

# Delegation of Financial Powers Rules, 1960

ASSAM

India

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### Rule DELEGATION-OF-FINANCIAL-POWERS-RULES-1960 of 1960

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#### 1. Short title and commencement.

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

#### 2. Definitions.

- In these rules, unless the context otherwise requires,-(a)"Administrative approval" means the formal acceptance by the Department concerned of the proposal for an original work (other than a petty work costing Rs. 3,000 or under) to be undertaken for the Department either by the Public Works Department or the Department to which the work may have been assigned by the Governor. Taken with the provision of funds in the budget, it operates as a financial sanction to the work;(b)"Administrative Departments" means the Administrative Departments of the Government of Assam as notified from time to time;(c)"Appropriation" means the allotment of a particular sum of money by a competent authority from funds placed at his disposal, to meet specific expenditure;(d)"Class of Government servants" means-(i)All Government servants, other than ministerial servants, holding posts bearing the same designation in the same Department or Service, and(ii)All Government servants holding posts, which have been declared by the Governor or the State Government to be in a single class;(e)"Financial sanction" means the sanction of Government or of an authority to which power has been delegated to incur expenditure of public money for a specified purpose and is subject to appropriation of funds;(f)"Finance Department" means the Finance Department of the Government of Assam;(g)"Financial year" means the period from 1st April to 31st March inclusive;(h)"Grade of Government servants" means a sub-division, according to pay of a class of Government servants;(i)"Head of a Department" means an authority empowered by

Government to exercise the powers of the Head of the Department as specified in these rules. A list of such authorities is given in Schedule IV to these rules;(j)"Head of an office" means a Government servant recognised as such by Government or the Head of the Department under whom he may be employed;(k)"Non-recurring expenditure" means expenditure sanctioned as a lump sum charge, whether the money be paid as a lump sum or by instalments;(l)"Pay" means the amount monthly drawn by a Government servant as defined in Fundamental Rule 9 (21) (a) (i);(m)"Re-appropriation" means the transfer of funds from one sub-head of appropriation to another sub-head;(n)"Recurring expenditure" means all expenditure which is not non-recurring;(o)"Subordinate authority" means any authority subordinate to the Governor or the State Government and includes a Department of Government;(p)"Technical sanction" means the sanction of the competent authority to a properly detailed estimate for a work to be done.

### **3. General limitations on power to sanction expenditure.**

(1)It is a primary condition of the exercise of all financial powers that public revenues may be spent only on legitimate object of public expenditure. In spite of the sanctions accorded under those delegations no expenditure can be incurred unless funds to cover the charge during the year have been provided. So, when applying for sanction of a competent authority to any expenditure, it should invariably be specified how it is proposed to be met. The sanctioning authority should also indicate how the fund is to be provided on the body of the sanction.(2)A subordinate authority may sanction expenditure or advances of public money in those cases only in which it is authorised to do so by-(i)the provisions of any legislative enactment for the time being in force or of rules made under such an enactment; or(ii)the codes, manuals and regulations issued by the Governor or the Government of Assam; or(iii)any order of the Governor or the Government of Assam delegating their powers with reference to the provisions of a legislative enactment or to rules approved or order issued by the Governor or the Government of Assam; or(iv)any order of the Governor or the Government of Assam laying down a scale or maximum scale of expenditure; or(v)these rules and the Schedules annexed to these rules.(3)Nothing contained in sub-rule (2) of these rules shall empower any subordinate authority to sanction without previous consent of the Finance Department an expenditure which involves the introduction of a new principle or practice likely to lead to increase of expenditure.(4)The exercise of power by a subordinate authority is subject to the observance of any general or special direction which the authority delegating or re-delegating powers may issue at any time, whether generally or in reference to a particular case.

### **4. Effect of sanction.**

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

the budget has been communicated. Regular and authorised expenditure, however, which cannot in the interest of Government be avoided, such as pay, travelling allowance, the money of witnesses etc., may be incurred in anticipation of budget provision. The following additional relaxations are permitted : (a) expenditure on works in progress from the preceding year under the control of the Public Works Department, on annual repairs and on tools and plants; provided that the expenditure on repairs and tools and plants shall not exceed the provision estimated either for the previous or current year, and that the expenditure monthly on establishments shall not exceed one twelfth of the establishment of the previous year; (b) expenditure on departmental lumbering and exploitation work, in the Forest Department in progress from the preceding year.

## **5. Provision of funds by Legislature.**

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

## **6. Primary units of appropriation.**

(1) A grant or appropriation for charged expenditure is distributed by sub-heads under which it shall be accounted for. Each such sub-head constitutes a primary unit of appropriation. The primary unit may include provision for both voted and charged expenditure and in that case the amount of each is shown separately. (2) Primary units of appropriation shall become one or all of the following : Pay of Officers. Pay of establishments. Allowances and honorary. Other charges. Grants-in-aid. Contributions and donations. Original works-Major works. Extensions and improvements. Repairs and maintenance. Tools and plants. Assignments and compensations. Establishment charges payable to other Government Departments, etc. Reserve. Suspense. Expenditure in England. Loss or gain by exchange. (3) The Finance Department may add to the primary units specified in sub-rule any other primary units or prescribe an entirely different set of such units.

## **7. Allotment of funds.**

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

## 8. Appropriation and re-appropriation-General restrictions.

- Powers of Administrative Department subject to the fulfilment of the conditions enumerated in (1) to (16) below on Administrative Department is competent to sanction re-appropriation within a grant from one major, minor or subordinate head to other copies of orders sanctioning re-appropriation being communicated to the Accountant General and Finance Department as soon as such orders are passed and in all cases of re-appropriation a re-appropriation statement in Form K being invariably used.(1)The provision under any sub-head shall not be increased by more than 25 per cent of the original provision by re-appropriation and subject to an overall ceiling of 25 per cent under any minor head.(2)No re-appropriation shall be made from the savings under "salaries" to any head.(3)No new service will be introduced by the re-appropriation whatsoever. No expenditure shall be incurred on an object for which no provision exists in the budge without making provision.(4)The re-appropriation should not have any effect of undertaking or recurring liability.(5)No re-appropriation will be permitted for increasing the budgetary provision for travelling allowance of officers and establishment and contingencies.(6)Subject to the "Explanation" given below the provision under a sub or minor Head affected by the re-appropriation will not be restored in subsequent years.(7)Subject to the "Explanation" given below the re-appropriation should not affect or reduce the volume or physical target of work originally contemplated to be done.(8)Subject to the "Explanation" given below the re-appropriation will not have the effect of restoring a cut or reduction made by the Finance Department after scrutiny of the budget proposal.(9)No re-appropriation can be made from sub-head accommodating expenditures which is likely to be reimbursed by the Government of India or any other agency to any sub-head which does not accommodate such reimbursable expenditure.(10)No re-appropriation can be made from the plan budge to the normal budget.(11)No re-appropriation can be made from a head accommodating a centrally sponsored Scheme.(12)No re-appropriation will be allowed to enhance provision under a works project or under a suspense Head only to purchase materials unless such materials are required for use during the year.(13)In a case in which provision made in the budget under a sub-head is expected to exceed, re-appropriation should ordinarily be postponed until a reliable forecast is possible, as the information available in the earlier part of year is not always a safe guide for making re-appropriation.(14)The following restrictions as laid down in Rules 107 to 111 of the Budget Manual will be scrupulously observed :(a)No appropriation will be sanctioned from a charged Head to a voted Head and vice versa;(b)No re-appropriation will be sanctioned from a provision made for Sixth Schedule areas to general and vice versa;(c)No re-appropriation shall be sanctioned for any purpose whatsoever out of provision obtained through supplementary demand voted by the Assembly for specific purposes. The same principle applies to supplementary charged appropriation;(d)No re-appropriation will be sanctioned to increase the provision under secret services beyond a limit of 25 per cent of the original provision made under the budget.(15)Permissible re-appropriations within the grant or appropriations of a year can be sanctioned at any time within the year but not after expiry of the year.(16)Re-appropriations from saving under any new sub-head provided through schedule of new scheme or under any existing sub-head accommodating provision made through such schedule are not permissible without explicit concurrence of Legislature obtained through the process of resolution.Explanation. - When there are two schemes both of which can be completed by alteration of time schedule and increasing or reducing the provision in a particular year without affecting the total approved expenditure of

both the schemes, re-appropriations can be made. For instance, of Scheme 'A' a production target of 50 Units is time schedule for completion in 4 years and Scheme "B" is scheduled for completion in 3 years with a production target of 60 units, and if the Administrative Department feels that by re-appropriation of funds Scheme "B" to Scheme "A" the Scheme "A" can be completed in, say, two years, without reducing the targeted unit production to 50 and it is felt that by reducing the approved funds for Scheme "A" in the last two years and adding to Scheme "B" the same targeted production of Scheme "B" can be fulfilled so that the total expenditure over the period, as approved for "A" and "B" is not increased then re-appropriation is permissible in such a case, a clear statement showing the releasing of the time schedule and the expenditure shall be sent simultaneously to the Finance Deputy. The restriction to keep the limit of expenditure within an over-head ceiling of 25 per cent under a sub-head will not however apply in such cases although overhead ceiling under a minor head will not be affected.

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

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

- 1. Commissioner of Divisions;**
- 2. Heads of Departments;**
- 3. District Judges;**
- 4. District Officers;**
- 5. Director, Veterinary and Animal Husbandry Department;**
- 6. Superintendent, Assam Secretariat Press;**
- 7. Examiner, Local Accounts;**
- 8. Chief Inspector of Factories;**
- 9. Chief Inspector of Boiler;**
- 10. Public Works Divisional Officers;**

## 11. Military Secretary to the Governor;

## 12. High Commissioner for India-

(a)that funds must not be re-appropriated to meet an item of expenditure which has not been sanctioned by proper authority;(b)that the re-appropriation does not involve the undertaking of a liability which is likely to extend the financial year is question;(c)that funds provided for general areas should not be re-appropriated to provision for Sixth Schedule (Part A) Areas and vice versa;(d)that no re-appropriation shall be made from savings under Pay of Officers and pay of establishment;(e)that no re-appropriations shall be made from or to the head "Contract Contingencies";(f)that all re-appropriations made by officers named shall be in respect of the grants placed at their disposal;(g)that the re-appropriation is not made for a new service not completed in the budget for the year nor for an object not specifically included in the estimates and for which no provision has been made;(h)that the re-appropriation has not the effect of increasing the expenditure on an item the provision for which has been specifically reduced by a vote of the Assembly;(i)(i)no re-appropriation shall be made from or to the detailed head "Honorary" under the sub-head "Allowance and Honorary";(ii)that the re-appropriation can be made to the head "Secret Services Expenditure" when the increase is up to 25 per cent of the original provision made in the budget. This power can be exercised only with the concurrence of the Finance Department to the Government";(iii)no re-appropriation shall be made by the Head of Department from the saving under any other head to the head "Travelling Expenses".The following instructions apply to re-appropriations in the Public Works Department:(i)The provision for original works in each department forms a separate minor head under the major head "50-Civil Works Under Rule 35" of the Assam Rules of Executive Business; the Minister-in-charge of the Public Works Department can re- appropriate between items included in any one of these minor heads, whilst the Finance Department can re-appropriate from one such minor head to another.(ii)Savings under the "original works" minor heads are not regarded as earmarked for the administrative department concerned but may be freely re-appropriated by the Finance Department, to meet urgent demands under another such minor head.(iii)Ordinarily re-appropriation may be made from savings on works only for-(1)Works in progress.(2)Works (not amounting to new services in the primary sense of the term) which can be completed within the years. Exceptions to this rule may be made in certain cases, e.g., where a building, road, embankment or construction has been destroyed or so damaged that it must be rebuilt or repaired without delay. In such cases re-appropriation from savings may be allowed even though the work cannot be completed within the year.The general reserve should be utilised for-(1)incomplete works of the previous year;(2)works in progress when more than the re-appropriation for the work can be spent during the year;(3)unforeseen work of every kind provided for a new service in not involved;(4)addition to the repairs grant for the year.Copies of orders sanctioning any re-appropriation must be communicated to the Accountant General and the Finance Department as soon as such orders are passed. In all cases of re- appropriation sanctioned either by the controlling officers or by the Government, a re-appropriation statement in Form 'K' should invariably be used. In cases where Government sanction is required, the statement should be submitted in triplicate. The Finance Department will not sanction re-appropriation statement received by them after the 15th March.

## 9. Creation of temporary posts.

(1) Notwithstanding anything contained in these rules no post shall be created—(a) in any office or Department unless there exists in that office or Department a post of a similar character on a rate or scale of pay approved by the Governor; (b) in contravention of the instructions regulating staff composition and work standard; (c) unless funds to meet the cost of the post can be found from within the provision placed at the disposal of the authority concerned. (2) For the purpose of Clause (a) of sub-rule (1) "department" means all or any of the offices under the administrative control of the Head of a Department. (3) The power conferred on a subordinate authority to create temporary post shall not, unless otherwise directed by the Governor, be exercised in respect of any service unless that service is under the control of that authority.

## 10. Powers of the subordinate authorities.

(1) Subject to the provisions of these rules, the Departments of the State Government, Heads of Departments and authorities subordinate to them shall in relation to creation of temporary post, renewal of sanction for staff, scheme, sanction of work expenditure, incurring of contingent expenditure, incurring of miscellaneous expenditure, and write off of losses, etc., have the powers respectively specified in Schedules I, II and III; provided that the power delegated to subordinate authority can also be exercised by the higher authority in relation to such subordinate authority. (2) A Subordinate authority shall, in regard to matters not covered by Schedules I to III, exercise such powers as may be specified from time to time by general or special order of the Governor. (3) An authority empowered by or under these rules to incur contingent expenditure or miscellaneous expenditure shall exercise such power subject to the following conditions, namely: (a) The rules for the supply of articles required for the public service and the rules regulating the purchase of stationery stores for the public service contained in Appendix 10 of the Assam Financial Rules and general or special orders on the subject issued from time to time shall be followed. (b) In regard to contingent expenditure on each item specified in columns 2 of the Schedules to the rules, orders, restrictions or scales specified in columns 4 and 5 of the Schedules against that item shall be observed. (c) In regard to miscellaneous expenditure any rules, orders, restrictions or scales as may be made, imposed or prescribed by the Governor, shall be observed. (d) No contingent or miscellaneous expenditure of an unusual character or involving any departure from the rules, orders, restrictions or scales, referred to in Clauses (b) and (c) shall be incurred nor shall any liability be undertaken in connection therewith, without the previous consent of the Finance Department. Explanation. - In this rule and the Schedules—(a) "Contingent expenditure" means all incidental and other expenditure, including expenditure on stores, which is incurred for the management of an office, for the working of technical establishment, such as laboratory, workshop, industrial installation, store depot, and the like but does not include any expenditure which has been specifically classified as falling under some other head of expenditure, such as "Works", "Stock" "Tools" and "Plants"; and (b) "Miscellaneous expenditure" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pension, contingencies, grants-in-aid, contributions, works, stock, tools and plant and the like.

## **11. Grants and loans.**

- Department of Government have full power to sanction loans and renew grants-in-aid including stipends and scholarships tenable in India :Provided that-(a)such grants-in-aid, loans, stipends and scholarships are in accordance with the rules or principles prescribed with the previous consent of the Finance Department; and(b)in sanctioning, loans, grants-in-aid, stipends and scholarships the sanctioning authorities should indicate that the provision of sub-rule (a) above has been complied with;(c)the rate of interest on loan and the period of repayment thereof are fixed with the previous consent of the Finance Department unless the rate of interest on such loan and the period of repayment thereof are prescribed in any general or special order of that department.

## **12. Sanction or consent of the Finance Department.**

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

## **13. Communication of financial sanctions.**

(1)Orders conveying the sanction of expenditure or advance of public money shall be communicated as follows :(a)If the order is issued by an Administrative Department in exercise of the powers delegated under these rules, by the Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under-Secretary of the Department or by any other officer as may be specially empowered under Rule 12 of the Assam Rules of Executive Business;(b)If the order is issued by a Head of a Department or an authority subordinate to them to whom the power to sanction has been delegated by that authority; or by any gazetted officer authorised with the approval of the Finance Department to sign for him :Provided that the copies of the sanctioning memorandum for the Accountant General, Assam, shall be forwarded by the Financial Adviser in the case of the Administrative Department and Finance and Accounts Officer in the case of the Heads of Departments where officers exist;(c)If the order is issued by the Governor relating to his own establishment by the Military Secretary to the Governor;(d)If the case is not covered by these rules where the expenditure has been sanctioned with the concurrence of the Finance Department, by the Secretary, Deputy Secretary, Under-Secretary to the Government in the Finance Department or any other officer, of that department as may be specially empowered in that behalf under Rule 12 of the Assam Rules of Executive Business;Provided further that the views of Financial Adviser and Finance and Accounts Officer should be taken, where they are required to forward the sanctioning memorandum to the Accountant General.(2)The sanctioning authority should in each case intimate to the Accountant General how the expenditure is proposed to be met.

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[See Rule 9]Powers Delegated to the Department of GovernmentThe following powers are delegated to the Departments of Government with up-to-date amendments generally. (Certain Departments of



Government, have, however, been given specific powers to incur expenditure on particular items as detailed in Schedule III).

S. No.	Nature of power	Extent of power	General conditions, if any
(1)	(2)	(3)	(4)
1.	Creation of temporary posts in service, cadres and offices under their control including extension of posts created by subordinate authorities.	Non-Gazetted on pay scale post with the minimum not exceeding Rs. 1515 p.m. for a period not exceeding 12 months.	The power conferred to create temporary post shall be exercised only in case of urgency, i.e., when an appointment is to be made immediately in the public interest and reference to the Finance Department would cause undue delay. It will further be subject to the following conditions : (i) Copies of all sanctions should be forwarded to the Finance Department immediately. (ii) No post shall be created in the Secretariat office of the department. (iii) Availability of funds by valid appropriation. (iv) Conformity with standard scales of pay approved for similar posts in the same department. (v) Posts should be in addition to the cadre in existence. No new category of posts should be created. (vi) No advance increment should be given without prior approval of the Finance Department. Note. - (1) The authority creating the post shall have power to abolish the same before expiry of the stipulated period if circumstances justify the same. If a post is initially created for a shorter period, the authority creating the post shall be competent to extend it to the full limit of its power. Extension thereafter in all cases shall invariably require the

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|   |  | <p>approval of the Finance Department.(2)In case of posts in the Secretariat Department is reference toFinance Department will be necessary.(3) Persons appointedto the post will be entitled to Dearness and other allowances asadmissible under the rules for the time being in force.</p>  |
| <p>2. Renewal of sanctionto continuing schemes (both plan and non-plan) sanctioned by theFinance Department.Renewal of sanction for staff (both plan andnon-plan) sanctioned by Finance Department.</p> | <p>For one year at a time, for the full period of the sanctioned scheme.(a) For one year at a time for the full periodof the sanctioned scheme in respect of posts under "plan".Subject to a maximum period of five years.(b) For one yearat a time for 5 years in respect of other posts.</p> | <p>Subject to budget provision and conformity withthe original sanction issued by the Finance Department.Department are authorised to issue sanction to incurring ofcontingent expenditure included in the continuing scheme,provided no expenditure is sanctioned which has the effect ofsubstantially altering the scope of the scheme as accepted bythe Finance Department.(i) Availability of funds by validappropriation.(ii) Conformity with original sanction.(iii)Circumstances which weighed in creating the posts still exit.</p>               |
| <p>3. To make minor deviations in a sanctioned scheme.</p>  |  | <p>Administrative Departments are authorised tomake minor deviations, in the sanctioned scheme subject to thefollowing :<br/>         (i) the overall allotment for the scheme in theyear in question as also, in case in of Plan Schemes, in theplan period, is not exceeded by more than 10 per cent and theplan ceiling is hot exceeded in case of plan scheme;<br/>         (ii) noincrease is made in the recurring expenditure against a savingin non-recurring items of expenditure;<br/>         (iii) if the deviationin the scheme involves</p> |

creation of new posts only those posts will be created which are within the competence of the administrative department or the Head of the Department in terms of the powers already to them; (iv) expenditure on special items of contingencies such as require the sanction of Finance Department will continue to be referred to Finance Department; provided that no approval of Finance Department will be required if items of contingencies have already been included in the approved scheme. (v) the deviations do not have the effect of scaling down the physical targets set for the scheme; and (vi) the saving which may be available within the overall allotment for the scheme will be not utilised for any 'new item of expenditure' which requires prior Legislative approval before the expenditure is incurred.

4. Issue financial sanction to schemes.

The Administrative Departments are authorised to issue financial sanction to new Schemes (plan and non-plan) scrutinised and approved by the Finance Department and included in the Budget, provided the following conditions are fulfilled: (1) The estimates for works other than those to be constructed through P.W.D. should be complete with all details giving the fullest break down of expenditure in the scheme referred to the Finance Department. (2) Some idea as to the manner in which the lump

		<p>sum provision is to be utilised is given if lump sum provision has perforce to be suggested.(3) Complete details are given of the staff existing and additional shown separately in the course of the year and sanction obtained. The Administrative Departments exercise control to see that actual appointments are made only as and when necessary: Provided further that no expenditure even within limit prescribed in this sub-rule, shall be sanctioned without the previous consent of the Finance Department if it has the effect of substantially altering the scope of the scheme as accepted by the Finance Department.</p>
5.	<p>To accord administrative approval to plans and estimate for civil works to be carried out by the P.W.D. or public sector undertaking under the control of the Administrative Departments.</p>	<p>Rs. 3 lakhs for residential works under plan/non-plan for each unit. Rs. 10 lakhs for non-residential works under plan/non-plan for each unit.</p> <p>Provided-1. The estimates are scrutinised by the appropriate officers of the P.W.D. or by the Chief Engineer of other public sector undertaking under the administrative control of the Department. 2. The norms prescribed by Government regarding floor space of residential and official building are not exceeded. 3. The building is assigned to the holder of a specified post who is bound by terms to live in it. Note 1.- Subject to the conditions specified above the Public Works Department is the Administrative Department for the purpose of granting administrative approval for projects involving outlay on additions and alterations to existing residential buildings that are borne on its books. In</p>

			<p>case of additions and alterations to such building in the Sixth Schedule (Part A) Areas, administrative approval will be communicated by Hill Areas Department. 2. - The power does not extend to acquisition of land for which sanction of Revenue/Finance will be necessary.</p>
6.	<p>Sanction miscellaneous expenditure any individual case or in any object for which no scale or limit to its power of sanction is prescribed.</p>	<p>Up to Rs.2,000 if requiring in any single case. Up to Rs.5,000 if non-recurring in any single case.</p>	<p>Provided that-(i) Budget provision exists. (ii) The expenditure is not on a new service which was not contemplated the Budget.</p>
7.	<p>Sanction of expenditure on contingencies.</p>		<p>Subject to-(a) Availability of funds; (b) Observance of procedural and other general directions laid down in the Assam Contingency Manual and special orders issued by Government from time to time.</p>
(1)	<p>Rent on land and building leased out to the Government offices.</p>	<p>Full powers.</p>	<p>Subject to-(1) Budget Provision. (2) there is fixed by the competent authority under the Assam Urban Areas Rent Control Act, in urban areas. (3) the Deputy Commissioner certifies as to the reasonableness of rent outside urban areas. (4) the floor is in accordance with the standard prescribed by the General Administration Department.</p>
(2)	<p>Purchases of type-writers duplicators and Calculating Machine.</p>	<p>Do.</p>	<p>Subject to-(i) Budget provision. (ii) Purchase is made from suppliers approved by General Administration Department.</p>

<p>(1) Sanction to writing off of their irrecoverable value of stores, livestock or public money including loss of stamps.</p>	<p>Up to Rs. 25,000 in any single case.</p>	<p>Provided that-(a) the loss does not disclose; (b) defect of system the amendment of which would require a reference to the Finance Department; or (c) a serious negligence on the part of a particular Government servant or servants which might call for disciplinary action requiring a reference to the Finance Department: Provided further that all cases of defect in system, theft, embezzlement, fraud or serious negligence should be brought to the notice of the Finance Department. Note.- The expression "livestock" wherever it occurs should be held to mean elephants, cattle, mule, ponies, sheep, goats, pigs and poultry. The Standing Condemnation Board constituted by the Administrative Department has approved of the condemnation of the articles. The Standing Condemnation Board constituted by the Administrative Department shall consist of-</p> <p>{ </p>
<p>(2) Write off of the value of unserviceable stores.</p>	<p>Full powers</p>	
<p>(i) Secretary ..... Chairman. (ii) Head of Department ..... Member. A technical officer nominated by (iii) Administrative ..... Member. Department Financial Adviser of (iv) Administrative ..... Secretary. Department</p>		
<p> -  9.   Sanction refunds of revenue not otherwise provided for.    UP to a maximum Rs. 10,000    Subject to any rules that may be applicable and unless the refund is ordered of by a Court.  -  10.   Sanction the remission of disallowances by audit officers.    Up to Rs. 500 in each individual by case.    Subject to an aggregate maximum of Rs. 500 in the case of any establishment in which a</p>		

number of overdrawals are due to the same case and further subject to the following conditions : (1) that the money was drawn in good faith. (2) that no defect of system is disclosed. (3) that the overdrawal has not involved other expenditure requiring reference to the Finance Department or orders of the Governor. (4) that it does not involve an addition of pay of more than Rs. 100 per mensem to any individual and if the overdrawal is challenged within 12 months, subject to the following further considerations : (1) That it has not been caused by any delay in notifying a promotion or reversion. (2) When a disallowance is remitted under this rule, the reasons, therefor should invariably be recorded by the remitting authority. (3) All sanctions to forego recovery under these orders should be communicated to the Accountant General. It is open to the Accountant General to require that the action taken in any case should be reported to the Finance Department for orders. -| 11. | Sanction deputation of Government servants (temporary and permanent) on approved course of training or instruction. || Full powers || Provided that - (i) The course of training and the deputation of officers is in accordance with a training plan prepared with the approval of Administrative Reforms and Training Department. If such a training plan has not been prepared approval of the Administrative Reforms and Training Department should be taken in each case. (ii) The officers so deputed will be treated as on duty under F.R. 9 (6) (b) (i) and they will be entitled to the following : Pay - The pay drawn at the time he was placed on such duty under F.R. 20. D.A. - As admissible under the rules. C.A. - (Cash allowance. Winter allowance, House rent allowance, Hill allowance, etc.) up to maximum period of 4 months under S.R. 3 (6) read with S.R.

## 118.

, 119. T.A. - As on tour under S.R. 289. L.A. - As admissible as per standing orders of Finance Department for a period not exceeding one year. -| 12. | Accept tender. || Full powers || -| 13. | To sanction test relief to Agricultural loans, Rehabilitation loan, Distress loans granted and loans to Displaced persons. Gratuitous relief. || Do. || Subject to - (1) Budget provision and (2) Observation of rules regulating issue of such loans/grants/relief. -| 14. | To sanction medical reimbursement. || Do. || Notes. - In case where artificial appliance have to be purchased (e.g. for diseases like polio, T.B., etc. or in cases requiring surgical operation, etc.) reimbursement of expenses incurred in connection with the procurement of such artificial appliances (e.g. travelling expenses, hospitalisation charges, etc., if any, including the actual cost of appliances may, where necessary and justified, be allowed in consultation with the Health (A) Department. -| 15. | To sanction pre-audit claims up to 6 years. || Do. || -| 16. | To sanction political pension and grants to political pensioner. || Do. || Subject to the rules regulating such pension and grants. -| 17. | Fixation of remuneration of lawyer. || Do. || Subject to guidelines laid down by L.R. with the approval of Finance Department. -| 18. | To sanction local printing of standardised forms. || Do. || Provided the Government Press expresses inability to supply or the Government Press unable to supply within 60 days of requisition. In respect of forms of money receipt special order of Finance Department should be obtained. -| 19. | Grant of Honorarium to the member of the staff up to the level of superintending work in any Department of Secretariat. || Rs. 500, in individual case subject to the limit of 20% of staff up to the level of the Superintendents. || Power of sanctioning honorarium shall rest with the Commissioners/Secretaries of the Department. -| 20. | To make People State guests by the G. Aid. || Full powers || Subject to the observance of existing rules. -| 21. | Grant specifically provided in the Budget in favour of a named individual or non-statutory, non-official institution or organisation. || Do. || -| 22. | To sanction a post

of driver whenever a vehicle is sanctioned. || Do. || - 23. | To sanction additional amount if any required for purchase of vehicle due to increase in price. || Full powers || Provided the original sanction for purchase of vehicle is concurred by Finance Department and the purchase is made within the same financial year. | - 24. | Report on Departmental vehicle including purchase of tyres, tubes and spare parts, without fixtures/furnishings. || 1. For trucks up to 3 years old, Rs. 10,000 for each truck in a financial year. || Provided that - (1) Budget provision exists. | - || 2. For trucks more than 3 years old, Rs 20,000 for each truck in a financial year. || (2) This being subject to audit; a history register should be maintained for each vehicle showing the details of mileage done, spare parts purchased, major and minor repairs made to the vehicle and cost incurred in respect of each item of expenditure. | - || 3. For other four wheeler motor vehicles up to

### 3. years old, Rs. 5000 for each vehicle in a financial year.

|| - || 4. For other four wheeler motor vehicles more than 3 years old, Rs. 10,000 for each vehicle in a financial year. | - 25. | Purchase of books, maps, periodicals and Newspapers. || Full powers || Provided - (i) Budget provision exists and such purchases are necessary for the working of the Department. (ii) And subject to maintenance of a register where up-to-date record of books purchased is kept. | - 25. | (a) To accord Full powers sanction of house building advance to all employees who are specially recruited by the Department such as Research Officer, Asstt. Research Officer, Research Assistant, Drivers, Peons. || Full powers || Subject to - (i) Fulfilment of conditions laid down by Finance Department from time to time. (ii) Observance of all rules and procedures and availability of fund. | - 25. | (a) To re-allocate fund for house building advance to the Heads of Departments under their respective control. || Full powers || Subject to - (i) Fulfilment of conditions laid down by Finance Department from time to time. (ii) Observance of all rules and procedures and availability of fund. | - 26. | Issue sanction to a Central Sector Scheme/Centrally Sponsored Scheme/N.E.C. Scheme except - (a) Creation of posts; (b) Purchase of vehicles; and (c) Purchase of equipments, costing more than Rs. 10,000 each. || Full power, with regard to the Central Government N.E.C. share, to Secretary of the Department. || Provided that - (1) Budget provision exists for the scheme. (2) Fund for the scheme has been released by the Central Government, N.E.C. to the State Government. (3) The financial outlay of the scheme in respect of Central Share and State Share (if any) during the financial year is within Rs. 200 Lakhs. (4) The sanction strictly conforms with the approved pattern of the scheme, viz. as approved by the Central Government/ N.E.C. as the case may be. | }

## II

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

S. No.	Nature of Power	Extent of power	General conditions, if any
(1)	(2)	(3)	(4)
1.	Creation of temporary posts in	Posts on pay scales with the minimum	The power conferred to create temporary posts shall be exercised



<p>the services, cadres and offices under their control.</p>	<p>not exceeding Rs. 1255 per month for a period not exceeding 6 months.</p>	<p>only in case of urgency, i.e. when an appointment is to be made immediately in the public interest and reference to the Finance Department or Administrative Department would cause undue delay. It will further be subject to the following conditions : (i) Copies of all sanctions should be forwarded to the Administrative Department immediately. (ii) No post shall be created in the office of the authority concerned. (iii) Availability of funds by valid appropriation. (iv) Conformity with standard scales of pay, approved for similar posts in the same Department. (v) Posts should be in addition to the cadre in existence. No new category of posts should be created. (vi) Observance of instructions regarding staff composition and work standard where prescribed. (vii) No advance increment should be given without prior approval of the Finance Department. Note.- The authority creating the post shall have power to abolish the same before expiry of the stipulated period if circumstances justify the same : (1) If a post is initially created for a shorter period the authority creating the post shall be competent to extend it to the full limit of his power. Extension thereafter for a period of 12 months may be granted by the Administrative Department vide item 1 of Schedule. (2) Persons appointed to the post will be entitled to dearness and other allowances as admissible under the rules for the time being in force.</p>
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	To accord administrative approval to plans and estimates for civil works to be carried out by the Public Works Department.	Rs. 2 lakhs for residential works under plan/non-plan; Rs. 4 lakhs for non-residential works under plan/non plan.	(a) The estimates are scrutinised by the appropriate officer of the Public Works Department. (b) The limits of the prescribed admissible outlay are not exceeded. (c) Floor area must be according to specification admissible for post or category wise. (d) Funds by valid appropriation are available. (For procedure in obtaining administrative approval see paragraphs 236-242 of the Assam Public Works Department Code and Rule 188 of the Assam Executive Manual). Note 1.- Subject to the conditions specified above, the Public Works Department is the Administrative Department for the purpose of granting administrative approval for project involving outlay on additions and alterations to existing residential buildings that are borne on its books. In case of additions and alterations in such building in the Sixth Schedule (Part A) Areas, administrative approval will be communicated by the Hill Areas Department. Note 2.- The power does not extend to acquisition of land for which sanction of Revenue/Finance will be necessary. Subject to budget provision and that there is technical personnel competent to scrutinise the estimates and supervise the works and that the rules laid down for departmental construction of public buildings (Appendix 8 to the Assam Financial Rules are strictly adhered to).
3.	To accord administrative approval and sanction expenditure on works to be executed departmentally-		
(a)	Original works	In case of project involving residential building	Note.- The term "residential buildings" does not include Government hostel or

		Rs. 50,000; for other works Rs. one lakh.	quarters for employees on pay scales the maximum of which does not exceed Rs. 1475 per mensem. (See Notes on item 71 of Appendix 'B' and item 28 of Appendix 'C' to the Contingency Manual and also para 13 of the Rules regulating to departmental construction of public buildings (Appendix 8 to the Assam Financial Rules).
(b)	Petty construction on departmental buildings and repairs	Up to Rs. 20,000 in each case	
(c)	Sanction excess expenditure over the estimates	UP to 5 per cent provided fire total of the exceeded estimate within their power of sanction	
(d)	Renewal of expenditure sanction in respect of departmental works in progress	For one year at a time	Subject to budget provision and conformity with the original sanction. Note.- The sanction of a competent authority for executing the work carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the work.
4.	Sanction expenditure for maintenance of departmental buildings and miscellaneous expenditure in any individual case or any object for which no scale or limit to its power is prescribed.	Up to Rs. 500 if recurring in any single case. Up to Rs. 4000 if non-recurring in any single case.	Provided that-(1) the expenditure does not relate to the office of the authority concerned.(2) the expenditure is within the power of the authority.(3) the demand, therefor, has not been refused by the Assembly or the supply restricted at the instance of the Finance Department, and(4) the expenditure is not on a new service which was not contemplated in the budget.
5.	Sanction expenditure on contingencies-		
1.	(A) Purchase of instruments, appliances, apparatus, machinery, tools and plant and other stores in	(a) Full power when purchase is made through Central Stores Department or on rate contract or through a	Subject to the budget provision and provisions of the Financial Rules governing the purchase of Stores for the public service (Appendix X of the Assam Financial Rules), and the provisions of the Store Purchase

	India including livestock.	duly constituted Purchase Board wherein the Administrative Department and Finance Department and Industries Department (where necessary) are represented	Committee Rules, 1961 (where necessary).
		(b) Otherwise up to Rs. 10,000 in each case provided the cost of each item does not exceed Rs. 1,000.	In consultation with the Industries Department, where necessary.
1.	(B) Repairs on Departmental vehicles including purchase of tyres, tubes and other spare parts, without fixtures and furnishing.	<p>1. For trucks up to 3 years old, Rs. 10,000 for each truck in a financial year.</p> <p>2. For trucks more than 3 years old, Rs. 20,000 for each truck in a financial year.</p> <p>3. For other four wheeler motor vehicles up to 3 years old, Rs. 5,000 for each vehicle in a financial year.</p> <p>4. For other four wheeler motor vehicles more than 3 years old, Rs. 10,000 for each vehicle in a financial year.</p>	<p>Provided that-(i) Budget provision exists. (ii) This being subject to audit; a history sheet should be maintained for each vehicle showing the mileage done, major and minor repairs the vehicle has undergone, spare parts purchased, and cost incurred in respect of each item of expenditure.</p>
1.	(c) (i) Purchase of approved office	(i) Up to Rs. 1,000 in each case.	Subject to Store Rules. The limit refers except where otherwise

	equipmentssuch as clock, time pieces, table fans, ceiling fans, waterfilter, etc.		stated, to the cost of each article or anynumber of articles of the same kind purchased at one time,whether for any office or a number of offices.
	(ii) Purchase of approved office equipments,such as typewriters.	Full powers	Subject to-(i) Budget provision.(ii)Purchase is made from suppliers approved by G.A.Department.Note.- The Commissioners of Divisions aredelegated with hill powers for purchasing Typewriters &Duplicators for offices/establishments under their control.
1.	(D) Repair of Typewriters & Duplicators.	Rs. 750 annually for each typewriterMachine.Rs. 1200 annually for each Duplicator.	Subject to observance of all rules andprocedure and availability of funds.
5(2)	Purchase of furniture for new office or anexpansion of existing offices or in replacement of oldfurniture.	Full powers	Subject to the scales and types of entitlementof furniture as prescribed by G.A.D.
5(3)	Rent on lands and buildings leased out to theGovernment.	Up to Rs. 2,000 per month for each building.	Subject to the conditions that-(1) budgetprovision exists.(2) the rent is fixed by the competentauthority under the Assam Urban Areas Rent Control Act in UrbanAreas.(3) the Deputy Commissioner certifies thereasonableness of rent outside urban areas.(4) the floorarea is in accordance with the standard prescribed by the G.A.D.
5(4)	Local purchase of stationery in case ofurgency.		All articles of stationery which are suppliedby the State Stationery Store Guwahati must ordinarily beobtained from this Store on indent. When supply from this storeis not received and it is absolutely necessary to purchase thearticles, local purchase up to Rs.

		<p>700 in each case subject to an annual limit of Rs. 15,000 may be resorted to by inviting tenders. A non-availability certificate is obtained from the Stationery Store and on that basis it is certified in each bill that the Stationery Store is not in position to supply the stationery.</p> <p>There is no objection for utilising local private printing presses where these charge reasonable prices and the subject matter to be printed is not confidential. Where no allotment is made under this head charges up to Rs. 5,000 in each case subject to a total of Rs. 20,000 in a year may be charged to the allotment under office expenses and miscellaneous. These limits include the cost of paper. Standardised forms of money receipt must never be printed locally without special orders of Finance Department. The work may be distributed after obtaining quotation from different local presses and to the best economic interest of Government. It should be certified in each bill that the printing could not be undertaken by the Government Press and that the bill does not contain any charge for any item above the permissible limit.</p>
5(5)	Urgent printing at local presses (excluding forms standardised or non-standardised).	<p>Subject to the condition that all charges incurred are within the budget allotment sanctioned for the purpose and that no addition is made to the allotments by re-appropriation from any source, without the previous sanction of Government/the sanction of the Heads of Departments is sufficient for the</p>
5(6)	Purchase of books, maps, periodicals and newspapers.	

			<p>purchase of books, maps, publications, newspapers and periodicals required for the essential need of their offices or those of their subordinates. Such purchase can be made only when the books etc. are necessary for the working of the department. [For full list of officers authorised to purchase books, maps, etc., please see item 22, Appendix 'C' to the Assam Contingency Manual and also refer to Rules 328-331 of the Assam Executive Manual for further instructions.</p>
5(7)	<p>To sanction POL Bills on hire wages of drivers, handyman of vehicles requisitioned under the Assam Requisition and Control of Vehicles Act, 1968 (Assam Act V of 1969).</p>	Full powers.	<p>Subject to a certificate from the requisitioning authority.</p>
6.	<p>Incur expenditure in connection with Exhibitions, Shows and Fairs.</p>		<p>In case of Exhibitions, Fairs and Shows organised on State wide basis-(1) Up to Rs. 5,000 in each case.(2) Up to Rs. 2,000 in each case of District and local Exhibitions, Fairs and Shows. Provided-(1) the loss does not disclose a defect of system the amendment of which requires the orders of higher authority; or (2) a serious negligence on the part of some officer or officers which might call for disciplinary action requiring the orders of higher authority.</p>
7.	<p>Write off of the irrecoverable value of stores (including furniture), livestock or public money.</p>	Up to Rs. 5,000 in any single case.	
8.	<p>Write off of the value of unserviceable stores including</p>	Full powers	<p>Subject to the conditions that-(1) The articles are disposed of by sale which should ordinarily be by public</p>

	livestock and furniture.		<p>auction.(2) The original value of articles disposed of does not exceed Rs. 25,000 in each case.(3) The Standing Condemnation Board, constituted by the Administrative Department had approved of the condemnation of the articles.</p> <p>Subject to the conditions that-(1) The vehicles are disposed of by sale which should ordinarily be by public auction.(2) The Standing Condemnation Board constituted by the Administrative Department has approved of the Condemnation of the vehicle. The Standing Condemnation Board to be constituted by the Administrative Department shall consist of-</p>
8.(a)	Disposal of unserviceable vehicles.	Not exceeding Rs. one lakh (Rupees one lakh)	
{			
(i) Head of Department	-Chairman,		
(ii) A representative, Administrative Department	-Member,		
(iii) A technical Officer, nominate by the Head of Department	-Member.		
(iv) Finance and Accounts Officer	-Member-Secy.		
<p>  -  9(a)  Refund of revenue in case not otherwise provided for.   Full powers.   Provided-(1) he is competent authority for grant of refund.(2) no single refund, unless ordered by a Court, exceeds Rs. 2,000.  -  (b)  Refund of deposit not otherwise provided for.   Full power   Provided he is competent to order such refund necessitated in accordance with order of Court.  -  10.  Award Scholarships/ Stipends tenable in India and sanction other ancillary expenses, such as tour expenses, equipment allowance, tuition fees, book grants, etc., to the stipendiary or scholarship holder.   Full power   Subject to budget provision and the rules and orders of the Department or under any Scheme approved by Finance Department.  -  11.  Sanction compensatory allowance for furnishing security in cash.     Compensatory allowance for furnishing security in cash will be granted according to the following scale subject to the condition that a security of less than Rs. 500 will not qualify for any</p>			



compensatory allowance :Rs. 50 per mensem where the security is over Rs. 10,000. Rs. 35 per mensem where the security is over Rs. 5,000 and not above Rs.

## 10.

,000. Rs. 20 per mensem where the security is over Rs.

## 1.

,000 and not over Rs. 5,000. Rs. 10 per mensem where the security is Rs. 1,000 or under. The allowances sanctioned above will be drawn only when security has been furnished. They will not, therefore, be admissible to an officer officiating on the security of another. Where an officer furnished security in instalments and the amount deposited exceeds Rs. 500 his allowance will be calculated with reference to the amount actually furnished.|-| 12. | Accept tender || Full powers. || Note.- This limit will, however, not be applicable when purchase is proposed to be effected on the recommendation of a duly constituted Purchase Board made on the basis of the competitive tendered rates. In such cases the Head of Departments are competent to close the deal including formal acceptance of tender.|-| 13. | Execute contracts and instruments |||| As per details in Annexure III.|-| 14. | Sanction advance to Government servant for construction, purchase and repair of houses. |||| As per details in Rules 382, 383 and 384 of Assam Financial Rules.|-| 15. | Sanction advances to Government servant for purchase of- |||| (a) | Motor Car or Motor Boat. |||| As per details in Rule 385 of the Assam Financial Rules.|-| (b) | A Motor Cycle. |||| As per details in Rule 386 of the Assam Financial Rules.|-| (c) | Bicycle. || UP to Rs. 600 or the actual price of the bicycle whichever is less. || Subject to the conditions laid down in Rule 387 of the Assam Financial Rules.|-| (d) | Other means of conveyance. |||| As per details in Rule 387 of the Assam Financial Rules.|-| (e) | A typewriter. |||| As per details in Rule 389 of the Assam Financial Rules.|-| (f) | Horse, uniform and accoutrements by a probationary Sub-Inspector of Police. |||| As per details in Rule 390 of the Assam Financial Rules.|-| (g) | Revolver by an Inspector or a Sub-Inspector of Police as part of his equipment. |||| As per details in Rule 393 of the Assam Financial Rules.|-| (h) | Kit by a Superintendent, Inspector or Sub-Inspector of Police including an Inspector of Excise on probation. |||| As per details in Rule 391 of the Assam Financial Rules.|-| (i) | Outfit by the Military Secretary and Aided-Camp to the Governor. |||| As per details in Rule 392 of the Assam Financial Rules.|-| 16. | (i) Sanction advances to Government servants under orders of transfer. |||| Not exceeding one month's substantive or officiating pay plus the travelling allowance he may be entitled under the rules in consequence of the transfer.|-| (ii) | to any public officer in a civil department: |||| As per details in Rs. 396 of the Assam Financial Rules.|-| (a) | on arrival in India on first appointment. |||| Ditto.|-| (b) | on return from leave other than leave on average pay not exceeding four months or deputation out of India. |||| Ditto.|-| (iii) | to an officer other than an inspecting officer, for himself or an Assistant or Deputy, proceeding on tour to cover his contingent charges for a month. |||| Ditto.|-| (iv) | to non-gazetted Ditto, officer or inferior servants accompanying officers proceeding on tour to cover their personal travelling expenses for a month. |||| Ditto.|-| (v) | to gazetted officers to Ditto, cover their personal travelling expenses for a month. |||| Ditto.|-| (vi) | to a Treasury Officer Ditto, or a District Superintendent of Police for expenses connected with a remittance of treasury. |||| Ditto.|-| (vii) | for Law suits to Ditto which

Government is a party. |||| Ditto. |-| (viii)| Sanction advance to patients proceeding to the Pasteur Institute, Shillong or to a public centre for antirabid treatment. |||| As per separate orders issued by Government from time to time. |-| (ix)| Sanction to Government servants of non-Asiatic domicile for passages overseas to themselves and their families. |||| As per details in Rule 397 of the Assam Financial Rules. |-| 17. | To sanction medical reimbursement. || Full powers except for his own case. || Note.- In case when artificial appliances have to be purchased (e.g., for diseases like Polio, T.B. etc. or in cases requiring surgical operation etc., reimbursement of expenses incurred in connection with the procurement of such artificial appliances (e.g. travelling expenses, hospitalisation charges etc. if any, including the actual cost of the appliances) may, where necessary, be allowed in consultation with the Health, (A) Department through Administrative Department in respect of all Officers and staff under his control. |-| 18. | Sanction pre-audit claims upto 6 years. || Full powers || Provided that if it is certified that the amount was not disbursed previously. |-| 19. | Grants specifically provided in the budget in favour of a named individual or non-statutory non-official institution or organisation. || Full powers. ||| }

### III

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

Sl. No. (1)	Nature of powers (2)	Authority (3)
1.	Sanction of expenditure on State guests.	General Administration Department.
2.	Installation of telephones in offices	Do.
3.	Sanction for disposal of unclaimed unidentified dead bodies	Secy., Genl. Administration Department
4.	Approval of the rates for purchase of typewriter machine (both English and Hindi Language)	Secretary, General Administration (P&S) Department

5.	Purchase of Misc. articles for day to day use in the Assam Government Branch Press at Jorhat.	Asstt. Director (Ptg.) Jorhat.
6.	Purchase of spare parts, furniture including repairs	Asstt. Director (Printing) Jorhat
7.	Hiring of taxi for Mps./ Ministers/ other Dignitaries/ officers of the rank of Secretary and above.	Trade Adviser and Director of Movement, Calcutta
8.	Local purchase of stationery	Liaison Officer, Assam House, Shillong
9.	Purchase of newspapers and periodicals	Do.
10.	Repair of furniture, wall clock, Typewriter	Do.
11.	Purchase of utensils in urgent cases	Do.
12.	Petty expenditure and office expenses (including	Do.

	tubes/tube lights etc.)	
13.	Electric charges	Do.
14.	Telephone charges	Do.
15.	Rent/rate etc.	Do.
Personnel Department		

1.	To accord sanction of House building advance to the following categories of employees :	Personnel Department
(i)	All A.C.S. Officers working in the Secretariat.	
(ii)	All A.C.S. Class I Officers posted in Guwahati.	
(iii)	All A.C.S. Class I Officers working in the State Government undertakings.	
2.	Fixation of remuneration of Lawyer.	Chairman, A.P.S.C.

Personnel (Secretariat Administration) Department

1.	Local purchase of stationery in emergent cases.	Personnel (Secretariat Administration) Department.
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2.	To accord sanction of house building advance to the following categories of employees :	Personnel (Secretariat Administration) Establishment Department.
(i)	All Gazetted Officers from Superintendent upward of the Secretariat.	
(ii)	All Stenographers Grade I, II and III.	
(iii)	All non-Gazetted employees under Secretariat Administration	
3.	Purchase of Spare parts for repairing Duplicating Machine.	Personnel S.A. (E) Department.
4.	Sanction of cost of repairing of-	Personnel S.A. (E) Department
(i)	Typewriter Machine.	Do.
(ii)	Duplicating Machine.	Do.
(iii)	Electric/Electronic type writer.	Do.
5.	Purchase of furniture for the Assam Secretariat.	Secretary of the Department.

Revenue Department

- |    |  |  |
|----|--|--|
| 1. | Grant of land free of rent to local bodies.  | Revenue Department.                                      |
| 2. | Sanction remission of public demands appearing from any cause to be irrecoverable.                 | Do.  |
| 3. | Sanction refund, suspensions and remissions of land revenue  | Do.  |
| 4. | Compensation.  | Revenue Department                                       |
| 5. | Sanction of ex-gratia grant to the next kins of persons who lost their lives in natural calamities | Special Commissioner and Secretary<br>Revenue Department |

6.	Sanction of ex-gratia grant to the persons who lost their limbs or both the eyes in natural calamities	Do.
Director of Land Records		
1.	Sanction creation of temporary posts.	Settlement Officers.
2.	Sanction creation temporary posts.	Director of Land Records.
3.	Rent on lands & buildings leased out to Government.	Do.
4.	Local purchase of stationery in case of urgency.	Director of Land Records
5.	Urgent printing at local presses (excluding forms standardised or non-standardised).	Director of Land Records

6.	Creation of temporary post of Chairmen for S.Ks.	Director of Land Records
Director of Surveys		
1.	Sanction of advances to Khalasis of the survey department.	Director of Surveys.
2.	Sanction creation of temporary posts.	Director of Surveys.
Excise Department		
1.	Sanction refunds or remission of excise revenue.	Excise Department.



Commissioner of Excise

- |    |  |                         |
|----|--|-------------------------|
| 1. | Refund of opium and excise revenue.        | Commissioner of Excise. |
| 2. | Remission of irrecoverable excise revenue. | Do.                     |

Stamps Department

- |    |  |                           |
|----|--|---------------------------|
| 1. | Refunds of stamps revenue.                       | Stamps Department.        |
| 2. | Refund of the pleader's certificates stamps.     | Superintendent of stamps. |
| 3. | Refund of process fees under the Court Fees Act. | The Judge of Court.       |

Forest Department

- |    |   |                            |
|----|---|----------------------------|
| 1. | Make Forest concessions.  | Administrative Department. |
| 2. | Sanction special grants of timber or other forest produce free or at favourable rates for special purposes. | Administrative Department. |
| 3. | Sanction refunds of forest revenue.   | Do.                        |
| 4. | Pass orders authorising the sale of stores, livestock, tools and plant and forest produce without payment   | Do.                        |

- |     |   |     |
|-----|---|-----|
|     | of the value in full at the time of delivery.   |     |
| 5.  | Sanction all usual payments on account of items classified as revenue expenditure in the Forest Department Code.                            | Do. |
| 6.  | Sanction all capital expenditure in the Forest Department.  | Do. |
| 7.  | Accept tender.  | Do. |
| 8.  | Writing off of irrecoverable forest revenue.  | Do. |
| 9.  | Writing off of irrecoverable advances in the Forest Department.   | Do. |
| 10. | Writing off of the value of stores, livestock, tools and plant, timber and other stock.   | Do. |
| 11. | Writing off of the irrecoverable value of stores, livestock or public money, lost by fraud or the negligence of individual or other causes. | Do. |

## Refund and writeoff

- |     |  |   |
|-----|--|---|
| 12. | Refund of forest revenue.  | (a) Conservator of Forest.<br><br>(b) Divisional Forest Officers (including, D.C.incharge Forest, Mizo District). |
| 13. | Refunds in cases not otherwise provided for.   | All Disbursing Officers.  |
| 14. | Writing off of irrecoverable revenue in the Forest Department.   | (a) Conservator of Forest.<br><br>(b) Divisional Forest Officers (including D.C.incharge Forest, Mizo District).  |
| 15. | Writing off of the irrecoverable value of stores, livestock, tools and plant, timber and other stock(including furniture). | (a) Conservator of Forest.  |

(b)  
Divisional  
Forest  
Officers  
(including  
D.C.incharge  
Forest,  
Mizo

(b) Up to Rs. 350 each case

		District).	
16.	Writing off of irrecoverable advances.	Conservator of Forest.	
17.	Writing off of public money lost by fraud or the negligence of individual or other causes.	(a) Conservator of Forests as Head of the Department.	
		(b) Divisional Forest Officers (including D.C.incharge Forest, Mizo District).	
18.	Writing off of irrecoverable value of property including building due to loss by fire : Stores and equipment.	Conservator of Forest.	
19.	Sanction purchases of store, tools and plant(excluding livestock).	(a) Conservator of Forests.	
		(b) Divisional Forest Officer (including D.C.incharge Forest, Mizo District.)	(b) Up to Rs. 750 each case
20.	Sanction items of capital expenditure(excluding purchase of livestock, stores, tools and plant,furniture and tents).	(a) Conservator of Forests, Assam.	

		(b) Divisional Forest Officers (including D.C.incharge Forest, Mizo District.)	(b) Up to Rs. 2,000 in each case.
21.	Purchase of Office and Rest House furniture.	(a) Conservator of Forests, Assam.	
		(b) Divisional Forest Officers (including D.C.incharge Forest, Mizo District.)	(b) Up to Rs. 3000 each case.
22.	Purchase of tent for the Forest Department.	Conservator of Forests, Assam.	
23.	Purchase of arms and ammunition.	(a) Administrative Department.	
		(b) Chief Conservator of Forests, Assam.	
Other expenditure			
24.	Sanction all usual payments on account of revenue expenditure in the Forest Departments.	Conservator of Forests, Divisional Forest Officers and D.C. incharge, Forest Mizo District.	
25.	Sanction leaders fees in the prosecution of criminal offences in the Forest Departments.	(a) Conservator of Forests, Assam.	
		(b)	(b) Up to

		Divisional Forest Officers (including D.C.incharge Forest, Mizo District).	maximum of Rs. 2000 in any one case.
26.	Sanction deviation from a sanctioned working plan.	Conservator of Forests, Assam.	
27.	Purchase of livestock other than elephants.	Conservator of Forests, Assam.	
28.	Purchase of Elephants.	Conservator of Forests, Assam.	
29.	Sanction free or at favourable rates the grant of timber or other forest produce.	(a) Conservator of Forests.	
		(b) Divisional Forest Officers (including D.C.incharge Forest, Mizo District).	(b) Up to Rs. 2500 in any one case.
30.	Loans and Advances		

	Grant Agricultural loans to forest villages.	Conservator of Forests, Assam.
31.	Sanction advances to contractors other than sawing and carting sirdars.	Divisional Forest Officers (including the D.C. in charge Forest, Mizo District).
32.	Sanction advances to sawing and carting sirdar employed for sawing and removal of timbers.	Divisional Forest Officers (including the D.C. in charge Forest, Mizo District).
33.	Sanction advances to stockholders sirdars.	Officer-in-charge Departmental Khedah Operation.
34.	Sanction payment of commission for recruitment of labourers.	Conservator of Forests and Divisional Forest Officers (including the D.C. in charge of Forest, Mizo District).
35.	(1) Sanction advances to the extent of one month's pay to the following classes of non-gazetted officers on permanent establishment serving under their orders-	
(a)	Officers on the executive establishment.	(a) Conservator of Forests, Assam.
(b)	Assistants employed in range offices elsewhere than the headquarters of Divisional offices.	(b) Divisional Forest Officers (including D.C. in charge of Forest, Mizo District).
(c)	Assistant and inferior staff who are required to accompany gazetted officers on continuous tour likely to last for more than a month.	Do.

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| (2) | Advances of pay should be recovered in 3 equal instalments beginning with the month following that in which the advance is made. | Divisional Forest Officers (including D.C. in charge of Forests, Mizo District). |
| (3) | A second advance should be granted until the first one has been fully repaid.  |  |
| 36. | Accept tenders.  | Conservator of Forests, Assam.<br>Divisional Forest Officers.                    |
| 37. | Purchase of spares and cost of petty repairs to Departmental vehicles.   | Divisional Forest Officers.  |
| 38. | Sale, purchase or replacement of animals and birds in respect of Assam State Zoo, Gauhati.                                       | Divisional Forest Officer, Assam State Zoo, Guwahati.                            |



## Registration Department

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|----|--|------------------------------------|
| 1. | Refund of Registration fees.   | Registering Officers.              |
| 2. | Sanction Sub-Registrar on commission system to start office in the State of Assam.       | Inspector General of Registration. |
| 3. | Sanction temporary extra writers on daily pay in his own office and subordinate offices. | District Registrars.               |

## Taxation Department

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|----|---|---|
| 1. | Refunds under the Assam Sales Tax Act, 1947 and Rules 49 to 53 framed thereunder. | (a) Commissioner of Taxes.<br>(b) Deputy Commissioner of Taxes.<br>(c) Assistant Commissioner of Taxes. |
| 2. |   | Commissioner of Taxes.  |

Writing off of  
irrecoverable revenue in  
the Taxation Department.

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| 3. | Refund under the Assam Amusement and Betting Tax Act, 1939 and the rules framed thereunder.   | (a) Commissioner of Taxes.(b) Deputy Commissioner of Taxes.(c) Assistant Commissioner of Taxes.(d) Superintendent of Taxes. |
| 4. | Refunds under the Assam (Sales of Petroleum and Petroleum Products including Motor Spirit and Lubricants) Taxation Act, 1955 and Rules 41-48 framed thereunder. | (a) Commissioner of Taxes.(b) Deputy Commissioner of Taxes.(c) Assistant Commissioner of Taxes.(d) Superintendent of Taxes. |
| 5. | Refund under the Central Sales Tax Act, 1956 and Rule 17 of the Central Sales Tax Accounts and Procedure Rules, 1957.   | (a) Commissioner of Taxes.(b) Deputy Commissioner of Taxes.(c) Assistant Commissioner of Taxes.(d) Superintendent of Taxes. |

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| 6. | Refunds under the Assam Taxation (on Goods carried by Roads or Inland Water Ways) Act, 1954 and Rules framed thereunder.   | Superintendent of Taxes.  |
| 7. | Refunds under the Assam Finance (Sales Tax) Act, 1956 and Rules 39-46 framed thereunder.   | Do.   |
| 8. | Refunds under Rule 31 framed under Section 19 of the Assam Professions, Trades, Callings and Employment Taxation Act, 1947.  | Do.   |
| 9. | Refunds of taxes under Rule 25-A of the Rules framed under Sections 39 and 50 and fees and interest under Section 28 of the Assam Agricultural Income-tax Act, 1939. | (a) Commissioner and Assistant Commissioner of Agricultural Income Tax.<br><br>(b) Agricultural Income Tax Officers, Assam. |

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| 10. | Refund under the Assam Passenger and Goods Taxation Act, 1962 and Rule 24 to 26 framed thereunder.    | (a) Commissioner of Taxes.<br><br>(b) Deputy Commissioner of Taxes.<br>(c) Assistant Commissioner of Taxes.<br><br>(d) Superintendent of Taxes. |
| 11. | Refund under the Assam Urban Immovable Property Tax Act, 1963, and Rules 15 and 17 framed thereunder. | (a) Commissioner of Taxes.<br><br>(b) Deputy Commissioner of Taxes.<br>(c) Assistant Commissioner of Taxes.<br><br>(d) Superintendent of Taxes. |
| 12. | Refund under the Assam Electricity Duty Act, 1964   | (a) Commissioner of Taxes.  |

and the rules framed  
thereunder.

(b) Deputy Commissioner of  
Taxes.

(c) Assistant Commissioner  
of Taxes.

(d) Superintendent of Taxes.

General Administration  
Commissioners

(i) Creation of temporary  
post and their continuance

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|----|---|----------------|
| 1. | Sanction creation of<br>temporary posts.  | Commissioners. |
| 2. | Sanction creation of<br>temporary posts in<br>the District establishments<br>under their control. | Commissioners. |
| 3. | Sanction the creation of<br>temporary posts of peons.   | Do.            |
| 4. | Creation of temporary<br>posts of Chairmen.   | Commissioners. |

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|---------------------------|--|---------------|
| 5.                        | Appointment substitutes<br>for the leave and training<br>reserve.  | Do.           |
| 6.                        | Renewal of temporary<br>posts originally<br>created with the<br>concurrence of Finance<br>Department in the<br>District Establishments<br>under their control. | Do.           |
| (ii) Refund and Remission |  |               |
| 7.                        | Remission of land<br>revenue.  | Commissioner. |

8.	Refund of the value of timber and of survey fees.	Commissioner.
9.	Remission of loans under the Land Improvements Act.	Do.
9-A.	Remission of loans under the Agriculturists Loans Act, 1884.	Do.
10.	Remission of Fishery Revenue.	Commissioner.
11.	Remission and refund of Ferry revenue and toll on roads and bridges.	Do.
12.	Refund of the value of non-judicial stamp to any person.	Do.

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|-----|---|----------------|
| 13. | Disburse sums to carry on suits or appeals.               | Do.            |
| 14. | Disburse sums to satisfy decrees etc. against Government. | Commissioners. |
| 15  | Compromise suits brought against Government.              | Do.            |
| 16. | Grant Loans under the Land Improvement Loans Act.         | Do.            |
| 17. | Grant loans under the Agriculturist Loans Act.            | Do.            |
| 18. | (a) Suspension of stall rents.                            | Do.            |



(b)	Sanction remission of stall rents appearing from any cause to be irrecoverable.	Commissioners.
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19.	To purchase furniture and other accessories for the newly constructed Circuit Houses and Dak Bungalows and replacement of unserviceable furniture and accessories in the Circuit Houses and in the Dak Bungalows.	Do.
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Deputy Commissioners and Sub-divisional Officers  
(i) Creation of temporary posts

1.	Creation of temporary post in the service, cadres and offices under their control.	Deputy Commissioners.
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2.	Appoint Process serving peons.	Deputy Commissioners.
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3.	Appoint substitutes for Mandals deputed for training.	Deputy Commissioners of Plain Districts.
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| 4.                                   | Appoint pleaders in criminal cases and appeals.   | Deputy Commissioners. |
| 5.                                   | Appoint subordinate Government pleaders.  | District Officers.    |
| 6.                                   | Appoint a temporary pleader in place of a permanent Government pleader disqualified from conducting a suit. | Do.                   |
| (ii) Refund, remission and write off |   |                       |
| 7.                                   | Remission of land revenue.  | Deputy Commissioner.  |
| 8.                                   | Remission of gazing fees.   | Do.                   |

		Deputy Commissioners and Sub-divisional Officers.
9.	Remission of Fishery Revenue.	Deputy Commissioner.
10.	Refund of land revenue.	Do.
11.	Refund of grazing revenue.	Deputy Commissioner.
12.	Refund of the value of timber and of survey fees.	Do.
13.	Reduction of land revenue assessment.	District Officers.
14.	Refund of local rates and revenue deposits.	Deputy Commissioner.

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| 15. | Refund of the value of impressed court feestamps to any person.  | District or Sub-divisional Officers.             |
| 16. | Refund of the value of undetached court fee adhesive labels for which any person has no immediate use. | Do.  |
| 17. | Refund of the value of detached court fee adhesive labels to any person.                               | District or Sub-divisional Officer.              |
| 18. | Refund of the value of impressed Court feestamps to any person.  | Do.  |
| 19. | Refund of the value of non-judicial stamps to any person.  | Do.  |
| 20. | Refund of receipts of local bodies credited to the State revenue.                                      | Do.  |
| 21. | Refund of opium and excise revenue.  | District Officers.                               |
| 22. | Remission and refund of process fees in cases in which the original demand is                          | Deputy Commissioner and Sub-divisional Officers. |

remitted or the process has been issued by mistake.

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| 23.   | Remission of loans under the land improvement Loans Acts.  | District Officers.  |
| 23-A. | Remission of loans under the Agriculturists Loans Act, 1884.   | Deputy Commissioners.                                       |
| 24.   | Write off of irrecoverable value of stores(including furniture) livestock or public money lost by fraud or negligence of individual or other causes. | (i) Deputy Commissioners.(ii) Sub-Divisional Officers       |
| 25.   | Writing off of value of unserviceable stores(including livestock and furniture).   | (a) Deputy Commissioner.                                    |
|       |  | (b) Sub-Divisional Officer.                                 |
| 26.   | Local purchase of stationery in case of urgency.<br><br>(ii) Sub-divisional Officer.   | (i) Deputy Commissioner.<br><br>Up to Rs. 250 in each case. |
| 27.   | Urgent printing at local presses (excluding standardised forms of money receipt).  | Deputy Commissioner.  |

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| 28. | Purchase of spare parts, tyres and cost of repairs on departmental vehicles.  | (i) Deputy Commissioner.                      |
|     |   | (ii) Sub-Divisional Officer.                  |
| *1. | Purchase of stationery article in connection with Intensive Revision of Electoral Rolls with 1st January, 1955 as the qualifying date. White thin paper, Deputy Gum, Carbon paper, Commissioner/ Dot Pen, Alpin, Stamp Sub-Divisional Pad, Iron/Wooden Officers. Scale; correcting fluid. F.C. and D.F.C. Paper, Duplicating paper, Duplicating Ink, Stencil paper, Tracing paper, Photostat Paper, Tag, Thread, Red Oxide, Stamp Pad, Stamp Pad Ink, Wood Pencil and Dot Pen refill. | Deputy Commissioner/ Sub-Divisional Officers. |
| *2. | Printing of various forms, Electoral cards, Electoral Rolls etc. in connection with Intensive Revision of Electoral Rolls with 1st January, 1995 as the qualifying date.  |   |
| 29. | Purchase of spares and cost of petty repairs to Departmental vehicles.  | Deputy Commissioner.                          |
| 30. | Incur expenditure on State guest.   | Do.   |

31.	To sanction POL bills, hire wages of drivers, handyman of vehicles requisitioned under the Assam Requisition and Control of Vehicles Act, 1968.	Do.
32.	Purchase of office equipment such as clocks, time-pieces and table fans.  (ii) Sub-Divisional Officer.	(i) Deputy Commissioner.  (ii) Up to Rs. 250 in each case.
33.	Purchase of furniture for new office or on expansion of existing offices or replacement of old and worn out items.	Deputy Commissioner.
34.	Rent on Lands and buildings leased out of Government.	(i) Deputy Commissioner.  (ii) Sub-Divisional Officers.
35.	Purchase of books, maps, periodicals and newspapers.	Deputy Commissioner.
36.	Purchase of Typewriter & Duplicator.	Deputy Commissioner.
37.	Repair of Type-writers, duplicators.	Do.
38.	Sanction of grant to the private persons skilled/injured in case of police firing, bomb blasts, etc. with the ABSU's agitation.	Deputy Commissioner.
39.	Creation of temporary posts in the service cadres and offices under their control.	Deputy Commissioner.

40.	Sanction of plan schemes brought within the purview of Sub-divisional Planning excluding purchase of vehicles, creation of posts, central sector schemes subject to specific conditions mentioned in the items indicated against Sl.Nos. 41 to 70.	Deputy Commissioners of Plain Districts.
41.	To accord administrative approval and sanction expenditure on works to be executed departmentally original works.	Deputy Commissioners of Plain Districts.



42.

For Public Works Department. To  
accord administrative approval to  
plants and estimate, for works.

Deputy Commissioners of  
Plain Districts

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| 43. | Sanction of schemes of M.N.P. Roads. | Deputy Commissioners of Plain Districts. |
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For Agriculture  
Department

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| 44. | Sanction of schemes involving purchase of instruments, appliances, apparatus and machinery. | Deputy Commissioners of Plain Districts. |
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| 45. | Sanction of schemes involving distribution of seeds, fertilisers, pesticides stores.          | Deputy Commissioners of Plain Districts. |
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| 46. | Sanction of schemes involving training of farmers, demonstration works, grant-in-aid/subsidy. | Deputy Commissioners of Plain Districts. |

47. Sanction of schemes involving marketing of produces. Do.

48. Sanction of schemes involving repair of machineries. Do.

For Veterinary  
Department

49. Sanction of scheme involving purchase of instruments, apparatus, appliance, machinery, tools and plants and live stock and stores (medicine, feed, fodder) under decentralised plan schemes. Do.

49-A. Schemes involving subsidy for distribution of livestock etc., under decentralised plan. Deputy Commissioners of Plain Districts.

For Fisheries  
Department

50.	Sanction of scheme involving purchase of instruments, appliances, equipments, fish seeds and feeds.	Deputy Commissioners of Plain Districts.
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51.	Sanction of scheme involving grants-in-aid subsidy.	Deputy Commissioners of Plain Districts.
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For Irrigation  
Department

52.	Sanction of schemes involving installation of irrigation project.	Deputy Commissioners of Plain Districts.
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For Co-operation  
Department

53.	Sanction of schemes involving grants-in-aid, share capital contribution subsidy and loan concerning Sub-divisional schemes.	Deputy Commissioner of Plain Districts.
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For Forest Department

54.	Sanction of scheme involving plantation work and maintenance.	Deputy Commissioners of Plain Districts.
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For Soil Conservation  
Department

55.	Sanction of schemes concerning Soil Conservation Department.	Deputy Commissioners of Plain Districts.
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For Industries  
Department

56.	Sanction of schemes involving Loans, and subsidies and incentives.	Deputy Commissioners of Plain Districts.
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57.	Sanction of schemes involving supply of improved tools and seed money.	Deputy Commissioners of Plain Districts.
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For Sericulture  
Department

58.	Sanction of schemes involving grants, subsidy and seed money concerning sericulture.	Deputy Commissioners of Plain Districts.
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59.	Sanction of schemes involving plantation.	Do.
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60.		Do.
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| 61.                                       | Sanction of schemes involving purchase of reeling machines.<br>Sanction of schemes involving purchase of rearing appliances, etc.   | Do.                                      |
| For Handloom Textile Department           |   |  |
| 62.                                       | Sanction of schemes involving subsidy, margin money, share capital incentive and modernisation of looms.  | Deputy Commissioners of Plain Districts. |
| For Education Department including Sports |   |  |
| 63.                                       | Sanction of schemes of Education Department involving purchase of teaching materials, furniture, instrument and uniform brought within the purview of decentralised planning. | Deputy Commissioners of Plain Districts. |
| 64.                                       | Sanction of schemes involving grants-in-aid concerning schemes of Education Department brought within the purview of Sub-divisional Plannings.                                | Deputy Commissioners of Plain Districts. |

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| 65. | Sanction of schemes concerning adult education and post literacy centres under the on-going projects.                   | Deputy Commissioners of Plain Districts. |
| 66. | Sanction of schemes involving purchase of sports equipments and expenditure for holding tournament and coaching camp.   | Do.                                      |
| 67. | Sanction of schemes involving grants-in-aid for construction of mini stadium and development of play field for schools. | Deputy Commissioners of Plain Districts. |

For Panchayat and R.D.  
Department

68.	Sanction of schemes involving grants to Panchayat Institution and self-help schemes.	Deputy Commissioners of Plain Districts.
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For Revenue  
Department

69.	Sanction of schemes involving grant-in-aid and subsidy in respect of rural housing and land reforms scheme brought within the purview of decentralised planning.	Deputy Commissioners of Plain Districts.
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For Health and F.W.  
Department

70.	Sanction of schemes involving purchase of medicines, equipments concerning decentralised schemes of Health Service Sector.	Deputy Commissioners of Plain Districts.
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71.	Sanction of Scooter/ Motor Cycle advances to thenon-gazetted staff of their respective establishments.	Deputy Commissioner.
Administration of Justice		
1.	Appoint substitutes against public prosecutorsgranted leave.	Legal Remembrancer.
2.	Appoint associate pleaders in special cases.	Do.
3.	Appoint Legal practitioners.	Legal Remembrancer.
4.	Refund of Judicial fines.	Presiding Officer of the Court ordering therefund.
5.	Refund of Amin's fees.	Judges in charge of the Court who passes theserefund orders.
6.	Remission or writing off of sums.	Legal Remembrancer.

7. Pay sums to carry on suits, etc. (a) Legal Remembrancer.

(b) Department of the Secretariat concerned.

(c) Departments of the Secretariat concerned in consultation with L.R.

#### Jail Department

1. Local purchase of medicines. Superintendent of District jails.

2. Writing off of the irrecoverable value of stores(including furniture), livestock or public money lost by fraud or the negligence of the individuals. Superintendent of Jails and Special Officer Jail Industries.

3. Writing off of the value of unserviceable stores(including livestock) and furniture. Do.

#### Police Department

1. Recruit probationary Sub-Inspector of Police. Inspector General of Police.

2. Create temporary posts. Do.

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|----|--|------------------------------|
| 3. | Charges on account of feeding, grooming, medical and other incidental charges etc., regarding maintenance of dogs of Dog Squad.  | Inspector General of Police. |
|    |  |                              |
| 4. | Purchase of spare parts, tyres, tubes etc., and cost of all repairs and overhauls of vehicles belonging to Police Department including those of Wireless and Fire Brigade Organisations. | Inspector General of Police. |
|    |  |                              |
| 5. | Sanction deputation of Subordinate Police Officers up to the rank of Inspectors (temporary and permanent) on an approved course of training or instruction.                              | Do.                          |

6.	Writing off of the value of irrecoverable stores(including furniture) livestock, or[***] [Sic-Some words in Serial No. 6 and Serial Nos. 7, 8 & 9 are missing in the Gazette.]	Up to Rs.100.(1) Superintendents of Police.(2) Commandants, Assam.
9-A.	Purchase of equipment, appliances, arms,accoutrement clothing and ration of the Police Departmentincluding those of the Wireless and Fire Brigade Organisation.	Inspector General of Police.
10.	Purchase of spares and cost of petty repairs todepartmental vehicles.	(1) Superintendent of Police.(2) DeputyInspector General of Police.(3) Commandants of AssamBattalions.(4) Commandants of Border Security ForceBattalions.(5) Principal, Police Training College(6) FireAdviser State Fire Service Organisation.
11.	Sanction of ex-gratia grant to Police Personnel,Home guards and drivers and Handymen or other employees ofvehicles requisitioned by the Police authorities for law andorder duty, killed while on duty by extremists, anti-social elements, dacoits, smugglers, hostiles etc.	Director General and Inspector General of Police.
12.	Sanction of grant to private personskilled/injured in case of Police firing, bomb blast by theextremists, anti-social elements, etc.	Deputy Commissioners.
13.	Local purchase of stationery in case of urgency.	(a) D.G.P.

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|-----|--|------------------------------------|
|     |  | (b) I.G.P.                         |
|     |  | (c) Deputy I.G.                    |
|     |  | (d) S.P./Commandants.              |
| 14. | Purchase of office equipments such as clocks,time pieces, table fans, etc.   | (a) D.G.P.                         |
|     |  | (b) I.G.P.                         |
|     |  | (c) Dy. I.G.P. & S.P. Commandants. |
| 15. | Purchase of furniture for new office or onexpansion of existing offices or in replacement of old ones.   | (a) D.G.P.                         |
|     |  | (b) I.G.P.                         |
|     |  | (c) S.P./ Commandants.             |
| 16. | Purchase of spare parts, tyres, tubes, etc. andcost of all repairs and overhauls of vehicles belonging to PoliceDepartment including those of Wireless and Fire ServiceOrganisation. | (a) I.G.P.                         |
|     |  | (b) Dy. I.G.P.                     |
|     |  | (c) S.P./Commandants.              |
| 17. | To accord administrative approval and sanctionexpenditure on works to be executed Departmentally.  | D.G.P.                             |



(a)	Original works.	D.G.P.
(b)	Petty constructions on Departmental buildings(non-residential) and repairs.	D.G.P.
18.	Purchase of books, maps and periodicals.	(a) I.G.P.  (b) S.P./Commandants.
19.	Rent of lands and buildings leased out to Government.	(a) I.G.P.  (b) Deputy I.G.P.
20.	Purchase of typewriters, duplicators and calculating machines.	(a) D.G.P.  (b) I.G.P.
21.	Countersignature of contract contingency and detailed countersigned contingency Bills.	(a) I.G.P. (TAP) in respect of Battalions.  (b) Dy. I.G.P.
22.	Countersignature of T.A. Bills of Superintendents of Police.	Dy. I.G.P.
23.	Purchase of bicycle.	I.G.P.
24.	Re-appropriation.	D.G.P.
25.	Sanction of reward to Police Personnels.	(a) D.G.P.  (b) Dy. I.G.P.  (c) S.P./Commandant

Education Department  
(General and Technical  
Education)

1.	Transfer ungraded appointments which are borne on local scales, from one school to another.	Director of Public Instruction. The term covers Director of Technical Education.
2.	Sanction grants-in-aid to non-government institutions for various purposes.	Do.
3.	Sanction grants for miscellaneous purposes in connection with educational matters.	Directors of Public Instruction. The term covers Director of Technical Education.
4.	Sanction grants for games and common room of Government College, Polytechnics and Industrial Training Institutions.	Do.
5.	Sanction charges on grants for 'games' and 'Common-room' charges of Schools under their charge.	Inspector of Schools.
6.	Stipends to students in the Normal Schools.	Superintendent of Normal Schools.

7.	Sanction house rent allowances.	Director of Public Instruction.
8.	Refund of fees of the (a) Middle Schools Leaving Certificate and Scholarship; and	Inspector of Schools.
(b)	Primary Scholarship Examinations.	
9.	(a) Refund of fees paid by students of colleges and technical institutions.	Principals of Colleges or Heads of the Institutions.
(b)	Students of Schools.	Inspector of Schools.
10.	Writing off of the irrecoverable value of stores (including furniture), livestock or public money lost by fraud or the negligence of individuals or other causes.	Principals of Colleges.
	Heads of the Technical Institution.	Up to Rs. 50.
	Inspectors of Schools.	Up to Rs. 50.
11.	Writing off of the value of unserviceable stores (including livestock) and furniture.	Do.
12.	Exemption from payment of the late fee under Rule 14 (a), Part II, Chapter II of the Assam Education Department Rules and Orders, Vol. I. (Revised Edition, 1955).	Director of Public Instruction.

13.	Purchase of instruments, appliances, apparatus, machinery and tools and plants.	Through a duly constituted Purchasing Board wherein the Administrative and Finance Department are represented.  Director of Public Instruction.  Principal of Colleges.  Inspectors, Inspectresses.
14.	Award scholarships and stipends, general and special tenable both inside and outside the State, including those on technical subjects.	Director of Public Instruction.
15.	Purchase of instruments, apparatus, machinery, tools and plants and other stores in India (including livestock).	Heads of Technical Institution.
16.	Incur expenditure on departmental building in emergency created by natural calamities like storm, flood fire, earthquake, etc.	Inspectors of Schools.
17.	Sanction expenditure for N.C.C. training/camping.	Director of Public Instructions.
Director of Technical Education		
1.	Printing of question papers outside the State for holding joint admission tests.	Director of Technical Education, Assam.

Health and and Family  
Welfare Department

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|------|---|---|
| 1.   | Sanction temporary establishment in time of emergency.                            | Director of Health Services, Assam.                       |
| 1-a. | To sanction schemes of family welfare programmes approved by Government of India. | Secretary to Government Assam, Health and F.W.Department. |

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| 2. | Purchase of stores (including medicines) instruments, appliances and apparatus.  | <p>(i) Through a duly constituted Purchasing Board wherein the Finance and the Administrative Departments are represented or through Central Stores Depot or on rate contract.</p> <p>(ii) Otherwise in case of local purchase for Director of Health Services.</p> <p>(iii) For Principals of Colleges and Heads of Technical Institutions.</p> <p>(iv)(i) For Superintendent, Mental Hospital, Tezpur.</p> <p>(iv)(ii) For Superintendent, Medical College Hospital and Superintendent Mohendra Mohan Choudhury Hospital Guwahati.</p> <p>(v) For Civil Surgeon.</p> |
| 3. | Refund of fees paid by the students of the Assam Medical College, Ayurvedic College and students of the Pharmacists class. | Principal, Assam Medical College as Superintendent, Medical School and Principals of the Colleges.   |
| 4. | Refund in cases not otherwise provided for   | <p>(1) Principals Assam Medical College.</p> <p>(2) Principal, Assam Medical College as Superintendent,</p> <p>Medical School.</p> <p>(3) Principal</p>  |

Ayurvedic College.(4)  
 Director,Pasteur Institute.(5)  
 Superintendent, Mental  
 Hospital.(6)Medical  
 Superintendent, Ganesh Da  
 Hospital.(7)Superintendent  
 R.P. Chest Hospital.(8) Civi  
 Surgeon.(9)Surgeon  
 Superintendent.

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| 5. | Writing off of the irrecoverable value of stores(including furniture) livestock or public money lost by fraud or the negligence of individuals or other causes. | As under S. L. 4.   |
| 6. | Writing off of the value of unserviceable stores(including livestock) and furniture.  | As under S.L. 4.  |
| 7. | Writing off of the value of all size of ampoules of vaccines which are time-barred.   | Director of Pasteur Institute and Medical Research Institute. |
| 8. | Disposal of all sizes of ampoules of vaccines which are time-expired.   | Director of Pasteur Institute and Medical Research Institute. |

9.	Purchase of spares and cost of petty repairs to Departmental vehicles.	Civil Surgeons.
10.	Acceptance of tenders for the schemes under the Public Health Engineering Organisation.	Public Health
11.	Repairs of Type-writers and Duplicators.	Prof. and Head of Dental Wing.
12.	Purchase of furniture for new office or an expansion of existing offices or in replacement of old ones including hostel furniture.	Prof. and Head of Dental Wing.
13.	Local purchase of stationery in urgency.	Up to Rs. 1,500 annually.



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| 14. | Purchase of Books, journals and Maps<br>for Library.   | Do.   |
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| 15. | Sanction expenditure on contingencies<br>purchase of store including medicines,<br>instruments appliances and apparatus. | Professor and Head of Dent<br>Wing G.M.C.(upgraded to<br>Principal Regional Dental<br>College, Guwahati<br>vide Notification No. HLB<br>499/84/54, dated 11th<br>February, 1985). |

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| 16. | Purchase of furniture for new office or on expansion of existing offices or in replacement of old ones (including Hostel furniture). | Principal, Medical College. |
| 17. |  | Do.                         |

Repairs of Typewriters and  
Duplicators.

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| 18. | Local purchase of stationery in<br>urgency.          | Do.                          |
| 19. | Purchase of Books, Journals and Maps<br>for library. | Principal, Medical Colleges. |

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| 20. | To accord administrative approval to plans and estimates to be carried out by the P.H.E. Department.   | Additional Chief Engineer, Public Health Engineering Department. |
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| 21. | Accept tenders.  | Addl. C.E., P.H.E. Department.                                   |
| 22. | Sanction for maintenance of buildings of the Hospital and maintenance of the Hospital equipments, furnitures. Sanction for purchase of essential drugs, sanction for purchase of consumables and some durables, such as mattresses, blankets, linens, etc. | (1) Principals of Medical Colleges.                              |

Agriculture Department	Do.	(2) Superintendent of M.M. Choudhury Hospital,Guwahati.
	Do.	(3) Superintendent of L.G.B Chest Hospital,Guwahati.
1.	Rent for lands and buildings leased byGovernment.	Joint Director of Agricultur
2.	Sanction urgent periodical repairs to buildings.	(a) Do.  (b) Principal of the Agricultural College.

		(c) District Agriculture Officers and others subordinate authorities.
3.	Sanction excess expenditure over the sanctioned estimates on works.	Joint Director of Agriculture.
4.	Sanction cost of repairs to tractors and agricultural machinery.	Do.
5.	Sell at a reduced rate surplus stock of seeds, plants, and grafts.	Director of Agriculture.
		Joint Director of Agriculture.
		Principal, Agricultural College and District and Sub-Divisional Officers.
6.	Sell at reduced rate surplus stock of manures and fertilizers, including green manures, oil-cakes, phosphatic fertilizers, blood, meat and meat meal.	Director and Joint Director of Agriculture.
		Director and Sub-divisional Agricultural Officers.
7.	Sanction purchase of instruments, appliances, apparatus, machinery and purchase of stores (including livestock).	Director of Agriculture.
		Joint Director of Agriculture.

		Principal of the Agricultural College. District Agriculture Officers Agricultural Chemists, Economic Botanist.
8.	Refund of advance received from the public for the supply of costly agricultural implements from seed deposits.	Joint Director of Agriculture District Agricultural Officers
9.	Refund of college and hostel fees	Principal of the Assam Agricultural College
10.	Writing off of the irrecoverable value of stores including furniture, livestock or public money lost by fraud or the negligence of individuals or other causes including irrecoverable dues to Government and interest thereon.	Joint Director of Agriculture
11.	Principal Assam Agricultural College. Writing off of the value of unserviceable stores (including livestock) and furniture.	Up to Rs. 100. Director of Agriculture.

Agricultural farms articles  
and seed depots.

All farms and seed depots.

Upper Shillong Farms Seed  
Depots.

Joint Director of Agriculture

Principal, Assam Agriculture  
College.

Joint Director of Agriculture

12. Writing off of losses arising from stores of anykind (including machinery, implements, bullocks, houses, miscellaneous articles et.), losses due to dryage in plants, shortage due to theft, weighments and transit, losses of saleable implements due to breakage, accident etc., and losses due to unusual occurrence, e.g., damage by weevils, rats, white ants and rain, etc.



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| 13.                                | Accept tenders for original and petty workersand repairs.  | Do.                             |
| 14.                                | Purchase of spares and cost of petty repairs todepartmental vehicles.  | District Agricultural Officer   |
| 15.                                | Purchase of instruments, appliances, apparatus,machinery, tools and plants and other stores in India (includinglivestock). | Principal Agricultural College. |
| 16.                                | Incur expenditure in connection withexhibitions, shows and fairs.  | Director of Agriculture.        |
| <br>Chief Engineer,<br>Agriculture |  |                                 |
| 1.                                 | To accord administrative approval to plan andestimate for works.   | Chief Engineer, Agriculture     |

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| 2. | To accord technical sanction to original works and special repair.   | Do.                         |
| 3. | Power to incur expenditure for petty construction on Departmental buildings and repairs.                                     | Chief Engineer, Agriculture |
| 4. | To sanction excess expenditure over the estimates.   | Do.                         |
| 5. | To accept tenders.   | Do.                         |
| 6. | Sanction for purchase of instruments, appliances, apparatus, machinery and purchase of stores (including livestock).         | Do.                         |
| 7. | Repairs of Departmental vehicles including purchase of tyres, tubes and other spare parts, without fixtures and furnishings. | Chief Engineer, Agriculture |

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| 8. | To sanction purchase of spare parts for tractors/bulldozers.  | Chief Engineer, Agriculture |
|    |   |                             |
| 9. | To sanction disposal of unserviceable stores relating to Engineering Workshop product or parts of Agriculture Department. | Chief Engineer, Agriculture |

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| 10. | To fix sale price of agriculture implement or agriculture product manufactured in Engineering Workshop of Agriculture Department. | Do. |
| 11. | Write off of the value of any building (borne on the books of the Agriculture Department) abandoned or dismantled.                | Do. |
| 12. | To hire building on lease/on rent for use of office.  | Do. |

#### Veterinary Department

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| 1. | Refund of college fees of the Assam Veterinary College.  | Principal, Assam Veterinary College. |
| 2. | Writing off of the irrecoverable value of stores (including furniture) lost by fraud or the negligence of individuals or other causes including irrecoverable dues to Government and interest thereon. | Do.                                  |
| 3. | Writing off of the value of unserviceable stores (including livestock) and furniture.  | Do.                                  |
| 4. | Incur expenditure in connection with exhibitions, shows and fairs.   | Director of Veterinary.              |

5.	Purchase of instruments, apparatus, appliances, machinery, tools and plants and other stores in India (including livestock).	Do.
Co-operation Department		
1.	Sanction grants-in-aid to societies.	Registrar, Co-operative Societies.
2.	Sanction of GPF Advance.	Joint Registrar of Cooperative Societies, Hills
3.	Sanction of house rent for office accommodation.	Joint Registrar of Cooperative Societies, Hills
4.	Sanction expenditure on contingencies purchase of spare parts, tyres, tubes and cost of repair of Departmental vehicles etc.	Do.
Industries Department		
1.	To grant Industrial loans.	

Director of Industries,  
Assam.

2. Contributions to industrial exhibitions  
and fairs.

Do.

3. Incur expenditure in connection  
with exhibitions, shows and fairs.

Do.

4. To Sanction proposals with regard to  
Central Investment Subsidy and  
Transport Subsidy on behalf of State  
Level Committee.

Director of Industries,  
Assam.

5. To accord administrative approval to  
plans and estimates for civil works to be  
carried out by P.W.D. other  
than residential building and the  
projects involving acquisition of land.

General Manager/Chief  
Executive, District Industries  
Centre.

6.	To accord administrative approval and sanction expenditures on works to be executed departmentally-	General Manager/ Chief Executive, District Industries Centre.
(a)	Original Works.	Do.
(b)	Petty construction of departmental buildings and repairs.	Do.
(c)	Sanction excess expenditure over the estimates.	Do.
7.	Sanction expenditure on contingencies-	General Manager/ Chief Executive, District Industries Centre.
(1)	Purchase of instruments, appliances, apparatus, machinery, tools and plant	Do.

and other stores in India  
(including livestock).

(2)	Purchase of spare parts, tyres, tubes and cost of repair of departmental vehicles.	Do.
8.	Rent on lands and buildings leased out to Government.	General Manager/ Chief Executive, District Industries Centre.
9.	Local purchase of stationery in case of urgency.	Do.



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| 10. | Incur expenditure in connection with exhibition, shows and fairs.                               | Do.  |
| 11. | Write off of the irrecoverable value of stores (including furniture) livestock or public money. | General Manager/ Chief Executive District Industries Centre. |
| 12. | Purchase of office equipments, such as clock, lime pieces, table fans, ceiling fans, etc.       | Do.  |
| 13. | Urgent printing at local presses (excluding forms standardised or non-standardised).            | Do.  |

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|-----|---|--|
| 14. | Purchase of books, periodicals, maps and newspapers.  | General Manager/ Chief Executive District Industries Centre. |
| 15. | Sanction expenditure for maintenance of departmental buildings and miscellaneous expenditure in any individual case or any object for which no scale or limit to its power is prescribed. | Do.  |
| 16. | Purchase of furniture including steel almirah and iron safe for new offices or on expansion of new offices or in replacement of old ones.   | Do.  |

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|-----|------------------------------------|--|
| 17. | Accept tender.                     | General Manager/ Chief Executive, District Industries Centre.      |
| 18. | Execute contracts and instruments. | Do.  |
| 19. | To sanction seed money.            | (1) Senior Special Officer F.M.T.C.<br>(2) Director of Industries. |

Sericulture and  
Weaving Department  
industrial

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|----|--|---|
| 1. | To grant industrial loans.   | Director of Sericulture and Weaving or Deputy Director of Sericulture and Weaving when authorised by the Director of Sericulture and Weaving. |
| 2. | To sanction grants-in-aid.   | Do.   |
| 3. | To sanction scholarships for industrial training.  | Director of Sericulture and Weaving or Deputy Director of Sericulture and Weaving when authorised by the Director of Sericulture and Weaving. |
| 4. | To sanction charges of common rooms of Training Institutions.  | Do.   |
| 5. | Sanction items on capital expenditure (excluding purchase of livestock, stores, tools, plants, furniture). | Director of Sericulture and Weaving.  |
| 6. | Sanction expenditure on contingencies for purchase of tools, plants, manures, etc. and other stores.       | (a) Deputy Director of Sericulture and Weaving.   |

(b) Assistant Director of Sericulture,  
Assistant Director of Weaving.  
(c) Weaving Superintendent and Superintendents of Sericulture.  
(d) Sericulture Research Officer, Principal of Assam Textile Institute and Sericulture Training Institute.

7. Writing off of the irrecoverable value of silkWorm seeds, eggs, etc.

Deputy Director of Sericulture

## Miscellaneous Department

1. Refund of fees paid in excess and of fees paid for inspections which for any reason not due to any fault or omission of the owners or persons in-charge of the boilers, have not been made.

Chief inspector of Boilers.

2. Sanction expenditure for press advertisement.

Director of Small Savings, Assam.

3. Purchase of spare parts for modern high powered vessels fitted with marine diesel.

Director, Inland Water Transport.

Chief Electoral Officer

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|----|---|--------------------------|
| 1. | Repairing of roads/ buildings including electrification selected for polling station, counting Hall etc./ construction of temporary sheds in connection with the election/ revision of Electoral Rolls. | Chief Electoral Officer. |
| 2. | Sanction of miscellaneous expenditure on contingencies.   | Chief Electoral Officer. |
| 3. | Rent on land and buildings leased out to Government.  | Do.                      |
| 4. | Purchase of type-writers/ Duplicating machines and Calculating machines.  | Do.                      |
| 5. | Repairs to Government vehicles including Officer, purchase of tyres, tubes and spare parts in connection with the conduct of election/ revision of Rolls.   | Chief Electoral Officer. |

6.	Local purchase of stationery in emergent cases in connection with the conduct of election and revision of Electoral Rolls.	Do.
Director of Information and Public Relations		
1.	Incur expenditure in connection with exhibitions, shows and fairs.	Director of Information and Public Relations.
2.	To declare as D.D.O. for drawal and disbursement of salary and T.A. of non-Gazetted staff.	Additional Directors of Information and Public Relations, (Hills) Haflong.
3.	To sign cash book under Rule 95 (2) of A.F.R.	Additional Director of Information and Public Relations (Hills) Haflong.
4.	To sanction leave of non-Gazetted staff under him.	Do.
5.	Local purchase of stationery articles up to Rs.200 (Two hundred) in each case.	Do.
5-a.	Local purchase of stationery articles.	Joint Director of Information and Public Relations, Assam Information Centre, Calcutta.
6.	To incur contingent expenditure.	Additional Director of Information and Public Relations (Hills)

		Haflong.
6-a.	To incur contingent expenditure.	Joint Director of Information and Public Relations, Assam Information Centre, Calcutta.
7.	To sanction periodical increment to non-Gazetted officers.	Do.
8.	Urgent printing at local press relating to publicity.	Joint Director of Information and Public Relations, Assam Information Centre, Calcutta.
9.	Expenditure on exhibition.	Additional Director of Information and Public Relations (Hills) Haflong.
10.	Sanction of expenditure on contingencies-	
(a)	Purchase of instruments, appliances, apparatus, machinery, tools and plant and other stores in India (including livestock).	Do.
(b)	Purchase of spare parts, tyres, tubes and cost of repairs on departmental vehicles.	A.D.I.P.R. (Hills).
(c)	Purchase of furniture for new office or on expansion of existing offices of in	Do.



replacement of old ones.

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|-----|---|---------------------|
| (d) | Purchase of office equipments such as clocks,time pieces, table fans etc. | A.D.I.P.R. (Hills). |
| (e) | Rent on lands and buildings leased out toGovernment.                      | Do.                 |
| (f) | Purchase of books, maps, periodicals andnewspapers.                       | Do.                 |

11.	Sanction advances to Government servants under orders of transfer/on tour-	
(1)	To a Gazetted/non-Gazetted officer (other than an inspecting officer, or for himself proceeding on transfer/on tour to cover his/her contingent charges for a month (ie. advance pay for a month/advance TA).	A.D.I.P.R. (Hills).
(2)	Inferior Government servants accompanying officers proceeding on tour to cover their personal travelling expenses for a month.	A.D.I.P.R.(Hills).
12.	To make payment of all advertisement bills.	D.I.P.R.
Director, Inland Water Transport		
1.	Purchase of spare parts for modern high powered vessels fitted with marine	Director of Inland Water Transport.

Diesel Engines.

Public Works  
Department

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|-----|--|---------------|
| 1.  | Local purchase of stationery in emergent case.                                       | P.W.D. Sectt. |
|     |  |               |
| 2.  | Make leases of land and houses.  | P.W.D.        |
|     |  |               |
| 3.  | Remit charges for establishment, tools and plants on non-Government works.           | Do.           |
| 4.  | Sanction the sale or dismantlement of State buildings.                               | Do.           |
|     |  |               |
| 5.  | Sanction expenditure on works-original works.  | Do.           |
|     |  |               |
| 6.  | Sanction expenditure under repairs and suspense.                                     | Do.           |
| 7.  | Sanction the leasing of houses as residences for Government servants.                | P.W.D.        |
| 8.  | Sanction increases in the reserve stock of a Division.                               | Do.           |
| 9.  | Undertake deposit works.   | Do.           |
| 10. | Purchase, manufacture and dispose of store and tools and plants including livestock. | Do.           |

11.	Payment of compensation to contractors for unforeseen losses due to acts of God.	Do.
12.	Writing off of the irrecoverable value of stores, livestock or public money lost by fraud or the negligence of individuals or other causes.	Do.
Chief Engineers and other subordinate authorities		
13.	Classify as 'works' or 'temporary' those establishments as to the correct classification of which there is doubt.	Chief Engineer.
14.	Waive the rule that works establishment must be employed upon a specific work and to determine the proportions in which the cost of such establishment shall be allocated between the works concerned.	Do.
15.	Remission and refund of ferry revenue and toll on roads and bridges.	Do.
16.	Writing off of the value of any building (borne on the books of the P.W.D) abandoned or dismantled.	All public works disbursers including Civil Public Works Officer/Additional Executive Engineer.
17.	Writing off of the value of unserviceable stores and tools and plants (including livestock).	Executive Engineers/ Additional Executive Engineers.
18.	Writing off of the irrecoverable value of stores (including furniture), livestock or	(a) Superintending Engineer. (b)

	public money lost by fraud or negligence of individuals or other causes.	ExecutiveEngineers/ Additional Executive Engineers
19.	Give technical sanction to original works and special repairs (exclusive of departmental charges). (b) Superintending Engineer. (c) Executive Engineer/Additional ExecutiveEngineer. (d) Inspector of Local Works. (e) Civil Public Works Officers.	(a) Chief Engineer.  Up to Rs. 4,00,000.  Up to Rs 50, 000.  Up to Rs. 20,000 Up to Rs. 10,000.
20.	Entertain work charged establishment.	Commissioner/Secretary of the concernedAdministrative Departments.
21.	Give technical sanction to repairs.	(a) Executive Engineer/Additional ExecutiveEngineer.  (b) Civil Public Works Officer.
22.	Sanction contribution works.	(a) Chief Engineer. (b) Superintending Engineer (c) Executive Engineer and Civil Public WorksOfficers/ Additional Executive Engineer.
23.	Sanction excess over estimates.	(a) Chief Engineer.  (b) Superintending Engineer and DivisionalOfficers.
24.	Purchase and manufacture of stores	(a) Executive

and tools and plants including  
livestock.

Engineer/Additional  
Executive Engineer.

25.

Disposal of stores and tools and  
plants including livestock (both  
serviceable and unserviceable).

(b) Civil Public Works  
Disbursers/  
Additional Executive  
Engineer.  
Executive  
Engineer/Additional  
Executive Engineer.

		Executive Engineer.
		Civil Public Works Disbursers/Addl. Executive Engineer.
26.	Sanction local purchase of stationery.	(a) Executive Engineer/Addl. Executive Engineer.  (b) Deputy Commissioner, Mizo District.

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| 27. | Sanction all estimates for repairs and carriage of tools and plants.                          | <p>(a) Chief Engineer.</p> <p>(b) Superintending Engineer</p> <p>(c) Executive Engineer / Addl. Executive Engineer.</p> <p>(d) Inspector of local works</p> <p>(e) Civil Public Works Officer.</p>   |
| 28. | Sell or dismantle Provincial buildings.   | Superintending Engineer  |
| 29. | Sell or dismantle temporary buildings erected during construction of a work.                  | Executive Engineers and Civil Public Works Officers/ Addl. Executive Engineer.   |
| 30. | Sell materials received from works dismantled or undergoing repairs as their estimated value. | <p>(a) Executive Engineers/ Addl. Executive Engineer.</p> <p>(b) Civil Public Works Officers.</p>  |
| 31. | Accept tenders.   | <p>(a) Chief Engineer/ Addl. Chief Engineer.</p> <p>(b) Superintending Engineer</p> <p>(c) Executive Engineer-in-charge of Division.</p> <p>(d) Civil Public Works Officers.</p> <p>(e) Public Works Sub-divisional Officers-</p> <p>(i) Executive Engineer/ Additional Executive Engineer.</p> <p>(ii) Assistant Engineers.</p> <p>(iii) Subordinate Engineering Service.</p> |



		(f) Sub-divisional Officer.
		Sub-divisional Officers P.W.D. Chapakhowa.
		Sub-divisional Officer, P.W.D. Garo, Hills.
		(g) Sub-divisional Officer with not less than 5years' experience as Sub-divisional Officer.
		(h) Sub-divisional Officer with less than 5years' experience as Sub-divisional Officers.
32.	Purchase of spares and cost of petty repairs to the Departmental vehicles.	Executive Engineer/ Additional Executive Engineer.
33.	To accord administrative approval to Plans and Estimates to be carried out by P.W.D.	Additional Chief Engineer, P.W.D.
34.	To accord administrative approval to Plans and Estimates to be carried out by Irrigation Department.	Additional Chief Engineer of Irrigation Department within their respective zones.

Panchayat and Rural  
Development  
Department

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|-----|---|--|
| 1.  | Creation of temporary posts (Power to make appointments). | (a) Development Commissioner and Deputy Development Commissioner.<br><br>(b) Deputy Commissioner.<br><br>Do.<br><br>(c) P.E.Os./A.P.E. Os., In-charge (B.D.Os.). |
| 2.  | Equipment and stores-                                     |  |
| (i) | Purchase of capital equipment.                            | (a) Development Commissioner.<br>(b) Deputy Development Commissioner.  |

		(c) P.E.Os/A.P.E. Os., In-charge (B.D.Os.)
		(d) Deputy Commissioner.
(ii)	Purchase of stores for stock-pile.	(a) Development Commissioner. (b) Deputy Development Commissioner. (c) P.E.Os./A.P.E. Os., In-charge (B.D.Os.)  (d) Deputy Commissioner.
		(e) Deputy Commissioner.
(iii)	Purchase of stores against specific sanctioned works.	(a) Development Commissioner. (b) Deputy Development Commissioner.  (c) Deputy Commissioner.
		Do.
		(d) P.E.Os./A.P.E. Os., Incharge (B.D.Os.)
3.	(1) Sanction expenditure on works (provided the plans and estimates have been approved by an Executive Engineer of P.W.D.).	(a) Development Commissioner.
	(b) Deputy Development Commissioner.	Up to Rs. 50,000 for a single item.
	(c) Deputy Commissioner.	Up to Rs. 10,000 for a single item.
	Do.	Full powers.

	(d) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.).	Up to Rs. 5,000 for a single item.
(2)	Sanction expenditure on repair and maintenance of works and to accept tenders, etc. (provided the plans and estimates are approved by the Overseer of the Block).	<p>(a) Development Commissioner.</p> <p>(b) Deputy Development Commissioner.</p> <p>(c) Deputy Commissioner.</p> <p>Do.</p> <p>(d) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)</p>
4.	Contingencies- Sanction contingent expenditure on items not specifically mentioned in the schedule of a-	
(i)	Non-recurring nature	<p>(a) Development Commissioner.</p> <p>(b) Deputy Development Commissioner.</p> <p>(c) Deputy Commissioner.</p> <p>Do.</p> <p>(d) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)</p>
(ii)	Recurring nature.	<p>(a) Development Commissioner, and Deputy Development Commissioner.</p> <p>(b) Deputy Commissioner.</p>

		(c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
5.	(1) Powers of the Head of an office, and Drawing and Disbursing Officer.	(a) Development Commissioner and Deputy Development Commissioner. (b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)
(2)	Sanction casual leave.	(a) Development Commissioner and Deputy Development Commissioner. (b) P.E.Os./A.P.E.Os., In-charge (B.D.Os.)
(3)	Sanction leave admissible under the rules including extraordinary leave-	
(i)	In respect of non-gazetted Government servants.	(a) Development Commissioner and Deputy Development Commissioner. (b) P.E.Os./AP.E.Os. Incharge (B.D.Os.)
(ii)	In respect of gazetted Government servants.	(a) Development Commissioner, Deputy Development Commissioner (b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
(4)	Sanction earned increments according to prescribed rules in respect of salaried posts.	(a) Development Commissioner, Deputy Development Commissioner (b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
(5)	Accept resignation of non-gazetted Government servants.	(a) Development Commissioner, Deputy Development Commissioner (b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)
(6)		(a) Do.

	Withholding of increments in respect of Government servants.	
	(b) Do.	Do.
(7)	Act as Controlling Officer under S.R. for travelling allowance claim.	(a) Do.
	(b) Do.	Do.
(8)	Require medical certificate of fitness before return from leave.	(a) Development Commissioner, and Deputy Development Commissioner. (b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)
(9)	Prescribe headquarters.	(a) Development Commissioner, and Deputy Development Commissioner. (b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)
6(1)	Determine number of workers to be employed on daily rate of wages for work other than constructional work.	P.E.Os./A.P.E.Os., In charge (B.D.Os.)
(2)	Fix wages of daily rate workers.	Do.
(3)	Discharge, or accept resignation of workers on daily rates of wages.	Do.
(4)	Fix piece-rate of work for a group of workers (other than constructional work).	P.E.Os./A.P.E.Os., Incharge (B.D.Os.)
7.	(1) Sanction expenditure on advertisement charges.	(a) Development Commissioner and Deputy Development Commissioner. (b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)  (c) Deputy Commissioner.  (d) Do.

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| (2) | Sanction expenditure on freight and transit insurance.  | <p>(a) Development Commissioner, and Deputy Development Commissioner.</p> <p>(b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)</p> <p>(c) Deputy Commissioner.</p> <p>(d) Do.</p> |
| (3) | Sanction expenditure on demurrage charges (when these are not due to the negligence of any Government servant). | <p>(a) Development and Deputy Development Commissioner.</p> <p>(b) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)</p> <p>(c) Deputy Commissioner.</p>                              |
| (4) | Sanction local purchase of stationery.  | <p>(a) Development and Deputy Development Commissioner.</p> <p>(b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)</p> <p>(c) Deputy Commissioner.</p>                               |
| (5) | Sanction local printing (when Government Press is unable to undertake the work.                                 | <p>(a) Development and Deputy Development Commissioner.</p>   |

		(b) Deputy Commissioner.
		(c) P.E.Os./ A.P.E.Os., In-charge (B.D.Os.)
(6)	Sanction purchase of non- official publications.	(a) Development and Deputy Development Commissioner (b) Deputy Commissioner. (c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.).
(7)	Sanction expenditure on-	
(a)	Repairs and maintenance of motor vehicles.	(a) Development and Deputy Development Commissioner (b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
(b)	Petrol and lubricants.	All the Officers referred to above



(8)	Sanction purchase of miscellaneous articles for office use, e.g. tumblers and water pots, etc.	(a) Development Commissioner and Deputy Development Commissioner. Full powers.
	(b) Deputy Commissioner.	
	(c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)	Up to Rs. 100 per annum.
(9)	Sanction expenditure on upkeep of typewriters, Calculating machines, etc.	(a) Development Commissioner.
	(b) Deputy Commissioner.	Do.
	(c) Deputy Commissioner.	Full powers.
	(d) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)	At Rs. 2 per mensem per machine.
(10)	Sanction expenditure on purchase of furniture and fixtures for the office.	(a) Development Commissioner and Deputy Development Commissioner.
8.	Sanction expenditure on-	(b) Deputy Commissioner.
(i)	Repairs to erection and removal of machinery and equipment.	(c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
(ii)	Repairs to furnitures and fixtures.	(a) Development Commissioner and Deputy Development Commissioner.
9.		(c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)

	(1) Authorise sale by public auction or callingfor tenders unserviceable stores and tools or articlesmanufactured/produced in industrial centre, farms, etc.	(a) Development Commissioner and DeputyDevelopment Commissioner.
	(b) Deputy Commissioner.	Up to the extent of the book value of Rs. 100per month.
	(c) Do.	Full powers.
(2)	Sanction write off of stores provided the lossesare not due to fraud or negligence, misappropriation or defect inthe existing rules or system.	(a) Development Commissioner and DeputyDevelopment Commissioner.
		(b) Deputy Commissioner.
		(c) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
10.	Sanction loans to individuals and groups.	(a) Development Commissioner.
		(b) P.E.Os./ A.P.E.Os., Incharge (B.D.Os.)
		(c) Deputy Commissioner.
11.	Sanction 'Grants-in-aid, to local institutionsand 'Honoraria' to teachers, etc. detailed scheme.	P.E.Os./A.P.E.Os., Incharge (B.D.Os.)
	Do	(b) Upto Rs. 50 in each case
12.	Incur expenditure on any item of expenditure.	P.E.Os./A. P.E.Os., Incharge (B.D.Os.)

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|-----|--|---|
| 13. | Sanction any scheme under "Irrigation".  | Deputy Commissioner.                                      |
|     |  | Deputy Development Commissioner.                          |
| 14. | Power to sanction schemes-   | Deputy Development Commissioner and Deputy Commissioners. |
| (a) | Within itemwise provision in the Budget.                                       |   |
| (b) | Schemes exceeding the itemwise provision or loan of other than loan provision. |   |
| (c) |  |   |

	Sanction re-appropriation between items within the allotment for a head of development in the schematic Budget.	
(d)	Sanction schemes involving re-appropriation between different development heads.	
15.	Powers to create temporary posts under the Community Development Programme and in the pre-extension stage Blocks, etc.	Deputy Commissioner.
Planning and Development Department		
1.	To accord sanction for purchase of scooter, motor-cycle, bicycle etc. to the employees working under the administrative control of P & D Department.	Special Commissioner.
2.	To sanction advance to Government servant under his administrative control for construction, purchase and repair of houses.	Do.
Relief and Rehabilitation Department		
1.	Sanction of ex-gratia grant to the next of kin of the victims of extremists' violence.	Secretary, Relief and Rehabilitation Department.
Governor's Secretariat		
1.	Creation of temporary posts in services, cadres under Governor's Secretariat.	Secretary to Governor.



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|----|---|------------------------|
| 2. | Sanction for retention of staff created with the concurrence of the Finance Department. | Secretary to Governor. |
| 3. | Purchase of Typewriters/<br>Duplicators/Calculating machines.                           | Secretary to Governor  |
| 4. | To sanction pre-audit claims up to 6 years.   | Do.                    |
| 5. | Repairs of<br>Type-writers/Duplicators/Calculators.                                     | Do.                    |
| 6. | Purchase of books, maps, periodicals, newspapers for official use.                      | Do.                    |

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|-----|---|------------------------|
| 7.  | Sanction advance to Government servants for construction, repairs and purchase of house.  | Do.                    |
| 8.  | Write off of the value of unserviceable stores.   | Do.                    |
| 9.  | Printing of standardised/non-standardised forms/except money receipt.   | Secretary to Governor. |
| 10. | Sanction miscellaneous expenditure in any individual case or any subject which no scale limit to its power of sanction is prescribed. | Do.                    |
| 11. | Purchase of spare parts, tyres, tubes, and cost of repairs of department vehicles.  | Do.                    |

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|-----|---|------------------------|
| 12. | Local purchase of stationery articles.              | Secretary to Governor. |
| 13. | (a) Outfit allowances to Aide-de-Camps.             | Do.                    |
| (b) | For supply of liveries as required by the Governor. | Secretary to Governor. |
| 14. | Expenditure on P.O.L. for Rajbhavan vehicles.       | Do.                    |
| 15. |   | Do.                    |



	To install casual telephones for V.V.I. Ps./VIPs and Governor's guest at Rajbhavan.	
16.	For renewal of furnishing of the official residence of the Governor.	Do.
17.	To incur expenditure from the contract allowance of the Governor.	Do.
18.	To incur expenditure from the tour expenses of the Governor.	Do.
19.	(a) Purchase of approved office equipment such as clock, time-piece, table fan, ceiling fan, water filter, etc.	Do.
(b)	Purchase of furniture for new office or on expansion of existing offices or in replacement of old furniture.	Secretary to Governor.
20.	To sanction reimbursement for medical facilities to the Governor, his family and staff as prescribed by Government of India's letter No. F. 2/81/78-States, dated 25th January, 1983.	Do.
21.	Sanction of expenditure on contingencies e.g. cooking gas, consumable stores for laundry, lump coal heating.	Do.
22.	To incur expenditure on the cost of medicines etc. supplied to Raj-Bhavan Dispensary to provide medical facilities to the Governor and his family.	Do.
23.	To sanction expenditure as "entertainment allowances" for patronising art, culture and music by	Secretary to Governor.

the Governor.

Labour and  
Employment  
Department

1.	Medical Store.	Administrative Medical Officer under E.S.I. Scheme.
2.	Equipment and instruments.	....
3.	Medical reimbursement-	
(a)	Medicines.	Administrative Officer under E.S.I. Scheme.
(b)	Hospitalisation charges.	Do.
4.	Miscellaneous-	
(i)	Allotment of Budget to DDOS.	Do.
(ii)	Purchase of Typewriters and Duplicating machines.	A.M.O. under ESI Scheme.
(iii)	Repairs of Types-writers and Duplicating machines.	Do.

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|------|--|-----|
| (iv) | Repair of Departmental buildings.                                    | Do. |
| (v)  | Sanction of house rent.  | Do. |
| (vi) | Purchase of stationery articles<br>including furniture, clocks, etc. | Do. |

(vii)	Repair of Departmental vehicles.	A.M.O. under ESI scheme.
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(viii)	Sanction of advance T.A. for Gazetted Officers and V.I.Ps. for medical treatment.	Do.
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Finance Department

1.	To accord sanction of house building advance to all Financial Advisers, Finance and Accounts Officers, Treasury Officers, Research Officers, Assistant Research Officers, Research Assistants, and any other employees	Finance (Staff Inspection Unit).
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under establishment of Finance  
Department.

## **IV**

List of Heads of Department[See Rule 2(i)]

- 1. Commissioners of Divisions.**
- 2. Director of Land Records and Inspector General of Registration.**
- 3. The Registrar of Co-operative Societies, Assam.**
- 4. Conservator of Forest, Assam.**
- 5. Director of Survey, Assam.**
- 6. The Legal Remembrancer, Assam.**
- 7. Inspector General of Police, Assam.**
- 8. Director of Public Instructions, Assam.**
- 9. Inspector General of Prisons, Assam.**
- 10. Inspector of Health Services, Assam.**
- 11. Districts and Sessions Judges.**
- 12. Chief Engineer, P.W.D. (Road).**
- 13. Commissioner of Excise, Assam.**
- 14. Director of Agriculture, Assam.**
- 15. The Commissioner of Taxes, Assam.**
- 16. Secretary, Assam Public Service Commission.**

- 17. The Labour Commissioner, Assam.**
- 18. The Chief Inspector of Factories, Assam.**
- 19. The Advocate General, Assam.**
- 20. Commissioner of Transport, Assam.**
- 21. Director of Economics and Statistics, Assam.**
- 22. Director of Animal Husbandry and Veterinary, Assam.**
- 23. Director of Information and Public Relations, Assam.**
- 24. Director of Panchayat and Community Development, Assam.**
- 25. Director of Sericulture and Weaving, Assam.**
- 26. Director, Inland Water Transport, Assam.**
- 27. Director of Industries, Assam.**
- 28. Director of Food and Civil Supplies, Assam.**
- 29. Director of Tourism, Assam.**
- 30. Director of Soil Conservation, Assam.**
- 31. Director of Technical Education, Assam.**
- 32. Director of Printing and Stationery, Assam.**
- 33. Examiner, Local Accounts, Assam.**
- 34. The Registrar (Judicial), Gauhati High Court.**
- 35. Chief Electoral Officer, Assam.**

- 36. The Chief Inspector of Boiler, Assam.**
- 37. Director of Geology and Mining, Assam.**
- 38. Director of Employment and Craft-men Training, Assam.**
- 39. Director of Fisheries, Assam.**
- 40. Trade Adviser and Director of Movements, Government of Assam, Calcutta.**
- 41. State Textile Commissioner, Assam.**
- 42. Chief Public Health Engineer, Assam.**
- 43. Director of State Lotteries, Assam.**
- 44. Director of Small Savings, Assam.**
- 45. Director of Accounts, Assam.**
- 46. The Chairman, Assam Administrative Tribunal.**
- 47. The Town Planner, Assam.**
- 48. The Director of Municipal Administration, Assam.**
- 49. The Chief Engineer, P.W.D. (Building).**
- 50. Director of Sports and Youth Welfare, Assam.**
- 51. Director of Cultural Affairs, Assam.**
- 52. Director of Civil Defence and Commandant General, Home Guards, Assam.**
- 53. Controller of Weights and Measures, Assam.**

**54. Director of Financial Inspections, Assam.**

**55. Director of Social Welfare and Probation.**

**56. Director of W.P.T. & B.C. Assam.**

**57. Director, Tribunal Research Institute, Assam.**

**58. Director of Pension.**

Annexure II Instructions for the Guidance of Financial Advisers Financial Advisers appointed under the scheme of financial decentralisation will have to face initially a difficult situation. It will be easier to face that situation if they keep in mind the background for the change. One of the important developments of our time is rapid expansion of public expenditure. So far as the plan expenditure is concerned, the expansion is related to the launching of the development schemes. But expenditure has also increased in departments which are not really development departments. As officers representing the Finance Department the Financial Advisers will be expected to see that the large public expenditure brings commensurate results so that public may not have to sacrifice by way of taxation more than what they got in return in the form of services. In other words, economy should be the guiding principle. But there is the risk of economy being insisted at the expense of results. For instance, by spending slightly more under a certain scheme it may be possible to achieve proportionately bigger result than by rigidly cutting down expenditure to the bone. The economy achieved by cutting down expenditure to the bone under such circumstances will be false economy inasmuch as for the small volume of service the nation will receive it, will have to pay proportionally more. Therefore, the Financial Advisers should always examine whether the expenditure proposed is sufficient to achieve the objects of the scheme. Scrutiny of schemes before they are provided in the Budget estimates is an important function of the Finance Department. Of late for want of time and for heavy pre-occupations the Budget Department cannot scrutinise all the schemes before provision is made for them in the Budget. What is worse provision is sometimes made in lump which is against the clarions of sound finance, because one cannot scrutinise properly the adequacy of provision made for a service in lump. The Financial Advisers will be expected to help the departments in the preparation of new scheme in detail and moreover will be expected not to allow any item which in his opinion cannot be justified. In cases of difference with the administrative departments he will be expected to refer the matter to Finance (Budget) so that at the time of provision the matter can be gone into. The idea is that after a scheme is provided in details in the Budget it should take no time to issue expenditure sanctions for which the administrative departments themselves have been given necessary delegations. As there has been constant complaint of Budget provision having lapsed or being surrendered for want of timely sanctions the Financial Advisers will not do well to devote sufficient attention to the scrutiny of details of schemes before they are sent to the Budget Department for provision and to ensure that after the Budget is passed and communicated to the administrative departments the schemes meant for implementation during the year are sanctioned expeditiously. Where the existing delegation of the administrative departments is not sufficient to enable them to issue sanction on their own authority



the Financial Advisers will be expected to advise the administrative departments to split up the scheme and to send to the part for which the department is not competent immediately to finance for sanction. The Financial Advisers would on the one hand advise the administrative departments freely and on the other keep themselves in close touch with the Finance Department. In order to enable them to come in close touch with the senior officers of the department the administrative departments will be requested formally to utilise their services to the best of their capacity. But the actual use of the services of the Financial Advisers will depend upon the way in which they behave initially. If they can bring a constructive plan to bear upon their work so that the departments begin to treat them as their friends and not as critics, the purpose of the scheme will be served. To repeat the purpose of the scheme is to share with the administrative departments a part of the burden which the Finance Department has to shoulder at present, namely the burden of working out schemes in details before they are included in the Budget and secondly the burden of controlling expenditure in public interest. The Financial Advisers will also be expected to watch the progress of plan expenditure and to report to Finance Department so that the returns required by the Planning Commission may be duly submitted. In addition they will be expected to advise the departments, to raise the necessary debit against the Central Government on account of assistance under various schemes according to the assistance pattern. A senior officer of the Finance Department will always be available for consultation in case of difficulties and the Financial Advisers are requested to keep themselves in close touch with this officer. They should meet every Saturday at 1 p.m. in the office room of the Secretary, Finance so that they may exchange among themselves and raise points of difficulties of solution.

## **1. To assist the Head of a Department in the discharges of his responsibilities-**

(i) for the financial regularity of the transactions under a Budget grant in respect of which the Head of the Department functions as the Controlling Officer; (ii) for the maintenance of the accounts of the transactions correctly and in the form prescribed under the rules and orders in force; and (iii) for formulating proposals for expenditure in the Department consistent with the programme of Economic Planning adopted by the Government; the Finance Department will post Finance and Accounts Officers to the Head of Departments as the Finance Department consider necessary.

## **2. (a) The function of the Finance and Accounts Officers are two-fold :**

(i) as Finance Officer i.e., as the adviser to the Head of the Department in all matters relating to the Budget Estimates Supplementary Demands, Advances for the Contingency Fund, regularisation thereof, Schemes of Development continuing and new, and to the operation of financial rules; and (ii) as Accounts Officer, i.e., as the officer exercising supervision over the regular and correct compilation of all accounts that are required to be compiled and maintained in the Heads of Departments offices. (b) In the discharge of these duties he is expected to keep himself fully conversant with all sanctions and orders passing through the office of the Head of the Department and with other proceedings of the Head of the Department and his subordinates which may have effect on the estimate or amounts or actual or anticipated receipts and charges. He should advise the Head of the Department on the financial effect of all proposals for expenditure and keep

watch as far as possible over all liabilities as they are incurred against the grants under the control of the Head of the Department, who should also see that the Finance and Accounts Officer is given the fullest opportunity of becoming conversant with these sanctions and orders and proceedings.

**3. (i) The Finance and Accounts Officer is responsible for the arrangement for punctual compilation of correct accounts and statistics which are to be submitted by the Head of the Department to the higher authorities and to the Accountant General as required by the existing rules and orders and as called for by them from time to time;**

(ii)He should scrutinise over all matters relating to the appropriation accounts and disposal of audit objections;(iii)In all matters concerned with personal claims of Government servants, the F.A.O. is expected to give ex parte advice, and help; and(iv)He will render help to the Heads of the Department in the matter of watching the realisation of Government dues including revenues and loans.

**4. The Finance and Accounts Officer is also required to exercise a general supervision over the Accounts Branch of the office of the Head of the Department and to inspect the accounts branches of the subordinate officers under the Head of the Department and to report to him all defects noticed in course of the work of supervision or inspection.**

**5. (i) Any serious financial irregularities should be brought immediately to the notice of the Head of the Department in writing with copy to the Administrative Department concerned and the Finance Department; and**

(ii)Any infructuous or unnecessary or avoidable expenditure should be brought to the notice of the Head of the Department in writing with copy to the Administrative Department concerned.

**6. For due discharge of his duties and functions the Finance and Accounts Officer, should be provided by the Head of the Department with the requisite facilities by placing the entire sanctioned Accounts staff of his office under the supervision and control of the Finance and Accounts Officer.**

**7. The Head of the Department has a right to seek the advice of the Accountant General or the Government in the Administrative Department or the Finance Department in all matters connected with the accounts to be compiled and maintained in his office or the application of the financial rules and orders concerning which there may be any doubt. It will unusually be desirable, however, that he shall first obtain the advice of the F.A.O, who is**

**pecially trained for the duty and this should be done in writing in all cases.**

Annexure III Authority to Execute Instruments A. General

	Nature of instrument	By whom to be executed
1.	All deeds and instruments relating other than those specified elsewhere in this resolution.	By a Secretary to Government.
2.	Contracts and other instruments in matters connected with the lease of land- (a) If the be permanent. (b) If otherwise.	By Deputy Commissioners. By Settlement Officers, Deputy Commissioners and Sub-Divisional Officers.
3.	(a) Contracts and other instruments in matters connected with the hire or purchase of land or building or with the sale of Government land or with the lease or sale of Government building or with prospecting and exploring licences and mining leases. (b) Contracts, instruments and engagements specified above when the value or amount of such contract, instrument or engagement does not exceed Rs. 500.	By Deputy Commissioners. By Assistant Commissioners and Sub-Divisional Officers.
4.	Contracts and other instruments not included in Art. 3 in matters connected with the lease of ferries, fisheries and other benefits arising out of land.	By Deputy Commissioners and Sub-Divisional Officers.
5.	Contracts for the supply of articles required for the use of any Department or for the sale of articles produced or manufactured by the Department and for the execution of Public Works otherwise than through the agency of the Public Works Department	By the Head of the Department.

	and other instrument connected with the Administration of the Department.	
6. [] [Item 6 amended vide No. 42 (FE 1973/67/16, dated 29-6-1967).]	Contracts and other instruments not included in Art. 3 for the sale, purchase, supply, carriage or conveyance of stores and building materials and for the provision of labour and for the execution of Public Works Department and such like engagements etc.	By Deputy Commissioners and Director of Fisheries, Assam, as the case may be.
7.	Contracts for the supply of articles produced in the local markets for hospitals, lunatics asylums, etc.	By the Civil Surgeon, Sub-Divisional Officer or Superintendent, as the case may be.
8.	Contracts and other instruments relating to house building and other advances.	By authorities granting the advances.
9.	Bonds executed by a Government Stipendiary.	By a Deputy Commissioner or Secretary to the Government of Assam.
10.	Deeds and instruments relating to supply of food and drinks by contractors in Circuit Houses and Dak Bangalows.	By the Deputy Commissioner or a Sub-Divisional Officer, as the case may be.
B. In the case of the Public Debt and Currency Department, Treasuries and Account Offices		
1.	Mortgage deeds given as security in connection with the employment of officers as Treasurers and Shroffs in District or Sub-District Treasuries and agreements entered into with such officers.	By Deputy Commissioners.
2.	Mortgage deeds given as security in connection with the employment of Treasurers, cashiers or clerks in Accounts offices, charged with the disbursement of money or the custody and handling of	By the Head of Office.

	securities.	
	Instrument relating to the reassignment of the insurance policies which are assigned to the Governor of Assam in accordance with the rules regulating the General Provident Fund.	By the Accounts Officer of the Fund as defined in the rules of the Fund.
3.		
	Deeds of re-conveyance of security given by Shroffs in District and Sub-District Treasuries.	By the Deputy Commissioners and Governor of the Reserve Bank of India.
4.		
	Treasury Bills and other Government securities issued by the Government of Assam in respect of any loan contracted under the provisions of the Constitution.	By the Governor or a Deputy Governor of the Reserve Bank of India.
5.		
C. In the case of the Public Works Department (Subject to any limit fixed by Departmental Orders)		
	All instruments relating to purchase, supply and conveyance or carriage of materials, stores, machinery, etc.	By Chief Engineer, Superintending Engineer, Divisional Officers and Sub-Divisional Officers.
1.		
	All instruments relating to the execution of works of all kinds, connected with buildings, bridges, roads, tanks, reservoirs and embankments and also instruments relating to the construction of water works, sewage works and the erection of machinery.	.....
2.		
	Bond of auctions and security bonds for the due performance and completion of works.	.....
3.		
	Security bonds for the due performance of their duties by Government servants whom the officers specified have power to appoint.	.....
4.		

5.	Leases for grazing cattle on road sides, and instruments relating to the sale of grass trees, or other produce on road sides.	By Chief Engineer, Superintending Engineers and Divisional Officers.
6.	Leases of houses, land or other immovable property, provided that the rent reserved shall not exceed Rs.5,000 a month	.....
7.	All instruments connected with there-conveyance of property given as security.	....
8.	Instruments connected with the collection or farming of tolls at bridges or ferries or other means of communication provided by the State Government.	By Chief Engineer, Superintending Engineers and Divisional Officers.
9.	Arrangements relating to the loan of tools and plants to contractors and others.	By Divisional Officers and Sub-Divisional Officers.
10.	All deeds and instruments relating to any matters other than those specified in heads 1 to 9.	By a Secretary to the Government.
D. In the of Forest Department		
	Contracts and other instruments in matters connected with the administration and working of forests and with the business of the Forest Department generally.	By the Secretary to the Government of Assam in the Forest Department exceeding Rs. 25,000.
E. In the case of the Survey Department		
1.	Contracts of agreements for the supply of Survey instruments.	By the Director of Survey, Assam.
2.	[****] [Item Nos. 2 to 5 have been deleted vide FEB 245/86 (U/o)/3, dated 12th August, 1986.]	
3.	[****] [Item Nos. 2 to 5 have been deleted vide FEB 245/86 (U/o)/3, dated 12th August, 1986.]	
4.	[****] [Item Nos. 2 to 5 have been deleted vide FEB 245/86 (U/o)/3, dated 12th August, 1986.]	

5.	[****] [Item Nos. 2 to 5 have been deleted vide FEB 245/86 (U/o)/3, dated 12th August, 1986.]	
F. In the case of the Public Health Department	Contracts for the supply of calves to the Vaccine Depot.	By the Officer-in-charge of the Vaccine Depot.
G. In the case of the Agricultural Department	Contract for-(a) Supply of articles required by the Department.(b) Sale of articles produced or manufactured by the Department.(c) Execution of public works relating to and placed under the executive control of the Department.	By the Director of Agriculture, Additional Director of Agriculture, Joint Director of Agriculture, Principal, Assam Agricultural College, Principal, Gram Sevak Training Centre, Regional Agricultural Engineers, District Agricultural Officers and other Officers of Assam Agricultural Service Class, I, and Sub-Divisional Agricultural Officers to the extent up to which they can accept tenders for such supply, sale and execution.
1. [] [Item 1 has been amended vide No. 42 (FE 1973/67/16, dated 2-6-1967).]	(d) Carriage or conveyance of Stores of the Department.	District Agricultural Officer and Regional Agricultural Engineer.
2.	Agreements for hiring out Departmental Tractors, Bulldozers, Power Pumps, Trucks, Tools, Implements, Plant Protection Equipments to private individuals.	District Agricultural Officers, Regional Agricultural Engineers, Assistant Agricultural Engineers, Sub-Divisional Agricultural Officers.
3.	Agreements relating to credit sale of articles from Agricultural Farms and Seed Depots.	District Agricultural Officers and Sub-Divisional Agricultural Officers.
4.	Contract relating to farming of lands to Adhiars.	District Agricultural Officers.
5. [] [Item 5 amended vide No. 42 (FE 1973/67/16, dated 29-6-1967).]	Agreements and bonds for sale of articles by the Department on hire purchase system or cash-cum-credit sale terms.	Regional Agricultural Engineers, District Agricultural Officers and Sub-Divisional Agricultural Officers.
6.	All deeds and instruments relating to any matters other than those	Director of Agriculture.

specified in items 1 to 5 above.

H. In the case of the  
Supply Department

- |    |  |  |
|----|--|--|
| 1. | All instruments relating to the trade purchase of rice and paddy and products thereof.                             | By a Secretary to Government, the Director of Supply (Procurement), Deputy and Assistant Director of Supply (Procurement). |
| 2. | All instruments relating to contracts for payment of handling and transport of rice and paddy and product thereof. | By a Secretary to the Government, the Director of Supply (Procurement).  |
| 3. | Security bonds for the due performance and completion of contracts by Traders, Millers, Contractors and Agents.    | By a Secretary to the Government, Director, Deputy Director and Assistant Director of Supply including supply Procurement. |
| 4. | All deeds and instruments relating to matters other than those specified in items 1 to 3.                          | By a Secretary to the Government.  |

I. In the case of the  
Transport Department

- |    |   |                                   |
|----|---|-----------------------------------|
| 1. | All deeds and instruments relating to Transport Department. | By a Secretary to the Government. |
|----|---|-----------------------------------|

J. In the case of the  
Community  
Projects Department

- |    |   |   |
|----|---|---|
| 1. | Short term agricultural loans for fertilizers, manures, improved seed used of pumping set, etc.               | By the Deputy Commissioners and Sub-Divisional Officers as the case may be. |
| 2. | Medium term agricultural loans for purchase of bullocks, improved agricultural implements, pumping sets, etc. | .....   |
| 3. | Loans for rural housing especially to landless cultivators.   | .....   |
| 4. | Loans for Cottage and Small Scale Industries and for improvement of inland fisheries.                         |   |

K. In the case of the  
Relief  
and Rehabilitation  
Department



- |   |  |  |
|---|--|--|
| 1.  | Rehabilitation loans under the Assam Displaced Persons (Rehabilitation Loans) Act, 1951. | By the Deputy Commissioners, Sub-Divisional Officers, Additional Relief and Rehabilitation Commissioner, Assam, Silchar, as the case may be. |
| L. In the case of the Planning and Development Department |  |  |
| 1.  | Loans for housing under the rules for the grant of Housing Loans in Assam.               | By the Deputy Commissioners and the Sub-divisional Officer, as the case may be.  |

#### Annexure IV

### 3. Miscellaneous Branch

No. CPM 39/55/378, dated Shillong the 23rd, May, 1960. From : Shri P.H. Trivedi, I. A. S. Deputy Development Commissioner and Ex-officio Joint Secretary to the Government of Assam, Development (Community Projects) Department, Shillong. To All Deputy Commissioners. Subject : Sanction to expenditure on "Contingencies" under Project/Block Headquarters. Sir, I am directed to invite a reference to the Government letter No. CPPS 104/58/11, dated 8th September, 1958 and to issue the following clarifications in partial modification of the instructions in para 3 of the circulars. In the Paragraph referred to above, it has been mentioned inter alia that schemes under the minor-head project/block headquarters will be sanctioned by Deputy Development Commissioner (Community Project). As a matter of fact however no development scheme is envisaged against the provision under the minor head. The entire provisions meant for pay and allowances for staff in the revised pattern and expenditure of contingent nature for such establishment. While sanction to the creation and retention of the posts of different categories will continue to be accorded by the Deputy Development Commissioner with the concurrence of Finance, where necessary, it is only fair that powers to sanction expenditure of contingent nature be delegated to the D.Cs. /P.E.Os./A.P.E.Os. to the extent necessary to obviate delay in the issue of sanction, etc. It will also be seen from the Schedule of powers at Annexure 'B' that with regard to certain item of expenditure such as repairs and maintenance of jeeps necessary powers have been specifically delegated to P.E.Os./A.E.Os. It is therefore clarified further that the power to incur expenditure of contingent nature against item (v) contingencies may be exercised by the D.Cs./P.E.Os./A.P.E.Os. to the extent mentioned therein in the respect of provisions made under the head project (block headquarter). This would mean that sanction to the entertainment of punkha pullers, sweepers, purchase of furniture, etc., against provision under contingencies may be accorded by the D.Cs./P.E.Os./A.P.E.Os. to the extent covered by delegation. Yours faithfully Deputy Development Commissioner, and Ex-officio Joint Secretary to the Government of Assam, Development (Community Projects) Department, Shillong. Development (Community Projects) Department Projects Branch Notification No. CPPS. 104/58/11, dated Shillong, the 8th September, 1958 From Shri Rana, K.D.N. SINGH, I.A.S. Additional Secretary to the Government of Assam and

Deputy Development Commissioner (Community Projects) Shillong. To All Deputy Commissioners. Subject : Revised Procedure for sanction to schemes under C.D. Programmes. Sir, I am directed to state that in order to ensure prompt sanction and speedy implementation of schemes framed under the schematic budget of the C.D. Programme, it is considered desirable to modify the present procedure of sanctioning such schemes, and to invest the Deputy Commissioners with powers to sanction the schemes after getting the approval of local heads of technical and development departments, subject to the conditions and exceptions detailed below.

**2. Revised schematic budgets for blocks in stages 1 and II are being communicated with the concurrence of Finance Department separately to all Heads of Departments, Deputy Commissioners, Sub-divisional Officers and Project Executive Officers/Assistant Project Officers. Detailed schemes should be framed, keeping in view, the financial allocation available for the respective item or head in the revised schematic budgets.**

**3. Block Headquarters staff and Housing for block staff.**

In respect of the expenditure or schemes of the following categories, the Deputy Development Commissioner would remain the competent sanctioning authority, irrespective of the amount involved. Staff and contingencies under minor heads (i) Block Headquarters (Group I); and (ii) Housing for project staff and Rural Housing (Group X) of the schematic budget. Since there is no provision for staff under any minor head except Block headquarters, the detailed schemes, could not include provision for any staff except minimum work charged staff, muhorrir under "Communications" or a bull attendant under "Key Village" scheme under exceptional circumstances. Subsequent approval of Deputy Development Commissioner should be separately obtained by the sanctioning authority for inclusion of such staff.

**4. Irrigation**

(A) The Deputy Commissioner may sanction any scheme under "irrigation" which does not involve an outlay exceeding Rs 50,000, provided - (i) the Block Development Commissioner has approved the scheme. (ii) such scheme involving an outlay of more than 10,000 but not exceeding Rs. 25,000 has been technically examined and approved by Executive Engineer, Public Works Department or involving an outlay of more than Rs. 25,000 but not exceeding Rs. 50,000 is technically examined and approved by the Superintending Engineer, Public Works Department. (B) The Deputy Development Commissioner may sanction any scheme involving an outlay exceeding Rs. 50,000, provided (i) the Block Development Committee has approved the scheme, and (ii) the scheme has been technically examined and approved by the Chief Engineer, Public Works Department.

**5. Sanctioning Powers of Deputy Commissioner**

(a) Scheme within item-wise provision in the budget. - Subject to the conditions and exceptions in

paragraphs 3 and 4 above, the Deputy Commissioner may sanction schemes involving an outlay not exceeding that provided in the respective item of schematic budget, provided (i) the approval of the Block Development Committee is obtained, (ii) where necessary, the approval of local head of the technical department has been obtained. (b) Scheme exceeding the item-wise provision or loan or other than loans provision but within the allotment for the respective head of development. - The Deputy Commissioner may sanction schemes involving an outlay exceeding the financial allotment of the respective item, or exceeding the loan or other than loan provision of the respective item as shown in the schematic budget, provided (i) the outlay involved does not exceed the total financial allotment for the respective head of development in the schematic budget and or for the total loan or other than loan provision, for the respective head of development, as the case may be, (ii) prior approval of the Head of the Department concerned is obtained (Annexure A), (iii) the Block Development Committee has approved the scheme. Illustrations. - Scheme for "Demonstration equipment etc." and "A. I. Centres under A. H. Extension," involving an outlay of Rs. 10,000 and Rs. 15,000 respectively as against budgetary provisions of Rs. 15,000 and Rs. 20,000 respectively may be sanctioned by the Deputy Commissioner provided the conditions (i), (ii) and (iii) above are satisfied. (c) Re-appropriation between items within the allotment for a ahead of development in the schematic budget. - The Deputy Commissioner may sanction re-appropriation of funds between item within the same head of development of the extent necessary, consequent upon the sanction of schemes under (b) above; provided : (i) Such re-appropriation does not exceed the provision under demand other than loan prescribed for the respective head of development; (ii) prior approval of the Head of the Department concerned is obtained (Annexure A). Sanction for such re-appropriation should be communicated by the Deputy Commissioner to Project Executive Officer/Assistant Project Officer with copy endorsed to Deputy Development Commissioner (Community Projects) Department, Finance Department and Accountant General, Assam.

**6. Sanction of schemes involving re-appropriation between development heads. - (a) Schemes involving an outlay exceeding either the total provision, prescribed for the respective development head, or exceeding the loan or other than loan provision of the respective development head, the excess being proposed to be met from the savings from the provisions for any other development head or loan or other than loan provision for any other Development head, as the case may be, may be sanctioned by the Deputy Development Commissioner with the concurrence of Finance Department. When the local circumstances justify such a course such schemes shall be submitted by the Deputy Commissioner together with his recommendation and the recommendation of the Block Development Committee to the Deputy Development Commissioner who will take action in consultation with the head of the relevant Department.**

Illustration. - In case of schemes under A.H. Extension involving an outlay of Rs. 40,000 under loan and of Rs. 30,000 under other than loan as against Rs. 30,000 for loan and Rs. 25,000 for other than loan prescribed under that head in the schematic budget the excess provisions of Rs. 10,000

under loan and Rs. 5,000 under other than loan, being proposed to be met from savings under the respective detailed heads under "Agriculture Extension". Such schemes under Animal Husbandry Extension" will have to be submitted to Deputy Development Commissioner for sanction.(b)All proposals or re-appropriations involving allocations in excess of the limits laid down for 'loan' and 'other than loan' in respect of any head of development, the excess being proposed to be met from the savings under any other head of development should similarly be forwarded to the Deputy Development Commissioner for sanction with the concurrence of Finance Department and in consultation with the head of department concerned to the extent of funds available in the schematic budget. For example, if a re-appropriation is proposed so as to provide revised allocations to a total of Rs. 70,000 under 'Education' the excess of Rs. 10,000 being proposed to be met by reducing the allocations in the scheme under 'Social Education' by Rs. 10,000 (both the excess and education being under 'other than loan') while the allocations made in the scheme sanctioned originally were within the limits laid down in the schematic budget, viz., Rs. 10,000 and Rs. 70,000 respectively, the proposal for re-appropriation should be submitted to the Deputy Development Commissioner (C.P.) for sanction.

## **7. As the revised procedure mainly aims at expediting sanction and initiation of work-**

(a)the Project Executive Officers and the District Head of Development Departments should ensure that the schemes are drawn up and submitted to the Deputy Commissioner and sanctioned with the least possible delay.(b)The Deputy Commissioner should ensure that any scheme or any proposal for re-appropriation received by him and within his powers of sanction, is scrutinised and sanctioned within a month from the date of receipt. Whenever the concerned Head of Department's prior approval is necessary, such approval should be obtained as soon as possible.

**8. As the Deputy Development Commissioner will remain the controlling authority for all expenditure under the Community Development Programme; and accounts/statement reports in connection with budget and accounting relating to Community Development Programme will be submitted to him direct by the Project Executive Officer/Assistant Project Officer under intimation to Deputy Commissioner/Sub-Divisional Officer. The Deputy Commissioner should also keep the Deputy Development Commissioner posted with all necessary information required for reports, progress reviews, etc., from time to time. Instructions on budget and accounting as well as explanation of the financial implications of the provisions in the schematic budgets and programmes falling thereunder are being issued separately.**

**9. The procedure outlined above, will apply to blocks in respect of both stage I and stage II as well as the Community Development blocks.**

**10. Delegation of powers dealt with foregoing paragraphs will apply to sanction of schemes under the different development heads. The financial and other powers delegated to the Deputy Development Commissioner, Deputy Commissioner, Project Executive Officers and Assistant Project Officers under the revised procedure are as shown in pages, 66-74. This supersedes orders issued under Government letter Nos. CPE 25/54/22, dated 6th March, 1954, CPE. 25/54/59, dated 5th April, 1954, CPE. 25/54/70, dated 6th July, 1954, CPE. 25/54/86, dated 2nd August, 1954, CPE. 25/54/87, dated 6th September, 1954, CPE. 25/54/118, dated 11th November, 1954, CPE. 114/53/180, dated 16th March, 1955, and CPA. 69/57/3, dated 6th July, 1957.**

It is requested that the implications of the revised procedure, together with the changes involved in preparing the schemes and obtaining the sanction thereof may be explained in detail to all concerned by you in a meeting of all officers concerned. Any clarification necessary to clear up any ambiguity or to meet any difficulty, may be asked for as early as possible. Yours faithfully  
Additional Secretary to the Government of Assam and Deputy Development, Commissioner, (Community Projects) Department Shillong. Annexure 'A'

Head of Development	Head of Department
1. Agriculture.	Director of Agriculture.
2. Veterinary and Animal Husbandry.	Director of Animal Husbandry and Veterinary.
3. Fisheries.	Director of Fisheries.
4. Irrigation.	Director of Agriculture for small schemes upto Rs. 10,000 (E and S. E. and D. up to Rs. 50,000) and Deputy Development Commissioner for bigger schemes over Rs. 50,000.
5. Reclamation including Soil Conservation.	....
6. Health and Rural Sanitation.	Director of Health Services.
7. Education.	Director of Public Instructions.
8. Social Education.	-do-
9. Communication.	Deputy Development Commissioner (Community Project) Department.
10. Rural Arts, Crafts and Industries.	Secretary, Village Industries who will communicate approval and take other necessary action through Joint Director of Cottage Industries or Joint Director of Sericulture and Weaving, as the case may be.

Annexure B Development (Community Projects) Department Notification No. CPPS. 104/58/4, dated Shillong, the 29th February, 1960. From : Shri B.M. Dam, I.A.S. Deputy Development Commissioner and Ex-officio Additional Secretary to the Government of Assam, Development (Community Project) Department, Shillong. To The Accountant General, Shillong. Subject : Delegation of powers

to the Deputy Commissioners to create temporary posts. Sir, I am directed to convey sanction of the Governor of Assam, to the delegation of powers to the Deputy Commissioners to create temporary posts under the Community Development Programme in the scale of pay, the minimum of which does not exceed Rs. 60 per month for a period up to one year on the following conditions : (a) Availability of funds in the budget; (b) The post should be in the standard scale of pay sanctioned by Government for that particular category of post; (c) Observance of instructions regarding staff composition and work standard where prescribed; (d) Creation of the post has the concurrence of the District Technical Head as a requirement under the approved policy and programme of the Department; (e) No higher initial pay or premature increment or special pay can be given without sanction of Government in the Finance Department; (f) Copies of all sanctions should be forwarded to the Finance (B.II) Department; (g) Sanction to the further continuance of such posts will require the concurrence of the Finance Department. Deputy Development Commissioner and Ex-officio Additional Secretary to the Government of Assam, Development (Community Project) Department, Shillong. Development (Community Projects) Department Establishment Branch Notification No. CPED 131/58/24, Shillong, dated the 18th March, 1960. From : Shri B.M. Dam, I. A. S. Deputy Development Commissioner and Ex-officio Secretary to the Government of Assam, Development (C.P.) Department, Shillong. To, The Accountant General, Assam, Shillong. Subject : Delegation of powers. Sir, I am directed to say that the Governor of Assam is pleased to delegate the following powers the Deputy Development Commissioner (C.P.) subject to the conditions mentioned hereafter: (1) Powers to create posts in the Pre-extension Stage Blocks as per list at Annexure 'A' with the opening of such blocks; (2) Powers to create post as per list at Annexure 'B' with the conversion of pre-extension Blocks into Stage I inclusive of the posts as at Annexure 'A'; (3) Powers to retain the posts as per Annexure 'C' Stage II Blocks on their conversion into Stage II. The above delegation of powers is subject to the following conditions and limitations : (1) Provision of funds in the schematic Budget concerned; (2) Existing staffing pattern prescribed by Government of India being not changed; (3) The scales of pay for different categories of posts being kept the same as sanctioned by Finance Department for corresponding Schemes; (4) One copy of the sanctioning letter to be sent to Finance Department; This has the concurrence of the Finance Department. Yours faithfully, Deputy Development Commissioner and Ex-officio Additional Secretary to the Government of Assam, Development (Community Projects) Department, Shillong. Annexure 'A' Staffing Pattern for Pre-Extension Blocks

Block Development Officer or Project Executive Officer or Assistant Project Executive Officer as the case may be	... 1
Extension Officer (Agriculture)	... 1
Gram Sevak	... 5
Lower Division-cum-Typist	... 1
Office Peon	... 1
Personal Orderly of B.D.O or P.E.O. or A.P.E.O. as the case may be	... 1
Annexure 'B'	
Block Development Officer or Project Executive Officer or Assistant Project Executive Officer, as the case may be	... 1
Medical Officer	... 1
Extension Officer (Veterinary)	... 1

Extension Officer (Agriculture)	... 1
Extension Officer (Panchayat)	... 1
Overseer	... 1
Social Education Organisers	... 2
Gram Sevaks	... 10
Gram Sevikas	... 2
Progress Assistant	... 1
Upper Division Assistant	... 1
Accountant-cum-Store-keeper	... 1
Lower Division-cum-Cashier	... 1
Typist-(Lower Division)	... 1
Driver	... 1
Class IV servants	... 4
Stockmen (Veterinary)	... 2
Messenger (Veterinary)	... 2
Compounder	... 1
Sanitary Inspector	... 1
Midwife	... 4
Sweeper	... 2
Annexure 'C' Staffing Patterns for Stage II Block	
Block Development Officer or Project Executive Officer or Assistant Project Executive Officer, as the case may be	... 1
Extension Officer (Agriculture)	... 1
Extension Officer (Veterinary)	... 1
Extension Officer (Panchayat)	... 1
Overseer	... 1
Social Education Officer	... 2
Gram Sevaks	... 10
Gram Sevikas	... 2
Progress Assistant	... 1
Upper Division Assistant	... 1
Accountant-cum-Store-Keeper	... 1
Lower Division-cum-Cashier	... 1
Typist (Lower Division)	... 1
Driver	... 1
Class IV servants	... 4

Finance Establishment (B) Department Notification No. FEB. 95/77/40, dated Dispur, the 6th March, 1978. From : Shri. D. Choudhury, A.C.S. Deputy Secretary to the Government of Assam,

Finance Department.To:All Administrative Departments.Subject : Delegation of power of sanctioning permanent retention of temporary post.Sir,In supersession of this Department Letter No. FE. 1163/75/1, dated 5-8-1976, I am directed to say that in pursuance of the Government assurance, the Governor of Assam is pleased to delegate the powers of sanctioning permanent retention of temporary posts continuing for 5 years or more in the manner prescribed below and subject to fulfilment of the conditions indicated thereunder.Power Delegated

**1. In case of any post for which the appointing authority is at the District Level, the power of permanent retention of temporary post is delegated to the District Authority.**

**2. In case of any post for which the appointing authority is the Head of the Department the power of delegation of permanent retention of temporary post is delegated to the Head of the Department.**

**3. In case of any non-Gazetted post for which the Government is the appointing authority, the power of delegation of permanent retention of temporary post is delegated to the Head of the Department.**

**4. In case of Gazetted post like Registrar in the Heads of Departments the power of delegation of permanent retention of such temporary post is delegated to the Secretary of the Administrative Department of the respective Heads of Department.**

**5. In case of some Gazetted posts, namely :**

(i)Administrative Officer in the Heads of Department;(ii)Superintendent in Assam Secretariat;(iii)Stenographer Grade 1 in the Assam Secretariat the power of delegation of permanent retention of such temporary post is delegated to the Chief Secretary to the Government.

**6. In case of any other Gazetted post for which the Government is the appointing authority, the existing procedure of the Administrative Department making the post permanent with the approval of the Finance Department may continue.**

Conditions to be fulfilledThe above delegations are subject to fulfilment of the following conditions :

**1. The Department/ Office itself must be a permanent one;**



- 2. The posts to be retained permanently must have continued for 5 years or more from the date of their original sanction;**
- 3. The posts should not be of temporary nature sanctioned for specific work and for a specific period;**
- 4. The posts are not against any scheme which is taken up purely on an experimental measure on an ad-hoc basis;**
- 5. A copy of the orders sanctioning permanent retention must be endorsed to the Heads of Department (if the appointing authority is subordinate to him); to the Administrative Department (if the Appointing Authority is the Heads of Department); to the Finance Department (if the Appointing Authority is the Governor) together with a statement as per proforma given below :**

Sl. No.	Category of posts.	No. of posts.	No. and date of the letter/letters under which the post/posts/was/ were originally created.	Remarks.
1	2	3	4	5

This will take effect from the date of issue. Yours faithfully Deputy Secretary to the Government of Assam, Finance Department Finance Establishment (B) Department Notification No. FEB. 95/77/55, dated Dispur, the 15th February, 1980 Office Memorandum Subject : Delegation of powers of sanctioning permanent retention of temporary Gazetted posts. In pursuance of the Government assurance the Governor of Assam is pleased to modify the provision of para 6 of this Department Letter No. FEB. 95/77/40, dated 6th March, 1978 in the matter of delegating the powers of sanctioning permanent retention of temporary Gazetted post continuing for 5 (five) years or more in the manner prescribed below and subject to fulfilment of the conditions indicated in this Department Letter No. FEB. 95/77/40, dated 6th March, 1978. Power delegated "6. In case of any other Gazetted posts for which the Government is the appointing authority the power for sanctioning permanent retention is delegated to the Administrative Department of the Government subject to fulfilment of the conditions as indicated in Finance (Establishment B) Department's Letter No. FEB. 95/77/40, dated 6th March, 1978 and submission of the report as per proforma given below as and when such posts are permanently retained." Proforma

Sl. No.	Category of post.	No. of posts.	No. & date of the letter/letters under which the post/posts was/were originally created.	No. & date of the letter of the last renewal.	Remarks, if any.
1	2	3	4	5	6

This will come into force from the date of issue of this Office Memorandum. Secretary to the Government of Assam, Finance Department.