GOVERNMENT OF KERALA

Abstract

FINANCE DEPARTMENT—DELEGATION OF POWERS TO OFFICERS IN THE FINANCE DEPARTMENT—REVISED ORDERS ISSUED.

FINANCE (ADMINISTRATION-C) DEPARTMENT

G.O. (Ms.) No. 13/2020/FIN. *Dated, Thiruvananthapuram, 29th January 2020.*

Read :— (1) G. O. (Ms.) No. 100/95/Fin. dated 31-1-1995.
(2) G. O. (Ms.) No. 229/95/Fin. dated 18-3-1995.
(3) G. O. (P) No. 6656/97/Fin. dated 24-11-1997.
(4) G. O. (Ms.) No. 1765/98/Fin. dated 13-7-1998.
(5) G. O. (Ms.) No. 41/2010/Fin. dated 1-2-2010.

ORDER

The powers delegated with the Officers in Finance Department in the Government Ordes cited are revised as indicated in the statement appended to this order under, Rule 22 of the Rules of Business.

By order of the Governor,

MINI V. R.,
Additional Secretary (Finance).

GCPT. 4/907/2020/TP.

To

All Officers/Sections of Finance Department.

The Under Secretary to Additional Chief Secretary (Finance)

The CA to Secretary (Finance-Expenditure)

The PA to Secretary (Finance-Resources)

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DELEGATION OF POWERS (GENERAL) TO THE OFFICERS OF FINANCE DEPARTMENT

Designation of Officers	Existing Powers	Revised Powers	Remarks
Additional Secretary	*1. Staff :—* i. Continuance of temporary posts up to **5 years,** one year at time, for post which have created for normal increase of work (eg. Land Acquisition Units, specific schemes which have been sanctioned for periods over one year etc.) ii. Continuance for periods **up to 3 years, 6 months** at time for post which have been created for adhoc purposes.	*1. Staff :—* i. Continuance of temporary posts up to **5 years,** one year at time, for post which have created for normal increase of work (eg. Land Acquisition Units, specific schemes which have been sanctioned for periods over one year etc.) ii. Continuance for periods up to **3 years, 6 months** at time for post which have been created for adhoc purposes. Subject to the condition that the requisitioning authority have remitted the establishment charges and contingency charges till date.	
	2. Training :— Training inside India up to the level of Under Secretary.	*2. Training :—* Training inside India up to the level of Under Secretary on finance related subjects.	
	3. Release of Budgetary Funds :— **Up to ₹ One crore,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority / workig group.	*3. Release of Budgetary Funds :—* **Up to ₹ Three crore,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority / workig group / Green book approval.	

	4. Release of funds to Public Sector Undertakings:— **Up to ₹ 100 lakhs,** subject to ; (a) prior approval of the scheme by the competent authority, i.e, Administrative Sanction has been given. (b) Budget provision must be there. (c) if the release proposes to a new policy decision by the Government, then the file shall be put up to the Secretary.	*4. Release of funds to Public Sector Undertakings:—* **Up to ₹ 3 crore** subject to ; (a) prior approval of the scheme by the competent authority, i.e, Administrative Sanction has been given. (b) Budget provision must be there. (c) if the release proposes to a new policy decision by the Government, then the file shall be put up to the Secretary.	
	5. Sanction of expenditure including purchases:— **Up to ₹ 100 lakhs,** subject to the following : (a) adequacy of budget provision, (b) approval of the scheme by the competent authority, (c) observance of Store purchase Rules, wherever applicable.	*5. Sanction of expenditure including purchases except vehicle :—* **Up to ₹ 3 crore,** subject to the following : (a) adequacy of budget provision, (b) approval of the scheme by the competent authority, (c) observance of Store purchase Rules, wherever applicable / general guidelines issued from IT Department from time to time in case of IT related things.	
	6. Concurrence for issue of Administrative Sanction of construction works:— **Up to ₹ 2 crore,** provided there is adequate budget provision.	*6. Concurrence for issue of Administrative Sanction of construction works:—* **Up to ₹ 6 crore,** provided there is adequate budget provision subject to satisfaction of all other conditions for work.	
	7. Release of Grants-in-aid:— (a) **₹ 100 lakh,** if non-recurring, and (b) Up to **₹ 25 lakh,** if recurring : provided : (a) there is adequate budget	*7. Release of Grants-in-aid:—* (a) **₹ 3 crore,** if non-recurring, and (b) **₹ 100 lakh,** if recurring : provided : (a) there is adequate budget	

	provision and (b) the scheme has the prior approval of the competent authority.	provision and (b) production of utilization certificates, and audited statements of previous year.	
	8. Agreeing to provide, or release of, State share for Centrally Sponsored Schemes / NABARD Schemes /NCDC Schemes / Externally Aided Projects. **Up to ₹ one crore,** subject to (i) adequacy of budget provision and valid Administrative Sanction (ii) Central assistance has been received for the present or the last financial year (CSS) (iii) No unutilized funds are laying with Administrative Department from the Central assistance received previously.	8. Agreeing to provide, or release of, State share for NABARD Schemes /NCDC Schemes / Externally Aided Projects. **Up to ₹ one crore and Twenty Lakh,** subject to (i) adequacy of budget provision and valid Administrative Sanction (ii) Central assistance has been received for the present or the last financial year (CSS) (iii) No unutilized funds are laying with Administrative Department from the Central assistance received previously.	Now file will not come to Finance Department in view of Circular 27/18 isued from Planning Section for CSS
	9.Concurrence for sanction of leave without allowance /leave for employment abroad / medical leave / study leave / other long term leave. Full powers, provided no relaxation of rules is involved.	9.Concurrence for sanction of leave without allowances under Rule 88,91,91A, Appendix XII B, Part I KSRs. Full powers, provided no relaxation of rules is involved.	
	10.Concurrence for deputation of officers on training /for attending seminars, conferences etc. except training programmes /meetings in foreign countries. Full powers, subject to adequacy of budget provision.	10.Concurrence for deputation of officers on training /for attending seminars, conferences etc. except training programmes /meetings in foreign countries. Full powers, subject to adequacy of budget provision.	

	11. **Refund of Revenues :** Full powers , provided no relaxation of rules involved.	*11.* **Refund of Revenues :** Full powers , provided no relaxation of rules involved.	
	12. Other routine / miscellaneous items (i) Disposal of Unserviceable articles :— Full powers subject to the provision in article 154-157 of KFC Vol I (ii) Demolition of Old and Dilapidated Buildings :— Full powers subject to the availability of survey report of PWD. (iii) Purchase of Computer & Peripherals :— Sanction expenditure which does not exceed **₹ 50 lakh (except laptop computers)** subject to budget provision being available and subject to the concurrence of IT Departments. (iv) **Annual Maintenance of Contract (AMC) :**—Sanction up to a limit of **₹ 5 lakh** subject to the rules in force and subject to concurrence of IT Department. (v) Hiring / renting of private building subject to an upper limit of **₹ 40,000 per month** as per rules. (vi) Installation of Telephone :— Can be sanctioned after getting remarks from Finance (Secret) Section.	12. Other routine / miscellaneous items (i) Disposal of Unserviceable articles :— Full powers subject to the provision in article 154-157 of KFC Vol I (ii) Demolition of Old and Dilapidated Buildings :— Full powers subject to the availability of survey report of PWD. (iii) Purchase of Computer & Peripherals :— Sanction expenditure which does not exceed **₹ 1.50 lakh (except laptop computers)** subject to budget provision being available and subject to the concurrence of IT Departments. (iv) **Annual Maintenance of Contract (AMC) :**—Sanction up to a limit of **₹ 20 lakh** subject to the rules in force and subject to concurrence of IT Department. (v) Hiring / renting of private building subject to an upper limit of **₹ 1 lakh per month** as per rules. (vi) Installation of Telephone :— Can be sanctioned after getting remarks from Finance (Secret) Section.	

	(vii) Write off - irrecoverable loans up to an amount of ₹ 30,000 (The proposal should be supported by Secretary of Administrative Department).		
	13. Medical Reimbursement Nil	*Medical Reimbursement* ₹ 3 lakhs subject to verification by competent authority.	
	14. Petty Expenses Nil	₹ 3 lakhs	
	15. Sanctioning of IFMA Nil	*Sanctioning of IFMA* Up to 5 lakh subject to the clearance from the H & FWD.	
In addition to the General Powers above, the following powers are also delegated to Additional Secretaries as given below :			
Additional Secretary (Ind. & PWD)	**Sanction for Mortgage of Industrial Land :—** i. The proposal should be sent at the level of Secretary, Administrative Department and approved by the Directorate of Industries and Commerce. ii. The proposal should be for **below 5 acres.**	**Sanction for Mortgage of Industrial Land :—** i. The proposal should be sent at the level of Secretary, Administrative Department and approved by the Directorate of Industries and Commerce. ii. The proposal should be for **below 5 acres.** iii. Receipts, Letter from MLAs seen by Minister/submitted to ACS without any minutes can be dealt at AS level.	

		iv. OP cases /AR cases which PS (Fin.) is the 1st respondent but which have to be cleared by AD/CE/District Collector . First instructions to AG, SGP and to AD can be dealt at AS level. v. Fund release proposals without budget provision and request for additional authorisation can be forwarded to BW at AS level.	
Additional Secretary (Expenditure)	**All case for creation of post of PTS :—** i. Sweeping areas is below 400 Sq.mts. The case is recommended by Secretary, Administrative Department. ii. Sanction of TA & Interpretation of TA Rules & all matters on part II KSRs.	**All case for creation of post of PTS :—** i. Sweeping areas is below 400 Sq.mts. The case is recommended by Secretary, Administrative Department. ii. Sanction of TA & Interpretation of TA Rules & all matters on part II KSRs.	
	LTC *Nil*	General clarification on LTC proposals, time barred LTC claims up to ₹ 50,000.	
	Land permissive sanction , Lease *Nil*	Delegated as per existing orders of Revenue	
	Personal Staff Post creation within the approved limit *Nil*	Nil	
	Advocate Fee *Nil*	₹ 50,000	

Additional Secretary (Loans)	Re-imbursement of Medical Claims, in relaxation of rules : **Up to 1.5 lakh,** provided the proposal is cleared by Minister (Health)	Re-imbursement of Medical Claims, in relaxation of rules : **Up to 1.8 lakh,** provided the proposal is cleared by Minister (Health)	
Additional Secretary (NC)	Forwarding of all RIDF proposal to NABARD :— Provided these are within the Sectoral Allocations.	Forwarding of all RIDF proposal to NABARD :— Provided these are within the Sectoral Allocations.	
	Forward all claims for re-imbursement of RIDF cases given by Administrative Departments.	Forward all claims for re-imbursement of RIDF cases given by Administrative Departments.	
		NABARD releases Full powers if it is as per rules.	
		MLASDF/ADC ₹ 2 crore as per rules.	
Additional Secretary (Rules)	All cases of LWA of Finance Department and Administrative Department staff to be put up to Minister (Finance) directly by Additional Secretary. i. Subject to approval by Secretary or Minister of Administrative Department [This Subject is governed by clear rules. Cases which come to Finance Department are for relaxation of rules for which only Minister (Finance) is empowered].	i. All proposals for sanction of LWA from Finance Department and Administrative Department in relaxation of Rules to be put up to Minister (Finance) by the Additional Secretary subject to approval by Secretary or Minister of Administrative Department. ii. Interpretation of Rules in Part I KSRs. iii. Dispute regarding Promotions and all matters relating to KSR Part-I.	

	ii. Interpretation of Rules in Part I KSRs. Dispute regarding Promotions and all matters relating to KSR Part - I. Regularisation of suspension period above 3 months where pay & allowances are paid.	iv. Regularisation of suspension period.	
Additional Secretary (Establishment D)	1. Sanction Special claim for Medical Reimbursement claim up to **₹ 2 lakh** subject to the clearance from H & FWD. 2. Declaration of probation in the cadre of Deputy Director, Deputy Director (HG) and Joint Director of local Fund Audit Department. 3. Renewal of rent **up to ₹ 10,000** and arrears of rent **up to ₹ 50,000** subject to Rent and Non availability certificate from PWD. 4. Sanctioning of MACT claims **up to ₹ 2 lakhs** subject to approval of Law Department. 5. Sanctioning of Fire-Insurance claims **up to ₹ 1.50 lakh**. 6. Renewal of time barred insurance claims (Up to 10 years delay shall be condoned at the level of Additional Secretary).	1. Sanction Special claim for Medical Reimbursement claim up to **₹ 5 lakh and Forty Thousand** subject to the clearance from H & FWD. 2. Declaration of probation in the cadre of Deputy Director, Deputy Director (HG) and Joint Director of local Fund Audit Department. 3. Renewal of rent **up to ₹ 50,000** and arrears of rent **up to ₹ 60,000** subject to Rent and Non availability certificate from PWD. 4. Sanctioning of MACT claims **up to ₹ 6 lakhs** subject to approval of Law Department. 5. Sanctioning of Fire Insurance claims **up to ₹ 6 lakhs**. 6. Sanctioning of IFMA **up to ₹ 5 lakhs** subject to the clearance from the Health & Family Welfare Department. 7. Renewal of time barred insurance claims (Up to 10 years delay shall be condoned at the level of Additional Secretary).	

Additional Secretary (Streamlining)	i. All account opening except bank account. ii. Opening of Fixed Deposit. iii. Declaration of Drawing and Disbursing Officers. iv. All LA questions. v. Closure of TP/PD/TSB accounts. vi. Interpretation of rules relating to KTC & Account code.	i. All account opening **including** bank account. ii. Opening of Fixed Deposit. iii. Declaration of Drawing and Disbursing Officers. iv. All LA questions. v. Closure of TP/PD/TSB accounts. vi. Interpretation of rules relating to KTC & Account code.	
Additional Secretary (Establishment C)	i. Special claim for Medical Reimbursement **up to ₹ 1.5 lakh** subject to the clearance from H & FWD. ii. Declaration of probation in the cadre of Assistant / District Treasury Officer / Deputy Director of Treasuries. iii. Renewal of rent **up to ₹ 10,000** and arrears of rent **up to ₹ 50,000** subject to rent and non availability certificate from PWD. iv. Write off-irrecoverable loans up to an amount of ₹ 30,000 (the proposal should be supported by the Secretary Administrative Department). v. Hiring/Renting of private building upper limit of ₹ 40,000 per month as per rules.	i. Special claim for Medical Reimbursement **up to ₹ 5 lakh** subject to the clearance from H & FWD. ii. Declaration of probation in the cadre of Assistant / District Treasury Officer / Deputy Director of Treasuries. iii. Renewal of rent **up to ₹ 12,000** and arrears of rent **up to ₹ 50,000** subject to rent and non availability certificate from PWD. iv Sanctioning of IFMA **up to ₹ 5 lakhs** subject to the clearance from the Health & Family Welfare Department. v. Write off-irrecoverable loans up to an amount of ₹ 2 lakhs (the proposal should be supported by the Secretary Administrative Department). vi. Hiring/Renting of private building upper limit of one lakh per month as per rules.	
Additional Secretary (PRC)	Time Bound Promotion proposals of all Administrative Departments.	Time Bound Promotion proposals of all Administrative Departments.	

Additional Secretary (Labour)	Fund release **up to ₹ 100 lakh** in respect of Coir Workers Welfare Fund Board, Khadi Workers Welfare Fund Board, Headload Workers Welfare Fund Board and Kerala Agriculture Workers Welfare Fund Board etc.	i. Fund release **up to ₹ 120 lakh** in respect of Coir Workers Welfare Fund Board, Khadi Workers Welfare Fund Board, Headload Workers Welfare Fund Board and Kerala Agriculture Workers Welfare Fund Board etc. ii. Sanction of Annual Budget Estimate in respect of Welfare Boards under Labour Department.	
Additional Secretary (Planning)		1. ELRS representations with minutes of Minister (Finance) to be submitted to Minister Finance directly by Additional Secretary. 2. Fraudulent cases of Rubber Subsidy. 3. Sanction of SMS charges to Keltron in respect of Rubber Subsidy up to ₹ 5 lakh provided there is adequate budget provision. 4. Delay statement of LA interpellations.	
Additional Secretary (Pension)	1. Pension Sanctioning Authority for Head of Departments including officers the rank of Joint Secretary and above other than the Legislature Secretariat, and Pension Sanctioning authority for chairman of Agricultural Income Tax and Sales Tax Appellate Tribunal, Presiding officers of Industrial Tribunals, Judges of Labour Courts & Vigilance Tribunals, who were appointed other than from Kerala Judicial Service.	1. Pension Sanctioning Authority for Head of Departments including officers the rank of Joint Secretary and above other than the Legislature Secretariat, and Pension Sanctioning authority for chairman of Agricultural Income Tax and Sales Tax Appellate Tribunal, Presiding officers of Industrial Tribunals, Judges of Labour Courts & Vigilance Tribunals, who were appointed other than from Kerala Judicial Service. 2. Approving statement of facts for WP(C) in High Court, and OA in Kerala Administrative Tribunal & Kerala Lok Ayukta.	

		3. Approving Instruction for Special Leave Petition in Supreme Court and Writ appeal in High Court. 4. Filing WP(C) in High Court, and OA in Kerala Administrative Tribunal & Kerala Lok Ayukta. 5. Filing instruction to defend cases in various Commissions like Human Right Commission, Child Right Commission, Minority Commission etc. 6. Final decision to be taken for the rule position in Part III KSRs. 7. all proposals containing examine & put up minutes of Minister (Finance) and file amending statutory provision shall be submitted to Minister (Finance) directly. 8. Final decision to be taken in all pension proposals except the case of Lok Ayukta, PSC, Information Commission, Constitutional Commission, Statutory Commission etc. 9. Sanctioning of Family pension/ex-gratia family pension. 10. In the case of discretionary powers of Government, file shall be circulated to Minister (Finance) directly.	
Additional Secretary (Ways & Means)		Issue clearance up to ₹ 1 crore.	

Additional Secretary (Health)	**1. Sanction of Plan / Non-plan Schemes** Up to ₹ 100 lakh, subject to adequacy of budget provision and inclusion of the scheme in the budget and plan write up. **2. Release of Budgetary Funds** ₹ 1 Crore, Subject to adequacy of budget provision and prior approval of the scheme by the competent authority working group. **3. As for Construction Works** Up to ₹ 2 Crore, subject to adequate budget provision and inclusion of the scheme in the plan write up and based on the estimate in the PRICE software. **4. Release of Grant in aid** Up to ₹ 25 lakhs, based on adequate budget provision mention in the plan write up. Utilization Certificate of previous release.	**1. Sanction of Plan / Non-plan Schemes** Same shall be continued. **2. Release of Budgetary Funds** Existing shall be continued. **3. As for Construction Works** Existing shall be continued. **4. Release of Grant in aid** Upto ₹ 50 lakhs, based on adequate budget provision mention in the plan write up. Utilization Certificate of previous release.	
Additional Secretary (FBS)		**Files which can be circulated to Hon'ble Minister (Finance) directly from Additional secretary** 1. Death cases - Lump payment to the legal heirs of the employee even if some shortfall in subscription.	

		2. The cases were discretionery power has to be applied for sanctioning the closure amount.	
Additional Secretary (Development)	**Sanction of Plan / Non-plan Schemes** Up to ₹ 100 lakh, subject to adequacy of budget provision and inclusion of the scheme in the budget.	Same shall be continued.	
	Release of Budgetary Funds ₹ 1 Crore, Subject to adequacy of budget provision and prior approval of the scheme by the competent authority / working group.	Existing shall be continued.	
	Sanction of expenditure including purchases ₹ 1 Crore, subject to adequacy of budget provision subject to approval of the same by competent authority and observance of SP rules.	2 crores	
	Agreeing to provide or release of funds for NABARD schemes up to ₹ 1 crore.	Existing shall be continued.	
	Forwarding all RIDF proposal to NABARD provided these are within the sectoral allocations. Forward all claims for reimbursement of RIDF cases given by Administrative Departments.	Existing shall be continued.	

	Medical Reimbursement. Petty expences. MLA ADF. As up to 1 crore and fund release up to 1 crore.	₹ 3 lakh subject to clearance by H & FWD. ₹ 3 lakh. All cases does not involve any relaxation of norms / guidelines and files which are to be given to Finance Minister for special sanction can be directly sent to Minister.	
In the absence of Additional Secretary full powers of Additional Secretary can be exercised by Joint Secretary.			
General Powers of Joint Secretaries are as follows			
Joint Secretary	1. Condonation of delay in preferring time barred claims of Government servants in regard to Pay and Allowances, Travelling Allowances, Contingent Charges etc. 2. *Leave* : Sanction of all kinds of leave as per rules. 3. *Allowance, Honorarium, Bonus, Special Remuneration, Special pay :* i. Charge Allowance-Full powers subject to rules. ii. Unhealthy localities Special Pay and Hill Tract Allowances-Full powers subject to Rules.	1. Condonation of delay in preferring time barred claims of Government servants in regard to Pay and Allowances, Travelling Allowances, Contingent Charges etc. 2. *Leave* : Sanction of all kinds of leave as per rules. 3. *Allowance, Honorarium, Bonus, Special Remuneration, Special pay :* i. Charge Allowance-Full powers subject to rules. ii. Unhealthy localities Special Pay and Hill Tract Allowances-Full powers subject to Rules.	

	iii. Subsistence allowance-Full powers subject to rules. iv. allowance for extra work. Not exceeding 20% of grade pay. **4. *Release of Budgetary Funds*** **Up to ₹ 50 lakh,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority. **5. *Release of Funds to Public Sector Undertakings :*** **Up to ₹ 50 lakhs,** subject to the following : (a) Prior approval of the scheme by the competent authority, (b) if the Public Sector Undertaking is not running profitably, there must be an approved scheme for rehabilitation, (c) if there are dues to Government, these must be recovered and (d) there must be adequate budget provision. ***6. Sanction of expenditure including purchases :*** **Up to ₹ 50 lakh,** subject to the following : (a) adequacy of budget provision, (b) approval of the scheme by the competent authority, (c) observance of Store Purchase Rules, wherever applicable.	iii. Subsistence allowance-Full powers subject to rules. iv. allowance for extra work. Not exceeding 24% of grade pay. **4. *Release of Budgetary Funds*** **Up to ₹ 60 lakh,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority. **5. *Release of Funds to Public Sector Undertakings :*** **Up to ₹ 60 lakhs,** subject to the following : (a) Prior approval of the scheme by the competent authority, (b) if the Public Sector Undertaking is not running profitably, there must be an approved scheme for rehabilitation, (c) if there are dues to Government, these must be recovered and (d) there must be adequate budget provision. ***6. Sanction of expenditure including purchases :*** ***except vehicle :*** **Up to ₹ 60 lakhs,** subject to the following : (a) adequacy of budget provision, (b) approval of the scheme by the competent authority, (c) observance of Store Purchase Rules, wherever applicable.	

	7. *Concurrence for issue of Special sanction :*	**7. *Concurrence for issue of Special sanction :***	
	Up to ₹ 1.5 crore, provided there is adequate budget provision.	**Up to ₹ 1.8 crore,** provided there is adequate budget provision.	
	8. *Release of Grants - in- aid :*	**8. *Release of Grants - in- aid :***	
	(a) Up to ₹ 50 lakhs, if non-recurring and	**(a) Up to ₹ 60 lakhs, if non-recurring and**	
	(b) Up to ₹ 25 lakhs, if recurring :	**(b) Up to ₹ 30 lakhs, if recurring :**	
	Provided : (a) there is adequate budget provision and (b) the scheme has the prior approval of the competent authority / working group.	Provided : (a) there is adequate budget provision and (b) the scheme has the prior approval of the competent authority / working group.	
	9. Agreeing to provide, or release of, State share for Centrally Sponsored Schemes / NABARD Schemes / NCDC Schemes / Externally Aided Projects, **Up to ₹ 50 lakhs,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority.	9. Agreeing to provide, or release of, State share for NABARD Schemes / NCDC Schemes / Externally Aided Projects, **Up to ₹ 60 lakhs,** subject to adequacy of budget provision and prior approval of the scheme by the competent authority.	
	10. Concurrence for sanction of leave without allowance / leave for employment abroad / medical leave / study leave / other long term leave.	10. Concurrence for sanction of leave without allowance / leave for employment abroad / medical leave / study leave / other long term leave.	
	Full powers, provided no relaxation of rule is involved.	Full powers, provided no relaxation of rule is involved.	
	11. Concurrence for deputation of officers for training, attending departmental seminars, conferences etc. (except training programmes/ meetings in foreign countries).	11. Concurrence for deputation of officers for training, attending departmental seminars, conferences etc. (except training programmes/ meetings in foreign countries).	
	Full powers subject to adequacy of budget provision.	Full powers subject to adequacy of budget provision.	

	12. Refund of Revenues : Full powers, provided no relaxation of rule is involved, and the refund proposed has been approved by the competent authority. 13. Other miscellaneous items : i. Hiring / renting of private building subject to an upper limit of ₹ **40,000** per month as per rules. ii. **Installation of Telephone :** sanction after getting remarks from Finance (Secret) Section. iii. **Condemnation of vehicle :** Full powers subject to availability of certificate from PWD and following rules and procedures. iv. **Repair of vehicles :** Full powers subject to availability of budget provision and production of essentiality certificate from PWD and other usual condition. v. **Maintenance of Govt. buildings :** Sanction to the estimate not exceeding ₹ 50 lakh in each case subject to budget provision and other usual condition. vi. Sanction Continuance of temporary posts up to 1 year in normal case.	***12. Refund of Revenues :*** Full powers, provided no relaxation of rule is involved, and the refund proposed has been approved by the competent authority. 13. Other miscellaneous items : i. Hiring / renting of private building subject to an upper limit of ₹ **48,000** per month as per rules. ii. **Installation of Telephone :** sanction after getting remarks from Finance (Secret) Section. iii. **Condemnation of vehicle :** Full powers subject to availability of certificate from PWD and following rules and procedures. iv. **Repair of vehicles :** Full powers subject to availability of budget provision and production of essentiality certificate from PWD and other usual condition. v. **Maintenance of Govt. buildings :** Sanction to the estimate not exceeding ₹ 60 lakh in each case subject to budget provision and other usual condition. vi. Sanction Continuance of temporary posts up to 1 year in normal case.	

	vii. Continuance for periods up to six months after the original period of sanction in the case of staff sanctioned for ad hoc purposes. viii. Disposal of Unserviceable articles : Full powers subject to the provision in article 154-157 of KFC Vol. I. ix. Demolition of Old and Dilapidated Buildings : Full powers subject to availability of survey report of PWD. x. **Purchase of Computer & Peripherals :** Sanction expenditure which does not exceed ₹ 50 lakh (except laptop computers) subject to budget provision being available and subject to the concurrence of IT Department. xi. Annual Maintenance of Contract (AMC) : Sanction up to a limit of ₹ 5 lakh subject to the rules in force and subject to concurrence of IT Department. **Write off**- Sanction up to **₹ 25,000** subject to budget provision.	vii. Continuance for periods up to six months after the original period of sanction in the case of staff sanctioned for ad hoc purposes. viii. Disposal of Unserviceable articles : Full powers subject to the provision in article 154-157 of KFC Vol. I. ix. Demolition of Old and Dilapidated Buildings : Full powers subject to availability of survey report of PWD. x. **Purchase of Computer & Peripherals :** Sanction expenditure which does not exceed ₹ 60 lakh (except laptop computers) subject to budget provision being available and subject to the concurrence of IT Department. xi. Annual Maintenance of Contract (AMC) : Sanction up to a limit of ₹ 6 lakh subject to concurrence of IT Department. **Write off**- Sanction up to **₹ 30,000** subject to budget provision.	
		Sanction/Release of Plan/Non-Plan funds to PSUs/ Universities. Up to ₹ 100 lakh at a time subject to availability of funds in the budget and also subject to inclusion of the scheme in the Annual Plan.	

Joint Secretary (Labour wing)	Fund release up to ₹ **50 lakh** in respect of Coir Workers Welfare Fund Board, Khadi Workers Welfare Fund Board, Head load Workers Welfare Fund Board and Kerala Agricultural Workers Welfare Fund Board etc.	Fund release up to ₹ **60 lakh** in respect of Coir Workers Welfare Fund Board, Khadi Workers Welfare Fund Board, Head load Workers Welfare Fund Board and Kerala Agricultural Workers Welfare Fund Board etc.	

In addition to the General Powers above, the following powers are also delegated to Officers as given below :

Officers in Finance (Budget Wing) Department

		Deputy Secretary	Joint Secretary	Additional Secretary	Secretary (FR)/ACS(Fin.)
1.	**Additional Authorisation**	Up to ₹ 1 lakh	Up to ₹ 5 lakh	Up to ₹ 15 lakh	Above ₹ 15 lakh
2.	**Reappropriation**				
a.	Within the same detailed head of account	Up to ₹ 1 lakh	Up to ₹ 5 lakh	Full powers	
b.	Within the same sub head of account		Up to ₹ 10 lakh	Up to ₹ 50 lakh	Full powers
c.	Between different sub heads/minor heads/major heads within a Demand		Up to ₹ 10 lakh	Up to ₹ 25 lakh	Full powers
d.	Proposals already cleared by Finance Department/ Minister (Fin.)/Special Working Group.		Up to ₹ 5 lakh	Up to ₹ 15 lakh	Full powers
e.	Regularisation of Addl. Authn/Part of CF advance	Up to ₹ 5 lakh	Up to ₹ 20 lakh	Full powers	
3.	**Resumption of funds (Demand-wise)**	Up to ₹ 1 crore	Full powers		
4.	**Distribution of lumpsum provision to detailed/ object head**		Up to ₹ 25 lakh	Full powers	

5.	**Supplementary Demands for Grants**				
a.	Regularisation of Addl. Authn/Part of CF advance	Up to ₹ 2 lakh	Up to ₹ 10 lakh	Full powers	
b.	For carrying out adjustment in accounts based on specific sanction issued with the concurrence of finance Department		Up to ₹ 10 lakh	Up to ₹ 50 lakh	Above ₹ 50 lakh
c.	New schemes cleared by Finance Department and suggested to be included in the SDG			Up to ₹ 50 lakh	Above ₹ 50 lakh
d.	Proposals based on announcement in the Budget Speech			Up to ₹ 10 lakh	Full powers
e.	New schemes cleared by Council of Ministers and not seen by Finance Department				Full powers
f.	Cases not coming under the purview of SDG Circular recommended by the Administrative Department				Up to ₹ 1 crore
g.	Schemes receiving financial assistances from Govt. of India/Outside agencies/Financial Institutions like NABARD, NCDC etc.			Up to ₹ 2 crore	Above ₹ 2 crore
h.	Cases recommended by Ministers				Up to ₹ 1 crore
6.	Opening of new heads of accounts for accounting purposes as proposed by the Accountant General or for classification of expenditure in the proper head of account in conformity with the LMMH.		Up to ₹ 25 lakh	Up to ₹ 1 crore	Full powers

7.	**Letter of Credit**				
a.	General			Up to ₹ 2 crore	Above ₹ 2 crore
8.	Release of grants to Local Self Govt. Institutions based on state Finance Commission recommendation/general decisions.			Up to ₹ 10 crore	Above ₹ 10 crore

Designation of Officers	Existing Powers	Revised Powers	Remarks
Deputy Secretary	1. Sanction of contingent expenditure, ie, all incidental and other expenditure including expenditure on stores, which is incurred for the management of an officer, for the working of a technical establishment such as a laboratory, workshop, industrial installation, forms and the like subject to the following conditions. (a) The expenditure involved should not exceed **₹ 20 lakh** if non-recurring and **₹ 10 lakh** if recurring. (b) The expenditure can be met within the authorized budget provision or if re-appropriation of savings has alredy been approved. (c) The Rules for supply of articles, instructions or orders, if any, on the subject should be followed.	1. Sanction of contingent expenditure, ie, all incidental and other expenditure including expenditure on stores, which is incurred for the management of an officer, for the working of a technical establishment such as a laboratory, workshop, industrial installation, forms and the like subject to the following conditions. (a) The expenditure involved should not exceed **₹ 24 lakh** if non-recurring and **₹ 12 lakh** if recurring. (b) The expenditure can be met within the authorized budget provision or if re-appropriation of savings has alredy been approved. (c) The Rules for supply of articles, instructions or orders, if any, on the subject should be followed.	

	(d) No contingent expenditure of an unusual character, including expenditure on purchase of motor vehicles or involving departure from the rules or orders, and the restrictions or scales laid down therein shall be permitted except with the approval of the Additional Secretary/Secretary (Expenditure)/Finance Secretary.	(d) No contingent expenditure of an unusual character, including expenditure on purchase of motor vehicles or involving departure from the rules or orders, and the restrictions or scales laid down therein shall be permitted except with the approval of the Additional Secretary/Secretary (Expenditure)/Finance Secretary.	
	2. *Leave :—* (i) Grant of Casual Leave to Under Secretaries. (ii) Recommending other leave as admissible under the rules to Under Secretaries.	2. *Leave :—* (i) Grant of Casual Leave to Under Secretaries. (ii) Recommending other leave as admissible under the rules to Under Secretaries.	
	3. *Advertisement Charges:—* Full powers in cases where rates are approved by the Director of Public Relations.	3. *Advertisement Charges:—* Full powers in cases where rates are approved by the Director of Public Relations.	
	4. *Permanent Advance :—* Full powers subject to observance of code/rules.	4. *Permanent Advance :—* Full powers subject to observance of code/rules.	
	5. *Advance for Contingent Expenditure :—* Full powers subject to observance of code/rules.	5. *Advance for Contingent Expenditure :—* Full powers subject to observance of code/rules.	
	6. *Petty construction and repairs :—* Full powers subject to availability of funds.	6. *Petty construction and repairs :—* Full powers subject to availability of funds.	

	7. Contracts and Tenders :— Acceptance of the lowest rates in all cases provided there is adequate budget provision, and no relaxation of rules is involved.	*7. Contracts and Tenders :—* Acceptance of the lowest rates in all cases provided there is adequate budget provision, and no relaxation of rules is involved.	
	8. Refund :— Refunds covered by rules.	*8. Refund :—* Refunds covered by rules.	
	9. Remission and Abandonment of Revenue:— Up to a monetary limit of ₹ **5000.**	*9. Remission and Abandonment of Revenue:—* Up to a monetary limit of ₹ **6000.**	
	10. Industrial and Agricultural Loans and Contribution of Grants to Local Bodies :— * Sanction of grants or subsidy or share capital investment/contribution or loan, subject to the following conditions : (a) The expenditure should form part of any Central Sector/Centrally Sponsored/ NCDC/ICAR scheme approved by the Government of India or the organization concerned or any schemes included in the State Plan and approved by the Planning Department and the expenditure should not exceed ₹ **25 lakh** in each case. (b) No expenditure shall be sanctioned unless there is budget provision or re-appropriation of savings has already been approved.	*10. Industrial and Agricultural Loans and Contribution of Grants to Local Bodies :—* * Sanction of grants or subsidy or share capital investment/contribution or loan, subject to the following conditions : (a) The expenditure should form part of any Central Sector/Centrally Sponsored/ NCDC/ICAR scheme approved by the Government of India or the organization concerned or any schemes included in the State Plan and approved by the Planning Department and the expenditure should not exceed ₹ **30 lakh** in each case. (b) No expenditure shall be sanctioned unless there is budget provision or re-appropriation of savings has already been approved.	

	(c) The terms and conditions if any, prescribed for financial assistance as part of the scheme have been fulfilled. * Sanction of non-plan grant-in-aid, in accordance with the prescribed rules, subject to the following conditions : (a) The expenditure does not exceed ₹ **25 lakh** in each case. (b) The expenditure can be met out authorized budget provision. (c) The scheme for grant-in-aid has already been approved. * To consult other Departments of the Secretariat in all matter. • To address Heads of Departments and District Collectors by D. O. Letters. • To furnish information required by a Head of Departments of the Secretariat. • To send to Government of India, other State Governments and all India Organizations like Accountant General etc., statistical or such other routine information as required by them. • To forward for disposal by the Head of Departments petitions etc. containing requests which the Head of Departments is competent to dispose of.	(c) The terms and conditions if any, prescribed for financial assistance as part of the scheme have been fulfilled. * Sanction of non-plan grant-in-aid, in accordance with the prescribed rules, subject to the following conditions : (a) The expenditure does not exceed ₹ **30 lakh** in each case. (b) The expenditure can be met out authorized budget provision. (c) The scheme for grant-in-aid has already been approved. * To consult other Departments of the Secretariat in all matter. • To address Heads of Departments and District Collectors by D. O. Letters. • To furnish information required by a Head of Departments of the Secretariat. • To send to Government of India, other State Governments and all India Organizations like Accountant General etc., statistical or such other routine information as required by them. • To forward for disposal by the Head of Departments petitions etc. containing requests which the Head of Departments is competent to dispose of.	

	• To submit to the Ministers draft answers of L.A. interpellations where such answers involve only furnishing of factual information. • To submit routine papers direct to the Ministers. • To sanction the payment of Advocate's fee as agreed to by Law Department. • To approve all letters to Government of India where question of policy are not involved. • To dispose of all cases which are purely of a routine character. • To sanction expenditure of non recurring nature **up to ₹ 10 lakh** and recurring **₹ 5 lakh** subject to budget provisions and subject to non relaxation of any financial rules. • To sanction write-off irrecoverable value of stores or money not exceeding **₹ 5000** as per rules. • To accord administrative sanction/ concurrence on the proposal not exceeding **₹ 20,00,000**. ** Sanction fund release **up to ₹ 10,00,000** subject to provision in the budget estimate and inclusion of scheme in the budget.*	• To submit to the Ministers draft answers of L.A. interpellations where such answers involve only furnishing of factual information. • To submit routine papers direct to the Ministers. • To sanction the payment of Advocate's fee as agreed to by Law Department. • To approve all letters to Government of India where question of policy are not involved. • To dispose of all cases which are purely of a routine character. • To sanction expenditure of non recurring nature **up to ₹ 12 lakh** and recurring **₹ 6 lakh** subject to budget provisions and subject to non relaxation of any financial rules. • To sanction write-off irrecoverable value of stores or money not exceeding **₹ 6000** as per rules. • To accord administrative sanction/ concurrence on the proposal not exceeding **₹ 24,00,000**. * Sanction fund release **up to ₹ 12,00,000** subject to provision in the budget estimate and inclusion of scheme in the budget.	

Designation of Officers	Existing Powers	Revised Powers	Remarks
In addition to the General Powers above, the following powers are also delegated to Deputy Secretaries as given below :			
Deputy Secretary (SL)	*Renewal of Treasury Deposit*	*Renewal of Treasury Deposit*	
Deputy Secretary (Labour)	*Fund release **up to ₹ 25 lakh** in respect of Coir Workers Welfare Fund Board, Khadi workers Welfare Fund Board, Head Load Workers Welfare Fund Board and Kerala Agricultural Workers Welfare Fund Board etc.*	*Fund release **up to ₹ 30 lakh** in respect of Coir Workers Welfare Fund Board, Khadi workers Welfare Fund Board, Head Load Workers Welfare Fund Board and Kerala Agricultural Workers Welfare Fund Board etc.*	
Under Secretary	1. All routine matter like unofficial reminders, interim replies, calling for information and supply of copies of Government Orders and Notifications etc., with supplying factual information, which does not involve questions of policy of which does not relate to matters of a confidential nature. 2. Arranging meetings, drawing-up proceedings of such meetings and all incidental matters. 3. Issue Government Orders in routine matters where orders of the competent authority have been obtained, without submitting drafts for approval except orders containing Council decision. 4. Grant of casual leave to Section Officers under their control.	1. All routine matter like unofficial reminders, interim replies, calling for information and supply of copies of Government Orders and Notifications etc., with supplying factual information, which does not involve questions of policy of which does not relate to matters of a confidential nature. 2. Arranging meetings, drawing-up proceedings of such meetings and all incidental matters. 3. Issue Government Orders in routine matters where orders of the competent authority have been obtained, without submitting drafts for approval except orders containing Council decision. 4. Grant of casual leave to Section Officers under their control.	

	5. Recommending grant of other leave in accordance with the rules of all Government servants under their control. i. To make interim reference in all cases and to call for additional information from the Head of Department (including District Collectors) ii. To approve drafts of communications and orders to be issued by Government, except those to Government of India and those relating to important matters or which determine the policy of Government. iii. To dispose of all petitions of routine nature or where the request made in the petition on the point raised is covered by a decision already taken by Government. iv. To address Heads of Department and District Collectors by D. O. Letters in urgent case and reminders. (The mode of address should be 'Sir' or 'Dear Sir'). v. To furnish information required by the Heads of Department or Departments of the Secretariat. vi. To transfer for disposal by the Heads of Department petitions etc. containing requests which the Head of Department is competent to dispose of.	5. Recommending grant of other leave in accordance with the rules of all Government servants under their control. i. To make interim reference in all cases and to call for additional information from the Head of Department (including District Collectors) ii. To approve drafts of communications and orders to be issued by Government, except those to Government of India and those relating to important matters or which determine the policy of Government. iii. To dispose of all petitions of routine nature or where the request made in the petition on the point raised is covered by a decision already taken by Government. iv. To address Heads of Department and District Collectors by D. O. Letters in urgent case and reminders. (The mode of address should be 'Sir' or 'Dear Sir'). v. To furnish information required by the Heads of Department or Departments of the Secretariat. vi. To transfer for disposal by the Heads of Department petitions etc. containing requests which the Head of Department is competent to dispose of.	

	vii. To send to Government of India, other State Governments and all-India Organizations like Accountant General etc. Statistical or such other routine information required by them.	vii. To send to Government of India, other State Governments and all-India Organizations like Accountant General etc. Statistical or such other routine information required by them.	
Under Secretary (Administration / Establishment B)	In addition to the powers standing delegated the following powers are also delegated. i. Grant of all kinds of leave other than leave without allowance under Rule Appendix XIIA, B & C part I KSRs to Officers of Finance Department up to the level of Section Officer/Accounts Officer. ii. To sanction surrender of Earned Leave to all category of Officers of Finance Department. iii. To sanction increment and pay fixation, to all non-gazetted Officers of Finance Department. iv. To grant all kinds of leave as per rule other than leave without allowances under Rule Appendix XIIA, B & C part I KSRs to Divisional Accountants/ Financial Assistants and Finance Officers. v. To sanction surrender of Earned Leave to Divisional Accountants/ Financial Assistants and Finance Officers.	In addition to the powers standing delegated the following powers are also delegated. i. Grant of all kinds of leave other than leave without allowance under Rule Appendix XIIA, B & C part I KSRs to Officers of Finance Department up to the level of Section Officer/Accounts Officer. ii. To sanction increment and pay fixation, to all non-gazetted Officers of Finance Department. iii. To grant all kinds of leave as per rule other than leave without allowances under Rule Appendix XIIA, B & C part I KSRs to Divisional Accountants/ Financial Assistants and Finance Officers. iv. To sanction surrender of Earned Leave to Divisional Accountants/ Financial Assistants and Finance Officers. v. Issue Employment Certificate for various purposes to officers up to Accounts Officers/Financial Assistants.	

	vi. Issue Employment Certificate for various purposes to officers up to Accounts Officers/Financial Assistants. vii. Issue orders on Holiday duties to the staff.	vi. Issue orders on Holiday duties to the staff.	
Deputy Secretary (Administration)	In addition to the powers standing delegated the following powers are also delegated. i. Grant of all kinds of leave other than leave without allowance under Rule Appendix XIIA, B & C part I KSRs as per rules to Officers of Finance Department up to the level of Section Officers. ii. To sanction surrender of Earned Leave to all categories of Officers of Finance Department. iii. To sanction increment and pay fixation, to all non-gazetted Officers of Finance Department. iv. To grant all kinds of leave as per rule other than leave without allowances under Rule Appendix XIIA, B & C part I KSRs to Divisional Accountants/ Financial Assistants and Finance Officers. v. To sanction surrender of Earned Leave to Divisional Accountants/ Financial Assistants and Finance Officers.	In addition to the powers standing delegated the following powers are also delegated. i. Grant of all kinds of leave other than leave without allowance under Rule Appendix XIIA, B & C part I KSRs as per rules to Officers of Finance Department up to the level of Under Secretary. ii. To sanction surrender of Earned Leave to all categories of Officers of Finance Department. iii. To sanction increment and pay fixation, to all non-gazetted Officers of Finance Department. iv. To grant all kinds of leave as per rule other than leave without allowances under Rule Appendix XIIA, B & C part I KSRs to Divisional Accountants/ Financial Assistants and Finance Officers. v. To sanction surrender of Earned Leave to Divisional Accountants/ Financial Assistants and Finance Officers.	

	vi. To make transfer and posting of all non-gazetted officers of Finance Department within the Department including NSD & DFI Squads. vii. Declaration of probation of all non-gazetted officers of Finance Department. viii. Grant of permission for the purchase and disposal of property outstanding of all non-gazetted officers of Finance Department.	vi. To make transfer and posting of all non-gazetted officers of Finance Department within the Department including NSD & DFI Squads. vii. Declaration of probation of all non-gazetted officers of Finance Department. viii. Grant of permission for the purchase and disposal of property outstanding of all non-gazetted officers of Finance Department.	
Joint/ Additional Secretary (Administration & Accounts/ Establishment B)	In addition to the powers standing delegated the following powers are also delegated. i. Approval of statement of facts and counter affidavits in OP cases before the High Court. ii. Promotion and confirmation of all non-gazetted staff of Finance Department. iii. To initiate and finalise disciplinary proceedings of all non-gazetted officers, which result in imposition of only minor punishments as defined in Rules 1(1)of C.C.A. Rules, 1960 subject to the condition that all such cases called for by the Minister shall be circulated to the Minister for disposal.	In addition to the powers standing delegated the following powers are also delegated. i. Approval of statement of facts and counter affidavits in OP cases before the High Court. ii. Promotion and confirmation of all non-gazetted staff of Finance Department. iii. To initiate and finalise disciplinary proceedings of all non-gazetted officers, which result in imposition of only minor punishments as defined in Rules 1(1)of C.C.A. Rules, 1960 subject to the condition that all such cases called for by the Minister shall be circulated to the Minister for disposal.	

	iv. Grant of permission for the purchase and disposal of properties pertaining to all officers up to the rank of Under Secretary of Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of general service. v. Declaration of probation of all staff up to the rank of Section Officers in Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of general service. vi. Deputation of all non-gazetted officers of Finance Department and Divisional Accountants in general service to foreign Service as per rules. vii. Finalization of seniority lists of all non-gazetted categories in Finance Department. viii. To sanction N. R. A. to all non-I. A. S. Officers of Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of general service. ix. Issue more distributional modification to the existing distribution among the sections with the approval of the officers in charge of section concerned.	iv. Grant of permission for the purchase and disposal of properties pertaining to all officers up to the rank of Under Secretary of Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of general service. v. Declaration of probation of all staff up to the rank of Section Officers in Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of general service. vi. Deputation of all non-gazetted officers of Finance Department and Divisional Accountants in general service to foreign Service as per rules. vii. Finalization of seniority lists of all Section Officers, Accounts Officers, Finance Officers and all non- gazetted categories in Finance Department. viii. To sanction N. R. A. to all Officers (Excluding All India Service Officers) of Finance Department and Divisional Accountants, Financial Assistants, Finance Officers of Kerala General Service. ix. Issue more distributional modification to the existing distribution among the	

	x. To sanction charge allowance in respect of additional charges hold by officers of Finance Departments and Divisional Accountants, Financial Officers of Kerala General Service. xi. To make transfer and posting of all non-gazetted employees of Finance Department and appointment of all non-gazetted staff of Finance Department.	sections with the approval of the officers in charge of section concerned. x. To sanction charge allowance in respect of additional charges hold by officers of Finance Departments and Divisional Accountants, Financial Officers of Kerala General Service. xi. To make transfer and posting of all employees up to the rank of Under Secretary of Finance Department and appointment of all non-gazetted staff of Finance Department.	