

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
	(d) Upper Division Clerk	Full powers in respect of his office	Full powers in respect of his office	Full powers in respect of his office and his subordinate offices	..	..	Do	..
	(e) Head Draftsman	Do	Do	Full powers in respect of his office	..		Do	..
	(f) Draftsman	Do	Do	Do	..		..	..
	(g) Assistant Draftsman	Do	Do	Do	..		..	..
Fixing Pay								
3.	To fix the pay of all officiating Govt. servant treated on duty under S.R. 9 (6) (b) F.R. 20.	Full powers in respect of Officer whose officiating appointment is with in his competence	Full powers in respect of Officer whose officiating appointment is with in his competence	Full powers in respect of Officer whose officiating appointment is with in his competence	Full powers in respect of Officer whose officiating appointment is with in his competence	..	Sr.No.6 of App. II of Part II of F.R Vol. II	
Appointment in Higher Post								
4.	To appoint a Government servant to hold temporarily or to officiate in more than one higher post and to fix the pay of subsidiary post and the amount of compensatory allowances to be drawn.	Full powers in respect of appointments which he can fill	Full powers in respect of appointments which he can fill	Full powers in respect of appointments which he can fill	..	..	F.R. 49. Vol. I. and S. No. 77 of Appendix II, part II, F.R. Vol. II	
Grant of Special Pay								
5.	Grant of Special pay of Rs. 20 or 10% of the presumptive pay of the higher post which-ever is more to clerks or members of technical office establishment for undertaking the duties of posts carrying higher responsibilities in the same establishment when the incumbents are on leave for a period exceeding 15 days in addition to their own duties up to a period not exceeding 3 months.	Full powers	Full powers	Full powers	Full powers in respect of clerks only.	..	Sl. No. 76 of Appendix-II Part II, F.R. Vol. II (M.P.F.D. memo No.1-5/3/R/II/IV/ dated 31-1-1974.)	

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Drawl of increment								
6.	To authorize drawal of increments to Gazetted Officers.	Full powers in respect of officers and Staff attached to his office and that of C.E.S.	Full powers in respect of officers and Staff attached to his office and that of S.Es.	Full powers in respect of officers and Staff attached to his office and that of E.Es.	Full powers in respect of officers and Staff attached to his office and officers subordinate to him including A.Es.	..	Sr. No. 7 & 10 of Appendix II Part Ii of the F.R. (M.P.F.D. Memo No. E-4/9/76/R-V/IV dated, 6-7-1974.)	
7.	To grant increment beyond E.B.	Full powers in respect of Govt. Servants Appointed by him.	Full powers in respect of Govt. Servants Appointed by him.	Full powers in respect of Govt. Servants Appointed by him.	Full powers in respect of Govt. Servants Appointed by him.	..	M.P.G.A.D. Order No 259/ 425/1(8)dated 11-4-1974 and M.P.G.A.D. No. 193/226/-3/83 dated 14-3-83 Orders must be issued with in 3 months otherwise it will be presumed that the E.B.is crossed Subject to any D.E. pending against him.	
8.	To grant increment beyond E.B.	Full powers in respect of A.E. and other Class II Officers.	Full powers in respect of A.E. and other Class II Officers. under him.	..	..	..	Vide M.P. Irrgn. Deptt. order No. 22(a)/1/83/p/31 dt. 1-4-83.	
Hot Weather establishment								
9.	To sanction posts under Hot Weather estt. and to make appointment.	Full powers in respect of his office.	Full powers in respect of his office.	Full powers in respect of his office.	Full powers in respect of his office. and offices subordinate to him subject to expenditure fixed by the his S.E.	Full powers to make appointment against posts, sanctioned for, his office	..	Para 32 of Appendix 6 of M.P. Fin Code Vol. II

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
GRANT OF LEAVE								
10.	To Grant Leave (a) To Gazetted Officers.	(i) Full powers to grant all kinds of leave other than study leave and special disability leave to all Class-II Officers under his control.	Full powers to grant all kinds of leave other than study leave and special disability leave to all Class-II Officers under his control.	Full powers to grant leave not exceeding 30 days to EE. or any officer of E.E.'s rank under his Circle and leave above 30 days to A.Es.	Full powers to grant leave not exceeding 30 days to A-E or any Class II officer in his division	..	1. Sr. No. 3 of Annexure A to Appendix II of F.R. Vol. II 2. M.P. Civil Services (Leave) Rules- 1977.	The power to grant study leave and special disability leave rests with the Government.
	(b) Non-Gazetted establishment	(ii) Full powers to grant all kinds of leave not exceeding 30 days to C.E. or any officer of C.E.'s rank and leave above 30 days to S.Es. All kinds of leave except study leave and special disability leave in respect of non-gazetted Govt. servants in his office.	Full powers to grant all kinds of leave not exceeding 30 days to S.E. or officer of S.E.'s rank and leave above 30 days to E.E.s All kinds of leave except study leave and special disability leave in respect of non-gazetted Govt. servants in his office.	..	..	..	Vide Govt. of M.P. Irrg. Deptt. order No. 22(c)/1 /82 P/31, dated 16-10-82 Sr. No. 3 of Annexure (a) and Sr. No.89 of Appendix- II of Part-II F.R. Vol.II	These power are subject to conditions that if any sub-stitute officer is required in leave vacancy than Govt. sanction will be necessary. ..
11.	To grant Hospital leave	Full powers provided he is competent to fill up the post if vacant.	Full powers provided he is competent to fill up the post if vacant.	Full powers provided he is competent to fill up the post if vacant.	Full powers provided he is competent to fill up the post if vacant.	..	Sr. No. 86 of Appendix-II Part II to F.R. Vol. II	--

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
12.	Grant of Casual leave	Full powers to grant CL to C.E. and officers & staff in his office.	Full powers to grant CL to S.Es. and other officers & staff in his office.	Full powers to grant CL to E.Es. & officers & staff in his office.	Full powers grant C.L. to A.Es and officers and staff in his office.	Full powers to grant CL to staff in his office.	G.B.C.II-6	--
13.	To require a medical certificate of fitness before return from leave	Power in respect of officers to whom he grants leave.	Power in respect of officers to whom he grants leave.	Power in respect of officers to whom he grants leave.	Power in respect of officers to whom he grants leave.	..	Sr. No. 82 of Appendix II Part-II F.R. Vol.II.	
14.	To extend leave overstayed.	Full powers provided that the Govt. servant on leave will on hjs return be under his control.	Full powers provided that the Govt. servant on leave will on hjs return be under his control.	Full powers provided that the Govt. servant on leave will on hjs return be under his control.	Full powers provided that the Govt. servant on leave will on hjs return be under his control.	..	Sr. No. 84 of Appendix II Part II F.R. Vol. II	
GRANT OF ADVANCES								
15.	Grant of advance to officers up to one month's pay plus traveling allowance to which he may be entitled under the rules in consequence of his transfer.	Full powers in respect of his own office including himself	Full powers in respect of any officer in the deptt. under him including himself.	Full powers in respect of any officer in the deptt. under him including himself.	Full powers in respect of any officer in the deptt. under him including himself.	..	Para No. 268 of M.P. Fin.Code Vol. I.	
16.	Grant of Bi-cycle advances.	Full powers in respect of his office establishment.	Full powers in respect of his office establishment.	Full powers in respect of his office establishment and subordinates under him.	..	..	Para 265 of Finance Code Vol. I.	Subject to availability of Funds
17.	Grant of Grain Advances to Class IV, Class III and Class II officers drawing pay up to Rs 1100/-	-do-	-do-	-do-	Full powers in respect of his office establishment and subordinate under him.	..	M.P.F.D. Memo No.E/3836/7205/82/IV/.	Subject to availability of Funds and renewal/issue of orders every year by Govt.

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
18.	Grant of Festival Advance to non-Gazetted officials including Class II officers drawing pay up to Rs. 1100/-	Full powers in the case of Class II officers and his office estt.	Full powers in the case of Class II officers and his office estt.	Full powers in the case of Class II officers and his office estt.	Full powers in the case of Class II officers and his office estt.	..	M.P.F.D. No. 1866/871/IV/R-7/60, dated 21-9-60 and amendments issued by Govt. from time to time.	
19.	Grant of T.A. advances on tour and L.T.C. advance.	Full powers in respect of himself and those of his office estt.	Full powers in respect of himself and those of his office estt. and also of S.Es.	Full powers in respect of his office estt, and gazetted officers under him.	Full powers in respect of his office estt. excluding S.D.Os.	..	Para 271 of Finance Code- Vol. I and F.D. memo No. 1342/CR/2554/ IV-R-I 72, dt 17-11-72	
20.	Grant of advance from General Provident Fund for which special reasons are required under rule 15(3) (a).	Full powers in the case of all CE / S. Es in the deptt. and officers up to S.E's. rank in his office including non-gazetted staff	Full powers in the case of E.Es. and A. Es under his control and non-gazetted staff in his office	Full powers in respect of non gazetted staff in his office and offices subordinate to him	..	..	M.P. Irrg. Dptt. order No. 23 (C)/ III/82/P/31, dt. 8-11-82	
21.	Grant of advance from G.P.F. for which special reasons are not required under rule 15 (3) (b).	Full powers in the case of S.Es. and C.Es. in the Deptt. and all gazetted officers and non-gazetted officials in his office.	Full powers in respect of gazetted and non gazetted staff in his office	Full powers in respect of E.Es. and A.Es. in his corc;e and non gazetted staff in his office	Full powers in respect of non gazetted staff in his office and officers subordinate to him.	..	--do--	
POSTING AND TRANSFER								
22.	Posting and transfer of Govt. servants.	Full powers to transfer officers up to the level of Class-II and non-gazetted staff within the deptt.	Full powers to transfer officers up to the level of Class-II and other non-gazetted staff within his basin/Project/Zone.	Full powers to transfer officers up to the level of A.Es. and other Class-II officers within his Circle.	..	..	Vide M.P. Irrg. deptt. order No. 22(a)/1/83/P/31, dt. 1-4-83.	

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23.	To transfer a lien to the permanent post in a same cadre.	Full powers provided he is competent to make appoint-ment to both the posts concerned	Full powers provided he is competent to make appoint-ment to both the posts concerned	Full powers provided he is competent to make appoint-ment to both the posts concerned	..	..	S.No.5-B of Appendix-II part -II F.R. Vol. II F.R.14(8).	
24.	To sanction the transfer of a Government servant to foreign service.	Full powers in the case of non-gazetted Govt. servants subject to the following conditions:- (a) The General conditions as to pay laid down in the G.O. under F.R.114 are observed. (b) The pay fixed does not exceed by more than 40 percent of the substan-tive pay last drawn by the Govt. servant in Govt. service. (c) Pay is not increased at intervals of less than three years except that a Govt. servant who belongs to graded service or who is on a time scale may get an increase up to 40 per cent. of each increment in addition to his own increment. (d) No concessio-ns are sanctioned in addition to pay except . (1) Payment by the foreign employer of leave and pension contribu-tion. (2) Grant of traveling allowance under the traveling allowanc-es Rules.	..	..	..	..	S.No. 94 of Appendix-II part-II F.R. Vol.-II	

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
25.	To sanction the extension of the period of foreign service in the case of non-gazetted Govt. servants.	Full powers provided no change is made in the terms of transfer already approved.	..	..	..	..	S. No.94-A of Appendix-II Part - II F.R. Vol. II	..
26.	(a) To Change the headquarters of Sub-Division and Circle from the jurisdiction of one C.E. to another C.E. (b) To Change the headquarters of circle in the jurisdiction of same C.E. and (c) To change the headquarters of C.E.						M.P. Irrg. Deptt. No. 22(B)/1/ 81/P/31, dt. 22-11-82	A. Committee comprising of the following officers shall decide this :- (1) Secretary to Govt. of concerned Works Department (2) Secy. to Govt. of M.P. Finance Dept. (3) Special Secy. to Govt. of concerned Department (4) E-in- Chief of the concerned Department
27.	Transfer of headquarters of Division Sub-Division in his jurisdiction.	..	Full powers	..	..	..	..	Chief Engineers shall intimate the change of Head- quarters of the Division/ Sub- Division to the Govern-ment, the A.G. M.P. and E-in-C.
TRAVELLING ALLOWNACE								
28.	Permitting traveling allowances to be calculated by a route other than the shortest or cheapest provided that the journey is actually performed by such route.	Full powers in regard to himself and officers subordinate for the journey within his jurisdiction and that the selection of such routes is in the interest of Govt.	Full powers in regard to officers subordinate to him for journeys within his jurisdiction and that the selection of such routes is in Govt. interest.	Full powers in regard to officers subordinate to him for the journeys within his jurisdiction and that selection of such route is in Govt. interest.	..	..	S.No.20 of Appendix II Part-II F.R. Vol.II	

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
29.	To sanction charges on account of the cost of carriage by rail of bicycle and camp equipments required on tour incurred by themselves and by the officers of their own department.	Full powers subject to the condition that cost of carriage of tents beyond those in the sanctioned scale is not allowed.	Full powers subject to the condition detailed under the power of E-in-C.	Full powers subject to the condition detailed under the power of E-in-C.	..	..	S.No. 36 of Appendix - II Part II F.R.Vol II.	
30.	To sanction charges on account of the cost of carriage by rail of a bicycle required on tour incurred by subordinates below the rank of S.D.O.	..	..	..	Full powers	..	S.No. 36-A of Appendix - II Part II F.R.Vol II.	
31.	Grant of T.A. for journey to a Govt. Servant under suspension to attend a departmental enquiry held against him.	Full powers in respect of those categories whose T.A. bills, he is empowered to pass.	Full powers in respect of those categories whose T.A. bills, he is empowered to pass.	Full powers in respect of those categories whose T.A. bills, he is empowered to pass.	Full powers in respect of those categories whose T.A. bills, he is empowered to pass.	..	S.R. 113 C below F.R. 44.	Subject to the condition the enquiry is held at the out station other-wise than on the request of the Government servant.

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32.	Grant of T.A. for journeys to a Govt. servant under suspension to peruse official record in the preparation of his defence in a D.E. against him.	Full powers	Full powers	Full powers	Full powers	..	S.R. 113C below F.R. 44	Subject to conditions that (1) The enquiry officer certifies that the relevant records to be consulted are essential for preparation of D.E. (ii) The controlling authority certifies that the official record could not be sent to the head- quarter of Govt. Servant or due to bulk of the documents, rules out the possibility of copies to be made out and sent (iii) Concerned head of the office certifies that the journey was performed with his consent. Note - No allowance for halt journey or at the out station will be allowed and for journey the T.A. will be limited to what would be admissible if the journey was performed from head-quarters of the Govt. Servant, subject to the condition that the journey is performed under the direction. or with the approval of the head of Deptt. under whom he is serving.
33.	Grant of daily allowance to an officer who halts at one place for more than 10 days	powers up to a limit of 30 days subject to conditions laid down in SR52 under FR44	powers up to a limit of 30 days subject to conditions laid down in SR52 under FR44	powers up to a limit of 30 days subject to conditions laid down in SR52 under FR44 Full powers to sanction daily allowance for halts exceeding 30 days for Amins	..	..	S.No. 28 of Appendix-II Part II FR Vol II S.R. II	D.A. for halts in excess of 10 days may be reduced at the discretion of the controlling authority according to the circumstances of each case.

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34.	To grant extension of joining time admissible by rule, provided the general spirit of the rules is observed subject to a maximum of thirty days and to the conditions of sub-urle 5' of MP.Civil Service (Joining Time) Rules 1982 to the officers and non-gazetted subordinates under their control.	Full powers	Full powers	Full powers	..	..	M.P. Finance Deptt. Notification No. 577-2660-81R-1/ IV, dt 15-5-82	
35.	To permit the calculation of joining time by a route other than that which travelers ordinarily use.	Full powers	Full powers	Full powers	..	..	Sl. No. 92 of Appendix-II Part-II. F.R. Vol.II	
36.	Grant of traveling allowance for special reasons which should be recorded to an officer transferred at his own request or for misconduct.	Full powers in respect of persons whom he can transfer	Full powers in respect of persons whom he can transfer	Full powers in respect of persons whom he can transfer	..	..	S.R.79 under FR. 44 Appendix V to Vol. II. F.R.	
37.	To allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement or invalid pension.	Full powers not in excess of actual expenses incurred.	Full powers in the case of officers subordinate to him but not in excess of actual expenses incurred	Full powers in the case of officers subordinate to him but not in excess of actual expenses incurred	..	..	Sl.No. 42 of Appendix II, Part-II S.R. 119 (F.R.44) FR. Vol-II	..
38.	To allow an officer to proceed on duty to any part of the territories of the State Govt. and to draw for the journey the traveling allowance admissible under the rules.	Full power in respect of officers subordinate to him	Full power in respect of officers subordinate to him	Full power in respect of officers for whom he is the controlling officer.	As in col. 5.	..	Note 3. below paras 263 of Appendix XXV-C, F.R. Vol. II	..

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39.	To allow an officer/official to undertake journey out of State within India.	Full powers in respect of officers/ official whose T.A. bills are countersigned by him	Full powers in respect of officers/ official whose T.A. bills are countersigned by him	Full powers in respect of officers/ official whose T.A. bills are countersigned by him	..	..	M.P. Irrg. Deptt. order No.25/384/ 82/P/31 date 28-3-83	These powers will be used by the counter signing officer (with his own discretion) He will send the quarterly return of such cases to his higher authority and his administrative Deptt. in the Form prescribed for this purpose
40.	To countersign traveling allowance bills.	Full powers in respect of his own bills & those of his office estt.	Full powers in respect of his own bills and those of his office estt. and also of S.Es.	Full powers in respect of his office estt. & of Sub-Divisional Offices, E.Es. and gazetted officers under him	Full powers in respect of bills of subordinates other than S.D.Os. and of office and other estt.	..	S.No. 54 of Appendix-II FR. Vol. II	..
41.	To permit a Govt. Servant to draw daily allowance for halts during tour made on account of heavy rains, flood or sickness	Full powers up to a limit of five days in respect of Govt. Servants whose traveling allowance bills are countersigned by him.	Full powers up to a limit of five days in respect of Govt. Servants whose traveling allowance bills are countersigned by him.	Powers upto a limit of five days in respect of Govt. servants whose traveling allowance bills are countersigned by him	Powers upto a limit of five days in respect of Govt. servants whose traveling allowance bills are countersigned by him	..	Sr.No. 27 of Appendix-II Part-II FR. Vol. II	
42.	To decide whether a particular absence is absence from duty for the purpose of SR 41, Appendix V.	Full powers in respect of those Govt. servant whom he can appoint	Full powers in respect of those Govt. servant whom he can appoint	Full powers in respect of those Govt. servant whom he can appoint	..	..	Sl.No. 25 of Appendix-II F.R. Vol. II	..
43.	To impose restrictions on the frequency and duration of journeys.	Full power in respect of those Govt. servants for whom he is the controlling officer.	Full power in respect of those Govt. servants for whom he is the controlling officer.	Full power in respect of those Govt. servants for whom he is the controlling officer.	..	..	Sl. No. 26 of Appendix-II Part-II, F.R. Vol. II S.R.43	

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44.	To decide the shortest of two or more routes.	Full powers for journeys within his jurisdiction.	Full powers for journeys within his jurisdiction.	Full powers for journeys within his jurisdiction.	..	..	Sl. No. 18 of Appendix-II Part-II, F.R. Vol. II	
45.	To permit an officer of a lower class than Grade 'A' to draw the actual cost of traveling if required by superior authority to travel by special means of conveyance, the cost of which exceeds the daily allowance or mileage allowance admissible to him under the rules, in lieu of such daily or mileage allowance.	Full powers in respect of Travelling Allowance bills passed by him. The bill for the actual cost must be supported by a certificate signed by superior authority.	Full powers in respect of Travelling Allowance bills passed by him. The bill for the actual cost must be supported by a certificate signed by superior authority.	Full powers in respect of Travelling Allowance bills passed by him. The bill for the actual cost must be supported by a certificate signed by superior authority.	Full powers in respect of Travelling Allowance bills passed by him. The bill for the actual cost must be supported by a certificate signed by superior authority.	..	S.R. 38 under F.R. 14 Appendix-V to F.R. Vol. II	..
46.	To grant Travelling Allowance to persons not in Govt. Service attending commissions of enquiry etc. or performing public duties in an honorary capacity and to declare the grade to which such persons shall be considered to belong.	Full Powers provided that traveling allowance is not given at rates higher than grade 'C' rates & the rates of daily allowance does not exceed Rs. 5 per diem.	Full Powers provided that traveling allowance is not given at rates higher than grade 'C' rates & the rates of daily allowance does not exceed Rs. 5 per diem.	Full Powers provided that traveling allowance is not given at rates higher than grade 'C' rates & the rates of daily allowance does not exceed Rs. 5 per diem.	..	..	S.R. 136 (a) under F.R. 44 F.R. Vol. II	
47.	To permit any Govt. Servant to draw the actual cost of hiring conveyance on a journey for which no traveling allowance is admissible under rules.	Full powers in individual cases	Full powers in individual cases	Full powers in individual cases	Full powers in respect of store keepers	..	S. No. 37-&37-1-A of Appendix C-II Part-II, F.R. Vol. II	

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48.	Grant of T.A. to the Assistant Engineers and class II officers and Sub-Engineers/ Geological Assistant for whom compulsory departmental examination is prescribed.	Full powers	Full powers	Full powers	Full powers	..	S.R. 92 below F.R. 44	Admissible to the extent. of 3 times for the Journeys to and from the place where the examinations are held subject to the condition that no T.A. will be allowed after the expiry of the period fixed for passing the examination.
49.	Grant of T.A. to the works department clerks appearing at the examination qualifying for promotion to the superior clerkships which is an optional examination for them.	Full powers once only	Full powers once only	Full powers once only	Full powers once only	..	S.R. 94 below F.R. 44	T.A. is admissible four times.
Punishment of Establishment								
50.	(i) Censure (ii) With holding of an increments and promotion. (iii) Recovery from pay of the whole or part of any pecuniary loss caused by Govt. by negligence or breach of orders. (iv) Reduction to a lower post on time scale or to a lower stage in time scale. (v) Compulsory retirement. (vi) Removal from service which shall not be a disqualification for future employment. (vii) Dismissal from service which shall ordinarily be disqualification for future employment.	Full powers to impose any of the penalties in respect of persons appointed by him in all estt. i.e. class III & IV (ii) work charged estt. (iii) contingency estt.	Full powers to impose any of the penalties in respect of persons appointed by him in all the estt. and minor penalties (i) to (ii) to members of the estt. who are appointed by Engineer in Chief & Working under his Control.	Full powers to impose any of the penalties in respect of persons appointed by him in all the Estt. and minor penalties (i) to (iii) members of estt. who are appointed by C.E. & Working under his Control.	Full powers to impose any of the penalties in respect of persons appointed by him in all the estt. and minor penalties (i) to (iii) members of estt. who are appointed by S.E. and Working under his Control.	..	G.B.C.1-13	Punishment shall be imposed only after the procedures laid down in rule 14 and 16 of the C.S. (CCA) Rules, 1966 has been completed.

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51.	Minor punishment of Class II Officers	Full powers in respect of A.E. and other class II Officers under him	Full powers in respect of A.E. and other class II Officers under him	..	..	..	vide M.P.I.D. order No.22(a) 183/p/31, dt 1-4-83	
52.	To place a Govt. Servant under suspension in connection with departmental proceedings or prosecution launched against him.	Full powers in respect of Govt. Servants whom he has power to order dismiss of.	Full powers in respect of Govt. Servants whom he has power to order dismiss of.	Full powers in respect of Govt. Servants whom he has power to order dismiss of.	..	..	FR.53 rule 5 MPSC(CCA) Rules 1966	
Honorarium,								
53	To grant honorarium.	Up to Rs. 250 in respect of officials under his administrative control subject to limitations imposed by specific rule of orders.	Up to Rs. 250 in respect of officials under his administrative control subject to limitations imposed by specific rule of orders.	Same as in Col.4	..	..	S.No.72 of Appendix-II Part-II FR. Vol.II	
Miscellaneous								
54.	To sanction acceptance of a fee.	Up to Rs. 500 in respect of officers under his administrative control subject to the provisions of SR 2 below FR. 47	Up to Rs. 500 in respect of officers under his administrative control subject to the provisions of SR 2 below FR. 47	Up to Rs. 500 in respect of officers under his administrative control subject to the provisions of SR 2 below FR. 47	..	..	S.No.73 of Appendix-II Part-II FR. Vol.II	
55.	Payment to Class IV servants for supplying drinking water or dusting offices.	Full powers upto Rs.50 per mensom in respect of his office.	Full powers upto Rs.6 per mensom in respect of his office.	Full powers upto Rs.6 per mensom in respect of his office.	Full powers upto Rs.6 per mensom in respect of his office.	..	M.P.G.A.D. No. 5524/6866/4/80 dated 22-9-80	Subject to the conditions stated in G.A.D. memo.

S.No (1)	Particulars (2)	E-in-C (3)	C.E. (4)	S.E. (5)	E.E. (6)	S.D.O. (7)	Authority (8)	Remark (9)
56.	To sanction to investigate claims by the A.G.C.G. to arrears of pay or to increments, which have been allowed to remain in abeyance for a period exceeding one year but not exceeding 6 years.	Full power in respect of officers appointed by him.	Full power in respect of officers appointed by him.	Full power in respect of officers appointed by him.	..	..	Rule 90 to 94 of Fin. Code Vol.I.	(1)Arrears up to Rs. 500 and not more than 3 years need not to be investigated. (2) Claims in arrears a period of more than 6 years sanction of the administrative Deptt. to investigate the claim is required.
57.	To fix or change the head quarters of any officer.	Full powers in case of those Govt. servants whom he can appoint.	Full powers in case of those Govt. servants whom he can appoint.	Full powers in case of those Govt. servants whom he can appoint.	E.E. can fix the headquarters of class III and IV officers subject to the approval of S.E.	..	Note 3 and 4 below Rule 2 of Appendix XXV, part B FR. Vol.II	
58.	To define the limit of a Govt. servant's sphere of duty.	Full powers in respect of those Govt. servants whom he can appoint.	Full powers in respect of those Govt. servants whom he can appoint.	Full powers in respect of those Govt. servants whom he can appoint.	..	..	S.No.24 of Appendix-II. part-II, FR. Vol. II SR,40	
Pension								
59.	Provided the pension is strictly admissible under the rules.	Full powers in regard to the categories of posts held at the time of retirement if he is the appointing authority and his office Establishment including Class IV establishment	Full powers (a) For whom HE is the appointing authority. (b) Class IV establishment of his' office provided the pension is strictly admissible under the rules.	Full powers for whom he is appointing authority. Class IV Establishment in his office provided the pension is strictly admissible under the rules.	Full powers in regards to Class IV and staff under his Division provided the pension is strictly admissible under the rules.	..	Rule 51 of M.P. Civil Services (Pension) Rules 1976.	
60	Sanctioning the commutation retrospectively of periods of absence without leave in to leave without allowances that is Extraordinary leave.	Full powers in respect of pensions sanctioned by him	Full powers in respect of pensions sanctioned by him	Full powers in respect of pensions sanctioned by him	Full powers in respect of pensions sanctioned by him	..	Rule 27(2) of M.P. Civil Services (Pension) Rules 1976	The period of such extraor-dinary leave shall qualify for pension subject to the condition under Rule 21 of M.P. Civil Services (Pension)Rules, 1976.

APPENDIX 1.34

(See paragraph 1.128)

DISBURSEMENT SLIP

Office of the
Head of Account

Bill No.

Rs.

Name of Treasury on which drawn.....

Details of Drawal

Pay	..	Rs.
Special Pay	..	Rs.
Dearness Allowance	..	Rs.
Additional Dearness Allowance.	..	Rs.
Adhoc A.D.A.	..	Rs.
Intrim Relief	..	Rs.
Conveyance Allowance	..	Rs.
City Compensatory Allowance	..	Rs.
House Rent	..	Rs.
Travelling Allowance	..	Rs.
Medical Reimbursement	..	Rs.
Travelling Allowance Advance.	..	Rs.
Grain Advance	..	Rs.
Advance of Pay	..	Rs.
Festival Advance	..	Rs.
House Building Advance	..	Rs.
Other Advances.	..	Rs.
Total Drawal (A)	..	Rs.
Gross Amount of Bill		
Net Amount of Bill		
Treasury Vouchers No.	Date.....	

Details of Deductions

General Provident Fund	..	Rs.
Family Benefit Fund	..	Rs.
Grain Advance	..	Rs.
Festival Advance	..	Rs.
House Building Advance	..	Rs.
Pay Advance	..	Rs.
Tour Advance	..	Rs.
House Rent Advance	..	Rs.
Water Charges	..	Rs.
Other Recoveries	..	Rs.
Total Deductions (B)	..	Rs.
Total Cash Paid (A)-(B)	..	Rs.

(in words

Dated Signature of the Head of office/

Disbursing officer.

Designation.

APPENDIX 1.35

(See paragraph 1.026)

**CALENDAR INDICATING THE ACTION TO BE TAKEN BY
VARIOUS OFFICES REGARDING COLLECTION OF CONFIDENTIAL
REPORTS
AND COMPLETING PROCEEDINGS OF THE DEPARTMENTAL
SELECTION COMMITTEE FOR CONFIRMATION OF
INCUMBENTS IN DIFFERENT CADRES.**

Non-Gazetted

S. No.	Name of Cadre	Date by which C.Rs are to be collected/office responsible	Date by which the proceedings of the D.S.C. have to be completed/ office responsible	Date by which orders of confirmation are to be issued/officer responsible	Remarks
1	2	3	4	5	6
1.	Sub-Engineers (Civil/E/M)	15th April/E-in-C.	15th May/E-in-C	15 June/E-in-C	
2.	Head Draftsmen/Draftsmen (Civil/E/M)	15th April/E-in-C.	15th June/E-in-C	15 June/E-in-C	
3.	Assistant Draftsmen/Tracer	15th April/E-in-C.	15th June/E-in-C	do	
4.	Superintendent (C.E's Office/Circle Office)	15th April of each year/E-in-C	15th June/E-in-C	do	
5.	Assistant Superintendent/ Assistant	15th April/E-in-C.	15 June/E-in-C	do	
6.	U.D.Cs/L.D.Cs. E-in-C Office	15th April/E-in-C. C.Es/S.E. concerned.	15 May/E-in-C concerned C.Es/S.Es.	15th June/E-in-C.	
7.	U.D.Cs/L.D.Cs. C.E's Office	do	do	do	
8.	U.D.Cs/L.D.Cs. Circle/Dn./ Sub-Dn. Offices	do	do	do	
9.	Litho Draftsmen/Peons/ jamader/Press men/Blue Printer.	15th April/E-in-C./ C.Es./S.Es.concerned	..	..	
10.	Computer Programmer / Operator	15th April/E-in-C.	15th June/E-in-C	30th June/ E-in-C	
11.	Research Asstt./Embank-ment Inspector/Silt Analyst	15th April/ Concerned C.E./S.E.	15th June/E-in-C	30th June/ E-in-C	
12.	Laboratory Technician/Lab. Asstt./Lab.Attd.	15th April/ Concerned C.E./S.E.	15th June/C. E / S.E.	30th June/C. E./S.E.	
13.	Geo-Chemical Asstt./Geo-physical Asstt./Geological Asstt.	15th April/ Concerned C.E.	15 June/C.E.	30th June/ C.E.	

1	2	3	4	5	6
14.	Work Asstt./Statistical Asstt./Tech. Assistant	15th April/E-in-C. Concerned C.E.	15th the June/E-in-C/C.E.	30th June/ CE/E-in-C.	
15.	Surveyor Lower grade/ Survey Asstt.	15th April/ Concerned C.E.	15th May/ C.E.	30th June/ C.E.	
16.	Investigator/Carpenter	15th April/E-in-C.	15th May/E-in-C	30th May/ E-in-C	
17.	Librarian/Asstt.Librarian	15th April/ Concerned C.E./S.E.	15th May/E-in-C	30th May/ E-in-C	
18.	Driller Operator	15th April/ C.E.	15th May/ C.E.	30th May/ E-in-C	
19.	Irrgn. Inspector/Naib Tahsildar	15th April/E-in-C.	15th May/ C.E.	30th May/ C.E.	
20.	Tahsildar	15th April/E-in-C.	15th May/E-in-C	30th May/ E-in-C	
21.	Patwari /Amins /Revenue Surveyor	15th April/ C.E.	15th May/ C.E.	30th May/ C.E.	
22.	Process Server	15th April/ S.E.	15th May/ S.E.	30th May/ S.E.	
23.	Stenographers/stenotypists	15th April/E-in-C./ C.E	15th May/E-in-C/C.E.	30th May/ E-in-C/C.E.	
24.	Photoprint Operator	15th April/ C.E.	15th May/ C.E.	30th May/ E-in-C/C.E.	
25.	Field Worker	15th April/ S.E.	15th May/ S.E.	30th May/ S.E.	
26.	Motor Driver	15th April/ S.E.	15th May/ S.E.	30th May/ S.E.	
27.	Watch & Ward Assistant.	15th April/ S.E.	15th May/ S.E.	30th May/ S.E.	
28.	Chowkidar (Constable)	15th April/ S.E.	15th May/ S.E.	30th May/ S.E.	

APPENDIX 1.36

(See paragraph 7, Appendix 1.20)

**LIST OF CANDIDATES FOR THE WORKS DEPARTMENTS
SUPERIOR CLERKSHIP EXAMINATION**

S. No.	Name of Clerk	Office or Divi-sion to which attach- ed	Educa- tional qualify- cation	Length of continu- ous service on 1st August 198	Whether the clerk is			
					Regular in attenda- nce	Energetic	of good moal character business habits	Possess aptitude for superior clerks work
1	2	3	4	5	6	7	8	9

Subject (s) in which the clerk has already passed	Subject (s) in which the clerk has to be examin- ed this year	Number of times the clerk has already appear-ed in the examina-tion and the year	Recommendation of the S.E./ C.E.
10	11	12	13

APPENDIX 1.37

(See Appendix 1.32A)

Gauge Report

Halka

Section

Date	Time	Distributory	Depth of gauge	Depth required to supply demand	Remark
1	2	3	4	5	6

APPENDIX - 1.38

(See Paragraph 1.097)

Transfer Report of Relieving Sub Divisional Officer

Department:-

Division:-

Sub Division:-

Questionnaire To be Replied By S.D.O. In case of Transfer or Relieve All necessary Information Being, Supplied by the Relieved officer.

Name of the relieved S.D.O.....

Name of the relieving S.D.O.....

Date of commencement of taking over charge.....

.....forenoon/after noon.....

Date of completion of charge.....forenoon
afternoon.

No.

Dated.

Forwarded to the Executive Engineer.....

Division with replies by the undersigned and explanation by the relieved Sub Divisional officer duly filed in.

Dated Signature of
The Relieving Sub Divisional office
..... Sub Division
.....

No.

Dated.

Forwarded to the Superintending Engineer.....

Circle.....With remarks by the undersigned.

Dated signature of
Executive Engineer
.....Division
.....

No.

Dated.

Returned to Executive Engineer.

Division for record.

Dated Signature of
Superintending Engineer.
.....Circle
.....

NOTES

1. This report should be made by the relieving Sub Divisional Officer within 3 months from the date on which transfer has been completed. The relieved Sub Divisional Officer should peruse and explain any points which appear necessary.
2. The Sub Divisional Officer to be relieved should have ready on the arrival of his successor:-
 - (a) Receipts is duplicate for all case, instruments stores, materials etc.
 - (b) A complete list of the contract agreements, note books, measurement books, library books, irrigation registers, topo sheets discharge tables and other documents relating to the works of the Sub Division (Q. No. 3)
 - (c) Memorandum giving detailed account of works in progress (Q. No. 4)
 - (d) List of all stores in the Sub Division and of all material borne both on the stock register and the site accounts of whose (Q. No. 6)
 - (e) Statement detailing all claims of contractors in dispute or unsettled (Q.No.10)
 - (f) Dist of all contractors and petty contractors in the Sub Dn. with remarks as to their capabilities, etc. together with the original or copies of current contract papers or agreements (Q. No.)
- (3) A check as complete as possible of all materials should be made by the relieving officer in the time available for transfer and its extent stated A report be submitted on it.
- (4) The relieved officer should enter in the statement of disputed and unsettled claims (Note 2(e) above) all claims for works which have been completed or abandoned by contractors more than two months prior to the date of relief and for which settlement has not been made.
- (5) On receipt of this report, the Executive Engineer will have the paper examined in his office. The result if satisfactory, should be noted, or if not the Executive engineer should include in his remarks the further action taken by him. In either case the report should be forwarded to the Superintending Engineer for orders (para 1.098 W.D. Manual 1983 Vol. I)
- (6) The Superintending Engineer will taken such action as he may consider necessary or if the report is satisfactory he will be return it to the Executive Engineer for final record (Para 1.097) W.D. Manual 1983 Vol. I)

No.	The relieving Sub Divisional officer will enter in the next column specific replies to each of the questions in order with such further remarks may be necessary.	Replies by Relieving Sub Divisional Officer	Explanation by relieved Sub Divisional officer	Remarks by Executive Engineer	Orders 06 Superintending Engineers
1	2	3	4	5	6
1.	Does the cash received by you accord with the balance of the Sub Divisional cash book? (a) If not explain the difference?.				
2.	Are there any Imprest holders in the Sub Division?.				
3.	Did you receive lists of the contract, agreements, measurement books, library books, topo sheets and other documents relating to the work of the sub Dn. (Vide note 2 (b) of this, form) a. Did you receive all the Documents mentioned in the list ?. b. If not state what were deficient?. c. Is the cash book or counterfoil of imprest account written up to date. d. Have the completed register of Irrigation and gauges been entered in the register of library books and for how any years are they available. e. State what deficiencies you have found, if any?. f. Are the current irrigation and gauge register entered upto date ?. g. Have you received a copy of the latest approved discharge table in use? N.B. Questions (d) to (g) are for canal charges only.				

No.	The relieving Sub Divisional officer will enter in the next column specific replies to each of the questions in order with such further remarks may be necessary.	Replies by Relieving Sub Divisional Officer	Explanation by relieved Sub Divisional officer	Remarks by Executive Engineer	Orders of Superintending Engineers
1	2	3	4	5	6
4.	Did you receive a memorandum from the relieved officer giving a sufficiently detailed account of the works in progress (vide note 2 (c) of this form)?. (a) Does it contain a statement from the relieved office of estimates which have been or are likely to be exceeded with full reasons for excess in each?. (b) Does it state regarding each important work in progress, whether the relieved officer has satisfied himself by personal inspection that the alignment and levels are correct?. (c) Have you received estimates & drawings of all the works in progress?. (d) If not, have you received a list of them with explanation as to cause of delay in submission of the estimates.				
5.	At what intervals are departmental laborers paid, and are there any arrears due of more than a month's standing?. (a) What explanation is given of the delay in paying them up?.				
6.	Did you received list of all stores in the Sub Division and of all materials both in the stock Register and site accounts of works (vide note 2 (d) of this form).				

No.	The relieving Sub Divisional officer will enter in the next column specific replies to each of the questions in order with such further remarks may be necessary.	Replies by Relieving Sub Divisional Officer	Explanation by relieved Sub Divisional officer	Remarks by Executive Engineer	Orders 06 Superintending Engineers
1	2	3	4	5	6
	(a) Have you carefully measured or counted the whole of the material and stores both in stock & at sites of works, for which you have given a receipt, and satisfied yourself as to the correctness thereof (Vide note 3 of the form)?. (b) Are materials under the head "Stock" and "Materials at site" arranged in proper stocks or lots for easy account or measurement and are shown in detail ?. (c) Does the materials at sites of works include all issues and show materials actually at site on date of transfer?. (d) Have you compared the receipts of subordinates in charge of stores, materials, tools etc with their own registers and the Sub Divisional returns and are they correct?. (e) Are the accounts of daily receipts and issues, written up to date & kept separately for stock and Tools and plant?. (f) Do section subordinates maintain prescribed form for stock and tools and plant showing distribution of materials by sites?. (g) Are there receipts from contractors for materials issued to them?. (h) When were the stock and tools & Plant last counted by the S.D.O.?				

No.	The relieving Sub Divisional officer will enter in the next column specific replies to each of the questions in order with such further remarks may be necessary.	Replies by Relieving Sub Divisional Officer	Explanation by relieved Sub Divisional officer	Remarks by Executive Engineer	Orders of Superintending Engineers
1	2	3	4	5	6
7.	For Road charges only:- Does the quality of road metal accord with the quantities shown in the Sub Divisional Statement of road metal? (a) If not, state the difference. (b) What steps were taken by you to test the quantities?.				
8.	Have you received a list of all contractors and petty contractors in the Sub Division giving their capability together with the originals or copies of current contract papers for agreement (vide note 2 of this form)?.				
9.	Have you received a register of contractors and is it posted up to date?.				
10.	Have you received a Statement from the relieved officer detailing any claims of contractors which are in dispute (Vide note 2(e) this form).				
11.	For road charges only :- Is the materials what of all Kinds Useful and good quality?. If you have noted what material bad quality of unserviceable in the receipt granted by you				
12.	Are there any long Stinting arrears due to contractors & what explanation is given for the delay in paying them up?				

No.	The relieving Sub Divisional officer will enter in the next column specific replies to each of the questions in order with such further remarks may be necessary.	Replies by Relieving Sub Divisional Officer	Explanation by relieved Sub Divisional officer	Remarks by Executive Engineer	Orders of Superintending Engineers
1	2	3	4	5	6
13.	What advances to contractors in excess of work done or materials delivered? (a) What authority of there for such advances? (b)What record is kept for such advance? (c) What security is held for such advances?				
14.	If you have not been able to examine the whole of the Sub Division State what outstation or works do you expect to be able to report the result of such examination?				
15.	Have you satisfied yourself that the point noticed in the last inspection report have received due attention?. If not state what irregularities still continue?				
16.	Have you received log book of the inspection Vehicle allotted/used by the relieved officer duly filled upto the date of his relief				

STATEMENT OF REMARKS.

By relieving S.D.O.	By Relieved S.D.O.	Executive Engineer.	By Superintending Engineer.
1	2	3	4

Dated Signature of Relieving
Sub Divisional Officer
Station Date

Dated Signature of
S.D.O.
Date

Dated Signature of
Executive Engineer
Date

Dated Signature of
Superintending Engineer
Date