

Book of Financial Powers -
Volume - I

वित्त निर्देश- 20 /2007

छत्तीसगढ़ शासन
वित्त एवं योजना विभाग
मंत्रालय-रायपुर

रायपुर, दिनांक 5 MAY 2007

क्रमांक 113/670(2003)/वित्त/नियम/चार/2007,

प्रति,

शासन के समस्त विभाग
अध्यक्ष, राजस्व मण्डल, बिलासपुर
समस्त विभागाध्यक्ष
समस्त जिलाध्यक्ष
छत्तीसगढ़ ।

विषय: वित्तीय अधिकार पुस्तिका भाग-1 का पुनर्लेखन ।

शासन के विभिन्न विभागों/विभागाध्यक्षों एवं अधीनस्थ कार्यालयों के अधिकारियों के लिए प्रत्यायोजित वित्तीय अधिकारों की वर्तमान सीमाएं दिनांक 1 अप्रैल 1995 से लागू हैं । वित्तीय अधिकार पुस्तिका भाग-1 में सभी विभागों के लिये समान रूप से लागू अधिकार तथा वित्तीय अधिकार पुस्तिका भाग-2 में अलग-अलग विभागों को लागू विशिष्ट अधिकारों का समावेश है ।

राज्य शासन द्वारा वस्तुओं एवं सेवाओं की मूल्यवृद्धि एवं अधिकारों के अधिक विकेन्द्रीकरण की आवश्यकताओं को ध्यान में रखते हुये वित्तीय अधिकार पुस्तिकाओं के पुनर्लेखन का निर्णय लिया गया है जिसके अंतर्गत प्रथम चरण में वित्तीय अधिकार पुस्तिका भाग-1 लागू की जा रही है, जो इस ज्ञापन के साथ संलग्न है ।

सभी विभागीय अधिकारियों से अनुरोध है कि इन अधिकारों से अपने अधीनस्थों को अवगत कराते हुए इनका पालन सुनिश्चित करने हेतु आवश्यक व्यवस्था करें । ऐसे अधिकार जो कार्यालय प्रमुख एवं विभागाध्यक्ष स्तर के अधिकारियों को प्रत्यायोजित हैं उनका उपयोग समुचित अवधि में करने हेतु उन्हें समय पर बजट आबंटन उपलब्ध कराया जाये । इन प्रत्यायोजित अधिकारों का उपयोग करते समय इस पुस्तिका के परिशिष्ट - 1 में दी गई सामान्य शर्तों को अनिवार्यतः ध्यान में रखा जाए तथा भंडार कय नियम, सेवाओं के प्रदाय संबंधी नियम, संविदा के नियम, नवीन ऋण एवं पुनर्विनियोजन के प्रावधानों तथा अन्य

नियमों एवं समय-समय पर जारी कार्यपालिक निर्देशों का कड़ाई से पालन किया जाए ।

ये वित्तीय अधिकार इस ज्ञापन के जारी होने की तिथि से लागू हुए माने जावेंगे । वित्तीय अधिकार पुस्तिका भाग-2 के पुनर्लेखन की कार्यवाही अलग से की जा रही है ।

संलग्न:- वित्तीय अधिकार पुस्तिका भाग-1

छत्तीसगढ़ के राज्यपाल के नाम से
तथा आदेशानुसार

(डी.एस.मिश्र)

प्रमुख सचिव

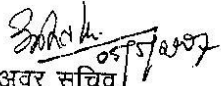
छत्तीसगढ़ शासन, वित्त विभाग

पृष्ठांकमांक 114/670(2003)/वित्त/नियम/चोर/07, रायपुर, दिनांक 05.05.2007
प्रतिलिपि:-

1. राज्यपाल के सचिव, राजभवन, रायपुर
2. सचिव, छत्तीसगढ़ विधानसभा सचिवालय
3. सचिव, मुख्यमंत्री सचिवालय, रायपुर
4. रजिस्ट्रार जनरल/महाधिवक्ता/उपमहाधिवक्ता, छत्तीसगढ़ उच्च न्यायालय, बिलासपुर
5. सचिव, छत्तीसगढ़ लोक सेवा आयोग/मानवाधिकार आयोग/राज्य निर्वाचन आयोग/लोक आयोग, रायपुर
6. निज सचिव/निज सहायक, मंत्री/राज्यमंत्री, छत्तीसगढ़, रायपुर
7. महालेखाकार, छत्तीसगढ़, रायपुर
8. मुख्य सचिव के स्टाफ ऑफीसर, मंत्रालय, रायपुर
9. प्रमुख सचिव वित्त के स्टाफ ऑफीसर, मंत्रालय, रायपुर
10. आयुक्त जनसंपर्क संचालनालय, रायपुर
11. आवासीय आयुक्त, छत्तीसगढ़ भवन, नई दिल्ली
12. राज्य सूचना आयुक्त, निर्मल छाया भवन, मीरा दातार रोड, शंकर नगर, रायपुर
13. समस्त सचिव/विशेष सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव एवं समस्त शाखा, वित्त विभाग, मंत्रालय, रायपुर
14. संचालक, कोष, लेखा एवं पेंशन, छत्तीसगढ़, रायपुर
15. मुख्य लेखाधिकारी, मंत्रालय, रायपुर
16. संभागीय संयुक्त संचालक, कोष, लेखा एवं पेंशन, रायपुर/बिलासपुर एवं जगदलपुर, छत्तीसगढ़
17. समस्त कोषालय अधिकारी, जिला/सिटी कोषालय, छत्तीसगढ़
18. समस्त प्राचार्य, लेखा प्रशिक्षण शाला, छत्तीसगढ़
19. संचालक, शासकीय लेखन सामग्री एवं मुद्रण, रायपुर
20. समस्त मान्यता प्राप्त कर्मचारी संघ, छत्तीसगढ़
21. राज्य सूचना अधिकारी, राष्ट्रीय सूचना केन्द्र को वित्त विभाग की वेबसाइट www.cgfinance.nic.in में अपलोड करने हेतु ।

की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेंषित ।

संलग्न:- वित्तीय अधिकार पुस्तिका भाग-1


अवर सचिव

छत्तीसगढ़ शासन, वित्त विभाग

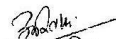
FINANCIAL POWERS UNDER FINANCIAL RULES					
Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	SR 10 below FR 9(32), CGFC Vol-I Rule-2(14)	Declare an officer as Head of Department	Administrative Department in consultation with General Administration Department & Finance Department	Full Powers	Subject to the officer being the Head of an identifiable organisation
2		Declare an officer as Regional Head	Administrative Department in consultation with Finance Department	Full Powers	Subject to the officer being the Head of an identifiable Regional officer of the Dept.
3	CGFC Vol-I Rule 2(23) FD Memo No. E/17/2/79/R-V / N Dt 31-12-79	Declare an officer as Head of an office	Administrative Department in consultation with Finance Department.	Full Powers	
4		Declare an officer as Controlling Officer	Administrative Department	Full Powers	
5		Declare an officer as Drawing and Disbursing Officer	Administrative Department	Full Powers	Drawal at treasuries be permitted only after obtaining authority of Accountant General under rule 15(c) of CGTC vol-I
6	CGFC Vol-I Rule 90-92 and 94 FD Memo No. G-2/1/95/CIV Dt. 20-1-95	To investigate and sanction claims (including their own) to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year but not exceeding six years.	Head of Department/ Collector / Regional Head	Full Powers	
7	CGFC Vol-I Rule 93 FD Memo No. G-2/1/95/CIV Dt. 20-1-95	Sanction payment of claims of arrears of pay or allowances or increments which have been allowed to remain in abeyance for a period exceeding six years but not time barred in accordance with the provisions of law relating to limitations.	Head of Department / Collector / Regional or Divisional Heads Controlling Officer. (In the case of HOD, Collector and Regional / Divisional Heads)	Full Powers Full Powers	All petty claims (upto Rs 1000 each) other than those that effect pension, for which reasons for delayed submission are not adequate, should be rejected.
8	CGFC Vol-I Rule 282	To fix the amount of security required from staff under their control.	Head of Office	Full Powers	
9		Sanction refund of auction proceeds in case of sales which are not confirmed subsequently	Authority competent to confirm the sale.	Full Powers	
10		Sales of Govt. building	General Administration Department in Consultation with P.W.D.	Full Powers	Subject to certification from the Collector and PWD that the building is not wanted by another department and could not conveniently be utilised for any public purpose.

अवर-सचिव
स्वीडिश शासन, कित विम
मंत्रालय, रायपुर

Sl. No.	Particulars rules etc.	the powers	Delegation
	Dismantle of Government buildings and sale of debris	General Administration Department in Consultation with P.W.D.	Full Powers (i) Subject to a certificate of the Collector as required by GBC III - 8 that the building is not required by any other department or public undertaking or for any public purpose. (ii) Subject to a certificate from the Collector and PWD that the building needs to be dismantled.
		Collector / Chief Engineer	In respect of buildings of the book value (or in its absence current market value) of upto Rs. 5 Lakhs.
11	Hiring accommodation for Government use:-		
	(a) Sanction renting of ordinary office accommodation	Head of Department Collector	Full Powers Rs. 5000
	(b) Hiring accommodation for storage of food grain.	Collector	Full Powers
	(c) Hiring accommodation for purposes other than office accommodation and storage of food grain.	Collector	Rs. 1000 p.m.
	(d) When accommodation is provided in a building partly used as a private residence by Govt. servant	Head of Department Collector	Full Powers Rs. 1000 p.m.
12	Sanction advance to Govt. servants for purchase of plot / house construction/repair/alteration in a house for residential purposes, purchase of motor cars, purchase of computers	Head of Department Administrative Department (In case of HOD's personal case).	Full Powers Full Powers


 अनील कुमार
 जमीनमद शासन, वित्त विभाग
 मंत्रालय, रायपुर

rules etc.	the powers	Delegation
13	Power to write off advance for purchase of plot/house or for construction of house and/or interest thereon in case of deceased govt. servants outstanding recovery on the date of death.	Head of Department Full Powers except AUS Subject to conditions laid down in FD Memo No. G-3/1/95/C/V Dated 08.02.1995
14	Sanction Festival / Food Grain advance to Govt. servants	Head of Office Full Powers Subject to the limits prescribed by Govt. and clearance of old advances.
15	Sanction advance of pay and travelling allowances, etc. to Govt. servants on transfer.	Head of Office Full Powers
16	Sanction advance of travelling allowances on tours to Govt. Servants (including self).	Head of Office Full Powers. Subject to the condition that a second advance would be given only after the first advance has been adjusted in full. The advance would cover full estimated expenses of tour.
17	Sanction reimbursement of cancellation charges of rail / air tickets	Controlling Officer Full Powers When cancellation is made in the interest of Govt. or on account of circumstances beyond the control of the Govt. servant.
18	Advance on proceeding on deputation outside India for a period of one month or more	Head of Office Full Powers Subject to the condition that the amount of advance is limited to one month's pay recoverable in 3 monthly instalments.
19	Advance on return from leave or deputation out of India	Head of Office Full Powers Subject to limits prescribed and the condition that no advance was drawn under Rule 268 of CGFC Vol-I and other conditions prescribed in Rule 270.
20	Advance for law suits to which Govt. is a party	Head of Department/ Collector Full Powers In consultation with Law Department of State Govt.
21	Power to sanction medical advance	Head of Department Upto 80% of the amount of estimated expenditure. Subject to instructions issued by the Public Health and Family Welfare Department in this regard and conditions laid down in FD Memo No. G-3/2/94/C/V Dated 08.12.1994.
22	To extend time limit for adjustment of medical advance in exceptional case.	Head of Department Full Powers Subject to the recommendation of the committee set up by the Public Health and Family Welfare Department Memo No. 1-15/94/15- Med.-4 Dated 21.11.1994
23	To permit travel by air on medical advice in exceptional cases	HOD / Collector Full Powers Subject to the recommendation of the committee set up by the Public Health and Family Welfare Department Memo No. 1-15/94/15- Med.-4 Dated 21.11.1994


 अन्वय सचिव
 जल्लि-संगठन शासन, विज्ञान विभाग
 कलालय, रायपुर

rules etc.	the powers	Delegation	
24	Advance on account of leave travel concession to All India Service Officers serving in the State (including self)	Head of Office	Full Powers Subject to limits prescribed in the All India Services (LTC) Rules.
25	Advance on account of leave travel concession to State Govt. Employees (including self)	Head of Office	Full Powers Subject to limits prescribed in the LTC Rules.
26	Power to grant permission for presentation of TA bill after one year from the date on which it became due	Head of Department	Full Powers These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
27	Power to grant permission for presentation of bill in respect of LTC after the prescribed time period	Head of Department	Full Powers These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
28	Power to grant permission for presentation of bill in respect of Medical Reimbursement after the prescribed time period	Head of Department	Full Powers These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant
29	To sanction ex-gratia payment to the family of a deceased Govt. Servant	Head of Office	Full Powers Subject to the rules and instructions issued by Govt. from time to time.
		Controlling Officer in case of Head of Department	Full Powers
		Secretary, General Administrative Department in respect of all secretarial employees	Full Powers
30	Powers to write off irrecoverable value of stores, losses of public money	Administrative Department, Collector	Full Powers Rs. 50000 Subject to the condition that the loss was not caused due to negligence or dereliction of duty by a Govt. servant which might necessitate recoveries from the derelict official and that the loss does not disclose a defect in the system / procedure/rules which needs to be changed by FD for avoiding repetition of similar losses. Cases falling in the latter category must be referred to FD.
		Officers of Works Department	To the extent of powers delegated to them in Works Department Manual.
31	Write off Unserviceable articles of dead stock.	Administrative Department	Rs. 2.00 lakh
		Head of Department	Rs. 1.00 lakh
		Head of Office	Rs. 25000 Provided the item has outlived its life/usage and / or is damaged beyond repair. Its unserviceability should be certified by a committee comprising of the Head of Office and an Executive Engineer of PWD.

अवर सचिव

Sl. No. Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
32	Power to dispose off surplus articles / stores by transfer to other dept. or any other procedure prescribed by the Government.	Head of Department Officer of works Departments	Rs. 2.00 lakh To the extent of powers to write off delegated to them in the Works Department manual.	
33	Write off petty losses or irrecoverable value of stores due to theft where the Police recommends classification as undetected.	Administrative Department Head of Department Collector / Regional or Divisional heads District Level Heads of offices	Rs. 2.00 lakh Rs. 1.00 lakh Rs. 25000 Rs. 10000	
34	Write off petty losses or irrecoverable value of stores in theft cases which have resulted either in acquittal or conviction of an official.	Administrative Department Head of Department	Rs. 2.00 lakh Rs. 1.00 lakh	Provided the officer writing off has been duly advised by the competent authority that it is not expedient to prefer an appeal or revision and in the case of conviction all possible efforts are made to recover the value of stores lost.
35	Write off irrecoverable decretal dues.	Administrative Department Head of Department	Rs. 1.00 lakh Upto Rs. 50000	Provided adequate proof of irrecoverability is available.
36	Make payment of decretal dues	Administrative Department Head of Department	Full Powers Rs. 1.00 lakh	Subject to the condition that the decretal amount is paid through the Court.
37	To sanction refund of revenue credited in favour of Govt.	The departmental officer who is authorized to accept revenue on behalf of Govt.	Full Powers	Subject to the provision laid down in SR 417 of CGTC Vol-I
38	Write off of irrecoverable value of losses due to deficiencies or depreciation in the value of stores	Administrative Department Head of Department Regional Heads/Collector Head of Office	Full Powers Rs. 50000 Rs. 20000 Rs. 16000	Any special rules or order applicable to any particular department stores which are reported to be obsolete/surplus or unserviceable may be disposed off by sale or otherwise under the sanction of competent authority.
39	Fix permanent advance	Administrative Department Head of Department	Full Powers Full Powers	For Heads of Departments upto the limit advised by the Accountant General For offices subordinate to them upto the limit advised by the Accountant General

R.N. Gupta

R.N. Gupta
उत्तर सचिव
उत्तर प्रदेश शासन, विन विभाग
कानपुर, रायपुर

SECTION -II
POWERS DELEGATED IN RESPECT OF CONTINGENT EXPENDITURE

R.N. Gupta

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1		Sanction purchase of instruments, minor equipments and apparatus	Administrative Department Head of Department Head of Office	Full Powers Rs. 1.00 lakh Rs. 15000 p.a.	Provided the item is included as New item in the Budget.
2		Sanction purchase of office furniture, equipments and apparatus	Administrative Department Head of Department Head of Office	Rs. 1.00 lakh Rs. 50000 Rs. 15000 p.a.	This includes electric fans, air coolers, water coolers, fax machines and photocopiers but does not include air conditioners, risograph and LCD projectors.
3		Sanction purchase of computer Hardware including Server, CPU, Monitor, Key Board and Mouse (it excludes laptop).	Administrative Department Head of Department Head of Office	Full Powers Rs. 1.00 lakh Rs. 50000	Provided the item is included as New item in the Budget.
4		Sanction purchase of computer Hardware Accessories.	Administrative Department Head Of Department Head of Office	Full Powers Rs. 1.00 Lakh Rs. 10000 p.a.	It includes Printer, Scanner, Plotter, Web Camera, Speaker, Combo Drive, Floppy Drive, UPS, Inverter, RAM, Hard Disk, Smart Card, Ready Flash Drive, Biometric Devices.
5		Sanction Upgradation of Hardware	Head of Department Head of Office	Full Powers Rs. 5000 p.a.	It includes upgradation of Motherboard, Hard disk, RAM, Monitor, Processor.
6		Sanction purchase of Network items and Wireless accessories	Administration Department Head of Department Head of Office	Full Powers Rs. 1.00 Lakh Rs. 3000 per item	It includes Router, Remote Access System (RAS), Switch, Hub, Cables, Connector Panel, I/O Box, Connectors, Storage Area Network (SAN), Network Printer, Modem, Ethernet Card, Antenna, Radio, Access points, Adaptors.
7		Sanction purchase/upgradation of Software	Administration Department Head of Department	Rs. 1.00 lakh Rs. 10000	It includes Operating System, Application Software, Database, Anti-Virus, Firewall, Intrusion Detection System, Network Monitoring System, Language Compilers, File Transfer Protocol.
8		Sanction new internet connection	Head of Department	full powers	as per norms fixed by the Government


अवर सचिव
कमीसर्गडे सभागल, वित्त विभाग

No. Existing rules etc.	Sanction expenditure on demurrage and wharfage charges	Head of Department	Full Powers	(i) Such charges should not be allowed to increase due to delay in taking decisions regarding payment. (ii) Where there is a prima facie case of wilful negligence resulting such charges, an enquiry should be ordered for fixing responsibility and appropriate disciplinary action including recoveries may be taken. (iii) Head of office would report the reason of delay to the Head of Department immediately after the payment. When the import of the item having been duly approved by the competent authority.
9				
		Head of Office	Upto Rs.1000 each case	
10	Payment of customs duty and other expenses in respect of imported items	Head of Office	Full Powers	
11	Sanction recurring contingent expenditure	Head of Office	Full Powers	
12	Sanction non-recurring contingent expenditure (not specified elsewhere)	Head of Department Collector	Rs. 1.00 lakh p.a. Rs. 50000 p.a.	It includes rents, rates, taxes and telephone, postage, electric, water charges etc.
13	Power to sanction advance to incur non-recurring expenditure	Head of Office	Full Powers	The advance is adjustable during the financial year within one month.
14	Countersign detailed contingent expenditure	Controlling Officer	Full Powers	
15	Sanction expenditure for refreshment served to members of conferences	Head of Department	Full Powers	
16	Sanction expenditure on hosting lunch / dinner or entertainment slight seeing etc. for delegates from the Central / State Govt. attending Inter State / Zonal / Regional Council meetings convened by the Department.	Head of Office Administrative Department	Rs. 1000 p.a. Full Powers	The meetings/conference should be held at Secretariat level only.
17	Sanction expenditure on organisation of work shops/seminars, exhibition etc.	Head of Department Collector	Full Powers Rs. 10000	The limit would be as per scale prescribed by Govt. from time to time.


 अनिल कुमार
 जमीरगढ़ सामयन, विप विभाग
 मंत्रालय, रायपुर

No. Existing
rules etc.

exercise the powers

R. N. Gupta

18	Sanction expenditure on taxi fares (a) For official use when the need for hiring of taxi arises. (b) For the use of distinguished visitors for want of a staff car (c) When not gazetted officer has to go on a very urgent official duty to a place not less than 1.60 km. away from his office or summoned to office outside the ordinary hours of duties by the special orders of gazetted officer. (d) When a gazetted officer has to go on an urgent official duty and a staff car is not available.	Commissioner, Chhattisgarh Bhawan, New Delhi General Administration Department Head of Office	Full Powers Full Powers	For Chhattisgarh Bhawan, Delhi. (i) When a non-gazetted Govt. servant is despatched on duty to a place at some distance from his office or is summoned to his office by special order by a gazetted officer outside the ordinary hours of duty. (ii) The Head of Office certifies that the expenditure actually incurred was unavoidable and was within the scheduled scale of charges for conveyance used. (iii) The Govt. servant concerned is not entitled to draw T.A. under the ordinary rules that he is not granted casual leave to compensate and does not and will not be granted any special remuneration for the performance of the duty which necessitated the journey. (iv) A certificate being recorded that a staff car could not be made available. (v) If more than one officer is required to proceed to a particular place at the same time, the conveyance would be shared. i) The fulfilment of the conditions mentioned in Col. 6 of the Item No. 18 (c) (ii) Head of Department may also sanction themselves the conveyance hire charges subject to the conditions as above.
19	Sanction installation of new Telephone	Home Department Administrative Department	Full Powers Full Powers	In respect of telephone connections for use by Ministers and by Officers posted in the Secretariat. For other telephone connections for use by Heads of Dept./Divisional/District and subordinate officers under its administrative charge. Instructions issued from time to time by the Home/Finance Department with regard to telephone policy should be followed before according sanction.
20	Sanction installation of Intercom and EPABX in office	Head of Department	Rs. 1.00 lakh for each office	prescribed norms should be followed and justification be recorded.
21	Sanction purchase of telephone instruments	Head of Office	Full Powers	It does not include cordless/ wireless phones, satellite phones and cellular phones.
22	Sanction reconnection charges for	Head of Office	Full Powers	

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rules etc.				R.D. 1973
23	Sanction non-recurring charges on account of shifting of telephone	Head of Office	Full Powers	
24	To sanction hot weather expenditure			The Head of the office are competent to incur expenditure on hot weather establishment from 1st April to 15th June only.
	a. Khus Tatties	Head of Office	Full Powers	
	b. To sanction hot weather establishment in their own offices and in the offices of their subordinates	Head of Office	Full Powers	
25	Powers regarding condemnation and auction of old Departmental Vehicles	Head of Department	In case of vehicles at head quarter	(i). The vehicle will be examined at first by State Garage Superintendent or Motor Vehicle Inspector
		Collectors of concerned district.	In case of vehicles of other places	(ii). On his report, a committee consisting of :- (a) at Head Quarter :- - Head of Department or his nominee not below the rank of Deputy Director - A representative of E & M Division of PWD or Irrigation not below the rank of Executive Engineer. (b) at other places :- - Collector - A representative of E & M Division of PWD or Irrigation not below the rank of Executive Engineer. will declare vehicle unserviceable. - The vehicles will be auctioned by inviting sealed tenders in the prescribed manner.
26	Sanction section writing and copying charges at piece work rates.	Head of Department / Collector	Rs. 25000 p.a.	(i) Maximum admissible rates will be prescribed from time to time. (ii) The competent authority should specify the rate, the appropriate number of words to be copied and the number of persons to do the job in the sanction order. (iii) No paid employee of the Govt. (regular, on contract, daily wage etc) can be entrusted section writing work without the sanction of the Head of Department; (iv) It should be certified on the bill that the facilities available in the office were not adequate to get work done in the office and that it was essential to get it done on Section writing basis.
		Head of Office	Rs. 5000 p.a.	

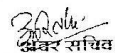
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Sanctioning rules etc.		Exercise the powers		
27	Sanction purchase of new Typewriters	Head of Office	Full Powers	Where purchases are to be made on rates other than DGS & D / CSIDC approved rates it should be made through the Controller, Printing and Stationery, CG
28	Sanction purchase of duplicating machine, slide projectors, calculating machines (i.e. hand operated, electrical or battery operated)	Head of Office	Full Powers	Purchase on DGS&D or CSIDC rates where available.
29	Sanction purchase of transparencies and computer stationery	Head of Office	Full Powers	Purchase should be limited to one year's requirement.
30	Get printing work done through local private presses in urgent and emergent cases	Administrative Department Head of Department Collector/District & Session Judge/ Divisional Heads Head of Office	Full Powers Rs. 1.00 lakh in a year subject to a ceiling of Rs. 25000 in each case Rs. 50000 in a year subject to a ceiling of Rs. 10000 in each case Upto Rs. 25000 p.a. subject to a ceiling of Rs. 5000 in each case.	Subject to the condition that :- (i) The Government press is unable to undertake the work for execution in the time limit and a certificate is obtained from Govt. Press regarding inability to undertake the work in the time limit. (ii) In case of inability shown by the Government Press first priority should be given to Jail press. (iii) The rates are competitive (obtained by inviting sealed tenders/quotations from at least three presses as per rules).
31	Direct Govt. presses to print special forms peculiar to a department except new forms which are required to be standardised.	Administrative Department	Full Powers	(i) All forms of which more than 500 copies are/may be required annually be brought on a schedule and supplies obtained on annual indents from Govt. Press (ii) Printing of non-schedule forms will not be taken up at any of the Govt. regional presses except with the previous sanction of the Controller, Printing and Stationery, CG
32	Direct Govt. presses to print literature, pamphlets and leaflets etc.	Head of Department Collector	Full Powers Upto Rs 10000 p.a.	
33	Get binding work done through local presses / book binders without reference to the Controller, Printing and Stationery	Head of Office	Full Powers	Subject to the ceiling of rates approved by the Controller, Printing & Stationery / Collector.
34	Take furniture for office on hire	Head of Office	Full Powers	Justification for hiring should be recorded in the sanction order.
35	Sanction purchase of articles of dead stock including survey appliances and	Head of Department Head of Office	Full Powers Rs. 5000 per indent	This does not include office furniture but includes furniture for workshops and laboratories.

R.M. Gupta

R.M. Gupta

rules etc.				
36	Sanction replacement of office furniture	Head of Office	Full Powers	After the written off articles are disposed off and the sale proceeds deposited in Govt. account.
37	Purchase of Bicycle for office and repair of bicycle and motorcycle	Head of Office	Full Powers	
38	Sanction clothing for Government servants	Head of Office	Full Powers	(i) As per scale prescribed by State Govt. (ii) Uniform for hot weather only should be supplied to the categories of workcharges and contingency paid staff whose services are likely to be continued for a period of not less than a year. (iii) All such clothing would be of Khadi and purchased from a shop of Khadi Board or recognised Khadi Societies unless otherwise prescribed by the State Govt.
39	Sanction purchase of books, journals and publications	Head of Department Head of Office	Full Powers Rs.5000 p.a.	Books, Law books and journals purchased should be such as would add to the efficiency and knowledge of the staff i.e. Technical journals etc.
40	Purchase of diaries and calendars	Head of Office	As per prescribed scales	Subject to the condition that the purchases are made from Govt. press/ Govt. Stationery Depot only.
41	Sanction and purchase of stationery and rubber stamps from sources other than Govt. press	Head of Office	Upto 50% of budget allocation for stationery.	The stationery and forms will be supplied by Government Printing Press and stationery depot on indent. In emergent cases stationery upto 50% of the allotment for stationery can be purchased from local market subject to the condition laid down in CGFC Vol - II Appendix - 5
42	Sanction purchase of news papers and periodicals for their own office and offices subordinate to them.	HOD/Deputy Inspector General of Police/Collector/ District Superintendent of Police / Regional /Divnl. Heads Head of Office	Full powers Full powers	Newspaper/journals can be purchased upto following limits:- (i) One extra-state English daily newspaper; (ii) One state level English and one State level Hindi daily (iii) Journals as necessary Newspaper can be purchased upto following limits:- One state level daily (English or Hindi) (ii) One daily published in the district


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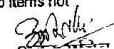
rules etc.				
43	Sanction purchase of consumable stores e.g., petrol oil, lubricants.	Head of Office	For vehicles allotted to individuals :- 60 litres petrol / diesel per month, in towns having population of 1 Lakh and above and 60 litres for towns having population below 1 Lakh. For pool vehicles :- 120 litres in towns having population of 1 Lakh and above and 80 litres for towns having population below 1 Lakh.	(i) On the dates travelling outside the headquarter petrol / diesel at the rate of 2 litres/day should be deducted. (ii) Vehicle will not be allotted to the officer who is not on the roll of that Department (iii) No officer will be allowed more than one vehicle in any case. (iv) If the vehicle is allotted for the maintenance of law and order or election work the borrowing Department will pay Rs. 100 per day and such vehicle will not be allowed to run more than 100 km. in big cities and 50 km. in smaller places per day. v) These orders will not be applicable for trucks ambulances, fire-brigade, delivery van and buses vi) The officer i/c of the vehicle has to deposit Rs. 250 p.m. where population exceeds one lakh and Rs. 150 p.m. where population is one lakh or less in lieu of presumed private use of the vehicle.
44	Purchase of pad locks	Head of Office	Full Powers	Pad locks of the patent type manufactured at Aligarh should be purchased for use in strong room and also for the purpose of replacing unserviceable pad locks.
45	Purchase of maps	Head of Office Collector	Full Powers Full Powers in respect of village maps	Provided maps are obtained from survey of India with the previous sanction of Revenue Department.
46	Purchase of Mathematical Instruments etc.	Head of Department	Full Powers	
47	Sanction Postal and Telegram Charges	Head of Office	Full Powers	It includes courier charges
48	Payment of Rent, Rates and Taxes	Head of Office	Full Powers	
49	Sanction Telephone charges including telephone rent and late payment surcharge thereon.	Head of Office	Full Powers	Subject to limits prescribed by Home / Finance Department. Late payment surcharges should be allowed in such cases only, where the head of office certifies that the delay was unavoidable.
50	Permit Payment of Telephone bill when exceeds prescribed limit	Controlling Officer	Full powers	(i) Excess upto 20% over the prescribed limit may only be permitted (ii) For an individual officer such permission should not be given more than twice in a financial year.

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R.N. Gupta

Sl. No.	Ref. To Existing rules	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
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1		Re-appropriation of funds within the same grant.	Finance Department	Full Powers	(i) Administrative Department may sanction any re-appropriation within the grant. Any re-appropriation from one major head to another major head under the plan schemes shall not be sanctioned without obtaining the specific concurrence of the Planning Department and the concerned Administrative Department in-charge of the plan scheme. (ii) Funds allotted for expenditure charged to the Consolidated Fund of the state may not be re-appropriated to meet other expenditure and vice-versa. (iii) Without the previous consent of Finance Department no re-appropriation may be made to meet any expenditure which is likely to involve increased outlays on the schemes in future years. (iv) No re-appropriation should be made from Capital Section to Revenue Section and vice-versa or from one grant to another. (v) No re-appropriation may be made to meet expenditure upon some new services not contemplated in the budget. (vi) Funds allotted for expenditure on plan schemes may not be re-appropriated to meet non-plan expenditure and vice-versa. (vii) Funds allotted for expenditure under the head suspense in the grants relating to the Water Resources/Public Works/Public Health Engineering Departments etc, may not be re-appropriated to meet any other expenditure without previous consent of the Finance Department. (viii) No re-appropriation shall be made from savings under salary and wages to other items. (ix) No re-appropriation shall be made to add to office expenses. (x) Funds provided for expenditure directly related to Revenue generation if saved, shall not be re-appropriated to items not related to such revenue generation.
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Administrative Department Rs. 1 crore


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(x) No re-appropriation shall be made from non-salary/non-wage item to salary/wages except to the extent necessitated by sanction of additional D.A. interim relief etc., not anticipated at the time of preparing the budget estimates.

NOTE-

1- A certificate should be recorded on the re-appropriation statement that the conditions in col. 6 are fulfilled in the instant case.

2- Re-appropriation from one sub head to another sub head specified in the second schedule to the Governor's allowance and privileges order is governed by the provision to paragraph-7 of that order, similarly re-appropriation between sub-heads of the amount for maintenance, improvement of official residences of the Governor paragraph 7 of the orders referred to above.

Head of Department

Full Powers
within same
object head

3. A Minister incharge of a Department, may delegate to any officer or class of officers the powers of re-appropriation conferred above with the previous approval of the Finance Department.

4. In so far as powers have not been delegated by these rules, applications for re-appropriation of funds, should be made to the Finance Department and they should be accompanied by an explanation of the necessity for transfer and the reasons for anticipating savings under the primary unit of appropriation from which the re-appropriation of funds is proposed.

5. The reasons for excess as well as savings in respect of re-appropriation of sums in excess of Rs. 1000 should be communicated to the Accountant General by the sanctioning

6. Expenditure on the basis of reappropriation proposals to Finance Department can be incurred only with the prior concurrence of Finance Department.

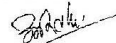
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New Service / new
instrument of service,
monetary limits and criteria.

Finance Department

Full Powers

New items defined as per instructions of the Governor in observance of rules and procedures laid down by Finance Department


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3	Approval and sanction of plan schemes for implementation on scrutinized items included in the budget.	Administrative Department	Rs. 5 crores on scrutinised items included in the budget	Subject to observation of rules and norms including those pertaining to economy measures like ban on creation of new posts, filling up of posts by deployment, ban on purchase of new vehicles, appointment on daily wages etc.
		Head of Department	Rs. 1 crore on scrutinised items included in the budget	

4	Continuation of Plan Schemes during plan period.	Administrative Department	Full Powers	Provided the scope of the schemes, conditions prescribed are not changed without prior concurrence of the Finance Department
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 जमशेदपुर, रायपुर

POWERS DELEGATED IN RESPECT OF MISCELLANEOUS ITEMS OF EXPENDITURE

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1		To Sanction repairs and enter into contract for maintenance of office equipments and minor apparatus	Head of Office	Full Powers	(i) It includes maintenance of LAN, WAN, Hardware, Software and accessories of computer, Fax, Photocopier, Duplicating machine, Type writer, Slide projector, Calculating machine, Punching and Sorting machine, Franking machine, etc. (ii) The repair shall be got done by the firms approved by the Controller, Printing and Stationery/Collector, where such rates are prescribed. (iii) The cost of repairs (excluding consumable like battery, cells etc.) should not exceed 20% of the cost of machine in any year. (iv) In case of AMC payment should be made only after entering into contract.
2		Sanction repair to plant machinery and equipment	Head of Department, Head of Office	Full Powers Rs. 10000 p.a.	
3		Sanction repair of Telephone instruments, Intercom and EPABX	Head of Office	Full Powers	
4		Sanction Expenditure on maintenance, up keep and repair of Govt. Vehicles.			
		a) Repair of Vehicle	Head of Office	Rs. 20000 p.a. for Vehicle below 18 HP Rs. 30000 p.a. for Vehicle of 18 HP & above	Under unavoidable circumstances if expenditure exceeds the limit, sanction of Head of Department should be obtained to the extent of budget provision
		b) Replacement of Tyre, Tubes & Batteries	Head of Office	Full Powers	Subject to the condition that in case of tyres and tubes the specified mileage and in case of battery the specified period is completed. If, due to unavoidable circumstances expenditure on tyres/tubes and battery is to be incurred before completion of the above specified mileage/specified period, the Head of the Department shall be competent for such sanction within the budget provision
		c) Installation of Air Administrative Conditioner on Govt. Vehicles	Department	Full Powers	With prior concurrence of FD.

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Sl. No. and existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
5	Sanction repairs to furniture in own and subordinate offices	Head of Department / Collector / Divisional or Regional Heads Head of Office	Full Powers Up to Rs. 5000 p.a.	
6	Power to admit advance payment up to 75% to Gramodyog Department for supply of uniform, tat Patti, blankets, bed sheets, mattresses etc. to Government institutions.	Head of Department	Full Powers	Provided budget provision is available and purchase is approved by appropriate authority.
7	Destruction of bedding and clothing	Head of office	Full Powers	Under intimation to controlling officer. If the destruction of these items is ordered as cause of infectious diseases and if on enquiry it is found that disinfection/sterilization or purification of these items would have been sufficient, the officer ordering such destruction must be held responsible for the loss. A claim of compensation on account of clothing etc. destroyed in case of infectious diseases should be supported by a certificate from a Govt. Medical Officer that the destruction was necessary.
8	Supply of Camp equipments/Tents	Head of Department/ Col	Full Powers	As per prescribed Scales
9	To accord sanction to purchase articles to be supplied free of cost to the beneficiaries under continued scheme	Administrative Department Head of Department	Full Powers Rs. 1 Crore per item etc.	i) Purchase be made in accordance to the norms fixed by the Government and in observance of the Store Purchase Rules. ii) It includes supply of free cycle, uniform, books
10	Payment of wages to the peons and contingent staff for additional works of latrassh and waterman at the rates fixed by Govt.	Head of Office	Full Powers	As per rates fixed by Govt. from time to time
11	Rain gauges and their platforms	Collectors Director of Land Records C. E Works Department Director, Agriculture	Full Powers Full Powers Full Powers Full Powers	When rain gauge platforms are required for revenue purposes For Meteorological purposes For investigation purposes For Agricultural operations

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	rules etc.	exercise the powers	Delegation	
12	Rewards paid to persons whose names are not disclosed	Collector District Superintendent of Police	Full Powers Full Powers	A certificate from Collector or Superintendent of Police, as the case may be, in lieu of signature of claimant on the receipt. Rewards payable to informers in excise and opium cases, as well as in stamp act or gambling act, whose names police do not think expedient to disclose, a certificate from District Superintendent of Police that the amount drawn for rewards to informers has been duly distributed and that the receipt has been cancelled and filed should be endorsed on the simple receipt.
13	Secret Services expenditure	Head of Office	Full Powers	When an allotment is placed at the disposal of an officer for secret services, the officer concerned will maintain a contingent register in the prescribed form in which the date and amount of each contingent bill be entered with a note of the progressive expenditure. The officer may draw bills for such sums as may be necessary, within the allotment. Such bills will not be supported by vouchers. Sanctioning authority should personally ensure strict compliance of instructions contained in CGFC Vol-II Appendix-6 (64-A)
14	Payment VAT/Commercial Tax on Govt. purchase	Head of Office	Full Powers	Subject to the certificate attached as required in S.R. 289-A of C.G.T.C. Vol - I and other regulations.
15	Sanitary installations	Head of Office	Full Powers	
16	Erection of Mural table	Administrative Department	Full Powers	The State Govt. will bear the cost of a mural table erected in acknowledgement of a donation exceeding Rs. 1 Lakh and above to any public institution.
17	Travelling allowance to private individuals summoned by the proper authority to appear for written test or to appear before selection committee for interview (i) selection to a regular post under Government	Head of Department Head of Office	Full Powers Full Powers	The concession will be granted only in exceptional cases. i) Admissible to scheduled caste/scheduled tribe candidates only. ii) Actual journey expenses in admissible class may be permitted.
18	Travelling allowance to non	Controlling Officer	Full Powers	With due regard to such person's position in life,

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<i>rules etc.</i>	<i>exercise the powers</i>	<i>Delegation</i>	
19	Travelling expenses to legal practitioners representing Govt. in a court case.	Head of Office	Full powers
20	Write off of infructuous expenditure due to abandonment of work.	Administrative Department	Full Powers
21	Drawal of money in cases of urgency like flood, draught, fire etc., even when no budget provision is available.	Collector	Full Powers
22	Continuance of temporary plan posts.	Administrative Department	Full Powers
23	Sanction Payment of anticipatory/provisional pension.	Head of office	Full Powers
24	To dispose off lands which are the property of the State	Revenue Department	Full Powers

As per scales prescribed in Law Department manual

Report of infructuous expenditure of Rs. 25,000 and above should in each case be sent to A.G.C.G.

(i) upto the end of the tenure of current five year plan or the completion of scheme whichever is earlier.
(ii) for centrally sponsored schemes for the period sanctioned by the Govt. of India.
(iii) this does not confer power to create any post of any type.
(iv) When some posts were created in previous Five Year Plans and have lost its utility, all new schemes with provision for creation of posts should necessarily absorb those posts rendered surplus from old schemes with simultaneous abolition of these posts. Posts which could not be so absorbed, should on becoming vacant be treated as surrendered.

Subject to observance of provisions contained in CGTC Vol. I.

(i) Land sold for full value where such full value does not exceed Rs. 1,00,000.
(ii) Land which is alienated in exchange for land which is private property and is of equal value with the land given up by the State, when the value of each plot of land exchanged does not exceed Rs. 1,00,000.
(iii) Land sold on favourable terms for a public purpose but for a price not less than half the full market value and when such full value does not exceed Rs. 50,000.
(iv) Land gifted or granted as a site for the construction of schools, hospitals dispensaries or other public works at the cost of recognised local funds when the value of the grants does not exceed Rs. 50,000.
(v) Land gifted or granted for any other public purpose or to a private individual for service to be rendered by him.

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Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
25		To Grant permission to occupy rest houses/circuit houses/ inspection huts & bungalows free of charge.	Administrative Department of the concerned building	Full Powers	
26		To sanction loan of famine tools to Government Department	Collector	Full Powers	
27		To sanction pension to freedom fighters	General Administration D	Full Powers	
28		To write off unpaid portion of principal and interest of grain advances to clerks and menials in the event of death before full recovery	Head of Office	Full Powers	
29		To sanction waiver of recovery of amount of advance sanctioned as travelling expenses in connection with treatment of Govt. servant or members of his family, in case of death of employee before adjustment	Head of Department	Full Powers	
30		Sanction travel expenses of family members and transportation of personnel effects of Government servant who dies while in service	Authority competent to countersign T.A. claims	Full Powers	Subject to the observance of prescribed conditions and orders.
31		Sanction Advance to meet the transportation expenses of dead body of Govt. servant who dies while in service	Head of Office	Full Powers	Subject to the observance of prescribed conditions and orders.
32		Traveling allowance to Govt. servant retiring from service to return to home town or at any other place where he wants to settle down after retirement (whichever is shorter distance)	Authority competent to countersign T.A. claims	Full Powers	Subject to the observance of conditions and limitations given in order
33		Sanction expenditure for payment of rent etc. to educational and other institutions for taking hall furniture less. ice for	Head of Office	Full Powers	Subject to the observance of prescribed conditions and orders.

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	Power to exercise the powers	Delegation	Conditions
34	Purchase of dictating Machine (cassette tape recorder)	Head of Department	Full Powers
35	Purchase of Stamp franking machine	Head of Department	Full Powers
36	(a) Purchase of Postal Stamp franking machines. (b) Hiring of stamps franking machines from Post Offices	Head of Office	Full Powers
36	Sanction of honorarium for setting up of papers and valuation of various departmental examinations	Head of Department	Full Powers
39	Sanction of Study Leave	Parent Department	Full Powers
40	Power to depute Govt. servants for training seminar or refresher course within India	(i) Administrative Department (in case of AIS Officers, the parent department)	Full Powers
			(a) The trainees would be treated as on duty during training period under F.R. 9 (6) (d) and would be entitled to pay and allowances as admissible to them from time to time. (b) Journeys up to the training centre and back would be treated as on tour and T.A. & D.A. therefore admissible as per rules. (c) The period of stay at the training centre and study tour during training will be treated as period on tour. (d) These powers relate to the courses organised by the State Govt. and the Govt. of India and the institution run by them and / or the courses to which the government servants are sponsored regularly and the payment of fee was approved by PD in an earlier instance. Note :- Where T.A./D.A./C.A./Stipend is payable by any institution or Agency of Government of India for training the same would not be separately admissible from the State Govt.
		(i) Head of Department	Powers up to 15 days in respect of Govt. Servants other than Class I Officers.
41	Power to depute Government servants for training abroad under various schemes	Administrative Department (in case of AIS Officers, the parent department)	Full Powers
			Subject to prior concurrence of foreign Training Screening Committee and permission of the Chief Minister

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	rules etc.	exercise the powers	Delegation	Conditions
42	Sanction expenditure on redeployment of personnel, machinery and other assets rendered surplus from one place to another within the State.	Administrative Department	Full Powers	
43	Sanction contract for outsourcing security, cleaning and upkeep, resography and typing services	Head of Department	Full Powers	
45	Power to sanction sanction pass	Administrative Department	Full Powers	Under intimation to PD
46	Power to declare Govt. Servants surplus	Administrative Department	Full Powers	For gazetted officers
		Head of Department	Full Powers	For non-gazetted officers
47	Power to incur expenditure on the salaries etc. of Govt. Servants declared surplus till they are deployed elsewhere.	Head of Department	Full Powers	
		Head of Office	Up to 3 months.	
48	Sanction expenditure under Externally Aided Projects	Administrative Department	Full Powers	(i) Subject to item wise approval by the Empowered Committee (in case of cost per cent grant Projects) provided the item does not fall in the category of new item. (ii) In other cases with prior approval of F.D.
49	To incur expenditure in connection with legal charges			
50	Sanction under Family Benefit Fund scheme 1974	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.
51	Sanction Under Group Insurance Scheme 1985	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.
52	Sanction Leave Encashment on retirement or death of Govt. Servant.	Head of Office	Full Powers	In case of Head of Office sanction will be accorded by the Controlling Officer and in case of Govt. Servant on deputation by the authority sanctioning the deputation.

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Sr. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
53		To send Government servant on deputation.	Administrative Department Head of Department	Full Powers Full Powers	in case of Gazetted officers in case of Non-Gazetted officers
54		To sanction double duty allowance	Head of Department	Full Powers	For a maximum period of one year
55		To allot Personal Number for Contributory Pension Scheme	Director, Treasuries, Accounts & Pension, DG	Full Powers	

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मंत्रालय, रायपुर

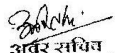
SECTION -V

POWERS DELEGATED IN RESPECT OF WORKS TO OFFICERS OTHER THAN WORKS DEPARTMENT

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	Works Department Manual	To accord administrative approval for construction of works except residential building.	Administrative Department Collectors/Head of Department	Rs. 5 crores Rs. 50 lakhs	Provided it is included as scrutinized item in the budget.
2	Works Department Manual	To accord administrative approval for construction of works except residential building (not included as new item in the budget).	Administrative Department	upto Rs. 20 lakh per work	i Subject to the condition that the subjected construction work does not fall under the criteria of New instrument of services. ii In any case revised cost of such construction should not exceed Rs. 25 lakhs. iii This delegation shall apply only to one complete work and not to a fraction of it.
3	Works Department Manual	Sanction original electrical installations whether they are in the nature of new works or additions and alterations to the existing installations in office buildings.	Head of Department	Full Powers	This does not include air conditioner installation and double feeder installation.
4		Carry out minor original works on Govt. premises (Non residential).	Regional / Divisional Head Head of Department / Collector	Rs. 3000 for each job Rs. 1.00 lakh per building per year	i) Subject to the conditions that the building (Not used for residential purposes) is under the control of Administrative Department. ii) In the case of buildings in the charge of public works Department all works should be undertaken by the Public Works Department.
5		Carry out minor original works on Govt residential premises	Head of Department / Collector	Rs. 25000 per building per year	i) Subject to the conditions that the building (used for residential purposes) is under the control of Administrative Department. ii) In the case of buildings in the charge of public works Department all works should be undertaken by the Public Works Department.


 अवर सचिव
 जमीन एवं सार्वजनिक विभाग
 मंत्रालय, रायपुर

Sl. No.	Ref. To Existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
6		Sanction expenditure on maintenance of Govt. Buildings not on the book of works Departments.	Head of Department	Full powers	i) Subject to availability of funds. ii) Expenditure can be made on Public Buildings (Not used for residential purposes) for repairs. iii) This does not include office building running in private building or rented buildings.
7		Sanction expenditure for petty construction in nature of repairs.	Head of Department Head of Office	Upto Rs.50000 Upto Rs.25000 p.a.	i) Subject to availability of funds ii) Expenditure upto these limits on Public Buildings (Not used for residential purposes) for petty construction and special repairs can be treated as contingent expenditure of the Department incurring it and classified as petty construction and repairs only when it does not exceed Rs. 50,000 per building in a year. The entire expenditure where this limit is crossed will be treated as work expenditure of the Department vested with the administrative control of the expenditure.


 अवर सचिव
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26

APPENDICES - I

General Conditions to Exercise of Financial Powers Delegated in this Volume

1. Expenditure can be incurred only if budget allotment is available for expenditure in the concerned financial year.
2. Expenditure can not be incurred in anticipation of budget allotment or re-appropriation of funds.
3. The allocation of the amount has been made by the Administrative Department or the Head of Department to the officer to whom the power has been delegated.
4. The exercise of the powers are subject to the rules concerning new item / schemes of expenditure as laid down by the Vidhan Sabha.
5. Financial Power may be restricted from time to time by Government Orders.
6. The exercise of the power are subject to rules and Government orders issued in that behalf. For example, power to purchase certain items are subject to observance of Store Purchase Rules of the Commerce & Industries Department as also orders issued by the Government in the administrative department, the Finance Department or the Commerce & Industries Department.
7. No delegation shall be construed to mean power to create posts or purchase vehicles or power to delegate powers.
8. All financial sanctions, unless revalidated or cancelled remain operative for one year from the date of issue.

[Signature]
31/12/2019
2019/2020
31/12/2019

वित्त निर्देश- 29/2011

छत्तीसगढ़ शासन
वित्त एवं योजना विभाग
दाऊ कल्याण सिंह भवन
मंत्रालय-रायपुर

क्रमांक 247 /सी-28269/वित्त/नियम/चार/11 रायपुर, दिनांक 26 जुलाई, 2011
प्रति,

शासन के समस्त विभाग
अध्यक्ष, राजस्व मण्डल, बिलासपुर
समस्त विभागाध्यक्ष
समस्त संभागीय आयुक्त
समस्त जिलाध्यक्ष,
छत्तीसगढ़।

विषय:- वित्तीय अधिकार पुस्तिका भाग-1 में संशोधन।

राज्य शासन एतद् द्वारा संलग्न प्रपत्रानुसार वित्तीय अधिकार पुस्तिका भाग-1 के सेक्शन-II के अनुक्रमांक 1,2,3,7, सेक्शन-IV का अनुक्रमांक 56 एवं सेक्शन-V के अनुक्रमांक 1,2 को प्रतिस्थापित करता है तथा सेक्शन-IV के वर्तमान प्रत्यायोजनों के नीचे अनुक्रमांक 57 सम्मिलित करता है।

2/ यह संशोधन आदेश जारी होने के तिथि से प्रभावशील होगा।
संलग्न :- उपरोक्तानुसार।

S.O (n)
4/8/11
enc / DS (MI) / VS (R)
जहाँ संलग्न CE'S का

छत्तीसगढ़ के राज्यपाल के नाम से
तथा आदेशानुसार

(एस.के.चक्रवर्ती) 26/07/2011

उप सचिव
छत्तीसगढ़ शासन, वित्त विभाग

पृ.क. 248 /सी-28269/वित्त/नियम/चार/11

रायपुर, दिनांक 26 जुलाई, 2011

प्रतिलिपि:-

1. राज्यपाल के सचिव, राजभवन, रायपुर
2. सचिव, छत्तीसगढ़ विधानसभा सचिवालय
3. सचिव, मुख्यमंत्री सचिवालय, रायपुर
4. रजिस्ट्रार जनरल/महाधिवक्ता/उपमहाधिवक्ता, छत्तीसगढ़ उच्च न्यायालय, बिलासपुर
5. सचिव, छत्तीसगढ़ लोक सेवा आयोग/मानवाधिकार आयोग/राज्य निर्वाचन आयोग/लोक आयोग, रायपुर
6. निज सचिव/निज सहायक, मंत्री/राज्यमंत्री, छत्तीसगढ़, रायपुर
7. महालेखाकार, छत्तीसगढ़, रायपुर
8. मुख्य सचिव के स्टाफ आफीसर, मंत्रालय, रायपुर
9. प्रमुख सचिव वित्त के स्टाफ आफीसर, मंत्रालय, रायपुर
10. आयुक्त, जनसंपर्क संचालनालय, रायपुर
11. आवासीय आयुक्त, छत्तीसगढ़ भवन, नई दिल्ली
12. राज्य सूचना आयुक्त, निर्मल छाया भवन, शंकर नगर, रायपुर
13. समस्त सचिव/विशेष सचिव/संयुक्त सचिव/उप सचिव/अवर सचिव एवं समस्त शाखा, वित्त विभाग, मंत्रालय, रायपुर
14. आयुक्त, कोष, लेखा एवं पेंशन, छत्तीसगढ़, रायपुर
15. मुख्य लेखाधिकारी, मंत्रालय, रायपुर
16. समस्त संभागीय संयुक्त संचालक, कोष, लेखा एवं पेंशन, छत्तीसगढ़
17. समस्त कोषालय अधिकारी, जिला/सिटी कोषालय, छत्तीसगढ़
18. समस्त प्राचार्य, लेखा प्रशिक्षण शाला, रायपुर/बिलासपुर, छत्तीसगढ़
19. संचालक, शासकीय लेखन सामग्री एवं मुद्रण, रायपुर
20. समस्त मान्यता प्राप्त कर्मचारी संघ, छत्तीसगढ़
21. संचालक, वित्तीय प्रबंध एवं सूचना प्रणाली, रायपुर की ओर वित्त विभाग की वेबसाइट www.cgfinance.nic.in में अपलोड करने हेतु ।
की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित ।


अवर सचिव

छत्तीसगढ़ शासन, वित्त विभाग

BOOK OF FINANCIAL POWERS

VOLUME-I

SECTION-II

POWERS DELEGATED IN RESPECT OF CONTINGENT EXPENDITURE

S. No	Description	Authority competent to exercise the powers	Extent of Proposed delegation	Conditions
1	2	3	4	5
1	Sanction Purchase of instruments, minor equipments and apparatus	Administrative Department Head of Department Head of Office	Full Powers Rs 2.00 lakhs Rs 25,000 p.a.	Provided the item is included as new item in the Budget.
2	Sanction Purchase of office furniture, equipments and apparatus	Administrative Department Head of Department Head of Office	Rs 2.00 lakhs Rs 1.00 lakh Rs 25,000	This includes electric fans, air coolers, water coolers, fax machines and photocopiers but does not include air conditioners, risograph and LCD projectors.
3	Sanction Purchase of Computer hardware including Server, CPU, Monitor, Key Board and Mouse (it excludes laptop)	Administrative Department Head of Department Head of Office	Full Powers Rs 2.00 lakhs Rs 50,000	Provided the item is included as new item in the budget.
7	Sanction Purchase /upgradation of Software	Administrative Department Head of Department	Rs 2.00 lakhs Rs 1.00 lakhs	It includes Operating System, Applications Software, Database, Anti-Virus, Firewall, Intrusion Detection System, Network Monitoring System, Language Compilers, File Transfer

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SECTION-IV
POWERS DELEGATED IN RESPECT OF MISCELLANEOUS ITEMS OF EXPENDITURE

56	Sanction Purchase of Machinery and equipments	Administrative Department	Up to Rs 50.00 lakhs	Provided the Machinery or Equipments does not fall under the subject of new instrument of services.
		Head of Department	Up to Rs 10.00 lakhs p.a.	
57	To Purchase non recurring items classified under object head 'material supply'	Administrative Department	Full powers	Provided the item is included as new item in the budget individually or as part of a scheme. It does not include items falling under the category of office expenses.
		Head of Department	Up to Rs 4.00 lakhs per office.	

SECTION-V
POWERS DELEGATED IN RESPECT OF WORKS TO OFFICERS OTHER THAN WORKS DEPARTMENT

1	To accord administrative approval for construction works except residential building.	Administrative Department	Rs 5 crores	Provided it is included as scrutinized item in the budget.
		Collectors/Head of Department	Rs 2 crores	
2	To accord administrative approval for construction works except residential building (not included as new item in the budget).	Administrative Department	Up to Rs 80.00 lakhs per work	(1) Subject to the condition that the subjected construction work does not fall under the criteria of new instrument of services. (2) In any case revised cost of such construction should not exceed Rs 1 crore. (3) This delegation shall apply only to one complete work and not to a fraction of it.
		Head of Department	Up to Rs 20.00 lakhs per work	

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