft occurs on tour.

(2) Advances of pay should be recovered in 3 equal installments beginning with the month following that in which the advance is made

Divisional Forest Officers (including the D.C incharge Forest, Mizo District.

(3) A second advance should be granted until the first one has been fully repaid.

36. Accept tenders Conservator of Forests, Assam Up to Rs.50,000
 Divisional Forest Officers Up to Rs.10,000

37. Purchase of spares and cost of petty repairs to Departmental vehicles Do. On the same conditions as in the case of the Heads of Departments up to Rs.250 in case of spares and Rs.100 for petty repairs in each case.

38. Sale, purchase or replacement of animals and birds in respect of Assam State Zoo, Guwahati Divisional Forest officer, Assam State Zoo, Guwahati Full powers (i) Standard rates, duly approved by the Conservator of Forest, as maintained to regulate sales and replacement of animals

and birds up to Rs.2,000 in the case of purchase of each species of animals and birds purchased at a time purchases.

- (ii) The maximum number of animals and birds in respect of each species that may be held in the Zoo is prescribed.
- (iii) Purchases of new animals and birds are made only against acquisition proposals already approved by the Conservator of Forests/ Government.
- (iv) In case of purchase the expenditure should be within the budget provision.

COMMENTS

Amended *vide* No.50 (FE. 518/69, dated 8-4-1969).

Registration Department

- | | | | | |
|----|---|--|---|---|
| 1. | Refund of Registration fees | Registering Officers | Full Power | Under the Departmental Rules |
| 2. | Sanction Registrar on commission system to start office in the State of Assam. | Sub-Inspector General of Registration. | So far as it relates to temporary Sub-Registry Offices. | On commission system in the scale of commission admissible under Registration Rules (Assam). |
| 3. | Sanction temporary extra writers on daily pay in his own office and subordinate offices | District Registrars | Regis- | At such rate of remuneration as approved by Government; provided he is satisfied that the permanent establishment has worked up to the prescribed standard but is unable to complete documents without undue delay. |

Taxation Department

1. Refunds under the Assam Sales Tax Act, 1947 and Rr. 49 to 53 framed thereunder

(a) Commissioner of Taxes Full Power

(b) Deputy Commissioner of Taxes.

(c) Assistant Commissioner of Taxes.

Provided that refunds have become due as a matter of right owing to collections or payments having been made in excess of the amount due under the Act, or mistake or similar causes
2. Writing off of irrecoverable revenue in the Taxation Department.

Commissioner of Taxes

Up to Rs.1,000 in each case.
3. Refund under the Assam Amusement and Betting Tax Act, 1939 and the rules framed thereunder

(a) Commissioner of Taxes.

All refunds which have become due either as a result of excess payment of tax in case under S. 3 (3) or 3-A or under S. 4 (a) when amusement stamps are not available for purchase or due to payment of tax in advance before the order of exemption is passed under S. 8 or due to issue of new stamps in place of or old one under Rr. 22 and 23

(b) Deputy Commissioner of Taxes.

(c) Assistant Commissioner of Taxes

(d) Superintendent of Taxes

On the same conditions up to the limit of Rs. 250 in each individual case.

4. Refunds under the Assam (Sales of Petroleum and Petroleum Products including Motor Spirit and Lubricants) Taxation Act, 1955 and Rr. 41-48 framed there-under
- | | | |
|-------------------------------------|------------|---|
| (a) Commissioner of Taxes | Full Power | Provided that refunds have become due as a matter of right owing to collection or payments having been made in excess of the amount due under the Act, or due to mistake or similar causes. |
| (b) Deputy Commissioner of Taxes | | |
| (c) Assistant Commissioner of Taxes | | On the same conditions up to a limit of Rs.250 in each individual case. |
| (d) Superintendent of Taxes. | | |
5. Refund under the Central Sales Tax Act, 1956 and R. 17 of the Central Sale Tax Accounts and Procedure Rules, 1957
- | | | |
|----------------------------------|------------|--|
| (a) Commissioner of Taxes | Full power | Provided that refunds have become due as a matter of right owing to collection or payments having been made in excess of the amount due under the Act, or mistake or similar causes. |
| (b) Deputy Commissioner of Taxes | | |

(c) Assistant
Commissioner
of Taxes

(d) Superintend-
ent of Taxes

On the same condition up to
a limit of Rs. 250 in each
individual case.

- | | | | | |
|----|---|--------------------------------|-------------|---|
| 6. | Refunds under the Assam Taxation (on Goods carried by Roads or Inland Water Ways) Act, 1954 and Rules framed thereunder | Superintendent of Taxes | Full powers | On the same conditions up to a limit of Rs. 250 in each individual case. |
| 7. | Refunds under the Assam Finance (Sales Tax) Act, 1956 and Rr. 39-46 framed there-under | Do. | Do. | Do. |
| 8. | Refunds under R. 31 framed under S.19 of the Assam Professions, Trades, Callings and Employment Taxation Act, 1947 | Do. | Do. | Provided they have become due as a matter of right owing to collections or payment having been made in excess of the amount due under the Act, or by mistake or similar causes. |
| 9. | Refund of taxes under R. 25-A of the | (a) Commissioner and Assistant | Full power. | |

Rules framed under Ss. 39 and 50 and fees and interest under S. 28 of the Assam Agricultural Income Tax Act, 1939.

Commissioner of Agricultural Income Tax.

(b) Agricultural Income Tax Officers, Assam

All refunds which have become due either as a result of over-assessment as determined by the proper authority under Ss. 24, 25, 26, 27 and 31 of the Assam Agricultural Income Tax Act, 1939 or on account of taxation and deduction at source or due to excess payment of tax in advance by assessee subject to the provision of the R. 25-A (4) of the Assam Agricultural Income-Tax Rules 1939. Such refunds due may also be set off or adjusted, wholly or partially against demands payable by the same assessee in respect of any other year.

10. Refund under the Assam Passenger and Goods Taxation Act, 1962 and Rr. 24 to 26 framed there-under

(a) Commissioner of Taxes.

Full power.

Provided that refunds have become due as a matter of right owing to collection or payments having been made in excess of the amount due under the Act, or due to

mistake or similar causes.

(b) Deputy Commissioner of Taxes Do.

(c) Assistant Commissioner of Taxes Do.

(d) Superintendent of Taxes. Up to Rs. 250 in each case. On the same conditions up to a limit of Rs. 250 in each individual case.

COMMENTS

Amended *vide* No. 24 (FEG 77/61, dated 10-10-1963).

11. Refund under the Assam Urban Immovable Property Tax Act, 1963, and Rr. 15 and 17 framed thereunder.
- | | | |
|-------------------------------------|----------------------------|--|
| (a) Commissioner of Taxes | Full power | Provided that refunds have become due as a matter of right owing to collection or payments having been made in excess of the amounts due under the Act, or due to mistake or similar causes. |
| (b) Deputy Commissioner of Taxes | Do. | |
| (c) Assistant Commissioner or Taxes | Do. | |
| (d) Superintendent of Taxes | Up to Rs. 250 in each case | On the same conditions up to the limit of Rs. 250 in each individual case. |

COMMENTS

Amended *vide* No. 33 (FEG. 77/61, dated 16-10-1965).

12.	Refund under the Assam Electricity Duty Act, 1964 and the rules framed there-under	(a) Commissioner of taxes (b) Deputy Commissioner of taxes. (c) Assistant Commissioner of Taxes.	Full power	Provided that refund becomes due as a matter of right owing to collection or payments having been made in excess of the amount due under the Act or due to mistake or similar causes. Refund should be made by adjustment and each refund sanctioned only where there is no scope for adjustment.
		(d) Superintendent of Taxes	Up to Rs. 250 in each case	On the same conditions up to a limit of Rs. 250 in each individual case.

COMMENTS

Amended *vide* No.55 (FEG. 3103/73/1, dated 16-7-1973).

General Administration Commissioners

(i) *Creation of temporary post and their continuance*

1. Sanction creation of Commissioners On a pay scale In connection with temporary posts with a minimum settlements under their not exceeding Rs. control. 1125 for a period not exceeding 12 months

COMMENTS

Amended *vide* No. FEB 28/84/123, dated 18-6-1991.

2. Sanction creation of Commissioners Do. For tehsil establishment at temporary posts in the Districts establishments under their control. kist time and for Record Room and in case of other emergencies.
3. Sanction the creation of temporary posts of peons Do. On the minimum scale of pay sanctioned for peons from time to time. In emergent cases for any specified period not exceeding 6 months.
4. Creation of temporary posts of Chairman Do. On the minimum scale of pay sanctioned for Chairman as are actually required for District Officer, Assistant and Extra

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|----|---|---|--|
| | | Chairman from Assistant Commissioners time to time for a period not exceeding 12 months | and Sub-Deputy Collectors employed in the District for Land Record work. |
| 5. | Appointment substitutes for the leave and training reserve | Do. | Up to one reservist for every 100 assistants in the Division. Subject to budget provision so long as the circumstances justifying the creation of the posts continue to exist. |
| 6. | Renewal of temporary posts originally created with the concurrence of Finance Department in the District Establishments under their control | Do. | Up to one year at a time subject to a limit of 5 years |

(ii) Refund and Remission

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|----|---------------------------|--------------|--|---|
| 7. | Remission of land revenue | Commissioner | Up to Rs. 10,000 in any one District for each calamity | (1) In case of local calamities in temporary settled areas, such as flood, hailstorms, blight or ravage by insects, which cause damage to a particular harvest. |
| | | | | Suspension may be sanctioned up to any |

amount but sanctions over Rs.10,000 must be reported to Government.

Any amount may be remitted following annulment of an estate under S. 90 of the Assam Land and Revenue Regulations.

(2) To remit unrealized arrears due from an estate sold under the provision of S. 70 of the Assam Land and Revenue Regulations.

(3) To sanction the remission of land revenue up to Rs. 500 in any one district in each year in cases other than those mentioned above.

8. Refund of the value of timber and of survey fees	Commission. To the extent allowed by Departmental Rules.	In sanctioning such refunds the details, viz., (1) the sum originally paid into the treasury and credited to miscellaneous land revenue (this is to be checked and certified to by the Treasury Officer), (2) the sum, if any,
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paid on account of the survey, and (3) the balance refundable should be given.

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|------|--|-----|-------------------------------|---|
| 9. | Remission of loans under the Land Improvements Act. | Do. | Up to Rs. 2,000 in each case | Both principal and interest where a work fails from cause beyond the borrower's control and where recovery in full would occasion serious hardship. |
| 9-A. | Remission of loans under the Agriculturists Loans Act, 1884. | Do. | Up to Rs. 1,000 in each case. | Remission may be sanctioned only where the recovery of the loan would occasion serious hardship to the borrower. |

COMMENTS

Amended *vide* No.18 (FFG 77/61, dated 23-3-1963).

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|-----|---|--------------|--------------------------------|---|
| 10. | Remission of Fishery Revenue. | Commissioner | Up to Rs.1,000 in any one case | Provided the Commissioner is satisfied that the refusal of remission will cause hardship to the lessee. |
| 11. | Remission and refund of Ferry revenue and tolls on roads and bridges. | Do. | | Under S. 15, Northern India Ferries Act, XVII of 1878. |

12.	Refund of the value of non-judicial stamp to any person.	Do.	Full power.	Under Departmental Rules, if application is made within two years of the date when the stamps become spoiled or the date of the instrument or execution.
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COMMENTS

Amended *vide* No. 37 (FEG 150/60/34, dated 27-2-1966).

13.	Disburse sums to carry on suits or appeals.	Do.	(i) Abatements of rents. (ii) Other expenditure. Sums which are necessary to be expended for the carrying on of any suit or appeal in which Government of Assam is a party.	Provided the Legal Remembrancer has directed that such suit shall be instituted or defended.
14.	Disburse sums to satisfy decrees etc. against Government.	Do.	Any sum	In order – (a) to satisfy any decree against the Government of Assam in cases where the law allows of no further appeal from

such decree, or in which the Legal Remembrancer has advised that no further appeal shall be made; and

(b) to adjust compromise of any suit or claim against the Governor of Assam which the Legal Remembrancer has directed to be compromised, or which can be dealt with the Commissioner under R.32 of the Civil Suit in the Assam Law Department Manual.

15.	Compromise suits brought against Government.	Do.	Valued at Rs. 1,000 or under	Suits of claims of a Civil nature.
16.	Grant loans under the Agriculturist Loans Act.	Do.	(iv) Loans and advances up to Rs. 5,000 in each case.	
17.	Grant loans under the Agriculturist Loans Act.	Do.	Up to Rs.3,000 in each case.	
18.	(a) Suspension of stall rents.	Do.	Full Power.	Suspension over Rs.10,000 must be reported to Government.

COMMENTS

Amended *vide* No. 39 (FEG 156/60/53, dated 15-3-1967).

(b)Sanction remission of stall rents appearing from any cause to be irrecoverable.	Commissioners	Up to Rs. 500 in any one District in each year.	Subject to the condition that the loss does not disclose defect of system, the amendment of which requires reference to Finance Department.
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19. To purchase furniture and other accessories for the newly constructed Circuit House and Dak Bungalows and replacement of un-serviceable furniture and accessories in the Circuit Houses and in the Dak Bungalows.	Do.	Full powers.	Subject to – (1) All formalities being observed before purchase. (2) Purchase of furniture and accessories being in accordance with the scales laid down by the General Administration Department. (3) Fund being available in the Budget.
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COMMENTS

Inserted *vide* Notification No. FEB 491/88 U.O./1, dated 12-1-1989.

Deputy Commissioners and Sub-Divisional Officers

(i) *Creation of temporary posts.*

1. Creation of temporary post in the services, cadres and offices under their control. Deputy Commissioner Post on pay scales with the minimum not exceeding Rs. 1,125 p.m for a period not exceeding 6 months.

COMMENTS

Amended *vide* Notification No. FEB 28/84/123, dated 18-6-1991.

2. Appoint process Deputy Commissioner. Districts where the process serving peons. establishment of Civil, Criminal and Revenue Courts have been amalgamated, according to the yardstick laid down by Government.
3. Appoint substitutes for Mandals deputed for training Deputy Commissioners of Plain District. On the minimum of the scale of pay sanctioned for Mandals. In case of deputation for training special class at the Survey School to qualify for the post of Supervisor Kanungo; provided he is satisfied that the work

cannot be carried on without a substitute.

4. Appoint pleaders in criminal cases and appeals. Deputy Commissioners

When the public prosecutor is unable to appear and the Deputy Commissioner is satisfied that the case or appeal can be conducted by another pleader without prejudice.

5. Appoint subordinate Government pleaders. District Officers.

At stations not the headquarters of districts. Such pleaders will be subject to the control and supervision of the District Government pleader and will be remunerated by fees according to the High Court Civil Rules.

6. Appoint a temporary pleader in place of a permanent Government pleader disqualified from conducting a suit. District Officers.

The District Officer should inform the Legal Remembrancer of having done so, stating the reasons therefore.

(ii) Refund, remission and writ off

7.	Remission of land revenue	Deputy Commissioner	Up to Rs.5,000	(a) To suspend only in cases detailed against Commissioner's power and in cases of private calamity. (b) Remission following annulment of an estate in fault ferar and Jotrahin cases. (c) Suspension and remission of house-tax, dao-tax, foreigners-tax and other taxes including land revenue in cases in which they consider necessary to a limit of Rs.500 in any one village in a year.
8.	Remission of grazing fees	Do.	Unpaid portions of the fees	(a) In cases in which their realisation would cause hardship <i>e.g.</i> , in the case of number of animals destroyed by an outbreak of disease or when animals are sold by an order of a Court. (b) Remit the fees payable by poor persons in cases

		Sub-divisional Officers		of hardship.
9.	Remission of Fishery Revenue	Deputy Commi- ssioner		Provided he is satisfied that the refusal of remission will cause hardship to the lessee.
10.	Refund of land revenue	Do.		All refunds which have become due as a matter of right owing to mistakes in collection, collections being made twice over or to similar causes.
11.	Refund of grazing revenue	Do.		All refunds to mouzadars and mohsirdars or arrears already credited in to the Treasury which have become irrecoverable from the graziers; provided coercive measures taken were prompt and adequate.
12.	Refund of the value of timber and of survey fees	Do.	To the extent allowed by Dep- artmental Rules	Subject to the conditions laid down in Serial No. 8 against Commissioner's power.
13.	Reduction of land revenue assessment	District Officers	Do	In the case of temporarily settled estates when the soil has permanently deterio- rated through causes beyond the settlement

holders' control, or an improvement which was taken into account when the assessment was fixed has failed.

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|-----|---|-------------------------------------|-------------|--|
| 14. | Refund of local rates and revenue deposits | Deputy Commissioner | Full power | In those cases only in which refunds have become due as a matter of right owing to mistakes in collection, collections being made twice over or to similar causes. |
| 15. | Refund of the value of impressed court fee stamps to any person. | District or Sub-divisional Officers | Do. | Under the Departmental Rules within six months of purchase. |
| 16. | Refund of the value of undetached court fee adhesive labels for which any person has no immediate use | Do. | Do. | Under the Departmental Rules; provided that if such stamps are below Rs. 5 in value there are at least four of them and otherwise at least two and that application is made within six months of purchase. |
| 17. | Refund of the value of detached court fee adhesive labels to any person | District or Sub-divisional Officer | Full powers | In special cases if application is made within one year of purchase under the Departmental Rules. |
| 18. | Refund of the value of impressed Court | Do. | Do. | In special cases if application is made within |

fee stamps to any person

one year of purchase.

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|-----|--|---|-----|--|
| 19. | Refund of the value of non-judicial stamps to any person | Do. | Do. | Under Departmental Rules if application is made within one year of the date when the stamps become spoiled or the date of the instrument or execution. |
| 20. | Refund of receipts of local bodies credited to the State revenue | Do. | Do. | All refunds which have become due as a matter of right owing to mistakes in collection, collections being made twice over or to similar causes. |
| 21. | Refund of opium and excise revenue | District Officers | Do. | Provided that they have become due as a matter of right owing to collections having been made by mistake or twice over or similar causes. |
| 22. | Remission and refund of process fees in cases in which the original demand is remitted or the process has been issued by mistake | Deputy Commissioner and Sub-Divisional Officers | --- | --- |

23.	Remission of loans under the land improvement Loans Acts	District Officers	Up to Rs. 250 in each case	Both principal and interest where work fails from causes beyond the borrower's control and where recovery in full would occasion serious hardship.
23-A.	Remission of Loans under the Agriculturists Loans Act, 1884	Deputy Commissioners	Up to Rs. 100 in each case.	Remission may be sanctioned only where the recovery of the loan would occasion serious hardship to the borrower.

COMMENTS

Amended *vide* No. 19 (FEG. 77/71, dated 8-2-1963).

24.	Write off of irrecoverable value of stores (including furniture) livestock or public money lost by fraud or negligence or individual or other cases.	(i) Deputy Commissioners (ii) Sub-Divisional Officers	(i) Up to Rs. 3,000 in any single case. (ii) Up to Rs. 1,000 in any single case.	On the same conditions as the case of the Heads of Departments.
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COMMENTS

Amended *vide* No. 58 (FEG. 53/76, dated 23-9-1976).

25.	Writing off of value of unserviceable stores (including live stock and furniture)	(a) Deputy Commissioner	Full power	(a) (i) Subject to the condition that the articles are disposed of by the sale which should ordinarily be by public auction. (ii) The original value of article disposed of does not exceed Rs. 25,000 in each case.
		(b) Sub-Divisional Officer	Do.	(b) (i) same as (a) (i) above. (ii) The original value of articles disposed of does not exceed Rs. 5,000.

COMMENTS

Amended *vide* No. 58 (FEG. 53/76, dated 23-9-1976).

26.	Local purchase of stationery in case of urgency	(i) Deputy Commissioner	Up to Rs. 500 in each case	(i) Subject to an annual limit of Rs. 10,000
		(ii) Sub-divisional Officer	Up to Rs. 250 in each case	(ii) Subject to an annual limit of Rs. 2,000.
27.	Urgent printing at local press (excluding standardized forms of money receipt)	Deputy Commissioner	Up to Rs. 2,000 in each case	(a) Subject to total of Rs. 10,000 in a year. (b) In the case of standardised forms of

money receipt, printing up to one month's requirement will be admissible without a certificate from Government Press that it cannot undertake such work and beyond one month requirement on production of such certificate.

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| 28. Purchase of spare parts, tyres and cost of repairs on departmental vehicles. | (i) Deputy Commissioner | (i) Up to Rs. 1,000 in each case in the case of spares & up to Rs. 2,000 in each case in the case of overhaul and repairs. |
| | (ii) Sub-divisional Officer. | (ii) Up to Rs. 500 in each case in the case of spares & up to Rs. 1,000 in each case in the case of overhaul and repairs. |

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

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|-----|---|---|--------------|---|
| *1 | Purchase of Stationery article in connection with Intensive Revision of Electoral Rolls with 1 st January, 1955 as the qualifying date. | Deputy Commissioner/ Sub-Divisional Officers. | Full Powers. | Subject to availability of fund and also observance of rules and procedures in force. |
| | While thin paper, Gum, Carbon paper, Dot Pen, Alpin, Stamp pad, Iron/Wooden Scale; correcting fluid. | Deputy Commissioner/ Sub-Divisional Officers | | Subject to availability of funds and also observance of rules and procedure in force. |
| | F.C. and D.F.C. paper, Duplicating paper, duplicating Ink, Stencil paper, Tracing paper, Photostat paper, Tag, Thread, Red Oxide, Stamp Pad, Stamp Pad Ink, Wood Pencil and Dot Pen refill. | | Full Powers. | |
| *2. | Printing of various forms, Electoral | | Full Powers. | Subject to conditions that – |

cards, Electoral Rolls etc. in connection with Intensive Revision of Electoral Rolls with 1st January, 1995 as the qualifying date.

- (1) Budget provision exists.
- (2) Printing works are done with prior approval of the C.E.O. Assam.
- (3) Normal rules/ procedures are observed.

COMMENTS

*Item Nos. 1 and 2 have been inserted *vide* Notification No. FEB 306/94 (u/c) I-4-dated 22-12-1994, to remain effective till intensive revision of electoral roll is over.

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|-----|--|----------------------|--------------|---|
| 29. | Purchase of spares and cost of petty repairs to Departmental vehicles. | Deputy Commissioners | | On the same conditions as in the case of the Heads of Departments up to Rs. 250 in case of spares and Rs. 100 for petty repairs in each case. |
| 30. | Incur expenditure on State guest. | Do | | Subject to Budget provision in accordance with rules or principle prescribed with the prior consent of the Finance Department. |
| 31. | To sanction POL bills, hire wages of drivers, handyman of vehicles requisitioned under the | Do | Full powers. | |

Assam Requisition
and Control of
Vehicles Act, 1968.

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

32. Purchase of office equipment such as clocks, time-pieces and table fans.
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|------------------------------|----------------------------------|
| (i) Deputy Commissioner. | (i) Up to Rs. 500 in each case. |
| (ii) Sub-Divisional Officer. | (ii) Up to Rs. 250 in each case. |

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

33. Purchase of furniture for new office or on expansion of existing offices or replacement of old and worn out items.
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|---------------------|--------------|
| Deputy Commissioner | Full Powers. |
|---------------------|--------------|

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

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|-----|---|------------------------------|---------------------------------------|
| 34. | Rent on Lands and buildings leased out of Government. | (i) Deputy Commissioner | (i) Up to Rs. 1,000 p.m. in each case |
| | | (ii) Sub-Divisional Officers | (ii) Up to Rs. 300 p.m. in each case |

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

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|-----|--|---------------------|--------------|--|
| 35. | Purchase of books, maps, periodicals and newspapers. | Deputy Commissioner | Full powers. | Subject to the condition laid down in item 22-Appendix to the Assam Contingency Manual and Rr. 328-81 of Assam Executive Manual. |
|-----|--|---------------------|--------------|--|

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

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|-----|---------------------------------------|---------------------|--------------|
| 36. | Purchase of Type-writer & Duplicator. | Deputy Commissioner | Full powers. |
|-----|---------------------------------------|---------------------|--------------|

COMMENTS

Amended *vide* No. 58 (FEG 53/76, dated 23-9-1976).

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|-----|-------------------------------------|-----|---|--|
| 37. | Repair of Type writers, duplicators | Do. | Rs. 500 annually in each case of Type-writer | Subject to observance of all rules and procedure and availability of fund. |
| | | | Rs. 1,000 annually in each case of duplicator | |

COMMENTS

Inserted *vide* Notification No. 199/84/3 dated 28-12-1984.

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|-----|---|---------------------|--|--|
| 38. | Sanction of grant to the private persons killed/ injured in case of police firing, bomb blasts etc. with the ABSU's agitation | Deputy Commissioner | Up to Rs. 5,000 in case of death and up to Rs. 3,000 in case of injury | Provided that -
(1) Budget provision exists.
(2) After getting necessary report from the respective police officers as well as medical officers. |
|-----|---|---------------------|--|--|

COMMENTS

Inserted *vide* notification No. FEB. 226/89/u/o/1, dated 4th September, 1989.

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|-----|--|---------------------|---|--|
| 39. | Creation of temporary posts in the services cadres and offices under their control | Deputy Commissioner | Posts on pay scale with the minimum not exceeding Rs. 1,125 p.m for a | General condition etc will continue to remain the same |
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period not exceeding 6 months

COMMENTS

Inserted *vide* Notification No. FEB. 28/84/123, dated 18-6-1991.

40. Sanction of plan Deputy Commi- As per extent of Subject to conditions :
- schemes brought ssioners of powers indicated
- within the purview plain Districts against each item (1) that the scheme is
- of Sub-divisional below. within the approved
- Planning excluding Annual State Plan.
- purchase of vehicles,
- creation of posts, (2) that the scheme is
- central sector approved by the Sub-
- schemes subject to divisional Planning
- specific conditions and Development
- mentioned in the Council.
- items indicated
- against Sl. Nos. 41 (3) that the sanction does
- to 70. not exceed the annual
- outlay approved for
- the scheme for the
- sub-division.
- (4) that the plan and
- estimates are scrutiny-
- sed by appropriate
- technical officer.
- (5) that the limit of the
- prescribed admissible
- outlay is not exceeded.

- (6) that floor area must be according to specification admissible.
- (7) that there must be provision of fund for the project.
- (8) that the procedure for purchase for public service is followed.
- (9) that fund provided for one scheme is not diverted to another.
- (10) that fund provided for the scheme in one sub-division is not diverted for the same schemes or other schemes in another sub-division.
- (11) that there shall not be any re-delegation of power by the officer mentioned in column 3.
- (12) that norms, rules governing the scheme are strictly adhered to.

COMMENTS

Inserted *vide* FEB. 54/88/1, dated 19th May, 1988.

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|-----|---|---|---|-----|---|
| 41. | To accord administrative approval and sanction expenditure on works to be executed departmentally, original works | Deputy Commissioners of Plain Districts | In case of project involving residential building Rs. one lakh; for other works Rs. two lacs. Drinking water supply and irrigation projects up to Rs. 3 lakhs | (1) | Subject to fund provision in the Annual Sub-divisional Plan and that there is technical personnel competent to scrutinise the estimates and supervise the works and that the rule laid down for departmental construction of public building (Appendix 8 to the Assam Financial Rules) are strictly adhered to. |
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Note:

The term "residential buildings" does not include Government hostel or quarters for employees on pay scales the maximum of which exceeds Rs. 1,375 p.m.

- (2) Subject to the general guidelines of Planning

and Development Department and the norms and guidelines governing the schemes.

(3) Subject to proper projectisation, provision of funds and approval of Sub-divisional Planning & Development Council.

(4) Subject to proper estimate drawn up by competent technical authority as per P.W.D. and other concerned rules and procedure and technical approval obtained.

(5) Norms for permissible outlay for office, residential accommodation is not exceeded if the functional building complex includes office/ residential accommodation.

42. For Public Works Deputy Commi- Up to Rs. 5 lakhs Provided that -
Department. ssioners of
Plain Districts. (1) The estimates are

To accord administrative approval to plants and estimate, for works.

scrutinised by the appropriate officer and technical sanction obtained.

- (2) The limit of the prescribed admissible outlay are not exceeded.
- (3) Floor area must be according to specification admissible for post or categorywise.
- (4) Funds by valid appropriation are available (for procedure in obtaining administrative approval see paragraph 236-242 of Assam Public Works Department Code and R. 188 of the Assam Executive Manual).

Note :

Subject to the conditions specified above the Public Works Department is the Administrative Department for the purpose of

according administrative approval for projects involving outlay on additions and alterations to existing residential buildings that are born on its books.

(5) Subject to proper projectisation, provision of fund under concerned scheme/project and approval of Sub-Divisional Planning and Development Council.

(6) Subject to general guidelines of Planning and Development Department and guidelines governing the scheme.

43. Sanction of schemes of M.N.P Roads	Deputy Commissioners of Plain District	Up to Rs. one lakh for each project.	<ol style="list-style-type: none">1. Provided technical sanction concerning the schemes/projects is obtained from competent authority. 2. Provided funds under the concerned decentralised plans schemes
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/projects are there.

3. Provided the location of the schemes/ projects is approved by the Sub-divisional Planning and Development Council.

For Agriculture Department

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|---|--|--|---|
| 44. Sanction of schemes involving purchase of instruments, appliances, apparatus and machinery. | Deputy Commissioners of Plain Districts. | (a) Full powers when purchase is essential, the items being competent of the scheme for implementation as per norms, rules, guidelines laid for the concerned decentralised plan scheme and purchase is proposed to be made through Central Stores Departments or on | Subject to provision of the financial rules governing the purchase of stores for the public service (Appendix X of the Assam Financial Rules) and provisions of fund under the concerned scheme under decentralised Planning. |
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rate contract through Agro Industries Development Corporation or as per price form and specification approved by duly constituted State level Purchase Board wherein the Administrative Department and Finance Department are represented.

(b) Otherwise up to Rs.12,000 in each case when purchase is essential, being component of the scheme for implementation as per norms, guidelines for the concerned schemes as

Do.

approved by the Government in the Agriculture Department.

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|-----|---|---|---|-----|
| 45. | Sanction of schemes involving distribution of seeds, fertilisers, pesticides stores | Deputy Commissioners of Plain Districts | (a) Full powers when purchase is essential being component of the scheme for implementation as per norms, guidelines, rules laid down for the concerned decentralised plan scheme and purchase is proposed to be made through Central Stores Department or on rate contract or through Seed | Do. |
| | | | (b) Otherwise up to Rs. 5,000 in each case | |

when purchase is essential being component of the scheme for implementation as per norms, rules, guidelines for the concerned scheme as approved by the Government in the Agriculture Department.

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|-----|---|-----|--------------------------------|--|
| 46. | Sanction of Schemes involving training of farmers, demonstration works, grant-in-aid/ subsidy | Do. | Up to Rs.3000 in each case. | Subject to strict adherence to norms, rules and guidelines for the concerned scheme as prescribed by the Government in the Agriculture Department, and subject to provision of plan fund under the concerned decentralised scheme. |
| 47. | Sanction of schemes involving marketing of produces | Do. | Up to Rs. 30,000 in each case. | Do. |

48.	Sanction of schemes involving marketing of produces	Deputy Commissioners of Plain Districts	Up to Rs. 1, 000 in each case	Do.
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For Veterinary Department

49.	Sanction of scheme involving purchase of instruments, apparatus, appliance, machinery, tools and plants and live-stock and stores (medicine, feed, fodder) under decentralised plan schemes.	Do.	(a) Full power when purchase is essential for the items being component of the schemes for implementation as per norms and procedures of the concerned scheme and purchase is proposed to be made on rate contract or as per sample, farm price, quality and specification approved by duly constituted Purchase Board wherein the Administ-	Subject to provision of the financial rule governing the purchase of stores for the public service (Appendix X of Assam Financial Rules) and provision of funds under the concerned decentralised plan scheme.
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rative Department and Finance Department are represented.

(b) Otherwise up to Rs. 12,000 in each case when the items are component of the scheme, subject to norms, guidelines for the concerned scheme.

49-A Schemes involving Deputy Commissioners of Plain Districts Full Power. subsidy for distribution of live stock etc., under decentralised plan

(a) Provided schemes are proposed Schematic norms and guidelines duly approved by Government.

(b) Schemes are approved by the concerned SPDC.

(c) Provided funds are available during the year for the purpose under appropriate head of account.

(d) Provided the scheme is within the approved Annual Plan of the State.

(e) Subject to observance of usual rules and procedures.

COMMENTS

Serial No. 49-A was inserted *vide* Notification No. FEB. 54/88/118, dated 30-4-1996, to take effect from this date.

For Fisheries Department

50. Sanction of scheme involving purchase of instruments, appliances, equipments, fish seeds and feeds Deputy Commissioners of Plain Districts Full power when purchase is essential being component of the decentralised plan scheme for implementation as per norms, guidelines etc. laid down for the concerned scheme and purchase is proposed to be made as per price, specification Subject to provision of the financial rule governing the purchase of stores for the public service (Appendix X) of Assam Financial Rules. (2) Subject to provision of funds under concerned decentralized plan scheme.

and farm approved by a duly constituted State Level Purchase Board wherein the Administrative Department and Finance Department are represented.

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|-----|--|---|----------------------------------|--|
| 51. | Sanction of scheme involving grants-in-aid subsidy | Deputy Commissioners of Plain Districts | Full Power proposed as per norms | Subject to strict adherence to schematic norms and quantum and guidelines as prescribed by the Government in the Fisheries Department and subject to provision of funds under the concerned decentralised plan scheme. |
|-----|--|---|----------------------------------|--|

For Irrigation Department

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|-----|--|--|------------------|--|
| 52. | Sanction of schemes involving installation of irrigation project | Deputy Commissioners of Plain Districts. | Up to Rs.3 lakhs | 1. Provided scheme is approved by the Sub-Divisional Planning and Development Council for which survey and investigation has been made and viability of the project is proved. |
|-----|--|--|------------------|--|

2. Provided technical sanction of the project is obtained.
3. Subject to provision of fund under the concerned decentralised plan schemes.

For Co-operation Department

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| 53. | Sanction of schemes involving grants-in-aid, share capital contribution subsidy and loan concerning sub-divisional schemes | Deputy Commissioners of Plain Districts | Full power when such grants and loans are as per norms, regulations laid down in the bye-laws | *(i) Subject to satisfactory performance of the societies and provision of funds under concerned schemes. |
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For Forest Department

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| 54. | Sanction of scheme involving plantation work and maintenance | Deputy Commissioners of Plain Districts | Full power when proposed as per norms approved by the Government | *(ii) Subject to the provision of fund under the concerned plan scheme and approval of the detailed scheme by the sub-divisional |
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Planning and Development council.

(iii) Subject to the limitation of expenditure within the schematic allocation.

(iv) Subject to condition that expenditure proposed is as per norms, rules governing the concerned scheme.

For Soil Conservation Department

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| 55. | Sanction of schemes concerning Soil Conservation Department. | Deputy Commissioners of Plain Districts. | Up to Rs. 50,000 in each case. | 1. Subject to condition that expenditure proposed is as per norms, rules and guidelines governing the concerned schemes prescribed by the Government in the Soil Conservation Department.

2. Subject to provision of funds under the concerned decentralised scheme and |
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approval of the detailed scheme by the S.P.D.C. during the year.

For Industries Department

56. Sanction of Deputy Com- Full Power when Subject to strict schemes involving missioners of proposed as per adherence to rules and loans, subsidies Plain Districts. norms. norms provided in the Aid to Industries Act and State Government's approved norms and and incentives.
- do-
57. Sanction of sche- Deputy Com- Subject to strict ad- mes involving su- missioners of herence to the State pply of improved Plain Districts Government's approved tools and seed money and recommendations of Sub-divisional District Level Committee and provision of funds under concerned decentralised plan schemes.

For Sericulture Department

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| 58. | Sanction of schemes involving grants, subsidy and seed money concerning sericulture | Deputy Commissioners of Plain Districts | Up to Rs. 5,000 in each case | Subject to rules, norms and quantum as prescribed by the Government in Sericulture Department and subject to provision of funds under the concerned decentralised schemes. |
| 59. | Sanction of schemes involving plantation. | Do. | Up to Rs. 10,000 in each case. | Do. |
| 60. | Sanction of schemes involving purchase of reeling machines. | Do. | Up to Rs. 8,000 in each case. | Do. |
| 61. | Sanction of schemes involving purchase of rearing appliances etc. | Do. | Up to Rs. 2,500 in each case. | |

For Handloom Textile Department

62. Sanction of schemes involving subsidy, margin money, share capital incentive and modernisation of looms. Deputy Commissioners of Plain Districts. Full powers when it is as per norms. Subject to condition that norms, rules and guidelines as prescribed by the Government of in the Handloom and Textile Department are fulfilled and subject to provision of funds under the concerned decentralised plan schemes.

For Education Department including Sports

63. Sanction of schemes of Education Department involving purchase of teaching materials, furniture, instrument and uniform brought within the purview of decentralised planning. Deputy Commissioners of Plain Districts. Full powers if the purchase is essential being component of the concerned decentralised plan scheme and the purchase is proposed to be made as per price, quality, specification and forms approved by the State Level Subject to (i) Observance of approved norms, rules, guidelines for the concerned decentralised schemes. (ii) Provision of funds under the concerned scheme and approval of sub-divisional Planning and Development Council, and

Purchase Board (ii) Limiting sanction wherein Administrative Department and Finance Department are represented. within the provision for the concerned scheme for the year.

64. Sanction of schemes involving grants-in-aid concerning schemes of Education Department brought within the purview of Sub-divisional Planning's.
- Deputy Commissioners of Plain Districts.
- Full power when grant-in-aid are proposed to be sanctioned strictly as per departmental norm, quantum and criteria for the concerned schemes or as recommended by the State Level Committee for the purpose.
- Subject to
- (i) Provision of funds under the concerned scheme and approval of Sub-divisional Planning and Development Council.
 - (ii) Quantum of grants is strictly as per norms concerning the scheme.
 - (iii) Institution/ beneficiaries selected are strictly as per norms, criteria and guidelines concerning the scheme.
 - (iv) Limiting expenditure within the provision for the concerned scheme for the year.

(v) Submission of utilization certificate of earlier grants, if any.

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| 65. | Sanction of scheme concerning adult education and post literacy centres under the on-going projects | Deputy Commissioners of Plain Districts. | Full powers when as per approved norms. | Subject to strict observance of norms concerning the scheme and subject to provision of fund under the concerned decentralised plan scheme. |
| 66. | Sanction of schemes involving purchase of sport equipments and expenditure for holding tournament and coaching camp | Do. | Full powers when purchase is essential being component of the concerned decentralized plan scheme and the purchase is proposed to be made, on rate contract or as per sample, price quality and specification approved by a duly constituted State Level Purchase Board wherein Administrative Department are represented and for holding of tournament and camp if the estimate is as per | 1. Subject to provision of funds under the concerned Sub-divisional schemes.
2. Subject to strict adherence to the norms, rules and guidelines approved by the Government. |

approved norms
and guidelines.

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| 67. | Sanction of schemes involving grants-in-aid for construction of mini stadium and development of play field for schools | Deputy Commissioners of Plain Districts | Full powers when proposed as per norms of the concerned scheme for which comprehensive guidelines and norms are prescribed by the Government | Subject to –

(1) guidelines for concerned schemes strictly followed.

(2) quantum of grants as per schematic norms.

(3) provision of funds under concerned scheme.

(4) approval of sub-divisional Planning and Development Council.

(5) submission of utilisation certificate of earlier grants, if any. |
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For Panchayat and R.D. Department

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| 68. | Sanction of schemes involving grants to Panchayat Institution and self-help | Deputy Commissioners of Plain Districts | Full powers. | As per norms prescribed by the Government in the Panchayat and Community Development and |
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schemes

R.D. Department and subject to provision of fund under concerned decentralised scheme.

For Revenue Department

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| 69. Sanction of schemes involving grant-in-aid and subsidy in respect of rural housing and land reforms scheme brought within the purview of decentralised planning | Deputy Commissioners of Plain Districts | Full powers. | (1) Subject to strict adherence to the norms and guidelines of the concerned scheme.

(2) Subject to finalisation of list of eligible beneficiaries.

(3) Subject to condition that grants/subsidy are sanctioned in the name of the beneficiaries.

(4) Subject to condition that operational scheme is prepared adhering strictly to the approved norms and guidelines concerning the scheme. |
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(5) Subject to provision of funds under the concerned decentralised plan scheme.

For Health and F.W. Department

70. Sanctioning of Deputy Commissioners of Plain Districts schemes involving purchase of medicines, equipments concerning decentralised schemes of Health Service Sector.
- Up to Rs. 50,000 when purchase is for essential items being component of the scheme for implementation as per norms, guidelines, rule for the combined scheme prescribed by the Government in the Health Department and purchase is proposed to be made through approved stores as per sample, price and specification approved by a duly constituted State Level Board wherein Administrative Department and Finance Dep-
- Subject to provision of funds under the concerned decentralised plan schemes.
- Subject to condition that expenditure does not exceed the plan fund provided for the purpose for a sub-division.

artment are represented.

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| 71. | Sanction of Scooter /Motor Cycle advances to the non-gazetted staff of their respective establishments | Deputy Commissioners. | Full power. | Subject to observance of the requirement of the relevant Financial rules and procedure. |
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COMMENTS

Inserted *vide* FEB. 72/82/184, dated 8th November, 1985.

Administration of Justice

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| 1. | Appoint substitutes against public prosecutors granted leave | Legal brancer | Remem- | Full powers. | Provided no extra cost to Government is entitled |
| 2. | Appoint associate pleaders in special cases | | Do. | | |
| 3. | Appoint practitioners | Legal | Do. | | May grant fees up to Rs. 100 per diem. |
| 4. | Refund of Judicial fines | Presiding Officer of the Court ordering the | | | Should be supported by a certified copy of the order (not of the reasons) of the |

	refund	Court under the High Court's General Rules and Circular Orders (Civil)
5.	Refund of Amin's fees	Judges in charge of the Court who passes these refund orders
6.	Remission or writing off of sums	Legal Remembrancer
		Any sum due to the Government under the decree of a court which is found to be irrecoverable.
7.	Pay sums to carry on suit, etc.	(a) Legal Remembrancer
		(a) Any sum for the purpose of carrying on any suit or appeal in which the Government of Assam in a party or of which the Govt. of Assam undertakes the defence.
		(b) Department of the Secretariat concerned
		(b) Satisfying any decree against the Government of Assam or against any party whose defence has been undertaken by the Government of Assam.
		(c) Department of the Secretariat concerned in consultation with L.R.
		(c) Adjusting any suit or