



GOVERNMENT OF ASSAM

**The Delegation of Financial Power Rules, 1999
With up-to date Amendments**

Second Edition, 2016

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Foreword

The gradual increase in Government operations and expenditure together with inflation in the cost of goods and services make it necessary to bring about periodic upward revision in the financial powers delegated to Government Officers at different tiers of administration. Besides, fulfilling demands of delivering responsive and quality service to the community also gets costlier each day.

Further, with the objective of achieving effective and speedier implementation of development projects/schemes, decentralization of power had been a policy initiative which also make it necessary to change DFP Rules.

Therefore, I am to present herewith the Second Edition ,2016 of DFP Rules 1999 incorporating all up-to-date amendments done by the Finance Department. I am hopeful that all spending Departments would follow it in its letter and spirit and secure value for money.

*(Dr.Himanta Biswa Sarma)
Finance Minister, Assam*

Preface

The Financial power delegated to the Administrative Department of Government, Heads of the Department and authorities subordinate to them in relation to various items of expenditure from State exchequer were embodied in the book of Delegation of Finance Powers Rules, 1960. After publication of the Third Edition in 1993 Government had to undertake further decentralization including nationalisation of financial power to suit the changed circumstances with a view to secure greater efficiency and speedier implementation of developmental schemes. As such, financial powers in certain cases have been increased. But powers for creation of temporary posts and for sanction for purchase of vehicle are withdrawn. Moreover some of the existing provisions are also substituted by new ones to entrust more powers to certain Departments. With this end in view the Delegation of Financial Power Rules, 1999 was published.

But the ever increasing massive size and scale of government operations and expenditure, together with inflationary tendencies in the cost of goods and services make it imperative to undertake periodical changes in the DFP Rules. Therefore, for orderly, efficient and effective financial operations further amendments to the Rules (DFP Rules, 1999) were undertaken and the Finance Department, hereby publish Second Edition of the Rules, incorporating all the up-to-date amendments.

It is the duty of all the Departments of Government to share with the Finance Department the responsibilities of maintaining proper financial control on public expenditures and ensuring maximum benefit out of such expenditures.

It is hoped that Administrative Departments and the authorities subordinate to them will try to utilize the services of Senior F.A./F.A.s/Sr.F.A.O.s and F.A.Os to the fullest possible extent so that there may not be any difficulty in the discharge of their responsibilities.

It is requested that any error or omission found in this Second Edition, 2016 may kindly be brought to the notice of the undersigned for rectification. Any suggestion to make the Delegation of Financial Rules more useful will be highly appreciated.

(V.B.Pyarelal)
Addl.Chief Secretary to the Govt. of Assam,
Finance Department.

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The Delegation of Financial Power Rules, 1999(Second Edition, 2016) with up-to date amendments

In pursuance of clause (3) of Article 166 of the Constitution of India and in supersession of the Delegation of Financial Power Rules, 1960 (as amended up-to date), the Delegation of Financial Power Rules, 1999 was published in The Government Gazette on 8th October 1999 and came into force from that date. During the period from October 1999 to October 2015, over a period of more than 15 years, the Rules were required to be further amended from time to time through Notifications published in the Official Gazette resulting in changes in the Financial power delegated to the Administrative Departments of Government, Heads of the Department and authorities subordinate to them in relation to various items of expenditure from State exchequer, in the DFP Rules, 1999.

Second Edition, 2016 of DFP Rules 1999, incorporating all amendments up-to date is accordingly prepared and summarised in amended DFP Rules.

Besides, mention of delegation of Financial Power in respect of entrusted subjects / Departments to 3 (three) Autonomous councils under the 6th schedule of the constitution of India, was made under a new paragraph (para-14) of this amended DFP Rules.

1. Short title and commencement (1) These rules may be called the Delegation of Financial Power Rules. 1999(Second Edition, 2016) with up-to date amendments.
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(2) The amended Rules will come into force from the date of their publication in the Official Gazette.
2. Definition- In these rules unless the context otherwise requires .
 - (a) “Administrative approval” means the formal acceptance by the Department concerned for an original work other than a petty work costing Rs3.000 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 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

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- (i) All Government servants other than ministerial servants holding posts carrying the same designation in the same Department or service and
 - (ii) All Government Servants holding post 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 powers 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 subdivision 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 a 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 recognized 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 installments.
- (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. [1] General limitation on power to sanction expenditure : It is a primary condition of the exercise of all financial power that public revenues may be spent only on legitimate object of public expenditure. In spite of the sanctions accorded under delegation 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 on the body of the sanction as to how the fund is to be provided.
- [2] A subordinate authority may sanction expenditure or advances of public money in those cases only in which it is authorized to do so by
- (i) the provision of any legislative enactment for the time being in force or of rules made under such an enactment : or
 - (ii) the codes, manuals and regulations issued by the Governor or the Government of Assam : or
 - (iii) any order of the Governor or the Government of Assam delegating their powers with reference to the provisions of a legislative enactment or to rules approved or orders issued by the Governor or the Government of Assam : or
 - (iv) Any order of the Governor or the Government of Assam laying down as scale or maximum scale of expenditure : or
 - (v) these rules and the schedules annexed to these rules.
- [3] Nothing contained in sub-rule 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 lead to increase of expenditure :

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[4] The exercise of power by a subordinate authority is subject to the observance of any general or special direction which the authority delegating power 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 expenditure and does not become operative until funds have been so appropriated.

[2] Sanction to recurring expenditure covering a specified terms of years becomes operative when fund 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, where given on an authorized 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 authorized expenditure, however which cannot in the interest of Government be avoided, Such as pay, travelling allowance, diet money of witness 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 previous or current year and that the monthly expenditure on establishments shall not exceed one twelfth of the establishment allotment of the previous year.

(b) Expenditure on departmental lumbering and exploitation work, in the Forest Department in progress from preceding year.

5. Provision of Funds by Legislature-Demands for grants and Appropriations for charged & voted 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 authorized become available to the Department or authority concerned for appropriation to meet sanctioned expenditure.

6. [1] Primary Units of appropriation:-A Grant or appropriation for charged & voted expenditures are distributed by sub-heads under which it shall be accounted for. Each such sub-head constitutes a primary unit of appropriation. The primary unit may include provision for both voted and charged expenditure and in that case the amount of each is shown separately.

[2] Primary units of appropriation shall become one or all of the following:-

Pay of Officers.

Pay of Establishments.

Allowances and Honoraria.

Other Charges

Grants-in-aid Contribution and Donations.

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Original Works Major Works.

Extensions and Improvements.

Repairs and Maintenance.

Tools and Plants.

Assignments and Compensations.

Establishment Charges payable to other Government Department etc.

Reserve.

Suspense.

Loss or Gain by Exchange.

[3] The Finance Department may add to the primary unit specified in sub rule [2] 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 & voted expenditure is authorized 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 a part may be placed at his disposal.

8. Appropriation and re-appropriation General Restrictions/ Power of Administrative Department:- Subject to the fulfillment of the conditions enumerated in (1) to (16) below, only Finance Department (and not Administrative Department) is competent to sanction re appropriation within a grant from one major, minor or subordinate head to another subordinate head to the same grant or appropriation. Copies of orders sanctioning re-appropriation being communicated to the Accountant General 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 subhead shall not be increased by more than 25 percent of the original provision by re-appropriation and subject to an overall ceiling of 25 percent 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 what so ever. No expenditure shall be incurred on any object for which no provision exists in the budget without making provision.

[4] The re-appropriation should not have any effect of undertaking of recurring liability.

[5] No re-appropriation will be permitted for increasing the budgetary provision for 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 of 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.

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- [9] No re-appropriation can be made from a sub-head accommodating expenditures which is likely to be reimbursed by the Government of India or any other agency to any Sub head which does not accommodate such reimbursable expenditure.
- [10] No re-appropriation can be made from the plan budget to the normal budget.
- [11] No re-appropriation can be made from a head accommodating a Centrally sponsored Scheme.
- [12] No re-appropriation will be allowed to enhance provision under a works project or under a suspense Head only to purchase materials unless such material are required for use during the year.
- [13] In a case in which provision made in the budget under a Sub head is expected to exceed, re-appropriation should ordinarily be postponed until a reliable forecast is possible as the information available in the earlier part of the year is not always a safe guide for making re-appropriation.
- [14] The following restrictions as laid down in Rules 107 to 111 of the Budget Manual will scrupulously be observed
- (a) No re-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 percent of the original provision made under the budget.
- [15] Permissible re-appropriations within the grant or appropriation of a year can be sanctioned at any time within the year but not after expiry of the year.
- [16] Re-appropriation 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 59 units is time scheduled for completion in 4 year and scheme “B” is Scheduled for completion in 3 year with a production target of (0) unit and if the Administrative Department feels that by re-appropriation of funds from Scheme “B” to Scheme “A” the scheme “A” Can be completed in say two year without reducing sale 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 years remain within approved limit clear statement showing the adjusting of the time Schedule and the expenditure shall have to be sent simultaneously to the Finance Department. The restriction to keep the limit of expenditure within a overall ceiling of 25 percent under a Sub head will not however apply in these cases although overhead ceiling under a Minor Head will not be affected.

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

The power to sanction re-appropriations within the heads subordinate to a minor head has been devolved on the Finance department subject to fulfillment of the conditions laid down below :

- (a) that fund must not be re-appropriated to meet an item of expenditure which has not been sanctioned by proper authority :
- (b) that the re-appropriation does not involve the undertaking of a liability which is likely to extend beyond the financial year in question.
- (c) that funds provided for general areas should not be re-appropriated to provision for Sixth Schedule (Part-A). Areas and vice-versa.
- (d) that no re-appropriation Shall be made from savings under pay of officers and pay of Establishment :

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- (e) that no re-appropriation shall be made from or to the head “Contract Contingencies”.
- (f) that all re-appropriation 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 services not contemplated in the budget for the year nor for object not specifically included in the estimate 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) No re-appropriation shall be made from or to the detailed head “Honorarium” under the sub head “Allowance and Honorarium.”
- (ii) That the re-appropriation can be made to the head “Secret Services Expenditure” when the increase is up-to 25 percent 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 head “Travelling Expenses.”

The following instructions apply to re-appropriation in the Public Works Department.

- (i). The provision for original Works in each department forms a separate minor head under the major head “2059-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 head to another.
- (ii) Saving 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 demand under another such 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 saving may be allowed even though the works 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-allocation for the work can be spent during the year,

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[3] unforeseen work of every kind provided a new service is not involved :

[4] addition to the repairs grant for the year.

[5] Copies of orders sanctioning any re-appropriation must be communicated to the Accountant General as soon as such orders are passed. In all cases of re-appropriation, a re-appropriation statement in form “K” should invariably be used.. The Finance Department will not sanction re-appropriation statement received by them after 15 March.

9. Creation of Temporary posts-

[1] Notwithstanding anything contained in these rule no post shall be created-

(a) in any office or Department unless there exists in that office or Department a post of 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 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 office under the administrative control of the Head of a Department.

10. power of the subordinate authorities-

[1] Subject to the provisions of these rules the Departments of the State Government, Heads of Department and authorities Subordinate to them shall in relation to renewal of sanction for staff, Schemes, sanction of works expenditure, including of contingent expenditure, incurring of miscellaneous expenditure and write off losses etc. have the power respectively specified in Schedules. I, II and III, provided that power delegated to subordinate authority can also be exercised by a higher authority in relation to such subordinate authority.

[2] A subordinate authority shall in regard to matters not covered by schedule I to III shall exercise such powers as may be specified from time to time by general or special order of the Governor.

[3] An authority empowered by or under these rules to incur contingent expenditure or miscellaneous expenditure shall exercise such power subject to the following conditions. Namely :-

(a) The rules for the supply of articles required for the public service and the rules regulating the purchase of stationery stores for the public service contained in Appendix 10 of the Assam Financial Rules and general or special orders on the subject issued from time to time shall be followed.

(b) In regard to contingent expenditure on each item specified in column 2 of the Schedules to the rules orders restriction or scales specified in column 4 and or 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 or involving any departure from the rules orders restrictions or scale 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

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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 a Laboratory workshop industrial installations 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”. “ 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, pensions, contingencies, grants-in-aid, contribution works, stock, tools and plant and the like.
11. Grants and loans—Department of Government have full power to sanction loans and renew grants-in-aid including stipends and scholarships tenable in India. Provided that—
- (a) Such grants-in-aid loans stipends and scholarships are in accordance with the rules or principles prescribed with the previous consent of the Finance Department : and
- (b) In sanctioning loans grants-in-aid stipends and scholarships the sanctioning authorities should indicate that the provisions of sub-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 rules such consent or sanction shall be expressed in writing and communicated to the Audit Officer by that Department.
13. Communication of Financial sanction- 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 power 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 specifically empowered under rule 12 of the Assam Rules of Executive Business :
- (b) If the order is issued by a Head of a Department or authority subordinate to them to whom the power to sanction has been delegated by the authority or by any gazette officer authorized 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 Senior Financial Adviser/ Financial Adviser in the case of the Administrative Department and Senior Finance and Accounts Officer in the case of the Head of Department where such officers exist.
- (c) If the order is issued by the Governor relating to his own establishment by the Military Secretary to the Governor :
- (d) If the cases 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 specifically empowered in that behalf under rule 12 of the Assam Rules of Executive Business.
Provided further that views of Senior Financial Adviser /Financial Adviser and Senior Finance & Accounts Officer should be taken where they are required to forward the sanctioning Memorandum to the Accountant General.
- (e) The sanctioning authority should in each case intimate to the Accountant General how the expenditure is proposed to be met.
14. Fund Transfer to Autonomous councils:
- (a) Karbi Anglong Autonomous council and North Cachar Hills Autonomous Council:

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In Pursuance of the Memorandum of Understanding (MOU) reached between various organisations of Karbi Anglong and N.C. Hills and the Chief Minister, Assam and also in accordance with paragraph 6 (2) of the Sixth Schedule to the Constitution of India, the functions relating to 30 (thirty) subjects / Departments were entrusted and delegated to Karbi Anglong Autonomous council, Diphu (vide Notification No HAD 57/95/63-64 Dt. 29-06-1995) and North Cachar Hills Autonomous council, Haflong (vide Notification No HAD 57/95/268, Dt. 25-09-1996)

In order to enable the Autonomous Councils to finance the expenditure of the entrusted and delegated functions of the thirty Departments, the State Government made funds available as advance under the head – “K-Deposits Advances, part – III Advances not bearing interest – Departmental Advance – Special Advance”. Entire plan and Non-plan funds (both ceiling and non-ceiling component) would be transferred to the Councils on six monthly basis in two installments (April and October) during the year by the Administrative Departments. The advance was to be adjusted by debit to the appropriate Head of Account through monthly Expenditure Account furnished by the Councils to the Accountant General(A & E) Assam. The procedure was laid down in Finance (Budget) Department letter No BB 121/97/170 Dt. 03/02/2000.

(b) Bodoland Territorial council, Kokrajhar

Similarly the funds for Bodoland Territorial council, Kokrajhar in respect of 39 transferred subjects/ Departments would also be drawn by the Council for deposit in P.L. Account. Which would be made available by the State Government in two installments (April and October) each year as per procedure laid down in O.M. No TAD/BTC/222/33/51 Dtd.16/10/2004.

In addition funds under centrally sponsored Schemes/ central Sector Schemes/ NEC Schemes/ Externally aided projects etc. would also be released to the Councils by the State Govt. as per sanction and release by Govt. of India.

The deposit, withdrawal and disbursement of funds to and from P.L. Account would be done by the Council in accordance with their approved individual Fund Rules prepared in consultation with the Comptroller and Auditor General of India.

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SCHEDULE --- I ***Power delegated to the Departments of Government***

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

	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
1.	Renewal of sanction for staff (both plan and non-plan) originally sanctioned with concurrence of the Finance Department.	<p>The original delegation empowered administrative Department to issue renewal of sanction for staff for one year at a time for 5 (five) years including year of concurrence.</p> <p>It was clarified in OM Dated 3rd July 2015 (Annexure-iv D) that: All posts created with the prior concurrence of Finance Department and planning & Development Department (both plan & non-plan head) will be of permanent nature and no further retention will be necessary excepting :</p> <p>(i) The posts of temporary nature sanction for specific work and for a specific period and should not be against any centrally sponsored scheme for a specific period.</p> <p>(ii) The post which are not against any scheme and which are taken up purely on experimental measure or on an <i>ad-hoc</i> basis.</p>	<p>Subject to condition No. 1 and 4</p> <p>The OM would be effective not only from its date of issue, <i>i.e.</i> 03/07/2015 but would also cover the period <i>w.e.f.</i> 01/03/2015 to 02/07/2015. { Authority: Corrigendum to the OM issued vide No. FEB 122/2015/19 dated 04/09/2015 }</p>	<p>The OM (dt.03/07/2015) and its corrigendum are however not applicable in the cases of MR/WC employees. (1)Even if such posts (MR/WC etc.) were regularized, Administrative Departments are required to obtain concurrence of Finance Department every year with names and other particulars of the incumbents before issue of retention.</p> <p>(2)Besides, the posts under State Plan/Ex-cadre posts/posts funded by GOI/posts under reimbursement scheme/posts created on experimental or on <i>ad-hoc</i> basis are not to be made permanent. (details are in Annexure IV A to Annexure IV F)</p>

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
2.	To accord administrative approval to plan and estimates for civil works to be carried out by the P.W.D. or Public Sector undertakings under the control of the Administrative Departments under Non-plan.	(a) Rs. 1.00 crore for residential works for each unit. (b) Rs. 2.00 crore for Non residential works for each unit.	(a) Subject to condition No. 1 and 7 (b) Observance of section 7 (2) of the AFRBM Act, 2005 (c) The latest schedule of rates by PWD, as applicable shall be followed.	To be exercised by the Senior most Secretary of the Department.
3.	Sanction miscellaneous expenditure in any individual case or an any object for which no scale or limit to its power of sanction is prescribed.	Up-to Rs. 50,000/- if non recurring in any single case and up-to Rs. 20,000/- if recurring.	(a) Subject to condition No. 1 and 8 (b) Observance of section 7 (2) of the AFRBM Act, 2005	Do.
4.	Sanction expenditure on contingencies.		(a) Subject to condition No. 1 and 9 (b) Observance of section 7 (2) of the AFRBM Act, 2005.	Do
	[1] Rent on land and building leased to the Government.	Full Power	(a) Subject to condition No. 1 and 10 (b) Observation of section 7 (2) of the AFRBM Act, 2005	Do
	[2] Purchases of typewriters, duplicators and calculating Machine.	Full Power	Subject to condition No. 1 and 11	
	[3] Purchase of computer with accessories	Up-to Rs. 40,000/- per unit	(a) Subject to condition No 1 (b) Observance of section 7 (2) of the AFRBM Act, 2005	Do
	[4] Purchase Fax	Up-to Rs. 20,000/- per unit	Do	Do
	[5] Purchase of photocopiers	Up-to Rs. 1 lakh per unit	Do	Do
	[6] Purchase of EPABX	Up-to Rs. 25,000/- per unit	Do	Do
5.	[1] Sanction to write off the irrecoverable value of stores and stock or public money.	Up-to Rs. 25,000/- in any single case	Subject to condition No. 1 and 19	
	[2] Write off of the value of unserviceable stores.	Full Power	Subject to condition No 20 (1) and 20(2)	
	[3] Write off of the value of unserviceable	Full Power	Subject to condition No.20 (3)	

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	vehicles/machines.			
	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
6.	Sanction refunds of revenue not otherwise provided for	Up-to a maximum of Rs.10.000/-	Subject to condition No.21	
7.	Sanction the remission of disallowances by Audit Officers	Up-to Rs. 500/- in each individual case.	Subject to condition No.22	
8.	Sanction deputation of Government servants temporary and permanent on approved course of training.	Full Power	Subject to condition No. 1 and 23 and with prior concurrence of Finance Department	
9.	Accept tender	Full Power	Subject to condition No.1	
10.	To sanction cultural loans, test relief Rehabilitation loans, distress loans and loans to displaced persons, Gratuitous relief and Rehabilitation grant.	Full Power	Subject to condition No. 1 and observance of rules regulating issue of such loans/grants	
11.	To sanction medical reimbursement	Full Power	Subject to condition No. 1 and 25	
12.	To sanction pre-audit claims up-to 6 years	Full Power	Subject to condition No. 1	
13.	To sanction political grant and grants to political pensioners	Full Power	Subject to rules regulating such pension/grants	
14.	Fixation of remuneration of lawyer (a) Fixation of remuneration of lawyer contesting contempt cases before the Hon'ble High Courts alleged to have been committed by Government servants while discharging official duties. DFP Rules for contempt cases further amended twice, w.e.f 26 th February, 2007 and 9 th September, 2011 "Fees for engaging Advocate including fees for juniors & clerical charges for contesting cases before Hon'ble High Court and other Courts."	Full Power Lump sum fee up-to a maximum of Rs. 10,000/- Up-to Rs. 10,000/- (w.e.f. 26.02.2007) Up-to Rs. 20,000/- (w.e.f. 09.09.2011)	Subject to Guidelines laid down by L/R with the prior approval of Finance department. Subject to The condition laid down in notification No JDJ (E) 163/2003/pt-I dtd. 4 th February, 2006 by judicial Department Subject to condition No 1	Individual cases involving more than Rs. 20,000/- Finance Department will be moved for consideration and concurrence .
15.	To sanction local printing of standardised forms	Full Power	Subject to condition No. 1 and 17	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
16.	Grant of Honorarium to the member of the staff up-to the level of Superintendent working in any Department of Secretariate.	Rs. 500/- in individual Case subject to the limit of 20 per cent of staff up to the level of the Superintendent.	Subject to condition No. 1 and cannot be re-delegated.	
17.	Grants specifically provided in the Budget in favour of a named individual or non statutory, non-official institution or organisation.	Full Power	Subject to condition No.1 and observance of existing rules.	
18.	Repair of Departmental vehicles including purchase of tyres, tubes, batteries and spare parts without fixture & furnishings.	<p>1. For trucks up-to 3 years old, Rs.40,000/- (Rupees forty thousand) in a financial year.</p> <p>2. For trucks more than 3 years old, Rs. 75,000/- (Rupees seventy five thousand) only for each truck in a financial year.</p> <p>3. For other four wheelers, motor vehicles up-to 3 years old- Rs.25,000/- (Rupees twenty five thousand) only for each vehicle in a financial year.</p> <p>4. For other four wheelers motor vehicles more than 3 years old, Rs. 35,000/- (Rupees thirty five thousand) only for each vehicle in a financial year.</p>	<p>(a) Subject to condition No. 1 and 16</p> <p>(b) Observance section 7 (2) of The AFRBM Act ,2005</p>	To be exercised by Senior most Secretary of The Department or his authorized Secretary as per Assam Rules of Executive Business within the limit to be prescribed by the Senior most Secretary.
19.	Purchase of books. Maps, periodical and News papers.	Full Power	Subject to condition No. 1 and 18	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
20.	<p>(a) To accord sanction of house building advance to all employees who are specially recruited by the Department such as Research Officer, Asstt. Resesrch officer, Research Assistant, Drivers, Peons</p> <p>(b) To reallocate fund for house building advance to the Heads of Departments under their respective control.</p> <p>(c) Sanction advance to Govt. Employees for Purchase of personal computer.</p>	<p>Full Power</p> <p>Full Power</p> <p>Full Power</p>	<p>Subject to condition No. 1 and 18</p> <p>Subject to condition No. 26 and 1</p> <p>(a) Subject to condition No.1</p>	<p>To be exercised by the Principal Secretary/ Commissioner and Secretary/ Secretary of the Department and Can not be re-delegated</p>
21.	<p>Issue sanction / Administrative Approval for a new or continuing Central Sector Scheme / NEC / NLCPR Scheme including purchase of equipment and machineries provided those are part of the scheme, but except</p> <p>[a] Creation of posts</p> <p>[b] Engagement of Work Charged/MR/Ad-hoc and Casual Workers</p> <p>[c] Purchase of vehicle</p> <p>[d] Purchase of Air Conditioner</p>	<p>Up-to Rs. 5.00 (five) crore</p>	<p>a) Subject to condition No.1 and 126 (1), (2), (4) to (11)</p> <p>b) Subject to prior approval of Finance Department for adoption of a new Scheme</p> <p>c) Observance of Section 7(2) of the AFRBM Act, 2005</p>	<p>Power delegated to Senior-most Secretary of the Department.</p> <p>In respect of NEC & NLCPR Schemes all Administrative Departments would seek no objection from Planning & Development Department before issuing Administrative approval/Financial sanction because P&D is the nodal Department for NEC & NLCPR Schemes</p>

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
21	(I) Issue sanction / Administrative Approval for a new or continuing Central Sector Scheme / NEC / NLCPR Scheme including purchase of equipment and machineries provided those are part of the scheme, but except [a] Creation of posts [b] Engagement of Work Charged/MR/Ad-hoc and Casual Workers [c] Purchase of vehicle [d] Purchase of Air Conditioner	Up-to Rs. 10.00 (ten) crore	a) Subject to condition No.1 and 126 (1), (2), (4) to (11) b) Subject to prior approval of Finance Department for adoption of a new Scheme c) Observance of Section 7(2) of the AFRBM Act, 2005 d) The scheme above Rs.5.00(five) crore up to Rs. 10.00 (ten) crore is to be approved by a Departmental Finance Committee consisting of the following:- i) Sr. most Secretary of the Department (powers not to be further delegated) ii) Sr. F.A./F.A. of the Department iii) Representative of P&D Department	Senior-most Secretary of the Department In respect of NEC & NLCPR Schemes all Administrative Departments would seek no objection from Planning & Development Department before issuing Administrative approval/Financial sanction because P&D is the nodal Department for NEC & NLCPR Schemes
21	(II) Issue sanction / Administrative Approval for RIDF Scheme / Project including purchase of equipment and machineries provided those are part of the scheme, but except [a] Creation of posts [b] Engagement of Work Charged/MR/Ad-hoc and Casual Workers [c] Purchase of vehicle [d] Purchase of Air Conditioner	Up-to Rs. 5.00(five) crore	a) Subject to condition No.1 and 126 b) Subject to prior approval of Finance Department for adoption of a new Scheme c) Observance of Section 7(2) of the AFRBM Act 2005 d) Approval of NABARD e) Approval of Cabinet	Senior-most Secretary of the Department

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
21	(III) Issue sanction / Administrative Approval for RIDF Scheme / Project including purchase of equipment and machineries provided those are part of the scheme, but except [a] Creation of posts [b] Engagement of Work Charged/MR/Ad-hoc and Casual Workers [c] Purchase of vehicle [d] Purchase of Air Conditioner	Up-to Rs. 10.00(ten) crore	a) Subject to condition No. 1 and 126 b) Subject to prior approval of Finance Department for adoption of a new Scheme c) Observance of Section 7(2) of the AFRBM Act, 2005. d) The scheme above Rs. 5.00 crore up to Rs. 10.00 crore is to be approved by a Departmental Finance Committee consisting of the following:- i) Sr.most Secretary of the Department (powers not to be further delegated) ii) Sr.F.A./F.A. of the Department iii) Representative of P&D Department e) Approval of NABARD f) Approval of Cabinet	Senior-most Secretary of the Department

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
22.	Sanction of fund / Administrative approval of new Schemes under Annual Plan of the Department as well as sanction of fund for continuing schemes of the Department under Annual Plan including purchase of equipment and machineries provided those are part of the scheme, but except; [a] creation of posts [b] Engagement of Work Charged / MR / Ad-hoc and Casual Workers [c] Purchase of vehicle [d] Purchase of Air Condition	Up-to Rs. 5.00 (five) crore	a) Subject to condition No.1 and 126 (1), (2), (4) to (11) b) Observance of Section 7(2) of the AFRBM Act, 2005	Senior-most Secretary of the Department
22.	(I) Sanction of fund / Administrative approval of new Schemes under Annual Plan of the Department as well as sanction of fund for continuing schemes of the Department under Annual Plan including purchase of equipment and machineries provided those are part of the scheme, but except; [a] creation of posts [b] Engagement of Work Charged / MR / Ad-hoc and Casual Workers [c] Purchase of vehicle [d] Purchase of Air Condition	Up-to Rs. 10.00(ten) crore	c) Subject to condition No.1 and 126 (1), (2), (4) to (11) d) Observance of Section 7(2) of the AFRBM Act, 2005 e) f) The scheme above Rs.5.00(five) crore up to Rs.10.00(ten) crore is to be approved by a Departmental Finance Committee consist of the following:- i) Sr. most Secretary of the Department (power not to be further re delegated) ii) Sr.F.A./F.A. of the Department iii) Representative of P&D	Senior-most Secretary of the Department

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			Department	
	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
23.	Sanction of Grants-in-aid subsidies under state plan/ non plan schemes	Up-to Rs.1.00(one) lakh for each grant subsidy	a) Subject to condition No 31 b) Ceiling to be exempted c) Observance of section 7(2) of the AFRBM Act, 2005	Do.
24.	(a) Sanction of Administrative approval in respect of works under Twelfth Finance commission award (12 th FC) (b) Sanction of expenditure for purchase of Book, Articles equipments, Furniture, Computers, Printers, Machines, Medicines, Advertences for scheme under 12 th FC award	Full power Do.	Subject to approval of the High Level Committee (HLC) and condition 1& 126 Do.	
25.	Sanction of ex-gratia grant to Gazetted offices of Department getting killed by extremist while discharging their duty.	Rs. 5.00(five) lakh in addition to Rs.1.00(one) lakh, payable to the family.	Subject to condition No 1	As provided vide O.M..No FMP.13/85/104 dated 29 th July, 2006
26.	Sanction of expenditure for maintenance and administration of CTMIS (Comprehensive Treasury Management Information System)	Full power to Finance (Estt. B) Department	Where Director of Accounts and Treasuries is not competent to exercise full power.	
27.	Sanction of expenditure for maintenance and administration of TIMS (Tax Information Management System)	Full power to Finance (Taxation) Department	Where Commissioner of Taxes is not competent to exercise full power	
28.	Development of infrastructure or amenities to facilitate Trade and commerce, out of Trade Development Fund formed from Assam Entry Tax proceeds	Full power to Sr. .most Secretary Finance (Taxation) Department	Subject to observance of the provisions of AFRBM Act, 2005 and all other financial Rules	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
30.	Sanction of the state share under state plan against various centrally sponsored scheme	Full power to Sr. .most Secretary of the Department	Subject to condition No. 1 and the Conditions that 1) The corresponding Govt. of India share has already been credited to the state Exchequer or the Bank account of the authorized complementary Agencies as the cases may be and ; 2) The amount of State share to be released shall be proportionate to the actual GOI release as per the approved funding pattern of the particular centrally sponsored scheme.	
31.	Sanction Diet Money for the patient of all Govt. Medical Colleges & Hospitals, all Govt. Ayurvedic Colleges, all Govt. Homeopathic Medical College Hospitals of Assam	Full power to Sr. .most Secretary of H & FW Department.	Subject to 1) Condition No. 1 2) Adherence to the rate of Diet Money fixed.	

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SCHEDULE --- II ***Power delegated to Heads of Departments***

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

	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
1.	To accord administrative approval to plans and estimates for civil works to be carried out by the Public Works Department under Non Plan	Rs. 15 lakh for residential works Rs. 30 lakh for non-residential works	(a) Subject to condition No. 1 and 7 (b) Observance of section 7 (2) of the AFRBM Act. 2005.	
2.	To accord administrative approval and sanction expenditure on works to be executed departmentally (a) Original works (b) Petty addition/ up-gradation/ renovation/ repairs of Departmental building under Non Plan (c) Sanction excess expenditure over the estimates (d) Renewal of expenditure sanction in respect of departmental works in Progress	In case of project involving residential building Rs. 2. lakh for other works Rs. 5. lakh Up-to Rs. 1.(one) lakh in each case Up-to Rs. 5 percent provided the total of the exceeded estimate within their power of sanction. For one year at a time	(a) Subject to condition No. 1 and 27 (b) Observance of section 7 (2) of the AFRBM Act. 2005. Do. Do Do.	
3.	Sanction expenditure for maintenance of departmental buildings and miscellaneous expenditure in any individual case of any object for which no scale or limit to its power is prescribed.	(a) Up-to Rs. 500/- if recurring in any single case (b) Up-to Rs. 4,000/-if non-recurring in any single case	Subject to condition No. 1 and 28	
4.	Sanction expenditure on contingencies			

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
	<p>(A) Purchase of instruments, appliances, apparatus, machinery, tools and plants and other stores in India including livestock</p> <p>B) Repair on Departmental vehicles including purchase of tyres batteries and spare parts without fixture/ furnishings.</p> <p>C) (i) Purchase of approved office equipments such as clock, time pieces, table fans, ceiling fans water filter etc. (ii) Purchase of approved office equipments, such as typewriters & duplicators. (iii) Annual maintenance contract or full service maintenance contracts of machineries / photocopier/ Fax/ Computers / Risograph/ Electronic type writers</p> <p>D) Repair of Typewriters & Duplicator/ Photocopier/ Fax/ Computer</p>	<p>(a) Full power when purchase is made through Central stores Department or on rate contract or through a duly constituted Purchase Board where in the Administrative Department and Finance Department and Industries Department (where necessary) are represented.</p> <p>(b) Otherwise up-to Rs. 10.000/- in each case provided the cost of each item does not exceed Rs. 1.000/-</p> <ol style="list-style-type: none"> 1. For trucks up-to 3 years old Rs. 25.000/- (Rupees twenty five thousand) only for each truck in a financial year. 2. For trucks more than 3 years old Rs. 50.000/- (Rupees fifty thousand) only for each truck in a financial year. 3. For other four wheelers motor vehicles up-to 3 years old Rs.10.000/- (Rupees ten thousand) only for each vehicle in a financial year. 4. For other four wheelers motor vehicles more than 3 years old Rs. 50.000/- (Rupees fifty thousand) only for each vehicle in a financial year. <p>(i) Up-to Rs. 2.000/- in each case.</p> <p>Full power</p> <p>Full power if the Contract is with the authorised dealer of the manufacturer</p> <p>(a) Up-to Rs. 2000/- annually for each Machine, when repair not done by authorised dealer of the manufacturer.</p> <p>(b) Full power if repair is done through the authorised dealer of the manufacturer</p>	<p>Subject to condition No. 1 and 15</p> <p>(a) Subject to condition No. 1 and 16 (b) Observance of the provisions of the AFRBM Act. 2005.</p> <p>Subject to condition No. 1 and 12</p> <p>Subject to condition No. 1 and 11</p> <p>Subject to condition No. 1 and 123</p> <p>Subject to condition No. 1</p>	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
4.	[2] Rent on lands and buildings leased out to the Government	Up-to Rs. 20,000/- per month for each building	(a) Subject to condition No. 1 and 10 (b) Observance of the provisions of AFRBM Act, 2005.	
4.	[3] Local purchase of stationery in case of urgencies	Rs. 5,000/- in each case subject to annual limit Rs. 2.00 (Two) lakh	Subject to condition No. 1 and 14	
4.	[4] Urgent printing at local presses	Rs . 25,000/- in each case, subject to a annual limit of Rs. 2.00 (Two) lakh	Subject to condition No. 1 and 17	
4.	[5] Purchase of books. Maps. Periodicals and newspapers	Full power	Subject to condition No. 1 and 18	
4.	[6] To sanction POL Bills, hire wages of drivers, handyman of vehicles requisitioned under the Assam Requisition and control of vehicles Act. 1968 (Assam Act. V of 1969)	Full power	Subject to a certificate from requisitioning authority.	
5.	Incur expenditure in connection with Exhibitions,. Shows and Fairs.	(a) For State level exhibitions- up-to Rs. 20,000/- in each case (b) For Dist. Level – Up-to Rs. 10,000/- in each case	Subject to condition No. 1	
6.	Write off of the irrecoverable value of stores (including furniture) livestock or public money.	Up-to Rs. 5,000/- in any single case	Subject to condition No. 19	
7.	Write off of the irrecoverable value of stores, building , livestock and furniture.	Full power	Subject to condition No. 20 (1) and 20 (2)	
7.	(a) Disposal of Un- Serviceable Vehicles	Full power when the sale price is more than the value fixed by the district or state condemnation Board. If less approval of Administrative Department will be required.	Subject to condition No. 20(3)	
8.	(a) Refund of revenue in cases not otherwise provided for. (b) Refund of deposit not otherwise provided for.	Full power Full power	Subject to condition No. 1 and 21 Do.	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
9.	Award Scholarship/ Stipends tenable in India and sanction other ancillary expenses, such as, tour expenses, equipment allowance tuition fees, book grants etc, to the stipendiary/ scholarship holder	Full power	Subject to budget provision and the rules and orders of the Department	
10.	Sanction Compensatory allowance for furnishing security in cash	Amount of Compensatory allowance depend on quantum of security money as detailed in condition No. 29.(page 112)	Subjct to condition No. 29	
11.	Accept tender	Full power	Subjct to condition No. 24	
12.	Execute contracts and instruments	As in annexure III(page 138)	As per details in annexure III	
13.	Sanction advance to Government servant for construction, purchase and repair of houses.	As in condition No. 26.	Subjct to condition No. 26	
14.	Sanction advance to Government servant for purchase of (a) Motor Car or Motor Boat (b) A Motor Cycle (c) Bi- cycle (d) Other means of conveyance (e) A type writer (f) Horse uniform and accoutrements by a probationary Sub-Inspector of police (g) Revolver by a Sub-Inspector of Police as part of his equipments (h) Kit by Superintendent, Inspector or Sub-Inspector of Police including an Inspector of Excise on probation (i) Outfit by the Military Secretary and Aid-de-Camp to the Governor	Full power up-to the rate fixed by finance (A&F) Department	As per Rule 385 of AFR As per Rule 386 of AFR As per Rule 387 of AFR As per Rule 387 of AFR As per Rule 389 of AFR As per Rule 390 of AFR As per Rule 393 of AFR As per Rule 391 of AFR As per Rule 392 of AFR	
15.	(i) Sanction advances to Government servants under orders of transfer (ii) to any Public officer in the civil department:- a) on return from leave other than leave on average pay not exceeding four months or b) deputation out of India (iii).to an officer other than an inspecting officer, for himself or an		Not exceeding one month's substantive or officiating pay plus T.A. as entitled As per Rule 396 of AFR As per Rule 396 of AFR	

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	Nature of Power	Extent of Power	General conditions. See chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]
	Assistant or Deputy, proceeding on tour to cover his contingent charges for a month (iv). To non-gazetted officer or inferior servants accompanying officers proceeding on tour to cover their personal travelling expenses for a month (v) to gazetted officer to cover their personal travelling expenses for a month (vi) to a Treasury Officer or a District Superintendent of Police for expenses connected with a remittance of treasury. (vii) for Law suits to which Government is a party (viii) Sanction advance to patients proceeding to the Pasteur Institute, Shillong or to Public centre for anti-rabis treatment (ix) Sanction to Government servants of non-Asiatic domicile for passages overseas to themselves and their families.		As per Rule 396 of AFR As per Rule 396 of AFR As per order issue by Govt. time to time As per Rule 397 of AFR	
16.	Sanction pre-audit claims up-to 6 years	Full power	Provided it is certified that the amount was not disbursed previously	
17.	Grants specifically provided in the budget in favour of a named individual or non-statutory, non-official institution or organisation	Full power		
18.	Sanction of ex-gratia grants to non-gazetted employee getting killed by extremists while discharging his duties.	Rs.5.5 lakh payable to the family as provided vide O.M. No.FMP.13/85/104 dated 29 th July, 2006	Subject to condition No. 1	
19.	To issue sanction of Rehabilitation Grants to the families whose houses have been burnt down/ damaged in the recent ethnic violence.	Full power to Deputy Commissioners of Kokrajhar, Chirang, Dhubri and Bongaigaon valid up-to 31-12-2012, subsequently validity extended till 30-09-2013.	(a) Subject to condition No. 1 (b) Limitation of expenditure to different scales of relief fixed as prescribed by state Govt. from time to time.	
20.	Sanction of fund for payment of service charges to National Securities Depository Limited (NSDL)	Full power to Director of Accounts and Treasuries.	(a) Subject to condition No. 1 (b) Observance of the provisions of AFRBM Act, 2005	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	permissible limit. (a) Single beded (b) Double beded (c) VIP suit	Do Do Do	Rs. 1200/- =per day] Rs. 2500/- =per day] Full power Rs. 3500/- =per day] w.e.f.24/9/2013	and approval of rates annually by GAD by following due procedure	
2.	Installation of telephone in offices of GAD.	Do	Full power	Subject to condition No. 127	
3.	Sanction for disposal of unclaimed unidentified bodies	Secretary.G.A. Department	Full Power	Subject to condition No. 1	
4.	Sanction for expenditure on P.O.L. for VIP pool car and for car used by State Guests	Secretary G.A. Department	Full power	Subject to condition No. 127	
5.	Repair of VIP pool vehicles including purchase of tyres, tubes batteries and spare parts with out fixture/ furnishing.	Secretary G.A. Department	Full power	Subject to condition No. 1 and 16	
6.	Approval of the rates for purchase of type writer Machine (both English and Assamese language)	Secretary G.A.D.(P&S) Deptt.	Full power	Subject to condition No. 127	
7.	Purchase of Misc articles for day to day use in the Assam Government Press. Jorhat branch.	Asstt. Director (Printing) Jorhat	Up-to Rs. 500/- in each case subject to annual limit of Rs. 10.000/-	Subject to condition No. 34 and No. 1	
8.	Purchase of spare parts/ furniture including repairs	Do	Up-to Rs. 500/- for each spare parts. And Rs. 250/- for petty repair in each case- subject to limit of Rs.5000/- per annum.	Do	
	Assam Houses				
9.	Hiring of taxi for MPs/ Minister/ Other Dignitaries/ Officers of the rank of Secretary and above.	(a) Trade Adviser and Director of Movement. Calcutta (b) Resident Commissioner .New Delhi	Full power subject to proper verification of market rate.	Subject to condition No. 35 and 1	The power delegated to Resident Commissioner Assam Bhawan,

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
					New Delhi as Head of Department shall be exercised by Resident Representative, Assam Bhawan, New Delhi, w.e.f. 05 August, 2008
10.	Local purchase of stationery	Liason Officer. Assam House. Shillong	Rs. 5000/- per annum	Subject to condition No. 1	
11.	Purchase of news paper & periodicals.	Do.	Rs. 3,000/- per annum	Subject to condition No. 1	
12.	Repair Of Furniture, wall clock, Type writer	Do.	Rs. 6,000/- per annum	Subject to condition No. 1	
13.	Purchase of utensils in urgent cases	Do.	Rs. 4,000/- per annum	Subject to condition No. 1	
14.	Petty expenditure & office expenses (including tubes/ tube lights etc.)	Do.	Rs. 10,000/- per annum	Subject to condition No. 1	
15.	Electric charges	Do.	Actual charges	Subject to condition No. 1	
16.	Telephone charges	Do.	Do.	Subject to condition No. 1	
17.	Rent/ Rate etc.	Do.	Do.	Subject to condition No. 1	
18.	Sanction of Medical Reimbursement bills for hospitalisation in referral Hospitals in respect of officer and staff posted at : (j) Assam House, New Delhi (ii) Assam House, Kolkata (iii) Assam House, Mumbai	Resident Commissioner Assam House, New Delhi Trade Adviser Assam House Kolkata Deputy Resident Commissioner Assam House, Mumbai	Rs. 1.50 lakh Rs. 1.00(one) lakh Do	1) Subject to condition No. 1 2) Approval of Resident Doctor 3) Treatment to be done in Referral Hospital as contained in O.M. No. HLA.1071/2009/150 dated 11/11/13	
Personnel Department					
19.	To accord sanction of House building advance to the following categories of employees i) All A.C.S. Officers	Personnel (A) Department	Full power	Subject to condition No. 1 and 26	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	ii) working in the Secretariat All A.C.S. Class- I Officers posted in Guwahati iii) All A.C.S. Class-I Officers working in the State Govt. undertaking				
20.	Fixation of remuneration of Lawyer	Chairman A.P.S.C.	Full power	Subject to condition issued by L.R.	
Secretariat Administration Department					
21.	Local purchase of stationery in emergent cases	Commissioner/ Secretary. SAD	Full power	Subject to condition No. 1 and 14	
22.	To accord sanction of house building advances to the following categories of employees:- 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 (Estt.)	Commissioner & Secretary/ Secretary. SAD	Full power	Subject to condition No. 1 and 26	
23.	Purchase of Spare parts and repairing of Duplicating Machine, Typewriter, Calculator, Fax, Photocopier, Computers including Annual maintenance contracts thereof.	Commissioner & Secretary/ Secretary. SAD	(a) Full power when the repairing/contract is carried out with the authorised dealer of the manufacturer (b) If with others for each machine Rs. 2000/- annually	Subject to condition No. 1 and 11	
24.	Sanction of cost of repairing of cars allotted to the members of councils of Ministers. Including purchases of tyres,	Commissioner & Secretary/ Secretary. SAD	Full power	Subject to condition No. 1 and 33	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	tubes, batteries and spare parts without fixtures/ furnishings.				
25.	Sanction of cost of repairing of cars used for the escort of council of Ministers including purchase of tyres, tubes, batteries and spare parts without fixture/ furnishings.	Personnel S.A. (E) Department	Full power in respect of Escort vehicles of council of Ministers which are allotted to S.A. (e) Deptt. By GAD. Or otherwise owned by SAD (E) Deptt.	Subject to the conditions No. 1 and 33	
26.	Purchase of wooden furniture and steel furniture of the Assam Secretariat.	Secretary of the Department	Full power	Subject to condition No. 1 and 36	
Director of Land Record & Surveys					
27.	Sanction of advances to Khalasis of the Surveys Department	Director of Land Records & Surveys	(a) Up-to Rs. 50.000/- (Fifty thousand) in each year for Fare and one months pay before they take the field. (b) Up to Rs. 25.000/- (twenty five thousand) in each year for paying of Traverse charge and their squads pay and fare.		
Works Department					
28.	To issue Administrative approval based on A/A issued by NEC except for purchase of vehicle and creation of posts	Commissioner & Secretary/ Secretary Flood Control/ PWD/PHE/ Irrigation	Full power	Subject to condition No. 134	
Revenue Department					
29.	To sanction funds/ accord administrative approval to schemes relating to Calamity Relief Fund	Commissioner & Secretary / Secretary Revenue Department	Full power	Subject to the approval of state level committee for CRF and budget provision	
30.	Grant of land free of cost/rent to local bodies	Commissioner & Secretary/ secretary Revenue Department	Full power	Subject to condition that the allotment of land is within the purview of land policy in force framed under ALRR. 1886. This power cannot be re-delegated.	
31.	Sanction remission of public demands	Do	Up-to Rs. 2.000/- in any one district	Subject to condition No. 38	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	appearing from any cause to be irrecoverable.		in each year		
32.	Sanction refund suspensions and remissions of land revenue	Do	Full power	As per Departmental rules	
33.	Compensation	Revenue Department	Full power	Strictly as per Land Reforms Act.	
34.	Sanction of Ex-gratia grant to the next of kins of persons who lost their lives in natural calamity	Special Commissioner and Secretary Revenue Department	Up-to Rs. 5000/- in each case	As per report furnished by respective D.C	
35.	Sanction of Ex-gratia grant to the persons who lost their limbs or both the eyes in natural calamities	Do	Up-to Rs. 2500/- in each case	Do	
Excise Department					
36.	Sanction refunds or remission of Excise Revenue	Commissioner & Secretary Excise Department	Full power	Subject to condition No. 38	
37.	Refund of opium and Excise Revenue	Commissioner of Excise	Do.	Do.	
38.	Remission of irrecoverable Excise Revenue	Do.	Do.	Subject to condition No. 40	
Stamps Department					
39.	Refund of Stamps revenue	Stamps Department	Full power	Subject to condition No. 38	
40.	Refund of the value of pleader's certificates stamps	Superintendent of Stamps	Full power	If the certificate is not issued by the pleaders, Mukhtears and Revenue agent	
41.	Refund of process fees under the Court Fees Act.	The Judge of Court	Full power		
Forest Department (C.C.F. means P.C.C.F./C.C.F.)					
42.	Make Forest concessions	Commissioner and Secretary/ Secretary. Forest Department.	Full power	Granted in accordance with the terms of a forest settlement	
43.	Sanction special grants of timber or other forest produce free or at favourable rates for special purposes.	Do.	(i) Up-to Rs. 10.000/- for Public Works (ii) Rs. 3.000/- for village community, public bodies	Subject to condition No. 41	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			(iii) Rs. 1.500/- in any single case in other cases		
44.	Sanction refund of Forest Revenue	Do	Up-to Rs. 5000/- in any single case	As per Forest Manual	
45.	Pass orders authorising the sale of stores, livestock, tools and plant and forest produce without payment of the value in full at the time of delivery	Commissioner & Secretary/ Secretary, Forest Department.	Up-to Rs. 10.000/-	Subject to condition No. 42	
46.	Sanction all usual payment on account of items classified as revenue expenditure in the Forest Department code	Do	Full power		
47.	Sanction all capital expenditure in the Forest Department (Non-plan)	Do	Up-to Rs. 50.000/-		
48.	Accept tender	Do	Full power	Subject to condition No. 1	
49.	Writing off of irrecoverable Forest revenue	Do	Up-to Rs. 2.000/-		
50.	Writing off of irrecoverable advances in the Forest Department	Do	Up-to Rs. 2.000/-		
51.	Writing off of the value of stores, Livestock, tools and plant, timber and other stock.	Administrative Department	Up-to Rs. 4.000/- in each case.	Subject to condition No. 19	
52.	Writing off of the irrecoverable value of stores, livestock or public money lost by fraud or the negligence of individual or other causes.	Do	Up-to Rs. 5.000/- for value of stores and livestock and Rs. 2.000/- for money	Subject to condition No. 19	
Refund and write off					
53.	Refund forest Revenue	(a) Conservator of Forest (b) Divisional Forest Officers	(a) Up-to Rs. 1.500/- in each case. (b) Up-to Rs. 300/- in each case	As per Forest Manual	
54.	Refunds in cases not otherwise provided for	All Disbursing Officers		Subject to condition No. 43 & as per Forest Manual	
55.	Writing off of irrecoverable Revenue in the Forest Department	(a) Conservator of Forest (b) Divisional Forest Officer	(a) Up-to Rs. 1.000/- in each case. (b) Up-to Rs. 100/- in each case	Subject to condition No. 19	
56.	Writing off of the irrecoverable value	(a) Conservator of Forest	(a) Up-to Rs. 2.000/- in each case.	Subject to condition No. 19	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	of Stores, Livestock, Tools and Plants, timber and other stocks	(b) Divisional Forest Officer	(b) Up-to Rs. 350/- in each case		
57.	Writing off of irrecoverable advances.	Conservator of Forest	Up-to Rs. 500/- in each case.	Subject to condition No. 19	
58.	Writing off of public money lost by fraud or the negligence of individual or other causes	(a) Conservator of Forest as Head of the Department (b) Divisional Forest Officers	(a) Up-to a limit of Rs. 1.000/- (b) Up-to Rs. 100/-	Subject to condition No. 19	
59.	Writing off of irrecoverable value of property including building due to loss by fire	Conservator Forest	Up-to Rs. 1000/-	As per provisions in Assam Forest Manual volume-II	
60.	Sanction purchases of store, tools and plant (excluding livestock.)	(a) Conservator of Forest (b) Divisional of Forest Officer	(a) Full power if on rate contract otherwise Rs. 5.000 in each case (b) Up-to Rs. 750/- in each case.	Subject to observation of Store Rules.	
61.	Sanction items of capital expenditure (excluding purchase of livestock, stores tools and plant, furniture and tents)	(a) Conservator of Forest Assam (b) D.F.O	(a) Up-to Rs. 10.000/- in each case. (b) Up-to Rs. 2.000/- in each case		
62.	Purchase of Office and Rest House Furniture	(a) Conservator of Forest. Assam (b) Divisional Forest Officers	(a) Up-to Rs. 3000/- in each case (b) Up-to Rs. 300/- in each case		
63.	Purchase of tent for the Forest Department	Conservator of Forest. Assam	Up-to Rs. 1.500/- in each case	Subject to observation of Stores Rules	
64.	Purchase of arms and ammunition.	(a) Administrative Department (b) Chief Conservator of Forest. Assam	(a) Up-to Rs. 10.000/- for Purchase of arms and ammunition from local markets annually. (b) Up-to Rs. 4.000/- for purchase of arms and ammunition from local markets annually.	Subject to condition No. 1 Subject to condition No. 1	
Other Expenditure					
65.	Sanction all usual payments on account of revenue expenditure in the Forest Department	(a) Conservator of Forests. Assam Divisional Forest Officer	Full power for all usual payments	As per Forest Manual	
66.	Sanction pleaders fees in the prosecution of criminal offences in the Forest Department	(a) Conservator of Forests. Assam (b) Divisional Forest Officer	(a) Up-to a maximum of Rs. 500/- in any one case (b) Up-to a maximum of Rs. 200/- in any one case.	Subject to guidelines laid down by L.R.	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
67.	Sanction deviation from a sanctioned working plan	Conservator of Forests. Assam		Subject to condition No. 44	
68.	Purchase of livestock other than elephants	Do	Up-to Rs. 2000/- in each case	Subject to condition No. 1	
69.	Purchase of elephants	Conservator of Forests, Assam	Up-to Rs. 9000/- for each elephant.	Subject to condition No.1	
70.	Sanction free or at favourable rates for the grant of timber or other forest produce	(a) Conservator of Forests, Assam (b) Divisional Forest Officers	(a) Up-to Rs. 1000/- in any one case. (b) Up-to Rs. 250/- in any one case.	As per departmental Rule and principles laid down in Appendix-7 to the Forest Code.	
Loans and Advances					
71.	Grants Agricultural loans to Forest villages	Conservator of Forests, Assam	Up-to Rs. 1000/- per forest village in each case	Subject to condition No.1	
72.	Sanction advances to contractors other than sawing and carting sirdars.	Divisional Forest Officers.	Up-to Rs. 500/- each case	Subject to condition No.1	
73.	Sanction of advances to sawing and carting sirdars employed for sawing and removal of timbers.	Do.	Up-to Rs. 2000/- in each case	Subject to condition No.1	
74.	Sanction advances to stockade sirdars	Officer-in-charge, Departmental Khedah operation	Up-to Rs. 2000/- in each case	Subject to condition No.1	
75.	Sanction payment of commission for recruitment of labourers.	Conservator of Forests and Divisional Officers, Assam		As per Forest Manual volume-II	
76.	Sanction Advances to the extent of one months pay to the following classes of non-gazetted officers on permanent establishment serving under their orders. (a) Officers on the executive establishment (b) Assistant employed in range offices elsewhere than the headquarters of Divisional Officers	(a) Conservator of Forests Assam (b) Divisional Forest Officer		Subject to condition No. 45 Do Do	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(c) Assistant and inferior staff who are required to accompany gazetted officers on continuous tour likely to last for more than a month.	Do			
77.	Accept tenders	(a) Conservator of Forests. Assam (b) Divisional Forest Officers	Up-to Rs. 50.000/= Up-to Rs. 10.000/=		
78.	Purchase of spares and cost of petty repairs to departmental vehicles.	Divisional Forest Officer		Same as Executive Engineer of PWD and subject to condition No. 16	
79.	Sale. Purchase or replacement of animals & birds in Assam State Zoo. Guwahati	Divisional Forest Officers. Assam State Zoo	Full power in respect of replacement of animals and birds. Up-to Rs. 2.000/= in case of purchase of each species of animals and birds purchased at a time	Subject to condition No. 46	
Registration Department					
80.	Refund of Registration fees	Registering Officer	Full power	Under departmental rules	
81.	Sanction Sub-Registrar on commission system to start office in the State of Assam.	Inspector General of Registration	So far as it relates to temporary Sub-registry Offices	Scale admissible as per Registration Rules	
82.	Sanction temporary Extra writers on daily pay in his own office and Sub ordinate offices	District Registrar		Subject to condition No. 47	
Taxation Department					
83.	Computer stationery	Commissioner of Taxes	Full power	Subject to condition No. 1 and 14	
84	Refund under the Assam General sales Tax Act, 1993 and Rules framed there-under Section. 30 and Rule 36	(a) Commissioner of Taxes (b) Deputy Commissioner of Taxes (c) Senior Superintendent of Taxes/ Superintendent of Taxes.	(a) Up-to Rs. 10.00(ten) lakh in each case (b) Up-to Rs. 2.00(two) lakh in each case. (c) Up-to Rs. 0.50(fifty thousand) lakh in each case	Subject to condition No. 48	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
85.	Refund under the Central Sales Tax Act. 1956 and the Central Sale Tax (Assam Rules 1957 Rule 17)	(a) Commissioner of Taxes (b) Deputy Commissioner of Taxes (c) Senior Superintendent of Taxes/ Superintendent of Taxes.	(a) Up-to Rs. 10.00(ten) lakh in each case. (b) Up-to Rs. 2.00(two) lakh in each case. (c) Up-to Rs. 0.50 lakh in each case	Subject to condition No. 48	
86.	Refund under the Assam Professions, Trades, Ceilings and Employments Taxation Act, 1947 and the Rules framed thereunder. Section 14 and Rule 31	Senior Superintendent of Taxes/ Superintendent of Taxes	Full power	Subject to condition No. 48	
87.	Refund under the Assam Amusements and Betting Tax Act. 1939 and the Rules framed thereunder. Section 9 and Rule 25B.	(a) Commissioner of Taxes (b) Senior Superintendent of Taxes/ Superintendent of Taxes.	(a) Full power (b) Up-to Rs. 250/= in each case	Subject to condition No. 49	
88.	Refund under the Assam Agricultural Income Tax Act. 1939 and the Rules framed thereunder Section 39 and Rules 26 and 28	(a) Commissioner of Taxes (b) Agricultural Income Tax officer	(a) Full power (b) Up-to Rs. 20.000/= in each case	Subject to condition No. 50	
89.	Refund under the Assam Electricity Duty Act. 1964 and the Rules framed thereunder. Rule 13.	Senior Superintendent of Taxes/ Superintendent of Taxes.	Full power	Subject to condition No. 48	
90.	Refund under the Assam Taxation (On Specified Lands) Act. 1990 and the Rules framed there-under-Rule 24.	(a) Commissioner of Taxes (b) Deputy Commissioner of Taxes (c) Senior Superintendent of Taxes/ Superintendent of Taxes	(a) Up-to Rs. 5000/= in each case. (b) Up-to Rs. 2500/= in each case. (c) Up-to Rs. 500/= in each case.		
91.	Refund under the Assam Taxation (On Luxuries) Act. 1997 and the Rules framed there-under-Section 10 and Rule 18	(a) Commissioner of Taxes (b) Deputy Commissioner of Taxes. (c) Senior Superintendent of Taxes/ Superintendent of Taxes	(a) Up-to Rs. 10.00(ten) lakh in each case (b) Up-to Rs. 2.00(two) lakh in each case (c) Up-to Rs. 0.50 lakh in each case		
92.	Refund under the Assam Tax on	Senior Superintendent of Taxes/	(a) Full power		

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	Luxuries (Hotel and Lodging Houses) Act. 1989 and the Rules framed thereunder Section 16 and Rule 9.	Superintendent of Taxes.			
93.	Drawal of money for misc cost in connection with Court cases	(a) Commissioner of Taxes (b) Deputy Commissioner of Taxes (c) Senior Superintendent of Taxes/ Superintendent of Taxes.	(a) Up-to Rs. 10.000/- in each case (b) Up-to Rs. 2.500/- in each case (c) Up-to Rs. 1.000/- in each case	Subject to condition No. 1	
94.	Writing off of irrecoverable revenue in the Taxation Department	Commissioner of Taxes	Up-to Rs. 10.000/- in each case		
General Administration (Commissioners of the Divisions)					
95.	Renewal of temporary posts originally created with the concurrence of Finance Departments in the District Establishments under their control (Non plan)	Commissioner	Up-to one year at a time subject to a limit of 5 years including year of concurrence It was clarified in OM Dated 3 rd July 2015 (Annexure-iv D) that: All posts created with the prior concurrence of Finance Department and planning & Development Department (both plan & non-plan head) will be of permanent nature and no further retention will be necessary excepting : (i) The posts of temporary nature sanction for specific work and for a specific period and should not be against any centrally sponsored scheme for a specific period The post which are not against any scheme and which are taken up purely on experimental measure or on an ad-hoc basis.	Subject to condition No. 1 and 4	
Refund and Remission					
96.	Remission of Land Revenue	Commissioner	Up-to 10.000/= in any one district For each calamity	Subject to condition No. 51	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
97.	Refund of the value of timber and of survey fees	Commissioner	To the extent allowed by departmental Rules	Subject to condition No. 52	
98.	(A) Remission of loans under the Land Improvements Act. (B) Remission of loans under the Agriculturist Loans Act. 1884	Commissioner. Do	Up-to Rs. 2.000/- in each case. Up-to Rs. 1.000/- in each case	Subject to condition No. 53 Subject to condition No. 54	
99.	Remission of Fishery Revenue	Do	Up-to Rs. 1.000/- in any one case	Do	
100.	Remission and refund of Ferry revenue and tools on roads and bridge.	Do	Abatements of rents	As per section 15 of Northern India Ferries Act , 1878	
101.	Refund of the value of non-judicial stamp to any person	Do	Full power	Subject to condition No. 55	
102.	Disbursement to carry on suits or appeals.	Do	Sums which are necessary to be expended for the carrying on of any suit or appeal in which Government of Assam is a party.	Subject to condition No. 56	
103.	Disburse suits to satisfy decrees etc. against Government	Do	Any sum	Subject to condition No. 57	
104.	Compromise suits brought against Government	Do	Valued at Rs. 1.000/- or under suits of claims of a civil nature.		
105.	Grant loans under the Land Improvement Loans Act.	Do	Loans and advances up-to Rs. 5000/- in each case		
106.	Grant loans under the Agriculturist Loans Act.	Do	Up-to Rs.3.000/- in each case		
107.	(a) Suspension of Stall rents (b) Sanction remission of Stall-rents appearing from any cause to be irrecoverable.	Do Do	Full power Up-to Rs. 500/- in any one district in each year	Above Rs. 10.000/- are to be reported to Govt. Subject to condition No. 38	
108.	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	Full power	Subject to condition No. 1 and 13	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
Deputy Commissioner and Sub-Divisional Officers					
109.	Appoint pleaders in criminal case and appeals	Deputy Commissioner		Subject to condition No. 59	
110.	Appoint Subordinate Government Pleaders	District Officers		Subject to condition No. 60	
111.	Appointment of a temporary pleader in place of permanent Government pleader disqualified from conducting a suit	Do		Subject to condition No. 61	
112.	Remission of land revenue	Deputy Commissioner	Up-to Rs.5.000/- in a year	Subject to condition No. 62	
113.	Remission of grazing fees	Do	Unpaid portion of the fees	Subject to condition No. 63	
114.	Remission of Fishery Revenue	Deputy Commissioner	Up-to Rs. 100/- in any one case.	Subject to condition No. 54	
115.	Refund of land revenue	Do		Subject to condition No. 48	
116.	Refund of grazing revenue	Do		Subject to condition No. 64	
117.	Refund of the value of timber and of survey fees.	Do	To the extent allowed by departmental rules	Subject to condition No. 54	
118.	Reduction of land revenue assessment	District Officers	Do	Subject to condition No. 65	
119.	Refund of local rates and revenue deposits	Deputy Commissioner	Full power	Subject to condition No. 48	
120.	Refund of value of impressed court fee stamps to any person	District or Sub-Divisional Officers	Full power	Under the departmental rules within six months of purchase	
121.	Refund of the value of undetached court fee adhesive labels for which any person has no immediate use.	Do	Full power	Subject to condition No. 66	
122.	Refund of the value of detached court fee adhesive labels to any person.	District or Sub-Divisional Officers	Full power	Under the departmental rules within one year of purchase	
123.	Refund of the value of impressed Court fee stamps to any person	Do	Full power	Do	
124.	Refund of the value of non judicial stamps to any person.	Do	Full power	Do	
125.	Refund of receipts of local bodies credited to the State Revenue	Do	Full power	Subject to condition No. 48	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
126.	Refund of opium and excise revenue	District Officers	Full power	Do	
127.	Remission and refund of process fees in cases in which the original demand is remitted or the process has been issued by mistake	Deputy Commissioners and Sub-divisional Officers.	Do	Do	
128.	Remission of loans under the Land improvement Loans Acts. (A) Remission of loans under the Agriculturist Loans Act. 1884	District Officers Deputy Commissioner	Up-to Rs. 250/- in each case Up-to Rs. 100/- in each case	Subject to condition No. 54 Subject to condition No. 54	
129.	Write off of irrecoverable value of stores (including furniture) livestock or public money lost by fraud or negligence of individual or other cases.	(i) Deputy Commissioner (ii) Sub-Divisional Officers	(i) Up-to Rs. 3000/- in any single case (ii) Up-to Rs. 1000/- in any single case	Subject to condition No. 19	
130.	Writing off of value of unserviceable stores (including livestock and furniture)	(a) Deputy Commissioner (b) Sub-Divisional Officers	Full power Do`	Subject to condition No. 67	
131.	Local purchase of Stationery in case of urgency	(i) Deputy Commissioner (ii) Sub-divisional Officers	Up-to Rs. 2000/- in each case subject to annual limit of Rs. 1.00(one) lakh. Up-to Rs. 1000/- in each case subject to annual limit of Rs. 40.000/-	Subject to condition No. 14 and 1	
132.	Urgent printing at local presses (excluding standardised forms of money receipt)	(i) Deputy Commissioner	Up-to Rs. 25.000/- in each case.	Subject to condition No. 17 and 1	
133.	(a) Purchase of spare parts, tyres, tubes, batteries and cost of repairs of Departmental vehicles.	(i) Deputy Commissioner	1. For trucks up-to 3 years old Rs. 25.000/ (Rupees twenty five thousand) only for each truck in a financial year. 2. For trucks more than 3 years old Rs. 50.000/- (Rupees fifty thousand) only for each truck in a financial year. 3. For other four wheelers motor vehicles up-to 3 years old Rs. 10.000/- (Rupees ten thousand) only for each vehicles in a	Subject to condition No. 16 and 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
		(ii) Sub-Divisional Officers	financial year. 4. For other four wheelers motor vehicles more than 3 years old Rs. 25.000/-(Rupees twenty five thousand) only for each vehicle in a financial year. (ii) Up-to Rs. 500/- in each case in the case of spares and up-to Rs. 1000/- in each case in the case of overhaul and repairs.		
134	(b) Condemnation of vehicles/ Machines	(i) Deputy Commissioner	Full power when the sale price is more than the value fixed by the District or state condemnation Board, if less approval of Administrative Department. will be required.	Subject to condition No. 20 (3)	
135.	Incur expenditure on State Guest	Deputy Commissioner	Same as Commissioner & Secy.GAD.	Subject to condition No. 1	
136.	To sanction POL bills, hire wages of drivers, Handyman, of vehicles requisitioned under the Assam Requisition and Control of Vehicles Act. 1968 including vehicles of Army/Paramilitary forces engaged in counter-Insurgency operation	Do	Full power	Do	
137.	Purchase of office equipment such as clocks, time-pieces and table fans.	(i) Deputy Commissioner (ii) Sub Divisional Officer	(i) Up-to Rs.2000/- in each case (ii) Up-to Rs. 1000/- in each case	Subject to condition No. 1 and 11	
138.	Purchase of furniture for new office or on expansion of existing offices or replacement of old and wornout items	Deputy Commissioner	Full powers	Subject to condition No. 1 and 13	
139.	Rent on Lands and buildings leased out to Govt.	(i) Deputy Commissioner (ii) Sub-Divisional Officers	(i) Up-to Rs. 10.000/- in each case (ii) Up-to Rs. 5000/- in each case	Subject to condition No. 10 and 1	
140.	Purchase of books, maps, periodical and news papers	Deputy Commissioner	Full power	Subject to condition No. 18 and 1	
141.	Purchase of Type-writer & Duplicator	Do	Full power	Subject to condition No. 1 and 11	
142.	Repair of Type-writers. Duplicators	Do	(i) Rs. 2000/- annually in each	Subject to observance of all	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks											
[1]	[2]	[3]	[4]	[5]	[6]											
	photo copier Fax. Calculators Computers		case for Type-writer and other machines if repair is not done through the authorized dealer of the manufacturer (ii) Full power if repair is done through authorized dealer of manufacturer.	rules & procedures and availability of fund Subject to condition No. 1												
143.	(i) Annual maintenance contracts of machines	Do	Full power if the contract is with the authorized dealer of the manufactures	Subject to condition No. 1 & 123												
144.(a)	Sanction of ex-gratia grant to the next of kin of the persons killed in extremist violence	Deputy Commissioner	Up-to Rs.3.00(three) lakh	Subject to condition no- 1 and on the basis of repost furnished by DC & SP of concerned District	On receipt of specific proposal RR Department will issue ceiling as required											
144 (b)	Sanction of ex-gratia grant to the next of kins of the persons killed in ethnic violence	Do.	Up-to Rs. 1.00(one) lakh	Do.												
144 (c)	Sanction of ex-gratia grants to the Drivers, Handyman and other employees of vehicles requisitioned for law and order and other emergency duties and killed or injured by the extremist or anti social elements	Do.	<table border="1"> <tr> <td rowspan="4">In the event of</td> <td colspan="2">Attack by</td> </tr> <tr> <td>Extremist</td> <td>Anti-social</td> </tr> <tr> <td>Killing</td> <td>Rs.5.lakh Rs.2 lakh</td> </tr> <tr> <td>Injury(>50%)</td> <td>Rs2 .lakh Rs1 .lakh</td> </tr> <tr> <td>Injury-minor</td> <td>Rs25,000 Rs10,000</td> </tr> </table>	In the event of	Attack by		Extremist	Anti-social	Killing	Rs.5.lakh Rs.2 lakh	Injury(>50%)	Rs2 .lakh Rs1 .lakh	Injury-minor	Rs25,000 Rs10,000	Subject to condition No.1	As per O.M. No. FMP 13/85/104 dated 29 th July, 2006
In the event of	Attack by															
	Extremist	Anti-social														
	Killing	Rs.5.lakh Rs.2 lakh														
	Injury(>50%)	Rs2 .lakh Rs1 .lakh														
Injury-minor	Rs25,000 Rs10,000															
144 (d)	Disposal of unclaimed/unidentified dead bodies	Deputy Commissioner/SDO (Civil)	Up-to Rs. 5000/- in each case	Subject to condition No.1												
144 (e)	Sanction of ex-gratia to the victims of Natural calamities up-to 2010 and subsequent extension up-to 2016 (terms of 13 th FC)	Do.	@ Rs. 1.00(one) lakh which was enhanced to Rs. 1.50 lakh w.e.f. 9 th May, 2012 and further enhanced to Rs 4.00 lakh for the covering 2015-2020.	Subject to condition 1(a) of the revised list of item and norms of assistance from CRF and NCCF(SDRF/NDRF) of the Manual of Calamity Relief Fund issued by RDMD, Government of Assam												

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
144 (f)	Sanction of contingent expenditure including temporary and petty construction under SRE (Security Related Expenditure)	Do.	Up-to Rs. 5.00(five) lakh in each case	(a) Subject to condition No.1 (b) The scheme is as per existing guideline (c) Total work must not be shown to have been executed in parts / phases to facilitate sanction under DFP Rules. (d) Estimate is to be prepared by public works Department	
144 (g)	Sanction of ex-gratin grant to the next of kin of the person killed in recent ethnic violence (Specific for Kokrajhar, Chirang, Bongaigaon and Dhubri)	Deputy Commissioner Kokrajhar, Chirang, Bongaigaon and Dhubri (Valid from 22.08.2012 to 31.12.2012) Subsequently validity extended up-to 31.03.2013	Up-to Rs. 3.00(three lakh	1) Subject to condition No.1 2) On the basis of report furnished by DC and SP of concerned District	
144 (h)	Sanction of financial assistance to the injured persons in connection with the recent ethnic violence	Deputy commissioner Kokrajhar, chirang Bongaigaon and Dhubri.	(a) Up-to Rs. 50,000/- each for graviorous injuries (b) Up-to Rs. 10,000/- each for simple injuries	1) Subject to condition No.1 2) On the basis of report furnished by DC and SP of concerned District	
144 (i)	Sanction of Rehabilitation grant (RG) to the families affected by Natural calamites	Deputy Commissioner and chairman District Disaster Management Authority (DDMA)	Full Power	1) Subject ot condition No.1 2) Observance of criteria as laid down in the guidelines of the State Disaster Response Fund.	
144 (j)	Sanction of ex-gratia grant to the next of kin of the persons killed in recent violence in respective District	Deputy Commissioner Kamrup and Goalpara Valid till 30.06.2013	Up-to Rs. 5.00(five) lakh	Do.	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
144 (k)	Sanction of financial assistance to those who sustained injuries in recent violence in respective Districts	Do. Valid till 30.06.2013	Up-to Rs. 50,000/-	Do.	
144 (l)	Sanction of Rehabilitation Grant to those whose houses have been either partially or fully damaged in recent violence in respective District	Do.	Full power	1. Subject to condition No.1 2. Limitation of expenditure at different scale of relief prescribed by State Govt. from time to time be fixed.	
144(m)	Sanction of ex-gratia grant to the next kin of the persons killed in the recent violence in the Karbi Anglong District	Deputy Commissioner Karbi Anglong (valid up-to 31-03-2014)	Up-to Rs. 3.00(three) lakh in each case	a) Subject to condition No.1 b) On the basis of report furnished by DC and SP of the District	
144 (n)	Sanction of financial assistance to those who sustained injuries in the recent violence in the Karbi Anglong District	Do.	(a) Rs. 50,000/- each for grievously injured person (b) Rs. 10,000/- each to the simple injured person	Do.	
144 (o)	Sanction of Rehabilitation Grant to those whose houses have been fully burnt/damaged in the recent violence in Karbi Anglong District	Do.	(a) Rs. 20,000/- per family as cash (b) Rs. 1,300/- per family as clothing grant (c) Rs. 1,400/- per family for utensils (d) 3 bundles of GCI sheet per family (0.50mm x 800/810mm x 3000mm) to be obtained from SAIL	Do.	
144 (p)	Sanction of Rehabilitation Grant to those whose houses have been partially damaged in the recent violence in Karbi Anglong	Do.	Rs. 20,000/- per family as cash assistance	Do.	
144 (q)	Sanction of ex-gratia grant to the next of kin of the persons killed in recent violence in Kokrajhar and Baksa	Deputy Commissioner Kokrajhar and Baksa (valid up-to 31-07-2014)	Up-to Rs. 5.00(five) lakh in each case.	Do.	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	District				
144 (r)	Sanction of financial assistance to those who sustained injuries in recent violence in Kokrajhar and Baksa District	Do.	(a) Rs. 50,000/- each for grievously injured persons (b) Rs. 10,000/- each to simple injured person	Do.	
144 (s)	Sanction of Rehabilitation grant to those whose houses have been fully burnt in recent violence in Kokrajhar and Baksa District	Do.	(a) Rs. 22,000/- per family as cash (b) Rs. 2,000/- per family as clothing grant (c) Rs.2,000/- per family for utensils (d) 3 bundles of GCI sheet per family (0.63mm x 800 x 2135mm) obtained from SAIL		
144 (t)	Sanction of Rehabilitation grant to those whose houses have been partially damaged in the recent violence in Kokrajhar and Baksa District	Do.	Rs. 22,000/- per family as cash	Do.	
144 (u)	Sanction of ex- gratia grant to next of kin of the person victim of Terrorist/ communal violence covered under the <u>Central Scheme</u> for assistance to civilian victims of Terrorist, communal and Naxal violence .	All Deputy Commissioner of Assam	Rs. 3.00(three) lakh in each case	(a) Subject to condition No 1 (b) On the basis of report furnished by DC and SP of the District (c) Fulfillment of conditions as laid down in Central scheme (d) Specific recommendation of District Level Committee as per Central scheme	
144 (v)	Sanction of ex- gratia grant to next of kin of the persons recently killed by the suspected extremist	Deputy Commissioner Barpeta and Udalguri (Valid up-to 30-09-2014)	Up-to Rs. 5.00(five) lakh in each case	(1) Subject to condition No 1 (2) On the basis of the report furnished by DC	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
				and SP of concerned District	
144(w)	<p>(i) Sanction of ex gratiation to next of kin of persons killed in recent violence. (Specific for Golaghat)</p> <p>(ii) Sanction of financial assistance (injured in recent violence)</p> <p style="padding-left: 40px;">(iii) Sanction of Rehabilitation grant for fully damaged house</p> <p style="padding-left: 40px;">(iv) Sanction of Rehabilitation grant for partially damaged house</p> <p style="padding-left: 40px;">(v) Sanction of Rehabilitation grant for houses fully damaged\ (provision (iii) above modified)</p>	<p>DC Golaghat</p> <p>(Valid up-to 31-12-2014)</p> <p style="text-align: center;">Do</p> <p style="text-align: center;">Do</p> <p style="text-align: center;">Do.</p> <p style="text-align: center;">Do.</p>	<p>Up-to Rs.5.00(five) lakh</p> <p style="padding-left: 20px;">(a) Rs.50.000/- (grave injury)</p> <p style="padding-left: 20px;">(b) Rs.10.000 (simple injury)</p> <p style="padding-left: 20px;">(a) Rs. 22.000/- (cash)</p> <p style="padding-left: 20px;">(b) Rs 2.000/- (clothing)</p> <p style="padding-left: 20px;">(c) Rs. 2,000/- (utensils)</p> <p style="padding-left: 20px;">(d) 3 bundles GCI sheet (SAIL)</p> <p>Rs. 22,000 in cash</p> <p>Rs. 50,000/- per family in cash</p>	<p>Do</p> <p>Do</p> <p>Do.</p> <p>Do.</p>	
144 (x)	<p>(i) Sanction of ex-gratia grant to the Next of Kin of person killed and whose (the person killed) age is 18 years or above</p> <p>(1) By the extremist/terrorist/ miscreant (when as per the report of Police the killing is not a result of private dispute</p> <p>(2) During communal/ ethnic/ group clashes</p> <p>(3) Due to the firing of security</p>	All Deputy Commissioners	Rs.5,00,000/- (Rupees five lakh)	<p>(a) Provided that Budget provision is available.</p> <p>(b) On the basis of Report submitted by the DC/SP of the District</p>	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	forces (if the person killed is innocent as per report of Deputy Commissioner/ Superintendent of Police etc..)				
	(ii) Sanction of Ex-gratia grant to the Next of kin of persons killed and whose (the person killed) age is below 18 years (1) By the extremist/terrorist/ miscreant (when as per the report of Police the killing is not a result of private dispute) (2) During communal/ ethnic/ group clashes (3) Due to the firing of security forces (if the person killed is innocent as per report of Deputy Commissioner/Superintendent of Police ect.)	All Deputy Commissioners	Rs. 3,00,000/- (Rupees three lakh)	(a) Provided that Budget provision is available (b) On the basis of Report submitted by the DC/SP of the District.	
	(iii) Sanction of Ex-gratia to Next of Kin of person killed due to accident in public places or in public carriers (other than killed by extremist/ terrorist/ miscreants and due to the firing of security forces.)	All Deputy Commissioners	Rs. 2,00,000/- (Rupees two lakh)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP of the District	
	(iv) Sanction of Ex-gratia to the Next of kin of persons kidnapped/ abducted by terrorist/ extremist/	All Deputy Commissioners	Rs. 5,00,000/- (Rupees five lakh)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	miscreants and whose age is 18 years or above			of the District	
	(v) Sanction of Ex-gratia to the Next of kin of persons kidnapped/ abducted by terrorist/ extremist/ miscreant and age is below 18 years	All Deputy Commissioners	Rs. 3,00,000/- (Rupees three lakh)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP of the District	
	(vi) Sanction Financial Assistance to those who sustain simple injury (1) Due to the act of terrorist/ extremist/ miscreant (when as per the report of Police the injury is not a result of private dispute) (2) During communal/ ethnic/ group clash (3) Due to firing of security forces (if the injured person is innocent)	All Deputy Commissioner	Rs. 20,000/- (Rupees twenty thousand)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP of the District	
	(vii) Sanction of financial assistance to those who sustain grievous injury (1) Due to the act of terrorist/ extremist/ miscreants (when as per the report of Police injury is not a result of private dispute) (2) During communal/	All Deputy Commissioner	Rs. 1,00,000/- (Rupees one lakh)	(a) Provided that Budget provision is available (b) On the basis of Report submitted by the DC/SP of the District	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	ethnic/ group clash (3) Due to the firing of security forces(if the injured person is innocent				
	(viii) Sanction of financial assistance to persons who become permanently invalid: (1) Due to the act of terrorist/ extremist/ miscreant(when as per the report of Police the injury is not a result of private dispute) (2) During communal/ ethnic/ group clash (3) Due to the firing of security forces (if the permanently invalid per son is innocent)	All Deputy Commissioner	Rs. 3,00,000/-(Rupees three lakh)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP of the District	
	(ix) Rehabilitation grant to all those whose dwelling houses are fully burnt/ damaged whether due to acts of extremist/ terrorist/ miscreants or during communal/ ethic/ group clashes irrespective of the nature of rights/ title over land	All Deputy Commissioner	Rs. 50,000(Rupees fifty thousand)	(a) Provided that Budget provision is available. (b) On the basis of Report submitted by the DC/SP of the District.	
144 (y)	(1) Sanction of Rehabilitation Grant to all those whose	All Deputy Commissioners	Rs.22,000/-	(a) Provided that Budget provision is available.	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	dwelling houses are partially burnt/ damaged whether due to acts of extremist / terrorist / miscreants or during communal/ ethnic/ group clashes irrespective of the nature of rights/ title over land.			(b) On the basis of Report submitted by the DC/SP of the District	
145.	Sanction of plan schemes brought within the purview of Sub-divisional planning ex-cluding purchase of Vehicles, creation of post, central sector schemes subject to specific conditions mentioned in the items indicated against Sl. Nos. 41 to 70	Deputy Commissioner of plain District	As per extent of powers indicated against each item below.	Subject to condition No. 69	
146.	To accord Administrative approval and sanction expenditure on original works to be executed departmentally	Deputy Commissioner of plain District	In case of project involving residential building Rs. 2.00(two) lakh for other works Rs.4.00(four) lakh Drinking water supply and irrigation projects up-to Rs. 10.00(ten) lakh.	Subject to condition No. 70 and 69	
147.	To accord Administrative approval of schemes under M.P's Local area Dev. Scheme (MPLADS)	D.C's of the concerning District	Up-to Rs. 10.00(ten) lakh in each case.	Subject to condition No. 128	
148.	Sanction of free medical treatment to the victims of extremist violence		Up-to Rs. 5,000/- in each case	Subject to condition No.1	
149.	Sanction expenditure on requirement etc. in connection with visit of dignitaries		Up-to Rs. 100/- per dignitary per day	1) Subject to condition No.1 2) Norms/ Guidelines issued by GAD.	
150.	(1) Printing of NRC 1951 Pre 71 Electoral Rolls Statutory and non statutory forms ect	Deputy Commissioner	Full power	Printing etc. should be made as per Finance Department OM No. FEC (II)77/2013/1 dtd 5-9-2013	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks	
[1]	[2]	[3]	[4]	[5]	[6]	
	(2) Purchase of furniture for office of DRCR (District Registrar Citizen Registration)	Deputy Commissioner	Up-to Rs.60.000/- one time per DRCR	Subject to fulfillment of provision of Assam preferential Store Purchase Act, 1989		
	(3) Purchase of furniture for office of CRCR (Circle Registrar for citizen Registration)	Deputy Commissioner	Up-to Rs. 60.000/- one time per CRCR			
	(4) Purchase of furniture for office of LRCR (Circle Registrar for citizen Registration)	Deputy Commissioner	Up-to Rs. 25.000/- one time per LRCR			
	(5) Hiring of office accommodation in the district (LRCR office)	Deputy Commissioner	Full power			Hiring of office accommodation should be done through existing Govt procedure Specification of accommodation including area for LRCR offices on rent shall provided by Commissioners & Secy Political Department I/C NRC
	(6) Engagement of Data Entry Operators for data entry works ect.	Deputy Commissioner	Full power			As per approved rate of Govt of India
	(7) To carry out publicity through Mike organizing meetings at different locations	Deputy Commissioner	Full power			As per unit costs approved by C & S Political Deptt I/C NRC
	(8) Payment of pay & allowances of all contractual officials at LRCR/CRCR/DRCR Office	Deputy Commissioner	Full power			Subject to rates approved by Commissioner & Secretary Political Deptt In-Charge NRC Cell/ Govt of India

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(9) Payment of TA/DA and Honorarium to all officials	Deputy Commissioner	Full power	Subject to rates approved by Commissioner & Secretary Political Deptt In-Charge NRC Cell/ Govt of India	
	(10) Sanction for installation of internet and payment of recurring charges	Deputy Commissioner	Full power	Subject to approved rate of Govt of India	
	(11) Minor civil works in offices of DRCR, CRCR, LRCR	Deputy Commissioner	Up to Rs.10.000/- one time per office	Subject to approved rate of Govt of India	
	(12) Purchase of office stationary computer consumables and office materials required in office	Deputy Commissioner	Full power for purchase up to Rs.50,000/- per month	<p>(a) For purchase where procurement value is up to Rs.15,000 through direct purchase at price not above printed MRP (Maximum Retail price</p> <p>(b) For purchase where procurement value is more than Rs.15,000/- (fifteen) and up to Rs.50,000/- through calling at least 3 (three) quotations from registered and reputed firms, suppliers and manufacturers as the case may be and selection of lowest bidder.</p>	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
151.	Sanction for procurement of Computer/ network Hardware with peripherals along with AMC (specially for CTMIS) in respect of Treasury Office	Deputy Commissioner	Up to Rs.10.00(ten) Lakh (with a limit of Rs.50.000/- per computer/ network Hardware with peripherals)	(a) Provided that Budget provision is available (b) As per specification fixed by the Director of Accounts & Treasuries, Assam & prior approval of Finance Deptt (c) Subject to provisions of the Financial Rules governing the purchase of Stores for public service (Appendix-X of the Assam Financial Rules) provisions of the Assam preferential Store Purchase Act, 1989 and OM issued by Finance Deptt from time to time in this regard.	
Public Works Department					
152.	To accord administrative approval to plans and estimate for works	Deputy Commissioner of plain District	Up-to Rs.8.00(eight) lakh	Subject to condition No. 71 and 69	
153.	Sanction of schemes of M.N.P Roads	Do	Up-to Rs. 2.00(two)lakh for each project.	Subject to condition No. 72 and 69	
Agriculture Department					
154.	(A) Sanction of schemes involving purchase of instruments appliances, apparatus and machinery	Do	(a) Full power when purchase is essential the items being component of the scheme for implementation as per norms.rules guidelines laid for the concerned decentralized plan scheme and purchase is	Subject to condition No. 73 and 69	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(B) Sanction of schemes involving distribution of seeds fertilizers pesticides stores.	Do	<p>proposed to be made through central stores department or on rate contract through Agro-Industries Development Corporation or as per price firm and specification approved by duly constituted State Level purchase Board wherein the Administrative Department and Finance Department are represented.</p> <p>(b) Otherwise up-to 12.000/- in each case when purchase is essential being component of the scheme for implementation as per norms, guidelines for the concerned schemes as approved by the Government in the Agriculture Department</p> <p>(a) Full power when purchase is essential the items being component of the scheme for implementation as per norms rules guidelines laid down for the concerned decentralized plan scheme and purchase is proposed to be made through central stores department or on rate contract or through Seed Corporation or A.A.I.D.C as per price quality and specification approved by duly constituted State Level purchase Board wherein the Administrative department and</p>		

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(C) Sanction of input subsidy for crops to flood affected farmer	Deputy Commissioner concerned	Finance department are represented (b) Otherwise up-to 5.000/- in each case when purchase is essential being component of the scheme for implementation as per norms rules guidelines for the concerned schemes as approved by the Government in the Agriculture department Full power	1. Subject to condition No 1 2. As per SDRF guideline and SEC approval	
155.	Sanction of schemes involving training of farmers/ demonstrators grant-in-aid/ subsidy.	Do	Up-to Rs. 30.000/- in each case	Subject to condition No 74 and 69	
156.	Sanction of schemes involving marketing of produce	Do	Up-to Rs.30.000/- in each case	Subject to condition No 74 and 69	
157.	Sanction of schemes involving repair of machineries.	Do	Up-to Rs. 1.000/- in each case	Subject to condition No 74 and 69	
Veterinary Department					
158.	Sanction of scheme involving purchase of instruments, apparatus, appliance, machinery, tools and plants and live-stock and stores (medicine, feed, fodder) under decentralized plan schemes.	Do	(a) Full power when the purchase is essential the items being component of the schemes for implementation as per norms and procedure of the concerned scheme and purchase if proposed to be made on rate contract or as per sample, farm, price, quality and specification	Subject to condition No 73 and 69	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(A) Schemes involving subsidy for distribution of livestock etc, under decentralized plan	Do	<p>approved by duly constituted purchase Board wherein the Administrative Departments and Finance Department are represented.</p> <p>(b) Otherwise up-to 12.000/- in each case when the item are component of the scheme subject to norm guidelines for the concerned scheme.</p> <p style="text-align: center;">Full power</p>	Subject to condition No 129	
Fisheries Department					
159.	Sanction of scheme involving purchase of instrument, appliances, equipments, fish seeds and feeds.	Do	Full power when purchase is essential being component of the decentralized plan scheme for implementation as per norms guidelines etc laid down for the concerned scheme and purchase is proposed to be made as per price, specification and firm approved by a duly constituted state level purchase Board where in the Administrative Department and Finance Department are represented	Subject to condition No 73 and 69	
160.	Sanction of scheme involving grants-in-aid, subsidy.	Do	Full power when proposed as per norms.	Subject to condition No 75 and 69	
Irrigation Department					

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
161.	Sanction of schemes involving installation of irrigation project .	Do	Up-to Rs. 3.00(three) lakh	Subject to condition No 76 and 69	
Co-operation Department					
162.	Sanction of schemes involving grant-in-aid. Share capital contribution subsidy and loan Concerning Sub-Divisional Schemes.	Do	Full power when such grants and loans are as per norms, regulations laid down in the by laws.	Subject to condition No 77 and 69	
Forest Department					
163.	Sanction of schemes involving plantation work and maintenance	Do	Full power when proposed as per norms approved by the Govt.	Subject to condition No 78 and 69	
Soil Conservation Department					
164.	Sanction of schemes concerning Soil Conservation Department	Do	Up-to Rs. 50.000/- in each case	Subject to condition No 79 and 69	
Industries Department					
165.	Sanction of schemes involving loans subsidies and incentives	Do	Full power when proposed as per norms approved by the Govt.	Subject to condition No 80 and 69	
166.	Sanction of schemes involving supply of improved tools and seed money.	Do	Full power when proposed as per approved norms	Subject to condition No 80 and 69	
Sericulture Department					
167.	Sanction of schemes involving grants subsidy and seed money concerning sericulture	Do	Up-to Rs. 5.000/- in each case	Subject to condition No 82 and 69	
168.	Sanction of schemes involving plantation	Do	Up-to Rs. 10.000/- in each case	Subject to condition No 82 and 69	
169.	Sanction of schemes involving purchase of reeling machines.	Do	Up-to Rs. 8.000/- in each case	Subject to condition No 82 and 69	
170.	Sanction of schemes involving purchase of rearing appliances etc.	Do	Up-to Rs. 2.500/- in each case	Subject to condition No 82 and 69	
Handloom & Textile Department					
171.	Sanction of schemes involving subsidy	Do	Full power when it is as per	Subject to condition No 83 and	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	margin money share capital incentive and modernization of looms		norms	69	
Education Department including Sports					
172.	Sanction of schemes of Education Department involving purchase of teaching materials, furniture, instrument and uniform brought within the purview of decentralized planning	Do	Full power if the purchase is essential being component of the concerned decentralized plan schemes and the purchase is proposed to be made as per price, quality, specification and norms approved by the state level purchase board wherein Administrative department and Finance department are represented.	Subject to condition No 84 and 69	
173.	Sanction of schemes involving grant-in-aid concerning schemes of Education Department brought within the purview of Sub-divisional planning.	Do	Full power when grants-in-aids are proposed to be sanctioned strictly as per departmental norms, quantum and criteria for the concerned schemes or as recommended by the state level committee for the purpose.	Subject to condition No 85 and 69	
174.	Sanction of schemes concerning adult education and post literacy centres under the ongoing projects	Do	Full power when as per approved norms	Subject to condition No 85 and 69	
175.	Sanction of schemes involving purchase of sports equipments and expenditure for holding tournament and coaching camp.	Do	Full power when purchase is essential being component of the concerned decentralized plan scheme and the purchase is proposed to be made on rate contract or as per sample, price, quality and specification approved by a duly constituted	Subject to condition No 86 and 69	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			State Level purchase Board wherein Administrative department and Finance department are represented and for holding of tournament and camp if the estimate is as per approved norms and guidelines.		
176.	Sanction of schemes involving grant-in-aid for construction of mini stadium and development of playfield for schools	Do	Full power when proposed as per norms of the concerned scheme for which comprehensive guidelines and norms are prescribed by the Government.	Subject to condition No 87 and 69	
Panchayat & R.D. Department					
177.	Sanction of schemes involving grants to Panchayat Institution and self help schemes	Do	Full power	Subject to condition No 88 and 69	
Revenue Department					
178.	Sanction of schemes involving grant-in-aid and substdy in respect of rural housing and land reform scheme brought within the purview of decentralized planning.	Do	Full power	Subject to condition No 89 and 69	
Health & F.W. Department					
179.	Sanction of schemes involving purchase of medicines, equipments concerning decentralized schemes of Health Service Sector	Do	Up-to Rs. 50.000/- when purchase is for essential items being component of the scheme for implementation as per norms, guidelines, rule for the combined scheme prescribed by the Government in the Health department and purchase is proposed to be made through	Subject to condition No 90 and 69	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			approved stores as per sample price and specification approved by a duly constituted state level purchase Board wherein Administrative department and Finance department are represented .		
180.	Sanction of Scooter/ Motor Cycle Advances to the Non-gazetted Staff of their respective establishment.	Deputy Commissioner	Full power	Subject to condition mentioned in Assam Financial Rules.	
Administration of Justice					
181.	Refund Amin's fees	Judge in-charges of the Court who passes these refund order		Should be supported by a certified copy of the order	
182.	Appoint substitutes against public prosecutors granted leave .	Legal Remembrance	Full power	Provided no involvement of extra cost to Govt.	
183.	Appoint associate pleaders in special cases	Do		Do	
184.	Appoint legal practitioners	Do		May grant fees up-to Rs. 1000/- per diem	
185.	Refund of judicial fines	Presiding Officer of the Court ordering the refund		Should be supported by a certified copy of the order	
186.	Remission or writing off of sums	Legal Remembrance	Full power`	Due to the Govt under the decree of court which found to be irrecoverable	
187.	Pay sums to carry on suits etc.	(a) Legal Remembrance (b) Department of the Secretariat concerned (c) Department of the Secretariat concerned in consultation with I.R.		Subject to condition No 91(a) Subject to condition No 91(b) Subject to condition No 91(c)	
Guwahati High Court					
188.	Medical reimbursement bill in respect of Honble Judges of Gauhati High	Chief Justice of Gauhati High Court	Full power	The claim should be supported by Essentiality certificate,	This is in relaxations of

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	Court			Referral letter from DHS Assam and other relevant documents.	Finance Department Notification No. FEB.75/79/Pt/7 dated 03-09-2005. Prior concurrence, of Finance Deptt. Is necessary if the claims are not covered by existing Rules,
189.	Providing infrastructure within court complex and residential quarters.	Chief Justice	Full power	1) Subject to condition No.1 2) Observance of AFRBM Act, 2005	
190.	Purchase of Generators	Do.	Do.	Do.	
191.	Purchase of computers with accessories and computerization of office thereof.	Do.	Do	Do.	
192	Local purchase of stationery article for computer and Risographs (speed copier) consumables for day to day requirement of Guwahati High Court.	Registrar General. Gauhati High Court	Up-to Rs. 50.000/- (Rupees fifty thousand only per month	Subject to condition No 130	
193.	Sanction of medical re-imbursement to the Chief Justice / Judges retired from Gauhati High Court and residing at a place in Assam not covered by C.G.H.S.	Registrar General of Gauhati High Court with the approval of Chief Justice of Gauhati High Court	Full power	(i) Subject to Condition No- 1 (ii) Provision of Assam Medical Attendance Rules, 1976 (iii) Admissibility report from DHS, Assam	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
Jail Department					
194.	Local purchase of medicine	Superintendent of District Jail	Up-to Rs. 10.000/- per year in case of emergency	Subject to condition No 92 &1	
195.	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 & Special Officer Jails (Industries)`	Up-to Rs. 100/- in each case	Subject to condition No 19	
196.	Writing off of the value of unserviceable stores (including livestock) and furniture	Do	Up-to Rs. 200/- in each case	Subject to condition No 20	
Home Department/ Political Department					
197.	1). Issue Sanction/ Administrative Approval to carry out updating National Register of Citizens (NRC) works including purchase of equipments/ machineries and other miscellaneous items provided those are part of the scheme but except a) Creation of posts b) Engagement of work charged/ MR/ Ad hoc and casual workers c) Purchase of Vehicle	Commissioner and Secretary, Political Department in charge NRC	1) Expenditure involving more than Rs. 5 crore 2) (i) Procurement value of more than Rs. 25 lakh :	<ul style="list-style-type: none"> • Subject to Condition No.1 and 126 • Approval of Empowered committee headed by the Chief Secretary Assam • Release of fund by GOI • Activity should be as per norm and scale prescribed and approved by Registrar General of India (RGI) and according by budgeted. • Purchase is to be made through National competitive bidding as per prescribed 	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			<p>(ii). Procurement value between Rs. 1.00(one) lakh and Rs. 25 lakh:.</p> <p>(iii). Procurement value between Rs. 15,000/- and Rs. 1.00(one) lakh: purchase is to be made from lowest tenderer after inviting quotation from at least 3 (three) registered and reputed firms, suppliers, manufacturer as the case may be.</p> <p>(iv). Procurement value up to Rs. 15,000 : purchase is to be made directly at price not above printed MRP (Maximum Retail price)</p>	<p>procedure.</p> <p>Purchase should be made from the lowest bidder by inviting rates from reputed firms, supplies, manufacturer, through advertisement in 3 local dailies.</p>	
198.	To accord sanction of fund/ schemes in connection with effective implementation of various measures relating to counter insurgency	Secretary Home/ Political Department	Full power	<p>(i) Subject to condition No. 131.</p> <p>(ii) Admissibility as specified in O M issued by Finance Department from time to time.</p> <p>(iii) Confirmation that funds for the purpose has been received in advance</p>	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
				from GOID/ or the expenditure larber in cussed by the State from own resources has actually been reimbursed by GOI under SRE	
199.	Sanction of fund to the commission of Inquiries / Advisory Board of NSA / Grants in aid to Assam Human Rights Commission / Assam police Accountability Commissioner	Sr. most Secretary of the Department	Full power	Admissibility as specified in O.M. issued by Finance Department from time to time.	
200.	Sanction of fund under GOI scheme for surrender-cum-rehabilitation of militants in the State under SRE	Do.	Do.	Do.	
201.	To issue sanction of wages to the inmates of the open air jail Jorhat	Secretary	Full power	Subject to condition No. 1 and in terms of the provisions of the Assam Superintendence and Management of gaid (Supplementary) provision Rules, 1968	
202.	Purchase of Arms & Ammunition of Police department including APBN	Secretary Home	Full power. In respect of the Arms & Ammunitions which are purchased from Govt. of India's ordnance factories as per allotment of Govt. of India (Ministry of Home affairs/ defense Ministry)	Copy of sanctioning letter be endorsed to Finance (EC-II)	
203	Schemes under MPF (Modernization of police Force)	Sr. most Secretary, Home/ Political Department	Full power	a) Subject to Condition No.1 b) Scheme is funded by	Scheme beyond Rs. 1.00 crore is to be approved by Departmental

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
204.	Purchase of chassis and fabrication of fire fighting vehicles.	Do.	Do.	GOI c) Creation of post and engagement of staff not involved. d) Sanction is to be issued only after receipt of fund from GOI Subject to condition No.1	Committee consisting of : Director General of police as his representative not below The rank of ADGP Sr. FA/FA of the Department Do.
205.	Fire fighting and Rescue Equipment	Do.	Do.	Do.	Do.
206.	Charges on account of feeding grooming Medical and other incidental charges etc. regarding maintenance of dogs of Dog Squad	D.G.P	Full power	Subject to condition No 1	
207.	(A) Purchase of spare parts tyres tubes etc. and cost of all repair and overhaul of vehicles belonging to Police Department including those of Wireless and Fire Brigade Organizations including requisitioned vehicles.	(a) D.G.P/ ADGP/ IGP (b) D.G.P/ ADGP/ IGP (c) Dy .I.G.P (d) S.P./ Commdts	(a) Full power (b) For vehicle up-to 3 (three) years old Rs. 25.000/- for each vehicle in a financial year For vehicle more than 3 three years old Rs. 50.000/- for each vehicle in a financial year (c). Rs. 15.000/- in each vehicle in a financial year. (d) Rs. 10.000/- in each vehicle in a financial year.	Subject to condition No 1 Subject to condition No 1 and 16	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
208.	Sanction deputation of subordinate police Officers up-to the rank of Inspectors (temporary and permanent) on an approved course of training or instruction	D.G.P.	Full power	Subject to condition No 132	
209.	Writing off of the value of irrecoverable stores (including furniture) livestock etc.	(a) DGP (b) Superintendent of police (c) Commandants Assam	Full power Up-to Rs. 1000/- Up-to Rs. 1000/-	Subject to condition No 19	
210.	(A) Purchase of equipment appliances arms accoutrement clothing and ration of the police Department including those of the Wireless and Fire Brigade Organizations.	Director General of Police	Full power for local purchase only (but not for purchase in bulk for the whole State)	As per police and contingency manual	
211.	Sanction of ex-gratia to the Assam/ State Police Home Guards and Drivers and Handyman or other employee of vehicles requisitioned by the police for law and order duty, killed or sustained injury while on duty by the extremists, anti social elements, dacoits, smugglers and hostiles etc.	D.G.P. Assam	Full power	Subject to condition No 133	
212.	To accord sanction of ex-gratia grant to the next of kin of security personnel who are killed while on duty by the extremist other than state police including Army personnel engaged for internal security/ Law & order and anti insurgency operation	Director General of police Assam	Full power	Do	
213.	To accord sanction of ex-gratia grant for injury to security personnel other than state police including Army personnel engaged for internal security/ anti insurgency operation	Director General of police. Assam	Full power	Do	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	maintenance of law and order duty.				
214.	Local purchase of Stationery in case of urgency.	(a) D.G.P. (b) IGP (c) DY. IGP/ SP/ Commdts	(a) Full power in case of the failure of Government stationery stores department to supply the stationery. (b) Rs. 2500/- in each case subject to annual limit of Rs.1.00.000/- (c) Rs 2000/- in each case subject to annual limit of Rs 1 lakh	Subject to condition No 14 and 1	
215.	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.	(a) Full power subject to observance of rules (b) Rs. 2000/- in each case subject to observance of store rule. (c) Rs. 1000/- in each case subject to observance of store rule.	Subject to condition No 1 and 12	
216.	Purchase of furniture for new office or on expansion of existing offices or in replacement of old ones.	(a) D.G.P. (b) I.G.P. (c) SP/ Commandant	(a) Full power (b) Rs.5000 in each case subject to an annual limit of Rs. 15.000/- (c) Rs.2000/- subject to annual limit of Rs. 10000/-	Subject to condition No 1 and 13	
217.	(a) To accord Administrative Approval sanction expenditure on works to be executed Departmentally .	(a) D.G.P.	Full power for according Administrative approval in connection with the original works residential (Plan) non residential (plan) to be carried out through Assam Police Housing Corporation	Subject to condition No 95 and 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(b) Original works	(b) D.G.P.	Full power for according Administrative approval for all other Building (non-plan) subject to Rs. 5.00 lakh in each case.	Do	
218.	Petty construction on Departmental Building (non-residential) and repairs including renovation .	(a) D.G.P. (b) I.G.P./ D.I.G. (c) Sp/Commandant	(a) Full power (b) Rs. 25.000/- annual limit (c) Rs. 15.000/- annual limit	Do Plan and estimate Technical sanction are to be approved by EE/SE/ ACE of PWD of concerned jurisdiction or Assam police housing corporation.	
219.	Purchase of Book. Maps and periodicals.	(a) D.G.P. S.P/ Commdts	Full power Rs. 1000/- in each case subject to an annual limit of Rs.10.000/-	Subject to condition No 1 and 18	
220.	Rent of lands and buildings leased out to Government.	(a) D.G.P. (b) Dy I.G.P.	Rs. 2.000/- in each case Rs. 1500/- in each case.	Subject to condition No 1 and 10	
221.	Purchase of typewriters duplicator and calculating Machine	(a) D.G.P. (b) I.G.P	Full power in connection with the purchase of type writers duplicators and calculating machine Rs. 5.000/- in each case	Subject to condition No 1 and 11	
222.	Countersignature of Contract contingency and detailed countersigned contingency Bills	(a) I.G.P. (TAP) in respect of Battalions (b) Dy.I.G.P	Full power Full power	As per Contingency Manual	
223.	Countersignature of T.A Bills of Supdt. of Police	(a) Dy. I.G.P	Full power		
224.	Purchase of bicycle	I.G.P.	Full power	Subject to condition No 1	
225.	Re-appropriation	D.G.P	Full power under intimation to Government	Do	
226.	Disposal of unclaimed unidentified dead bodies	(a) D.G.P. (b) S.P./ Commandant	(a) Full power (b) Rs. 5,000/- per body	Do	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
227.	Sanction of reward to police personnels	(a) D.G.P. (b) I.G.P. (c) Dy. I.G.P. (d) S.P./ Commandant	Up-to Rs. 10.000/- in each case Up-to Rs. 5.000/- in each case Up-to Rs. 2.000/- in each case Up-to Rs. 1000/- in each case	Do	
228.	Sanction of fund for maintaining the UTPs in the police lockup	Superintendent of police	Rs. 50/- per day	Subject to condition No 1	
229.	Purchase of office stationeries (A) Annual maintenance contract as full service maintenance contract of Machines / photocopiers / Fax / Computer / Risograph / Electric type writers.	Member, Foreigner Tribunal Member Foreigner Tribunal	Up-to Rs. 5,000/- in each case subject to annual limit of Rs. 1.00 lakh Up-to Rs. 12,000/- per Machine	Do Subject to condition No 1 and 123	
230.	Rant on lands and building leased out to Government	Do	Up-to Rs 5,000/- per month for each building	Do	
231.	Sanction of secret Service money	D.G.P.	Full power	Do	
232.	Purchase of dogs and there training outside the State	D.G.P.	Full power	(1) Subject to condition No 1 (2) Through open tendering (3) Observance of AFRBM At 2005	
233.	Purchase of horses	D.G.P.	Full power	(1) Subject to condition No 1 (2) Spot assessment made by duly constituted Board with representative	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
				from veterinary/ Home Deptt.	
Education Department (D.P.I. means Director Higher / Secondary/ Elementary Education)					
234.	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 also.		Subject to condition No 96 with prior approval of Finance Department	
235.	Sanction grants-in-aid to non Government institutions for various purposes.	Do		Subject to condition No 97	
236.	Sanction grants for miscellaneous purposes in connection with educational matters	Director of public Instruction The term covers Director of technical Education.		Subject to condition No 98	
237.	Sanction grants for games and common room of Government Colleges polytechnics and Industrial Training Institutions.	Do		Subject to condition No 99	
238.	Sanction grants for 'games' and 'Common-room' charges of Schools under their charge	Inspector of Schools		As per allotment for each school	
239.	Stipends to students in the Normal schools	Superintendent of Normal Schools.		As per section 34 of education department Rules and Orders	
240.	Sanction house rent allowances.	Director of Public Instruction		Subject to condition No 100	
241.	Refund of fees of the (a) Middle Schools Leaving Certificate Exam. and Scholarship and (b) Primary Scholarship Examinations.	Inspector of Schools	Full power		
242.	(a) Refund of fees paid by students of colleges and technical institutions (b) Refund of fees paid by Students of Schools	Principal of Colleges or Heads of the Institutions. Inspector of schools		Subject to condition No 101 Subject to condition No 101	
243.	Writing off of the irrecoverable value of stores (including furniture),	Principal of Colleges. Heads of the Technical institutions.	Up-to Rs. 100 in each case Up-to Rs.50	Subject to condition No 19	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	Livestock or Public money lost by fraud or the negligence of individuals or other cause.	Inspector of Schools.	Up-to Rs.50		
244.	Writing off of the value of unserviceable stores (including livestock) and furniture	Do	Up-to Rs. 200 in each case	Subject to condition No 20	
245.	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		Subject to condition No. 102	
246.	Purchase of instruments appliances apparatus machinery and tools and plants i) purchase of instruments apparatus Machinery tools and plants. ii) Office expenses iii). Rent, Rate & Taxes iv) Maintenance of departmental Buildings	(a) D.P.I. (through a duly constituted purchasing board wherein the Administrative and Finance Department are represented). (b) Director of public Instruction (c) Principal of Govt. Collages including Engineering Collages Polytechnics (d) Inspector/ Inspectres	Full power on rate contract basis otherwise up-to Rs. 5.000 in each case Do Up-to Rs. 20,000/- (for i) Up-to Rs. 10,000/- (for ii) Up-to Rs. 10,000/- (for iii) Up-to Rs. 15,000/ (for iv) - Up-to to Rs. 500/- in each case	Subject to condition No. 1 and store rules Subject to condition No. 1 and store rules Do Do Do	
247.	Award scholarships and stipends general and special tenable both inside out side the State including those on technical subject.	Director of public Instruction		Subject to condition No. 1 and 103	
248.	Purchase of instruments apparatus machinery tools and plant and other stores in India (including livestock)	Head of Technical institution	Up-to Rs. 1000/- in each case	Subject to condition No. 1 and store rules	
249.	Incur expenditure on departmental building in emergency created by	Inspector of Schools	Up-to Rs. 100/- in each case	Subject to condition No. 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	natural calamities like storm flood fire earthquake etc.				
250.	Payment of Advocate's Bill	Senior most secretary of the Department	Full power	1) Subject to condition No-1 2) Rate fixed in consultation with judicial Department 3) Except contempt cases covered by SI 16 (a) at page 970	
251.	Sanction of central and state share for implementation of Mid day Meal Scheme in Assam	Senior most Secretary of the Department	25 per cent of total budget provision under central state share ONCE in the beginning of financial year.	(a) Subject to condition No. 1 (b) Adjustment to be made on receipt of fund from Govt of India and state Govt.	
Director of Technical Education					
252.	Printing of question papers outside the state or holding joint admission tests.	Director of Technical Education. Assam	Up-to Rs. 80.000/- in each case and up-to Rs. 2.50 lakh in a year	Subject to condition No. 118	
Sports and Youth Welfare Department					
253.	Sanction expenditure for N.C.C. training / camping	Director of Sports and Youth Welfare	Up-to Rs. 20.000/- in each case for training or camping	Subject to condition No. 1 and as per scale laid down in NCC Act & Rules.	
254.	Sanction of grants-in-aid to National Games.	Secretary	Full power	Subject to condition No. 1 and observance of relevant rules and procedure and exercise due economy of expenditure	Effective for the period from 10 October 2006 to 30 June 2007.
255.	Purchase of sports equipments and articles for National Games	Do	Do	Do	Do
256.	Sanction expenditure on entertainment, gifts opening and closing ceremonies and contingent expenditure necessary for holding national Games .	Do	Do	Do	Do

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
Health and Family Welfare Department					
257.	(a) Sanction temporary establishment in time of emergency. (b). To sanction schemes of Family Welfare Programmes as approved by Government of India	Director of Health Services. Assam Secretary to Government of Assam Health and Family Welfare Department	Full power Full power	Subject to condition No 104 with prior concurrence of Health & Family Welfare Deptt. Subject to condition No. 105	
258.	Purchase of Stores (including medicines) instruments appliances and apparatus.	[1] Health Department (a) Director of Health Services (b) Principal and Superintendent of Medical Colleges (c) Superintendent Mental Hospital. Tazpur. (d) Joint Director of Health Service (e) Superintendent of Civil Hospitals	Full power Full power subject to the limit of monthly allotment received from Health Deptt. & maximum amount of Rs. 20:00 crores in a year. Up-to Rs. 25,000/- in each case with a limit of 20.00 lakh in a year Up-to Rs. 10,000/- in each case with a limit of 20.00 lakh in year Up-to Rs. 10,000/- in each case with a limit of 2.00 lakh in a year Up-to Rs. 1000/- in each case with a limit of 2.00 lakh in a year	Subject to condition No. 108 and 1 Do Do Do Do	
259.	Refund of fees paid by the Student of the Assam Medical College. Ayurvedic College and student of the pharmacists classes	Principal Assam Medical College as Superintendent. Medical School and principals of the Colleges		Subject to condition No. 106	
260.	Refund in case not otherwise provided for	[1] Principal Assam Medical College. [2] Principal Assam Medical College as Superintendent Medical School [3] Principal. Ayurvedic College [4] Superintendent Mental Hospital [5] Jt. Director of Health Service [6] Hospital Superintendent.		Subject to condition No. 43	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
261.	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 Sl. 4	Up-to Rs. 100/-	Subject to condition No. 19	
262.	Writing off of the value of unserviceable stores (including livestock) and furniture.	As under Sl. 4	Full power	Subject to condition No. 20	
263.	Writing off of the value of all size of ampoules of vaccines which are time-barred	Director of Health Services	Full power	Subject to condition No. 107	
264.	Disposal of all sizes or ampoules of vaccines which are time barred	Do		Do	
265.	Purchase of spares and cost of petty repairs to Departmental vehicle	Jt. Director Health Services		As per H.O.D	
266.	Acceptance of tenders for the schemes under the Public Health Engineering Organization.	Public Health Engineer Assam	Up-to Rs.50,000/-	As per Assam PWD codes	
267.	Repairs of Type Writers and Duplicators	Principal Regional Dental College Guwahati	Up-to Rs.400/- annually for each Machine	Subject to condition No. 1	
268.	Purchase of furniture for new Office or an expansion of existing Offices or in replacement of old ones including hostel furniture.	Do	Up-to Rs. 1000/- in each case Subject to a limit of Rs. 10.000/- per year	Subject to condition No. 1 and 13	
269.	Local purchase of stationary in urgency	Do	Up-to Rs. 1500/- annually	Subject to condition No. 1 and 14	
270.	Purchase of Books. Journals and Maps for Library	Do	Up-to Rs. 300/- in each case with an annual limit of Rs. 25.000/-	Subject to condition No. 1 and 18	
271.	Sanction expenditure on contingencies purchase of store including medicines instruments appliances and apparatus	Do	Up-to Rs. 25,000/- in each case subject to annual limit of Rs. 20 lakh	Subject to condition No. 1 and 108	
272.	Purchase of furniture for new office or on expansion of existing offices or in	Principal Medical College	Up-to Rs. 3.000/- in each case and subject to a limit of Rs. 30.000 per year	Subject to condition No. 1 and 13	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	replacement of old ones (including Hostel furniture)				
273.	Repairs of Typewriters and Duplicators	Do	Up-to Rs. 500/- annually for each machine	Subject to condition No. 1	
274.	Local purchase of stationery in urgency	Do	Up-to Rs. 1,000/- in each case and subject or a limit of Rs. 20,000/- per year.	Subject to condition No. 1 and 14	
275.	Purchase of Books Journals and Map for library	Do	Full power	Subject to condition No. 18 and 1	
276.	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	Rs.1.00 lakh (one lakh) for non residential work under plan and non-plan	Subject to condition No. 1 and 109	
277.	Accept tenders	Addl CE. PHE Department	Up-to Rs. 15 (Fifteen) lakh		
278.	Sanction for maintenance of building of the hospital and maintenance of the hospital equipments furniture's sanction for purchase essential drugs sanction for purchase of consumables and some durables such as mattresses blankets linens etc.	[1] Superintendent of Medical College Hospital [2] Superintendent of M.M. Choudhury Hospital Guwahati. [3] Superintendent L.G.B. Hospital Guwahati.	Rs.5000/- in each case in each occasion Do Do	Subject to condition No. 119	
Agriculture Department					
279.	Rent for lands and building leased by Government	Joint Director of Agriculture	Up-to Rs. 150/- per month	Subject to condition No. 1 and 10	
280.	Sanction urgent periodical repairs to building	(a) If Director of Agriculture (b) Principal of the Agriculture College (c) District Agriculture Officers & other Subordinate authorities.	Up-to Rs. 3000/- Up-to Rs. 500/- Up-to Rs. 100/-	As per AFR (Appendix-8-chap-XII)	
281.	Sanction excess expenditure over the sanctioned estimates on works.	Joint Director of Agriculture	Up-to 5 percent of the original estimates	If the total cost in within his power	
282.	Sanction cost of repairs to tractors and Agricultural machinery.	Do	Up-to Rs. 300/- in each case	Subject to condition No. 1	
283.	Sell at a reduced rate surplus stock of seeds plants and grafts	Director of Agriculture Joint Director of Agriculture	Up-to RS. 500/- in each case Up-to Rs. 500/- in each case		

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
		Principal of Agricultural College District and Sub-Divisional Officer	Up-to 1 Lb seed of each kind and value not exceeding Rs. 50/- in each case		
284.	Sell at reduced rate surplus stock of manures green manures Oil-cakes phosphatic fertilizers. Blood meat and meat meal	Director & Joint Directors of Agricultural. District & Sub-divisional Agriculture Officers	Up-to Rs. 500/- loss in each case Up-to Rs. 250/- loss in each case-		
285.	Sanction purchase of instruments appliances apparatus machinery and purchase of stores (including livestock)	Director of Agriculture Joint Director of Agriculture Principal of the Agriculture College District Agriculture Offices Agricultural Chemist and Economist/ Botanist	Full power when purchase is made through Central Stores department or on rate contract or through a duly constituted purchase Board where in the Administrative department & Finance department are represented Otherwise up-to Rs. 10.000/- in each case Up-to Rs. 5.000/- in each case Up-to Rs. 1.000/- in each case Up-to Rs. 300/- in each case	Subject to condition No. 1 and store rules	
286.	Refund of advances received from the public for the supply of costly agricultural implements from seed depots.	Joint Director of Agriculture District Agricultural Officers.	Full power	If the implements cannot be supplied	
287.	Refund of college and hostel fees	Principal of the Assam Agricultural College	Full power	Subject to condition No. 110	
288	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 Govt.	Joint Director of Agriculture. Principal Assam Agricultural College	Up-to Rs. 250/- Up-to Rs. 100/-	Subject to condition No. 19	
289	Writing off of the value of unserviceable stores (including livestock)and furniture.	(a) Director of Agriculture (b) Agriculture Farms articles and	Full power Maximum permissible loss.	Subject to condition No. 111 & 19 Do	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	livestock.)				
294	(a) Sanction of fund under Rashtriya Krishi Vikas Yojana (RKVY) scheme to be implemented during 2012-13 (b). Sanction of fund under RKVY scheme for implementation during 2013-14	Principal secretary Agricultural (and APC) Do	Full power Do	1) Subject to condition No. 1 2) Provided that the scheme is approved by state level sanctioning committee (SLSC) Do	This in pursuance of minutes of SLSC meeting dated 21.08.2012 This is in pursuance of Minutes of SLSC meeting dated 06.08.2013
Chief Engineer, Agriculture					
295.	To accord administrative approval to plan & estimate for works (plan/Non-plan)	Chief Engineer Agriculture	Rs. 1.00 lakh for residential works under plan/non-plan Rs. 2.00 lakh for non residential works.	Subject to condition No. 7	
296	To accord Technical sanction to original works & special repair	Chief Engineer Agriculture	Full power	Same as Chief Engineer. PWD	
297	Power to incur expenditure for petty construction on departmental buildings and repairs	Do	Up-to Rs. 20.000/- in each case	Subject to condition No. 1	
298	To sanction excess expenditure over the estimates	Do	Up-to 5% provided the total of the excess amount and the estimated amount is within their power of sanction		
299	To accept Tenders	Do	Full power when selection of tenders and fixation of rates are made by the Tenders Committee otherwise up-to Rs. 15.00,000 in each case.		
300	Sanction for purchase of instruments, appliances, apparatus machinery and purchase of stores (including livestock)	Do	(a) Full power when purchase is made through Central Stores Department or on rate contract or through a duly	Subject to condition No. 1 and store rules	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			constituted Purchase Board wherein the Admn. Deptt. & Finance Deptt. was Represented. (b) Otherwise up-to Rs. 10.000/- in each case		
301	Repairs of Department vehicle including purchase of tyres tubes and other spare parts without fixture and furnishings	Chief Engineer Agriculture	For trucks up-to 3 years old Rs. 10.000/- for each truck in a financial year For trucks more than 3 years old Rs. 20.000/- for each truck in a financial year. For other four wheelers motor vehicles up-to 3 years old Rs. 5.000/- for each vehicle in a financial year. For other four wheelers motor vehicles more than 3 years old Rs. 10.000/- for each vehicle in a financial year.	Subject to condition No. 1 and 16	
302	To sanction purchase of spare parts for Tractors /Bulldozers	Do	Full power when it is made through Central Stores department or on rate contract or through a duly constituted Purchase Board where in the Administrative department and Finance Department & Industries department (where necessary) are represented, Other wise up-to Rs. 15.000/- in respect of a Tractor in a year and up-to Rs. 25.000/- in respect of a Bulldozer in a year.	Do	
303	To sanction disposal of unserviceable stores relating to Engineering workshop product or parts required for Agriculture department	Do	Full power	Subject to condition No. 120	
304	To fix sale price of Agriculture implement or Agriculture	Do	Full power	Price so fixed should not be less than cost of production plus	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	product manufactured in Engineering workshop of Agriculture department			Handling, Dealers Commission etc.	
305	Write off the value of any Building (Borne on the Books of the Agriculture department) abandoned or dismantled.	Do	Full power	As Chief Engineer. PWD	
306	To Hire Building on lease or Rent for use of office	Do	Up-to Rs. 2.000/- per month for each building.	Subject to condition No. 1 and 10	
Veterinary Department					
307	Refund of College fees of the Assam Veterinary College	Principal. Assam Veterinary College	Full power	Subject to condition No. 110	
308	Writing off of the irrecoverable value of stores (including furniture) lost by fraud or negligence of individuals or other causes including irrecoverable dues to Govt. & interest thereon.	Do	Up-to Rs. 100/-	Subject to condition No. 19	
309	Writing off of the value of unserviceable stores (including livestock) and furniture.	Do	Up-to Rs. 200/-	Subject to condition No. 20	
310	Purchase of instruments apparatus appliances machinery tools and plants and other stores in India (including livestock)	Do	Up-to Rs. 10.000/- in each case	Subject to condition No. 1 and store rules	
Co-Operation department					
311	Sanction grants-in-aid to societies	Registrar Co-operative Societies	Up-to Rs. 500/-	As per departmental rules and orders	
312	Sanction of GPF advance	Jt. Registrar of Co-operative Societies (Hills)	Full power for 1 st and 2 nd advance to the Government Servants of his Estt. and that of DRCS and ARCS	As per rules 14 and 13 together with sub rules and notes there under of GPF Rules	
313	Sanction of House Rent for office accommodation	Do	Rent for the office accommodation of his office and that of DRCS and ARCS etc. not	Subject to condition No. 1 and 10	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
			exceeding Rs. 500/- in each case.		
314	Sanction expenditure on Contingencies, purchase of spare parts, Tyres, tubes and cost of repair of department vehicle etc.	Do	Up-to Rs. 2500/- in a financial year for one vehicle	Subject to condition No. 1 and 16	
Works Department					
315	Local purchase of stationery in emergent case	Commissioner/ Secretary of the Department.		Subject to condition No. 1 and 14	
316	Make leases of land and houses	Do		The lease is for a period not exceeding one year	
317	Remit charges for establishment tools and plant on Government works	Do		When works outlay does not exceed Rs. 1000/-	
318	Sanction the sale or dismantlement of state building	Do		Book value does not exceed Rs. 40000/-	
319	Sanction expenditure under repairs and suspense	Do	Full power	Subject to condition No. 1	
320	Sanction the leasing of houses as residences for Government servants	Do	Full power		
321	Sanction increases in the reserve stock of a Division	Do	Full power		
322	Undertake deposit works	Do	Full power		
323	Purchase manufacture and disposal of store and tools and plant including livestock	Do	Full power	Subject to store rules	
324	Payment of compensation to contractors for unforeseen losses due to Acts of God.	Do	Up-to Rs. 3000/- in any single case		
325	Writing off the irrecoverable value of stores livestock or public money lost by fraud or the	Do	Up-to Rs. 5000/- in any single case	Subject to condition No. 19	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	negligence of individuals or other causes.				
326	Issue sanction/ Administrative approval for a new or continuing work Bank funded Assam state Road project including purchase of equipments and machineries provided those are part of the project but except (a) Creation of posts (b) Engagement of work charged/ MR/ Ad hoc and casual workers	Senior most Secretary of the Department	Full power	(a) Subject to cabinet approval for implementation of world Bank aided project (b) Subject to obtaining No objection from world Bank to the project (c) Observation of section 7 (2) of the AFRBM Act, 2005	
Chief Engineer and other subordinate authorities					
327	Classify as 'Works' or temporary those establishment as to the correct classification of which there is doubt.			Concurrence of Accountant General is obtained	
328	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	Full power		
329	Remission and refund of ferry revenue and tolls on roads and bridges	Do		Subject to condition No. 48	
330	Writing off of the value of any building (borne on the books of the P.W.D) abandoned or dismantled,	Chief Engineer	Full power		

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
331	Writing off of the value of unserviceable stores and tools and plants (including livestock)	Executive Engineer	Within their powers of disposal of such articles.	Subject to the approval of S.E. when any item costs over Rs. 1000/-	
332	Writing off of the irrecoverable value of stores (including furniture) livestock or public money lost by fraud or negligence of individuals or other causes.	(a) Superintending Engineer (b) Executive Engineers	(i) Up-to a limit of Rs. 1.000 (ii) Up-to Rs. 100	Subject to condition No. 19	
333	Give technical sanction to original works and special repairs (exclusive of departmental charges)	(a) Chief Engineer (b) Adll. Chief Engineer (c) Superintending Engineer (d) Executive Engineer	Full power Up-to Rs. 20,00,000, enhanced to Rs. 50 lakh (12.01.06), further enhanced to Rs.100 lakh (26.02.08) Up-to Rs. 10,00,000, enhanced to Rs. 20 lakh (12.01.06), further enhanced to Rs.50 lakh (26.02.08) Up-to Rs. 2,00,000, enhanced to Rs. 5 lakh (12.01.06),		
334	Give Technical sanction to repairs	(a) Executive Engineer	Up-to the limit of the budgeted allocation made by respective CE for the given financial year.		
335	Sanction contribution works	(a) Chief Engineer (b) Superintending Engineer (c) Executive Engineer	Full power Up-to Rs. 1,00,000/- Up-to Rs. 25,000/-		
336	Sanction excess over estimates	(a) Chief Engineer (b) Superintending Engineer and Divisional officers	Full power Up-to 5 percent provided the total of the exceeded estimate is within his power of sanction		
337	Purchase and manufacture of stores and tools and plant (including livestock)	(a) Executive Engineer	Full power	Subject to condition No. 121 and 1	
338	Disposal of stores and tools and plants including livestock	(a) Executive Engineer	Full power	Subject to condition No. 122	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
		(c) Superintending Engineer (d) Executive Engineer (e) Assistant. Executive Engineer	Enhanced to Rs. 100 lakh from 26.02.08 Enhanced to Rs. 20 lakh (12.01.06) from Rs. 5 lakh Further enhanced to 50 lakh (26.02.08) Enhanced to Rs. 5 lakh (12.01.06) from Rs. 2 lakh. Enhanced to Rs. 1 lakh (12.01.06) from Rs. 0.50 lakh		
345	Purchase of spares and cost of petty repairs to the Department Vehicle	Executive Engineer	Max Rs. 10,000/- annually for each vehicle which is more than 3 years old. Rs. 5000/- annually for the vehicle which is less than 3 years old	Subject to condition No. 1 and 16	
346	To accord administrative approval to plans & Estimates to be carried out by P.W.D.	Addl. Chief Engineer	Rs. 1lakh (one lakh for non residential works under plans/non-plans).	Subject to condition No. 7	
347	To accord administrative approval to plans and Estimates to be carried out by Irrigation Department	Addl. Chief Engineer of Irrigation Department within their respective zone.	Rs. 1lakh (one lakh for non residential works under plans/non-plans).	Do	
348	Technical sanction to original works and special repairs (exclusive of departmental charges)	Addl. Chief Engineer of Irrigation/ Flood Control Deptt.	Full power subject to the condition that the concerned department notify the jurisdiction of the Addl. Chief Engineer, giving such technical power so that there is no overlap or confusion and lack of control as regards issue of technical sanction with that of Chief Engineer's of the Department concerned, otherwise up-to Rs. 20 (twenty) lakh.	As per PWD norms.	
Planning and Development Department					
349	To accord sanction for purchase of	Special Commissioner/ Commissioner	Full power	Subject to condition laid down	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	Scooter, Motor Cycle, Bicycle etc. to the employees working under the administrative control of Planning and Development Department.	& Secretary		by Finance (A&F) Department	
350	To sanction advance to Govt. servant under his administrative control for construction, purchase and repair of houses.	Do.	Full power	Subject to condition No.1 and 26	
Relief and Rehabilitation Department					
351	Sanction of ex-gratia grant to	Sr. most Secretary of Relief and Rehabilitation Department.	Full power	(a) Subject to condition No.1 and on the basis of report of DC/SP (b) As per prescribed limit provided by Office Memorandum issued with concurrence of Finance Department.	
Governor's Secretariat					
352	Sanction for retention of staff created with the concurrence of the Finance Department	Secretary to Governor	For one year at a time for 5 year in respect of Governor Secretariat.	Subject to condition No.4	
353	Purchase of Type writers/ Duplicators/ Calculating machine.	Do.	Full power	Subject to condition No.1 and 11	
354	To sanction pre-audit claims up-to 6 yeras	Do.	Full power		
355	Repairs of Typewriters/ Duplicators/ Calculators, Computer, Fax and photo copier including annual maintenance contracts.	Do.	Full powers if the repair/ contract was done with the authorized dealer of the manufacture. Rs. 2000/- annually for each machine if the repair is not done through the authorized dealer of the manufacturer.	Subject to condition No.1 Subject to condition No.1	
356	Purchase of books, maps periodicals	Do.	Full power	Subject to condition No.1 and 18	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	news papers for official use.				
357	Sanction advance to Government servant for construction, repairs and purchase of houses.	Do.	Full power	Subject to condition No.1 and 26	
358	Write off of the value of unserviceable stores	Do.	Full power	Subject to condition No.20 (1) and 20 (2)	
359	Printing of standardized/ non-standardized form/ except money receipt	Do.	Full power	Subject to condition No.1 and 17	
360	Sanction miscellaneous expenditure in any individual case or any subject for which no scale or limit to its power of sanction is prescribed	Do	Up-to Rs. 2000/- if recurring in any single case. Up-to Rs. 15,000/- if non-recurring in any single case	Subject to condition No. 1 and 8	
361	Purchase of spare parts tyres tubes and cost of repairs of department vehicles.	Do	For trucks up-to 3 years old Rs. 25.000/- for each truck in a financial year For trucks more than 3 years old Rs. 50.000/- for each truck in a financial year For other four wheelers motor vehicles up-to 3 years old Rs. 10.000 for each vehicle in a financial year. For other four wheelers motor vehicles more than 3 years old Rs. 25.000 for each vehicle in a financial year.	Subject to condition No. 1 and 16	
362	Local purchase of stationary articles	Do	Same as H.O.D		
363	(a) Out fit allowances to Aide-de-camp	Do	As may be prescribed by the Ministry of Defence Govt. of India from time to time	Subject to condition No. 1	
	(b) For supply of liveries as required by the Governor	Do	Full power	Subject to condition No. 1 and 9	
364.	Expenditure on P.O.L. for Raj Bhawan vehicles	Do	Full power	Subject to condition No. 1 and maintenance of records like log books etc.	
365.	To install temporary telephones for	Do	Full power	Subject to condition No. 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	VVIPs/VIPs and Governor's Guest at Raj Bhawan				
366.	For renewal of furnishing of the official residence of the Governor	Do	Full power	Subject to condition No.1 and relevant instruction	
367.	To incur expenditure from the contract allowance of the Governor	Do	Full power	Do	
368.	To incur expenditure from the tour expenses of the Governor	Do	Full power	Do	
369.	(a) Purchase of approved office equipment such as Clock timepiece table fans Ceiling Fan. Water filter etc. (b) Purchase of furniture for new office or on expansion of existing offices or in replacement of old furniture	Do Do	Same as H.O.D. Full power	Subject to condition No.1 and 13	
370.	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 25 th January 1983.	Do	Full power	Subject to condition No.1	
371.	Sanction of expenditure on contingencies, cooking gas, consumable stores for laundry lump coals heating.	Do	Full power	Do	
372.	To incur expenditure on the cost of medicines etc. supplied to Raj-Bhawan Dispensary to provide medical facilities to the Governor and his family.	Do	Full power	As per Govt. notification No.GSR 343 (E) dt.30/3/87 and Budget provision	
373.	To sanction expenditure as "Entertainment allowances" for patronizing art, culture and music by the Governor.	Do	Full power	Do	
374.	Purchase of computer	Do	Full power	Subject to condition No. 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
377.	Repair on Chief Minister's vehicles including tyres tubes and batteries and spare parts without fixtures and furnishings	Secretary to C.M's	Full power	Subject to condition No. 1 and 16	
Labour and Employment Department					
378.	Medical Store Equipment and instruments	Administrative Medical Officer under ESI Schemes	Full power. When purchase is made through Central stores Depot or on rate contract or through a duly constituted purchase board wherein administrative department Finance department and an officer of D.H.S are represented Otherwise up-to Rs. 8000 (Rupees eight thousand) in each case provided the cost of each item does not exceed Rs. 1000 (Rupees one thousand)	Subject to condition No. 1 and 108	
379.	Medical Re-imburement (a) Medicines (b) Hospitalization charges	Do Do	Up-to Rs. 500 (five hundred) Up-to Rs 5,000/- (five thousand)	Subject to approval of DHS Subject to approval of DHS	
380.	(i) Allotment of Budget to DDOs (ii) Purchase of Type Writers and duplicating machines (iii) Repairs of Type-Writers and duplicating machine (iv) Repairs of Department buildings (v) Sanction of House Rent (vi) Purchase of stationery articles including Furniture. Clocks etc	Do Do Do A.M.O under ESI Scheme Do	Full power Full power Up-to Rs. 400 annually for each machine Up-to Rs. 8000 in each case Up-to Rs. 1000/- per month for each building (a) Up-to Rs. 400/- in each case (b) Furniture full powers (c) Clocks and other office equipments. Up-to Rs. 500/- in each case.	Subject to approval of Deptt Subject to condition No. 1 and 11 Subject to condition No. 1 Subject to condition No. 124 Subject to condition No. 1 and 10 Subject to condition No. 1 and 14 Subject to condition No. 1 and 13 Subject to condition No. 1 and 12	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	(vii) Repair of Department vehicles	Do	For Truck-up-to Rs. 10.000/- per vehicle in a financial year For other vehicle Rs.7000/- per vehicle in a financial year.	Subject to condition No. 1 and 16	
	(viii) Sanction of advance T.A. for Gazetted Officers and I.Ps for Medical Treatment.	AMO under ESI Schemes		Subject to condition No. 125	
Finance Department					
381.	To accord sanction of house building advance to all officials of AFS cadre Accounts Officer. Research Officers Asstt. Research Officers Research Assistants and any other employees under establishment of Finance Department.	Finance SIU	Full power	Subject to condition No. 1 and 26	
382.	Sanction for (a) Repayment of Institutional loan with internet (b) Payment of OTS dues Government guaranteed loans to HUDCO and other institution . (c) Payment of liabilities of ASEB to REC, GRIDCO west Bengal, Meghalaya under new repayment schedule. (d) Payment against potty expenditure (e) Payment of VRS and other Closure liabilities of PSUs.	Director and Jt. Director of Finance (Economic Affaires) Department Do Do Do Do	Full power Do Do Do Do	Subject to fulfillment of all formalities. Do Do Do Do	
A.R.& Training department					

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
383.	Renewal of Annual Biennial Maintenance Contract for Machines/ Equipments	Commissioner/ Secretary A.R. & Training Department	Full power	Subject to condition No. 123	
384.	Renewal of Annual Biennial Maintenance Contract for Machines/ Equipments	Director of Training Assam Administrative Staff College	Up-to Rs. 12.000/- in each case per year.	Do	
385.	Sanction expenditure for Maintenance of buildings of Assam Administrative staff College	Do	Up-to Rs. 40,000/- (26.04.2000) which was enhanced to Rs. 1.00 lakh (01.04.2008) and further enhanced to Rs 2.00 lakh (04.03.2011)	Subject to condition No. 1	
Election Department					
386.	Repairs of Roads Buildings including electrification selected for polling station, counting Halls etc/ construction temporary sheds in connection with the election/ revision of electoral Rolls.	Chief Electoral Officer	Full power	Estimates are to be scrutinized by PWD and works to be done as per norms prescribed by EC	
387.	Sanction of Misc. expenditure on contingencies	Do	Do	Subject to condition No. 1 and 9	
388.	Rent on land and building leased out to Government	Do	Do	Subject to condition No. 1 and 10	
389.	Purchase of type writers/ Duplicating machines and calculating Machines	Do	Do	Subject to condition No. 1 and 11	
390.	Repairs to Govt. vehicles including purchase of tyres tubes and spare parts in connection with the conduct of election/ revision of electoral Rous	Do	Do	Subject to condition No. 1 and 16	
391.	Local purchase of stationery in emergent cases in connection with the conduct of election and revision of electoral Rolls	Do	Do	Subject to condition No. 1 and 14	
Town & Country Planning department					
392.	To accord technical sanction	1. Director Town and Country	Full power	As per PWD norms	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
		Planning 2. Superintendent Engineer, T&C.P. 3. Executive engineer T&C.P. 4. Astd. Engineer T&C.P.	Up-to Rs. 10.00(ten) lakh Up-to Rs. 2.00(two) lakh Up-to Rs. 0.25 lakh		
393.	To accord Administrative sanction and Execute works under IDSMT & NSDP	Director Town and Country Planning	Same as Head of Department i.e Up-to Rs. 10.00(ten) lakh	Subject to condition No. 7	
Industries Department					
394.	To grant Industrial Loans	Director of Industries Assam	Loans not exceeding Rs. 1000/-	Subject to personal security of the borrower and as per departmental rules	
395.	Contributions to industrial exhibition and fairs	Do	Up-to Rs. 500/- in each case		
396.	To sanction proposals with regard to Central Investment Subsidy and Transport Subsidy on behalf of State Level Committee	Do	Up-to Rs. 25 lakh	Subject to condition No. 112	
397.	To accord Administrative approval of 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	(a) Up-to Rs. 25.000/- for Residential work under plan (b) Up-to Rs. 50.000/= for non Residential work under plan (c) Up-to Rs. 15.000/- for non Residential work under non-plan (d) Up-to Rs. 25.000/- for non Residential work under non-plan	Subject to condition No. 1 and 113	
398.	To accord Administrative approval and sanction expenditures on works to be executed departmentally (a) Original works (b) Petty construction of	Do Do General Manager/ Chief Executive,	 In case of project involving residential buildings Rs. 15000/-. For other works Rs. 25,000/- Up-to Rs. 5,000/- in each case	Subject to condition No. 1 and 114 Do Do	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	departmental building and repairs (c) Sanction excess expenditure over the estimates	District Industries Centre. Do	Up-to 5% provided the total of the exceeded estimate within their power of sanction	Do	
399.	Sanction expenditure on contingencies (a) Purchase of instruments appliances, apparatus, machinery, tools and plant and other stores in India (including livestock)	Do	(a) Up-to Rs. 10,000/- in each case when the purchase is made through central stores depot. (b) Otherwise up-to Rs. 5,00/- in each case provided the cost of each item does not exceed Rs. 500/-	Subject to condition No. 1 and store rules	
400.	Purchase of spare parts, tyres tubes and cost of repairs of departmental vehicles	Director of Industries	Same as HOD	Subject to condition No. 94	
401.	Rent on lands and buildings leased out to Government	CEO/GM District Industries Centre	Up-to Rs. 500/- per month in each case	Subject to condition No. 1 and 10	
402.	Local purchase of stationary in case of urgency	Do	Up-to Rs. 250/- in each case subject to annual limit of Rs. 5000/-	Subject to condition No. 14 and 1	
403.	Incur expenditure in connection with exhibition shows and fairs	Do	Up-to Rs. 500/- in each case of Dist and local exhibitions fairs and shows	Subject to condition No. 1	
404.	Write off of the irrecoverable value of stores (including furniture) livestock or public money.	Do	Up-to Rs. 150/- in any single case	Subject to condition No. 19	
405.	Purchase of office equipments such as clock time pieces table fans, ceiling fans etc.	Do	Up-to Rs. 250/- in each case	Subject to condition No. 12	
406.	Urgent Printing at local presses (excluding Forms standardized or non-standardized).	Do	Up-to Rs. 1000/- in each case subject to annual limit of Rs. 5000/-	Subject to condition No. 17	
407.	Purchase of books, periodicals, maps and news papers	Do	Up-to actual cost price of each item subject to an annual limit of Rs. 500	Subject to condition No. 1 and 18	
408.	Sanction expenditure for maintenance of departmental building and miscellaneous expenditure in any individual case or any object for which	Do	(a) Up-to Rs. 100/- if recurring in any single case (b) Up-to Rs. 1000/- if non recurring in any single case	Subject to condition No. 1	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	no scale or limit to its power is prescribed .				
409.	Purchase of furniture including steel almirah and Iron safe for new office or on expansion of new offices or in replacement of old ones.	Do	Up-to an annual limit of Rs. 10,000/-	Subject to condition No. 1 and 13	
410.	Accept tender	Do	Up-to a limit of Rs. 30,000/- in each case	Subject to observance of normal rules	
411.	Execute Contracts and instruments	Do	Up-to Rs. 30,000/- in each case	Do	
412.	To Sanction Seed money	[1] Senior Special Officer F.M.T.C [2] Director of Industries	Up-to Rs. 2500/- in any single case Up-to Rs. 15,000/- in any single case	Subject to condition No. 115	
Sericulture and Weaving Department					
413.	To grant Industrial loans	Director of Sericulture and Weaving or Deputy Director of Sericulture and Weaving when authorized by the Director of Sericulture and Weaving.	[1] Loan above Rs. 2,500/- but not exceeding Rs. 5000 to applicants in general. [2] Loan up-to Rs. 7,500/- to political sufferers subject to the recommendation of the Cottage Industries (Advisory) Board	As per departmental rules	
414.	To sanction grants-in-aid	Do	Up-to Rs. 500 to each Weaving rearer and Co-Operative Weaving Society	Do	
415.	To sanction scholarships for Industrial training	Do	Full power	Subject to condition No. 1 and 116	
416.	To sanction charges of Common Rooms of Training Institutions	Do	Up-to Rs. 250/-	Subject to condition No.1	
417.	Sanction items on Capital Expenditure (excluding purchase of livestock, stores tools plants furniture)	Director of Sericulture and Weaving.	Up-to Rs. 5,000/- in each case	Subject to condition No. 1	
418.	Sanction expenditure on contingencies purchase of tools plants manure, etc and other stores	(a) Deputy Director. Sericulture and Weaving (b) Assistant Director of Sericulture Assistant Director of Weaving (c) Weaving superintendents and Superintendents of Sericulture (d) Sericulture Research Officer	Up-to Rs. 500/- in each case Up-to Rs. 350/- in each case Up-to Rs. 250/- in each case	Subject to condition No. 1 and store rules - -	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
		Principal of Assam Textile Institute and Sericulture Training Institute	Up-to Rs. 250/- in each case	–	
419.	Writing off of the irrecoverable value of Silk Worm seeds. Eggs. etc.	Deputy Director Sericulture	Up-to Rs. 50/- in any single case	Subject to condition No. 19	
Miscellaneous Department					
420.	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.	Chief inspector of Boilers		Subject to condition No. 117	
421.	Sanction expenditure for Advertisement in Dur Darshan and press advertisement for daily News papers only.	Director of Small Saving Assam	Full power	Subject to condition No. 1	
422.	Sanction of expenditure for making of Hoardings kiosk glow signs & Vinyl boards advertisements in Bus and Railway panels organization of meetings and campaigns, making of video and audio ad-cassettes	Do	Up-to Rs. 20,000/- in each case	Subject to condition No. 1 with periodical returns to Fin (BT) Deptt and concerned control Branch of Finance Department.	
423.	Drawal of fund under examination Head	Secretary Assam public Service Commission	Full power	Power of drawal in AC bill is allowed Up-to 31-03-2012 with the following Conditions 1) Condition No. 1 of DFP Rules 2) Fund will be drawn only after the schedule of examination has been notified 3) The AC drawal will be regularised within 6 month from the date of	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
				drawal 4) With every bill for AC drawal a certificate will be furnished to the treasury stating that no AC drawal is pending for regularization for more than 6 month from the date of drawal.	
424.	<p>(a) Sanction of employees contribution and Govt. share of New pension scheme(NPS) including NPS.-Lite: Swavalamban, payable to trustee Bank</p> <p>(b). Drawal of contribution fund to wards New pension scheme(NPS) and NPS.- Lite: Swavalamban, from public Accounts</p> <p>(c) Sanction for refund of Employees' contribution and Govt. share of New Pension Scheme(NPS) with accrued interest payable to retired Govt.</p>	<p>Director, Accounts and Treasuries, Assam</p> <p style="text-align: center;">Do</p> <p style="text-align: center;">Do</p>	<p>Full power</p> <p style="text-align: center;">Do</p> <p style="text-align: center;">Do</p>	<p>Budget provision exist for Govt. share and deducted employees contribution from monthly pay bills deposited to- "8342-117 other deposits -0001 employees contribution and 0002- Govt. contribution under New Defined pension scheme Tier- 1"</p> <p>Subject to sanction of the drawal amount from the public Account "8342- other Deposits -117 Misc Deposits -0001- Employee contribution under New Defined Contribution pension Scheme Tier-1"</p> <p>Budget provision exist for Govt. share and deducted employees contribution from monthly pay bills deposited to- "8342-117</p>	<p>Director Accents and Treasuries, Assam was declared as DDO for drawal of employees contribution and Govt. share to wards New pension scheme (NPS) from public Accounts and to credit the same to the concerned Trustee Bank after observing SO 213(b) and SO 214</p>

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	Employees and nominee/legal heir of deceased Govt. subscriber whose PRAN was not granted. (d) Sanction of fund for payment of Service Charges to National Securities Depository Limited (NSDL)	Do	Do	other deposits -0001 employees contribution and 0002- Govt. contribution under New Defined pension scheme Tier- 1” 1) Subject to condition No. 1 2) Observance of the provisions of AFRBM Act, 2005.	
425.	To issue sanction for Central Assistance to state plan provided for implementation of NRHM, MGNRGA, IAY, RMSA, MDMP, JNNURM, RKVY (Agril), NLCPR scheme and all other centrally sponsored scheme.	Senior most Secretary of the concerned Department	Full power	3) Subject to condition No. 1 4) As per guideline of Government of India. 5) After confirming credit of funds as released by Govt. of India in to State Exchequer.	
426.	Sanction of expenditure for repairing Diesel Generator Set in different Treasury Offices.	Director of Accounts and Treasuries	Rs. 50,000/- for each treasury per year	Subject to condition No. 1	
427.	Sanction of fund provided by both State and central Govt. For publicity campaign to promote tourism and products of Assam.	Director of Tourism Assam.	Rs. 2.00(two) lakh	Do	
Director Information and Public Relation					
428.	To declare as D.D.O. for drawal & disbursement of Salary & T.A. of non-Gazetted staff.	Addl. Director information & Public Relations (Hills) Haflong.	Full power	As per S.O. 214 of the T.R. and S.O.5 & DIPR Act	
429.	To sign cash book under Rule 95 (2) of A.F.R.	Addl. Director information & Public Relation (Hills) Haflong.	Full power	-	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	departmental vehicles. (c) Purchase of furniture for new office or on expansion of existing offices or in replacement of old ones. (d) Purchase of equipments such as office or on expansion of existing offices clocks lime picces, table fans etc. (e) Rent on lands and buildings leased out to Government (f) Purchase of books maps periodicals and news-papers	 Do Do Do Do	case Full power Up-to Rs. 500/- in each case Up-to to Rs. 500/- per month in each case Full power	 Subject to condition No. 1 and 13 Subject to condition No. 1 and 12 Subject to condition No. 1 and 10 Subject to condition No. 1 and 18	
437.	Sanction Advance to Govt. servants under orders of transfer/on tour. (i) 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: (i.e. Advance pay for a month/ Advance T.A.) (ii). Inferior Government servants accompanying officers proceeding on tour to cover their personal travelling expenses for a month	Do Do Do	Full power Full power Full power	As per A.F.R. 396 For himself with prior approval of DIPR Do	
438.	Sanction of all advertisement bill	Director of Information & Public Relations	Full power	Subject to condition No. 1 and observance of Rule 214 and 213 of TRs and SRS	

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
439.	Sanction payment of bills of PTI and UNI (For coverage of state level news in the interest of Govt. only)	Do	Do	Subject of condition No. 1	
Director, Inland Water Transport					
440.	Purchase of spare parts for modern high powered Vessels fitted with marine Diesel Engines.	Director Inland Water Transport	Up-to to Rs. 6000/- per month in each case	Subject to condition No. 1 & 16	
Transport Department					
441.	Sanction of local purchase of Statutory	District Transport officer	Up-to Rs. 500/- to each case subject to an annual limit of Rs. 40,000/-	Condition 1 and 14	
Director of sail conservation					
442.	Technical sanction	Director sail conservation	Full power		
Autonomous council					
443.	Administrative approval for works and Financial sanction for other expenditure in respect of Bodoland Territorial council (BTC) fund.	1) Addl. Director of Agriculture kokrajhar 2) Zonal It Director of Co-operative societies, kokrajhar 3) Addl., Director of Fisheries kokrajhar 4) Jt. Director of Animal Husbandry and veterinary kokrajhar	To the extant enjoyed by the Head of the Departments under the State Government.	-	
444.	(a) Sanction Administrative approval for works (b) Sanction for procurement of goods and services	1) Asst. Director F & C S Bodoland Territorial council (BTC) kokrajhar 2) Regional Information and public Relation Officer kokrajhar 3) Conservator of forest (T) BTC kokrajhar 4) Deputy Director, T & CP , kokrajhar 5) Director, BTC, kokrajhar	Do	-	
445.	(a) Sanction of Administrative approval for works (b) Sanction for procurement of goods	Addl. Chief Engineer PWD (R & B) karbi Anglong autonomous council (KAAC) Diphu	To the extent enjoyed by the Head of the Departments under State Government		

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Sl. No.	Nature of power	Authority	Extent of power	General conditions see chapter on conditions	Remarks
[1]	[2]	[3]	[4]	[5]	[6]
	and services				
446.	Operation of Non-plan budget provision under- "3604 compensation and assignment to Local Bodies and panchayat Raj Institutions under the Award of 12 th Finance Commissioner during 2008-09 under 6 th schedule Areas (BTC, KAAC, NCHAC)	1) Principal secretary Bodoald Territorial council (BTC) 2) Principal secretary, karbi Angling autonomous council (KAAC) 3) Principal Secretary, North cachar Hill autonomous council (NCHAC)	To draw and disburse funds to Blocks (BDOs) for onwards disbursement to VCDC/TVC until required staff are posted to VCDC/TVC to enable then to draw the fund	Subject to observance of the provisions under Rule So 213(b) and So 214 including other formalities	
447.	Do <u>During 2009-10</u>	Do	To draw and disburse fund to municipal Boards and Town committee until Executive officers are posted	Do	
448.	3604 Compensation Assignment to Local bodies and PRIs under both State and central Finance Commission	Do	Validity period for drawal and disbursement of Finance Commission Funds extended until farther order	Do	

SCHEDULE ---IV

List of Heads of Departments

[See Rule 2 (i)]

1. Commissioners of Divisions .
2. Director of Land Records & Surveys. Assam .
3. The Registrar of Co-Operative Societies. Assam.
4. Principal Chief Conservator of Forest. Assam.
5. The Legal Remembrance. Assam.
6. Director General of Police. Assam.
7. Director of Higher/ Elementary / Secondary/ Adult Education. Assam.
8. Inspector General of Prisons. Assam.
9. Director of Health Services. Assam.
10. District and Sessions Judges.
11. Chief Engineer. P.W.D. (Roads/ Building/ Irrigation/ Flood Control)
12. Commissioner of Excise. Assam.
13. Director of Agriculture. Assam.
14. The Commissioner of Taxes. Assam.
15. Secretary. Assam public Service Commission.
16. The Labour Commissioner. Assam.
17. The Chief Inspector of Factories. Assam.
18. The Advocate General. Assam
19. Commissioner of Transport. Assam.
20. Director of Economics and Statistics. Assam
21. Director of Animal Husbandry & Vety. Assam
22. Director of Information and public Relations. Assam.
23. Director of Panchayat and Rural Development. Assam

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24. Director of Sericulture and Weaving. Assam.
25. Director Inland Water Transport. Assam.
26. Director of Industries. Assam.
27. Director of Food & Civil Supplies. Assam.
28. Director of Tourism. Assam.
29. Director of Soil Conservation. Assam.
30. Director of Technical Education. Assam.
31. Director of Printing and Stationery. Assam.
32. Director Audit & Local fund.
33. The Registrar (Judicial) High Court.
34. Chief Electoral Officer. Assam.
35. The Chief Inspector of Boiler. Assam
36. Director of Geology and Mining. Assam.
37. Director of Employment & Craftsmen Training. Assam.
38. Director of Fisheries. Assam.
39. Trade Adviser & Director of Movements, Government of Assam. Calcutta.
40. State Textile Commissioners. Assam.
41. Chief Engineer. Public Health Engineering. Assam.
42. Director of State Lotteries. Assam.
43. Director of Small Savings. Assam.
44. Director of Accounts & Treasuries. Assam.
45. The Chairman Assam Administrative Tribunal.
46. The Director of Town & Country Planning.
47. The Director of Municipal Administration. Assam.
48. Director of Sports and youth Welfare, Assam.
49. Director of Cultural Affairs. Assam.
50. Director of Civil Defense and Commandants General, Home Guards, Assam.
51. Controller of Legal-Materology, Assam.
52. Director of Financial Inspections, Assam.
53. Director of Social Welfare and Probation.
54. Director, Tribal Research Institute, Assam.
55. Director, W.P.T & B.C., Assam.

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56. Director of Pension.
57. Chief Engineer P.W.D. (Hills)
58. Director of Border Areas.
59. Director of Tea.
60. Chief Engineer P.W.D. (Border Areas)
61. Director of Dairy Development, Assam.
62. Secretary, Assam State Information Commission
63. Commissioner for Disabled persons.
64. Director of Medical Education, Assam.
65. Director of Health Service (FW)
66. Resident Representative, Assam Bhavan, New Delhi
67. Director Ayurveda ,Yoga & Naturopathy. Unani, Siddha & Homeopathy (AYUSH). Assam.

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CHAPTER ON CONDITIONS

SPECIFIC CONDITIONS

Sl. No.

Particulars

Of condition

1. All expenditures will be subject to budget provision and availability of fund.
2. 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/ Administrative Department would cause undue delay.
It will further be subject to the following conditions:-
 - (i) Copies of all sanction should be forwarded to the Finance Department / Administrative Department immediately.
 - (ii) No post shall be created in the Secretariat / Office of the Department/ in the office of the authority Concerned.
 - (iii) Observation of Instructions Regarding Staff composition and work standard where prescribed.
 - (iv) Conformity with standard scales of pay approved for similar posts in the same department.
 - (v) Posts should be in conformity 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 / Administrative Department.
 - (vii) The Authority creating the post shall have power to abolish the same before expiry of the stipulated period if circumstances justify the same.
 - (viii) If a post in initially created for a shorter period the authority creating the post shall be competent to extend it to the full limit of his power.
 - (ix) Extension thereafter in all cases shall invariably require the approval of the Finance Department/ Administrative Department.
 - (x) In case of posts in the Secretariat Departments reference to Finance Department will be necessary.
 - (xi) Persons appointed to the post will be entitled to Dearness and other allowances as admissible under the rules for the time being in force.
3. For renewal of sanction of scheme, the following conditions are to be adhered to:-
 - (i) In conformity with the original sanction issued by the Finance Department.
 - (ii) Departments are authorized to issue sanction to the incurring of contingent expenditure included in the continuing scheme provided no expenditure is sanctioned which has the effect of substantially altering the scope of the scheme as accepted by the Finance Department.
4. Renewal of sanction of staff can be done only when circumstances under which the post was created still exist and it has the conformity with the original sanction.
5. Minor deviation can be made under the following conditions by the Administrative department.
 - (i) The overall allotment for the scheme in the year in question as also in case of Plan Schemes, in the plan period, is not exceeded by more than 10 percent and the plan ceiling is not exceeded in case of plan scheme.
 - (ii) No increase in made in the recurring expenditure against a saving in non-recurring items of expenditure.

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- (iii) Expenditure on special items of contingencies that 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.
- (iv) The deviations do not have the effect of scaling down the physical targets set for the scheme , and
- (v) The saving which may be available within the overall allotment for the scheme will not be utilised for any new item of expenditure which requires prior Legislative approval before the expenditure is incurred.

6. Issue of financial sanction to scheme:-

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

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

7. To accord administrative approval to plan and estimates:-

- (i) The estimates are scrutinised and Technically approved 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.
- (ii) The norms prescribed by Government regarding floor space for residential and official building are not exceeded.
- (iii) The limits of the prescribed admissible outlay are not exceeded.
- (iv) The building is assigned to the holder of a specified post who is bounded by terms to live in it. 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.

8. Sanction miscellaneous expenditure in any individual case or any object subject to following conditions: -

- (i) The demand therefore has not been refused by the Assembly or the supply restricted at the instance of the Finance Department, and
- (ii) The expenditure is not on a new service which was not contemplated in the budget.

9. Sanction expenditure on contingencies subject to the following conditions :-

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Observance of procedural and other general directions laid down in the Assam Contingency Manual and special orders by Government from time to time and Delegation of Financial Powers Rules. 1999.

10. Rent on land and building leased out to the Government.

- (a) The rent is fixed by the competent authority under the Assam Urban Areas Rent Control Act in urban areas. The executive Engineer certifies that a suitable public building is not available.
- (b) The Deputy Commissioner certifies as to reasonableness of rent outside urban areas.
- (c) The floor areas is in accordance with the standard prescribed by the G.A Department.

11. Purchase of typewriters, duplicators and calculating machines etc.

- (a) Purchase is made from suppliers approved by G.A Department or from the manufacturer.
- (b) For purchase of fax machine, Computer, Risograph, Mobile Phone, Photocopier machine etc. Prior approval of Finance Department will be required.
- (c) Purchase of spare parts for repairing. Subject to observance of all rules and procedures. And purchase is made at Company's / Dealers price approved by S.A. (E) Departments.

12. Purchase of approved office equipments such as clock, time pieces, table fans ceiling fans water filter etc.. Subject to store rules. The limit refers except where otherwise stated to the cost of each article or any numbers of articles of the same kind purchased at one time, whether for any office or a number of offices.

13. Purchase of furniture for new office or an expansion of existing office or in replacement of old furniture. Subject to the scales and types of entitlement of furniture as prescribed by G.A.D. and all formalities are observed before purchase and the furniture should be of the approved type.

Note :- Where standard types and scales of furniture have not been prescribed. G.A.D should lay down standard types and scales.

14. Local purchase of stationery in case of emergency. All articles of stationery Store which are supplied by the State Stationery Guwahati, must ordinary be obtained from this store on indent. When supply from this store is not received and it is absolutely necessary to purchase the articles, local purchase may be resorted to by inviting tenders. But, it is to be certified in each bill that the Stationery Store is not in a position to supply the stationery by the head of office.

15. Purchase of instruments appliances, apparatus, machinery tools and plants and other stores in India including livestock, are subject to the 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 Assam Preferential Store Purchase Act, 1979 (Where necessary), in consultation with Industries Department where necessary.

16. Repairs on Departmental Vehicles including purchase of tyres, tubes and other spare parts ,without fixtures and furnishings are, 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. Prior to repair the Vehicles must be examined by the M.V.I or an officer equivalent to him . purchase of Tyre/ Tubes and spare parts should conform to Standard type as per provisions of the Motor Vehicles Act. 1988 and Motor Vehicle Rules 1989 as amended.

17. (a) There is no objection for utilising local private printing presses where they charge reasonable prices and the subject matter to be printed is not confidential. The amount limits include the cost of paper. Standardised forms of money receipt must never be printed locally without special orders of Finance Department.

- (b). The work may be distributed after obtaining quotation from different local presses and to the best economic interest of Government.

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(c) 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.

(d) Local printing of standardised forms may be done provided the Government press expresses inability to supply forms within 30 days of requisition.

18. Purchases of maps, books, periodicals and news papers are.

(i) 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 allotment by re appropriation from any source, without the previous sanction of Government. The sanction of the Head of Departments is sufficient for the purchase of books, maps, publications, newspaper 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 . List of officers authorised to purchase books, maps etc... see item 22. Appendix-”C” to the Assam Contingency Manual and also refer to Rule 328-331 of the Assam Executive Manual for further instructions.

(ii) Such purchases are necessary for the working of the Department.

(iii). And subject to maintenance of a register where up-to date record of books purchased is kept.

19.Sanction to writing off the irrecoverable value of stores, furniture, timber, live stock, tools and plants other stock, public money requires adherence to the following conditions :-

(1) the loss does not disclose.

(a) defect of system the amendment of which would require a reference to the Finance Department or Administrative Department.

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

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

Note :- The expression “livestock” wherever it occurs should be held to mean elephants, cattle, mule, ponies, goats, pigs and poultry.

20. Writing off of the value of unserviceable stores including livestock and furniture subject to the following conditions :-

(1) 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.

(i) Secretary----- Chairman.

(ii) Head of Department ----- Member.

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- (iii) A technical officer nominated by Administrative Department ----- Member.
- (iv) Senior Financial Adviser/ F.A. of Administrative Department ----- Member Secretary.

(2) The Articles are disposed of by sale which should ordinarily be by public auction after proper press publicity.

(3) Disposal of unserviceable vehicles machines subject to the following conditions :-

(a) The Standing Condemnation Board to be constituted by the head of Department shall consist of :-

(i) Head of Department ----- Chairman.

(ii) A representative/ Administrative --- Member.

Department

(iii). A technical Officer nominated by the

Head of Department ----- Member.

(iv). Senior Finance and Accounts Officer/ F.A.O ----- Member Secretary.

(b). The District level Condemnation Board shall consist of :-

(i) Deputy Commissioner ----- Chairman.

(ii) District Transport Officer ----- Member.

(iii). Head of Office whose vehicle

Is to be condemned ----- Member.

(iv). Finance and Accounts Officer

Of Officer of D.C. ----- Member Secretary.

The Condemnation Board will fix the value of the vehicle and the vehicle may be disposed off by public auction or by inviting tenders

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After proper press publicity.

21. Sanction refunds/ deposit not otherwise provided for subject to following conditions :-

- (i) Subject to any rules that may be applicable and unless the refund is ordered by a Court.
- (ii) No single refund, unless ordered by a Court exceeds Rs. 2.000.

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

- (1) That the money was drawn in good faith.
- (2) That no defect of system is disclosed.
- (3) That the overdraw 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 overdraw is challenged within 12 months .subject to the following further considerations.
 - (a) That it has not been caused by any delay in notifying a promotion or reversion.
 - (b) When a disallowance is remitted under this rule the reasons therefore should invariably be recorded by the remitting authority.
 - (c) “All sanctions to forego recovery under these orders should be communicated to the Accountant General. It is open to the Account General to require that the action taken in any case should be reported to the Finance Department for orders”.

23. Sanction Deputation of Government servants on approved course of training or instruction 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 after conducting training need analysis. 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 under F.R. 20.

D.A – As admissible under 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, 199**.

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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.

24. Accept Tender.

Note :- The 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 Department are competent to close the deal including formal acceptance of tender.

25. Medical reimbursement can be sanctioned Subject to the following conditions :-

(i) That it is in accordance with the All India Services (Medical Attendance) Rules-1954 as amended from time to time (for those All India Service Officers who have not opted for Assam Medical Attendance Rules, 2008 as amended from time to time) or it is in accordance with Assam Medical Attendance Rules, 2008 as amended from time to time (for All India Service Officers who have opted for Assam Medical Attendance Rules, 2008 as amended from time to time and for the State Government employees).

(ii) That the treatment in Referral Hospitals has been approved by the Standing Referral Board and the Director Health Services. Assam (DHS) has given admissibility certificate after the treatment received as per AMA Rules, 2008.

(iii) For the cases involving Surgical operations and supply of artificial appliances approval of the Director Health Services. Assam has been obtained by the concerned Administrative Department without routing through the Health & Family Welfare Department.

26. To accord sanction of house building advance to all employees and to reallocate fund for H.B.A. to Heads of Department.

Subject to :-

(i) Fulfillment of conditions laid down by Finance (A & F) Department from time to time.

(ii) Observance of all rules and procedures and availability of fund.

(iii) Observance of Rules 382,383 and 384 of Assam Finance rules.

27. To accord administrative approval and sanction expenditure on original works/ petty construction and repair on Departmental building/ sanction excess expenditure over the estimate and renewal of expenditure in respect of Departmental works in progress. Subject to the condition 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 Finance Rules) are strictly adhered to.

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Note :-The term “Residential Buildings” does not include Government hostel or quarters for employees on pay scale the maximum of which does not exceed Rs. 4475/ p.m (See notes on item 71 of Appendix “B” and item 23 of Appendix “C” to the Contingency Manual and also paragraph 13 of the Rules regulating to Department al construction of public building (Appendix 8 to the Assam Financial Rules.)

Subject to conformity with the original sanction.

(Note :- B 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 works.)

28. 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.

(i) The expenditure does not relate to the office of the authority concerned.

(ii) The expenditure is within the power of the authority.

(iii) The demand therefore has not been refused by the Assembly or the supply restricted at the instance of the Finance Department.

(iv) The expenditure is not for a new service which was not contemplated in the budget.

29. Sanction compensatory allowance for furnishing security in cash will be granted according to the following scale subject to the condition that a security of less than Rs. 500 will not qualify for any compensatory allowance :-

Rs. 50 per mensem where the security is over Rs. 10.000.

Rs. 35. Per mensem where the security is over Rs. 5000 and not above Rs. 10.000.

Rs. 20 per mensem where the security is over Rs. 1.000 and not over Rs. 5.000.

Rs. 10 per mensem where the security is Rs. 1.000 or under.

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

30. Sanction of fund/ Administrative approval of new schemes under Annual Plan.

(a) That the approval will be accorded by Principal Secretary/ Commissioner & Secretary/ Secretary of the Admn. Department and this cannot be redelegated.

(b) That there is availability of fund/ Budget provision,

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- (c) That the scheme is approved in the Annual State Plan.
- (d) That the scheme is approved by P & D Deptt./ Dev. Commissioner of Hills / WPT & BC Department.
- (e) That the detailed estimate of the scheme has been prepared and technically approved by the competent authority, wherever necessary.
- (f) That the plan has been approved by the appropriate authority and possession of land has been taken over, wherever applicable.
- (g) That the amount earmarked for ongoing scheme is not diverted for new scheme.
- (h) That all the existing financial rules of the Govt. adhered to.
- (i) That copies of all sanction order are to be marked to respective Finance Control Branch.

31. Sanction of Grants in-aid, subsidies under state plan scheme.

- (a) This power cannot be re-delegated.
- (b) Subject to availability of fund/ Budget provision.
- (c) That the grants are in conformity with the general objective, eligibility and procedure of grant of subsidies as per departmental rules. Which should be framed if not already done.
- (d) That the U/C to the satisfaction of the Department has been obtained in respect of earlier grant, if sanctioned.
- (e) Copies of all sanction order are to be marked to respective Finance control Branch.
- (f) That all the existing financial rules of the Govt..are adhered to.
- (g) That the scheme is approved by the P & D Deptt../Dev. Commissioner of Hills/ WPT & BC Department.

32. The issue of sanction and Administrative approval for construction of buildings under state plan scheme excluding centrally sponsored scheme and non-Plan.

- (a) This power can be exercised only by Commissioner/Spl. Secy./ secretary of the Admn. Department and this power cannot be re-delegated.
- (b) Availability of fund/Budget provision.
- (c) That the construction is for `a functional building necessary for an approved plan scheme including residential and non-residential.

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- (d) Approval of P & D Department/Dev. Commissioner of Hills has to be obtained.
- (e) Detailed estimate drawn up, Technically sanctioned by competent technical authority as per PWD rules and procedures, wherever necessary.
- (f) Norms for permissible outlay is not exceeded.
- (g) Approved in the meeting of Departmental Committee.
- (h) Site plan has been approved by the appropriate authorities and possession of land has been taken over by the Const.agency, wherever necessary.
- (i) That all the existing financial rules of the Govt. adhered to,
- (J) Copies of all sanction order are to be marked to respective Finance Control Branch.

33. Repair of Vehicles of Ministers and escort vehicles.

- (a) Each case is scrutinized by the Sr. F.A. or F.A. of the S.A. (E) Deptt. And the Commissioner and Secretary of the S.A. (E) Deptt. & that each case so scrutinised is approved by the Commissioner and Secretary or secretary of S.A. (E) Deptt.
- (b) This being subject to audit, history register should be maintained for each vehicle, showing the details of mileage done, spare parts purchased, major & minor repairs made to the vehicles and cost incurred in respect of each item of expenditure,
- (c) The purchase of tyres, tubes and spare parts should conform to standard type as per provisions of the Motor Vehicle Act, 1988 and Central Motor Vehicles Rules, 1989 as amended.

34. Tenders for Misc. articles should be sent to Director Printing & Stationery with comparative statement for approval of the Rate and party in the beginning of the Financial year and subject to approval of Director printing & Stationery.

35. 1. Hiring of Taxi should be done when V.I.Ps, Minister, other Dignitaries or Officer of the rank of the Secretary and above are on Government duty supported by Tour Diary.

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

36. Purchase of furniture for the Assam Secretariat should be confirmed to standard types of furniture and according to scales prescribed by General Administrative Department in consultation with Finance Department.

37. Grant of land free of rent to local bodies.

- (i) When given as a site for the construction of Schools hospitals, dispensaries or other public works at the cost of recognised local funds.

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(ii) For the other public purpose to a private individual for services to be performed for the State.

(iii). When the services are to be performed for the community.

38. Sanction remission of public demands land revenue appearing from any cause to be irrecoverable.

Provided that :-

- (i) The amount remitted does not exceed the prescribed limitation.
- (ii) The loss does not disclose a defect of system the amendment of which would require reference to the Finance Department.
- (iii) The refunds/ remissions and suspensions are granted under Departmental Rules.

39. Sanction of advances to Khalasis of the Survey Department. In order to grant advance of Railway fare and one months pay to Khalasis, etc., before they take the field. For paying off traversers and their squads pay and their Railway fares to their home.

40. Remission of irrecoverable Excise Revenue. Provided that the failure is not due to excessive or reckless or speculative bidding at auctions.

41. Special grants of timber or other forest produce free or at favourable rates for following purposes.

- (i) Rs. 1000/- for construction of large public works of utility.
- (ii) Rs. 3000/- for Village communities, public bodies. Departments of Government and Sections of the community in their collective capacity.

42. Pass orders authorising the sale of stores livestock, tools and plant and forest produce without payment of the value in full at the time of delivery. Provided that credit will be given with suitable safe guard for ultimate recovery.

43. Provided that :-

- (i) The refund is necessitated by an order which he is himself competent to pass and
- (ii) no single refund unless ordered by a Court, exceeds Rs. 500.

44. Provided the deviation does not amount to alteration in the general scheme of management, that all such deviations are reported in the control form and that a separate paragraph is added in the annual report showing what has been done in the year in the exercise of the powers.

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

- (i) to meet expenses in connection with equipment and purchase of provisions before proceeding or while on tour.
- (ii) to meet expenses incurred on account of purchase of paddy or other grain, in localities, where supplies are not readily available.
- (iii). to meet expenses incurred on the purchase of articles and clothing on account of theft of property if the theft occurs on tour.
- (iv) Advances of pay should be recovered in 3 equal installments beginning with the month following that in which the advance is made.
- (v) A second advance should not be granted until the first one has been fully repaid.

46. Sale, purchase or replacement of animals & birds in respect of Assam State Zoo, Guwahati.

- (i) Standard rates, duly approved by the Conservator of Forest, as maintained to regulate sales and purchases.
- (ii) The maximum number of animals and birds in respect of each species that may be held in the Zoo is prescribed.
- (iii). Purchase of new animals and birds are made only against acquisition proposals approved by the Conservator of Forests/ Government.
- (iv). In case of purchase the expenditure should be within the budget provision.

47. At such rate of remuneration as approved by Government provided he is satisfied that the permanent establishment has worked up-to the prescribed standard but is unable to complete documents without undue delay.

48. All refunds have become due under the provisions of the Act/ Rules as a matter of right owing to collections or payments having been made in excess of the amount due under the Act. Each refund sanctioned should be adjusted against any other dues of the assesses. Under the provision of the Act and only where there is no scope for such adjustment or the refundable amount can only partially be adjusted, the amount sanctioned for refund or the part thereof as the case may be. Should be refunded in cash.

49. All refunds which have become due either as a result of excess payment of tax in case under Section 3(3) of or 3A or under Section 4(a) or due to payment of tax in advance before the order of exemption is passed under section 8 or under rules 22 and 23.

50. All refunds which have become due either as a result of over assessment as determined by the proper authority under Section 24,,25,,26,,27 and 31 of the Assam Agricultural Income Tax Act, 1939 or due to excess payment of tax in advance by the assesses as per the provision of section 25A of the Assam Agricultural Income Tax Act, 1939 Such refunds due may also be set off or adjusted as per provision of law, wholly or partially, against demands payable by the same assesses in respect of any other year.

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51. Remission of Land Revenue subject to :-

(1) In case of local calamities in temporary settled areas such as flood, hailstorms, blight or ravage by insects which cause damage to a particular harvest. Suspension may be sanctioned up-to any amount but sanctions over Rs. 10.000 must be reported to Government.

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

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

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

52. In sanctioning such refunds the details viz.

(i) The sum originally paid into the treasury and credited to miscellaneous land revenue (this to be checked and certified by the Treasury Officer)

(ii) The sum if any paid on account of the survey, and.

(iii). the balance refundable should be given.

53. Both principal and interest where a work fails from causes beyond the borrower's control and where recovery in full would occasion serious hardship.

54. Remission may be sanctioned only where the recovery of the loan/ Revenue would occasion serious hardship to the borrower/ lessee.

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

56. Disburse sums to carry on suits or appeals. Sums which are necessary to be expended for the carrying on of any suit or appeal in which Government of Assam is a party. Provided the Legal Remembrance has directed that such suit shall be instituted or defended.

57. Disburse sums to satisfy decrees etc., against Government. In order.

(a) To satisfy any decree against the Government of Assam in cases where the law allows of no further appeal from such decree, or in which the legal Remembrance has advised that no further appeal shall be made, and

(b) to adjust of compromise any suit or claim against the Government of Assam which the Legal Remembrance has directed to be compromised or which can be dealt with by the commissioner under Rule 32 of the Civil Suit in the Assam Law Department Manual.

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58. Appoint substitutes for Mandals deputed for training. In case of deputation for training special class at the Survey School to qualify for the post of Supervisor, Kanungo provided he is satisfied that the work cannot be carried on without a substitute.
59. When the Public prosecutor is unable to appear and the Deputy Commissioner is satisfied that the case of appeal can be conducted by any other pleader without prejudice.
60. Appoint Subordinate Government pleaders. At stations not the headquarters of districts. Such pleaders will be subject to the control and supervision of the District Government pleader and will be remunerated by fees according to the High Court Civil Rules.
61. Appoint a temporary pleader in place of permanent Government pleader disqualified from conducting a suit. The District Officer should inform the Legal Remembrance of having done so, stating the reasons thereof.
62. Remission of land revenue.
- (a) To suspend only in cases detailed against Commissioner's power and in cases of calamity.
 - (b) Remission following annulment of an estate in fautferar and Jotrahin cases.
 - (c) Suspension and remission of house-tax, dao-tax, foreigners-tax, and other taxes including land revenue in cases in which they consider necessary to a limit of Rs. 500 in any one village in a year.
63. Remission of grazing fees.
- (a) In cases in which their realization would cause hardship, ect..in the case of animals destroyed by an outbreak of disease or when animals are sold by an order of a Court.
 - (b) Remit the fees payable by poor persons in cases of hardship.
64. Refund of grazing revenue. All refund to mouzadars and mohsirdars of arrears already credited into the Treasury which have become irrecoverable from the graziers provided coercive measures were prompt and adequate.
65. Reduction of land revenue assessment. In the case of temporary settled estates when the soil has permanently deteriorated through causes beyond the settlement holders control or an improvement which was taken into account when the assessment was fixed has failed.
66. Refund of the value of undetached court fee adhesive labels for which any person has no immediate use. Under the Departmental Rules provided that if such stamps are below Rs. 5 in value there are at least four of them and other wise at least two and that application is made within six months of purchase.
67. Writing off of value of unserviceable stores (including livestock and furniture).

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(a) **D.C.** (i) Subject to the condition that the articles are disposed of by sale which should ordinarily be by public auction.

(ii) The original value of article disposed of does not exceed Rs. 25.000/- in each case.

(b). **S.D.O.**(i) Same as (a) (i) above.

(ii) The original value of articles disposed of does not exceed Rs. 5000/-

68. Sanction of grant to the private persons killed/ injured in case of police firing bomb blasts etc. only after getting necessary report from the respective police officer as well as medical officers.

69. 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 Ls. Nos. 41 to 70

(a) That the scheme is within the approved Annual State plan.

(b) That the scheme is approved by the Sub-divisional Planning and Development Council.

(c) That the sanction does not exceed the Annual Outlay approved for the scheme for the Sub-divisional.

(d) That the Plan and estimates are scrutinized by appropriate technical officers.

(e) That the limit of the prescribed Admissible outlay is not exceeded.

(f) That Floor area must be according to Specification admissible.

(g) That there must be provision of fund for the project.

(h) That the procedure for purchase for public service is followed.

(i) That fund provided for one scheme is not diverted to another.

(j) That fund provided for the scheme in one Sub-division is not diverted for the same schemes or other schemes in another Sub-division.

(k) That there shall not be any re-delegation of power by the officer mentioned in column-3.

(m) That norms, rules governing the scheme are strictly adhered to.

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70. To accord Administrative approval and sanction expenditure on works to be executed departmentally original works.

(a) Subject to fund provision in the Annual Sub-divisional plan and that there is technical personnel competent to scrutinise the estimates and supervise the works and that the rule laid down for departmental construction of public building (Appendix-8 to the Assam Financial Rules)

(b) Subject to the general guidelines of planning and Development Department and the norms and guidelines governing the schemes.

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

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

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

71. To accord Administrative approval to plans and estimate for works.

Provided that :-

(a) The estimate are scrutinised by the appropriate officer and technical sanction obtained.

(b) The limit of the prescribed admissible outlay is 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 paragraph 236-242 of Assam Public Works Department Code and Rule 183 of Assam Executive Manual)

Note :- Subject to the conditions specified above the Public Works Department is the Administrative Department for the purpose of according administrative approval for projects involving outlay on additions and alterations to existing residential buildings that are borne on its books.

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

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

(g) The above condition will also apply in case of works like Roads & Bridges of P.W.D.

72. Sanction of schemes of M.N.P. Roads.

(a) Provided Technical Sanction concerning the schemes/ projects is obtained from competent authority.

(b) Provided funds under the concerned decentralised plans schemes/ project are there.

(c) Provided the location of the schemes/ projects is approved by the Sub-divisional and Development Council

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73. Sanction of schemes involving purchase of instruments appliances apparatus and machinery. Subject to provision of the financial rules governing the purchase of stores for the public service (appendix-X of Assam Financial Rules) and provisions of fund under the concerned scheme under decentralised planning.
74. Sanction of schemes involving training of farmers demonstration works grant-in-aid subsidy. Subject to strict adherence to norms, rules and guidelines for the concerned scheme as prescribed by the Government in the Agriculture Department and subject to provision of plan fund under the concerned decentralised scheme.
75. Sanction of scheme involving grants-in aid, subsidy Subject to strict adherence to scheme norms and quantum and guidelines as prescribed by the Government in the Fisheries Department and subject to provision of funds under the concerned decentralised plan scheme.
76. Sanction of schemes involving installation of irrigation project.
- (a) Provided scheme is approved by the Sub-divisional Planning and Development Council for which survey and investigation has been made and viability of project is proved.
 - (b) provided technical sanction of the project is obtained.
 - (c) Subject to provision of fund under the concerned decentralised plan schemes.
77. Sanction of schemes involving grants-in-aid, Share Capital contribution, subsidy and loan, concerning Sub-divisional schemes.
- (a) Subject to satisfactory performance of the societies and provision of funds under concerned scheme.
78. Sanction of scheme involving plantation work and maintenance.
- (i) Subject to the provision of fund under the concerned plan scheme and approval of the detailed scheme by the Sub-divisional Planning and Development Council.
 - (ii) Subject to the limitation of expenditure within the schematic allocation.
 - (iii). Subject to condition that expenditure proposed is as per norms , rules governing the concerned scheme.
79. Sanction of schemes concerning Soil Conservation Department.
- (a) Subject to condition that expenditure proposed is as per norms, rules and guidelines governing the concerned schemes prescribed by the Govt. in the Soil Conservation Department.
 - (b) Subject to provision of funds under the concerned decentralised scheme and approval of the detailed scheme by the S.P.D.C during the year.
80. Sanction of schemes involving loans, subsidies and incentive. Subject to strict adherence to rules and norms provided in Aid to Industries Act. and State Government's approved norms and rules and recommendation of Sub-divisional or District level Committee and provision of funds under concerned decentralised plan schemes.

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81. Sanction of schemes involving supply of improved tools and seed money. Subject to strict adherence to the State Government's approved norms and Rules, and recommendations of Sub-divisional or District Level Committee and Provision of funds under concerned decentralised plan schemes.

82. Sanction of schemes involving grants, subsidy and seed money concerning Sericulture. Subject to rules, norms and quantum as prescribed by the Government in Sericulture Deptt, and subject to provision of funds under the concerned decentralised schemes.

83. Sanction of schemes involving subsidy, margin money share capital incentive and modernisation of looms. Subject to condition that norms, rules, and guidelines as prescribed by the Government in the Handloom and Textile Department are fulfilled and subject to provision of funds under the concerned decentralised plan schemes.

84. Sanction of schemes of Education Department involving purchase of teaching materials, furniture, instrument and uniform, brought within the purview of decentralised planning and schemes concerning Adult education, and Post literacy centers.

Subject to :-

- (h) Observance of approved norms, rules, guidelines for the concerned decentralised schemes.
- (ii) Provision of funds under the concerned Schemes and approval of Sub-divisional Planning and Development Council.
- (iii) Limiting sanction within the provision for the concerned scheme for the year.

85. Sanction of schemes involving grants-in-aid concerning schemes of Education Department brought within the purview of Sub-divisional planning.

Subject to :-

- (i) Provision of funds under the concerned schemes and approval of Sub-divisional Planning and Development Council.
- (ii) Quantum of grants is strictly as per norms concerning the scheme.
- (iii) Institution, beneficiaries selected are strictly as per norms, criteria and guidelines concerning the scheme.
- (iv) Limiting expenditure within the provision for the concerned scheme for the year.
- (v) Submission of utilisation certificate of earlier grants if any.

86. Sanction of scheme involving purchase of equipments and expenditure for holding tournament and coaching camp.

- (i) Subject to provision of funds under the concerned Sub-divisional schemes.

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(ii) Subject to strict adherence to the norms, rules and guidelines approved by the Government.

87. Sanction or scheme involving grants-in-aid for construction of Mini Stadium and Development of play field for Schools.

Subject to :-

- (i) guidelines for concerned schemes strictly followed.
- (ii) quantum of grants as per under schematic norms.
- (iii) provision of funds under concerned scheme.
- (iv) approval of Sub-divisional Planning and Development Council.
- (v) submission of utilisation certificate of earlier grants. if any.

88. Sanction of scheme involving grants to Panchayat Institution and self-help schemes. As per norms prescribed by the Government in the Panchayat and Rural Development and subject to provision of fund under concerned decentralised schemes.

89. Sanction of schemes involving grants-in-aid and subsidy in respect of rural housing and land reform scheme brought within the purview of decentralised planning.

- (i) Subject to strict adherence to the norms and guidelines of the concerned schemes.
- (ii) Subject to finalisation of list of eligible beneficiaries.
- (iii). Subject to condition that grants subsidy are sanctioned in the name of the beneficiaries.
- (iv) Subject to condition that the operational scheme is prepared adhering strictly to the approved norms and guidelines concerning the schemes.
- (v) Subject to provision of funds under the concerned decentralised plan schemes.

90. Sanction of schemes involving purchase of medicines equipments concerning decentralised schemes of Health Service Sector. Subject to provision of funds under the concerned decentralised plan schemes. Subject to condition that expenditure does not exceed the plan fund provided for the purpose for a Sub-division.

91. Pay sums to carry on suits etc.

- (a) Any sum for the purpose of carrying on any suit or appeal in which the Government of Assam is a party or of which the Government of Assam undertakes the defence.

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(b) Satisfying any decree against the Government of Assam or against any party whose defense has been undertaken by Government of Assam

(c) Adjusting any suit or claim against the Government of Assam which has been compromised.

92. Local purchase of medicines. Any purchase in excess of this limit will have to be made with the prior approval of Government.

93. Recruit probationary Sub-Inspector of police. Subject to budget provision each year up-to ten per cent of the sanctioned strength of Inspectors and Sub-Inspectors in the unarmed branch.

94. Repair of vehicle by Industries Department. Subject to the scales laid down below

(1) Purchase of tyres tubes up-to Rs. 1000/- in each case. In regard to bull-Dozers, tractors and other kind of earthmoving and haulage equipment the purchase of spares may be allowed to the extent of Rs. 4000/- in each case.

(2) Minor overhaul and repairs at a cost not exceeding Rs. 1500/- in each case.

(3) As the transactions pertaining to above are considerable and are subject to audit a history sheet should be maintained for each vehicle showing the mileage done spare parts purchased, major and minor overhauls the vehicle has undergone, repairs undertaken and cost incurred in respect of each item of expenditure.

95. To Accord Administrative Approval and sanction expenditure on works to be executed Departmentally. Subject to Plans & Estimates to be drawn up by the Civil Engineering Staff attached to Police Department.

96. Transfer ungraded appointments which are borne on local scales, from one school to another. All such sanctions must be reported annually by the 15th of April to Government.

97. Sanction grants-in-aid to non government institutions for various purposes. Provided such grants-in-aid are in accordance with any scale or rules framed or prescribed in consultation with the Finance Department.

98. Sanction grants for miscellaneous purposes in connection with educational matters. Subject to budget provision and to the limit of Rs. 500. In each case or as provided in the rule framed with prior consultation with the Finance Department.

99. Sanction grants for games and common room of Government College. Polytechnics and Industrial Training Institution. As per allotment made by Director for each school.

Note :-

Colleges :- An amount equal to the contribution of each student at an amount of Rs. 36/- per annum.

Polytechnics:- An amount equal to the contribution of each student at an amount of Rs. 12/- per annum.

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Industrial Training Institutes- Rs.0.50 p. per student per month

100. Sanction house rent allowances. To Mistresses of Girls Schools belonging to Assam Lower School Service at Rs. 25p.m. in lieu of free quarters. Provided that a mistress is not living with relatives other than dependents.

101. Refund of fees paid students of colleges and technical institutions. Fees paid in advance by students who are subsequently granted Government scholarship tenable in other institution and leave before they have secured an adequate refund for the fees which they have paid.

102. Exemption from payment of the late fee under Rule 14 (a) Part-II . Chapter-II of the Assam Education Department rules and order Vol –I (Revised Edition. 1955) In case where the students dependent on Government for prosecuting their higher studies have defaulted in timely payment of the School fees as a result of delay in payment of Government aid.

103. Award scholarships and stipends, general and special, tenable both inside and outside the State, including those on technical subject. As per provision in the Education Department Rules and orders and Schemes approved by Government in consultation with Finance Department.

104. Sanction temporary establishment in time of emergency. Such staffs as are deemed necessary with a view to more speedy control of epidemics including Assistant Surgeon. I Rural Health.

(Inspectors, Health Assistants, Pharmacists, Nurses and Sisters, Vaccinators, Peons and medicine carriers etc. may be appointed on the existing time scale of pay applicable in each case for a period not exceeding three months with approval of the Administrative Department.

105. To sanction schemes of Family Welfare Programs as approved by Government of India.

Subject to :-

- (i) The schemes being 100 (hundred) percent Centrally Sponsored.
- (ii) Creation of posts and purchase of Vehicles being not made without prior concurrence of Finance Department.
- (iii) This delegation of power having in no way commit Finance Department to the continuance or normalization of these schemes once Central assistance ceases.
- (iv) Copies of sanctions issued being endorsed to Finance and P&D Department.
- (v) Financial Adviser attached to Health & F.W. Department being consulted before issue of orders etc.

106. Refund of fees paid by the Students of the Assam Medical College, Ayurvedic College and Students of the Pharmacists class. If the Students are subsequently awarded scholarships or free studentships with retrospective effect or are granted Government scholarships, which carry privilege of free tuition with it.

107. Disposal of all sizes or ampoules which are time expired. Such time expired vaccines should be destroyed in the presence of the Director or Additional Director and necessary certificate should be recorded by them and the cost of the same should be written off by the Head of the Department.

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108. Sanction expenditure on contingencies purchase of store including medicines, instruments applicants and apparatus. The purchase should be made by duly observing the rules of Government instruction governing purchases of such stores-

(A) There should be availability of funds and adequate budget provision for making such purchase.

(B) (i) The Health Department will constitute a Purchase Board, with D.H.S. as Chairman where representative of the Director of Industries, Director of Accounts & Treasuries, Administrative Department and a Medical expert from G.M.C. (in the rank of professor in Medicine) are represented as member in addition to other members as may be included by the Health (F.W.) Department. Rates quantity type of medicines and other stores to be purchased during the year are to be approved in this purchase Board. The purchase Board will also indicate the break up of monthly purchases to be made.

(ii) Health Department will take periodical review of sanction orders issued as per this delegation and will take suitable action, whenever necessary.

(C).. (i) The first preference should be given to Local manufacturers of the State of Assam within limit of price preference prescribed by Government from time to time.

(ii) The second preference should be given to Drugs and Pharmaceutical Ltd. (A Govt. of India undertaking) for Drugs formulations manufactured by the Company and direct indent for supply at special price and other special discount will be made by the Joint District. Health Services, Superintendents of Medical Colleges Hospitals/ L.G.B.T.B. Chest Hospital and mental Hospital. Tezpur, without calling for competitive quotations.

(iii). If medicines/ Stores are not available with I.D.B.L. and other local manufactures within price preference, orders should be placed with the Government Medical Stores of the Government of India.

(D) If Medicines are not available from local manufactures or at the M.S.D. then purchase should be made from other dealers duly approved by the Purchase Board from time to time

(E) The purchase may be made only of such items of Stores as approved by the Director of Health Services from time to time and also as approved in the purchase board.

(F) As regards the purchase of Medical Stores other than Drugs and Medicines, indent should have the prior approval of the Director of Health Services. Assam.

(G) Copies of sanctioning orders purchase of medicines/ Stores must be endorsed to Health Department.

(H) The distribution of medicines and other stores by the D.H.S. Assam must be made as per approved norms to be Fixed by the Health Department from time to time.

109. To accord administrative approval to plans and estimates to be carried out by the P.H.E. Department.

Provided that :-

(1) The estimates are scrutinised by appropriate officers of the P.H.E. Department under administrative Control of the Department.

(2) The limits of the admissible outlay are not exceeded.

(3) The power does not extend to acquisition of land for which sanction of revenue/ Finance will be necessary.

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110. Refund of College and Hostel fees. College fees tuition admission or Hostel fees paid by students in advance who are subsequently granted Government scholarships or free studentships with retrospective effect.

111. Writing off of the value of unserviceable stores (including livestock) and furniture. Subject to the condition that :-

1. The articles are disposed of by sale which should ordinarily be by auction.
2. The original purchase value of articles disposed of at one does not exceed Rs.1.000.00.

Note :-

1. When articles are disposed of otherwise than by sale the reasons should placed on record.
2. A separate order of write off shall not be required on account of losses by drag or rotage of articles in Agricultural farms and Seed Depots in the circumstances and within the limits mentioned below.

Agricultural Farms Articles & Seed depots	Maximum permissible loss percent	Period
All Farms and Seed Depots	Paddy--5	For over a single year
	Pulse—4	in the case of farms and from one season of operation from November to April in the case of Seed Depots
	Sugar—25	
	Cane Setts	For over a season August to February in the case of farms and from one season of operation from September to December in the case of Seed Depots
Seed Depots	Potatoes –15	
	Jute Seeds –4	for over a single year
	Chemical –10	--Do—
	Manures Bone meal –5	--Do—
	Plants & Grafts –20	For 3 months since receipt of the indent
	Vegetable seed packets –10	For 5 months from August to December
	Wheat –5	For 4 month from the purchase
	Onion –4	For one single year
	Garlic –3	

112. To sanction proposals with regard to Central investment Subsidy and Transport Subsidy on behalf of State level committee.
Subject to :-

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(i). Fulfillment of conditions laid down by Government of India from time to time.

(ii) The proposals being cleared by the State Level Committee where Secretary industries, Secretary finance, Managing Director, Assam Financial Corporation, Manager, I.D.B.I and Regional Manager, National Small Industrial Corporation should be present.

(iii). Full amounts being re-imbursed by government of India in due course and subject to budget provision.

113. To Accord Administrative approval to plans and estimates for civil works to be carried out by P.W.D. other than the projects involving acquisition of land.

(a) the estimates are scrutinised by the appropriate office of the P.W.D.

(b) The limits of the prescribed admissible outlay not exceeded.

(c) Floor area must be according to specification admissible for post or category wise.

114. To accord Administrative approval and sanction expenditures on works to be executed departmentally. Subject to budget provision and that there is technical personnel competent to scrutinize the estimates and supervise the work and that the rules laid down departmental construction of public buildings (Appendix 8 to the A.F. Rules) are strictly adhered to.

Note :- (a) the term “residential buildings” does not include government Hostels or Quarters for employees.

(b). See notes on item 71 of Appendix “B” and item 23 of Contingency Manual also para 13 of the Rules regulating departmental constructions of public buildings (Appendix 8 to the Assam financial Rules)

115. To Sanction Seed money.

(i) The Scheme in question should be techno-economically viable and the entrepreneur found to be deserving both by the sanctioning authority and Banks/ Financing organizations.\

(ii) The full fund requirements of the Scheme should be met partly from a nationalized or scheduled Bank etc. Or partly from other sources including the entrepreneurs own resources.

(iii). the amount of the seed money should not exceed 10 p.c. of the total fund requirements of the scheme or the investment made by the entrepreneur himself from his own fund. Whichever is less and the actual release of the seed money should be preceded and matched by actual investment made by entrepreneur from own fund.

116. To Sanction Scholarships for Industrial training. Subject to the limit of Rs. 500/- in any individual case. The Director can sanction and extend if necessary the tenure of such Scholarships on condition that Scholarships shall not be granted for new purposes of forms training save with the sanction of the Administrative Department.

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

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Provided under Rule 5 of the Rules framed under section 29 the Indian Boiler Act. 1923 (V of 1923) refunds are applied for within one year from the date of payment. Such refunds due may also be set against fees or inspections of any other boilers of the same owner.

118. printing of question paper by D.T.E. subject to the condition that-

- (1) The amount sanctioned shall not exceed the amount deposited in the Govt, account as examination fee.
- (2) Budget provision exists.
- (3) Usual rules and procedures for fixing rate of printing are followed.

119. Maintenance of Hospital Buildings. Subject to –

- (1) Availability of fund in the budget.
- (2) The amount sanctioned as per this delegation shall not exceed the amount collected by the authority of the hospital by way of the paying Cabins. Registration fees charges for different hospital services in the hospital etc, and deposited by the authority of the hospital by challan into the State Government Exchequer.
- (3) Any amount admissible to be sanctioned as per (2) above if not sanctioned and drawn within the financial year during which concerned collection amount was deposited into the State Government Exchequer shall not be drawn in the next or subsequent financial year.
- (4) While issuing any sanction as per this delegation, the reference (s) of the concerned challan number (s) and date (s) with mention of the amount (s) deposited as per that / those challan (s) into the State Government Exchequer reference to which this sanction is issued shall be mentioned in the sanctioning order itself.

120. Proposal of Unserviceable Stores by Chief Engineer (Agriculture). Subject to the condition that –

- (1) The articles are disposed of by sale which should ordinarily by the public auction.
- (2) The original value of articles disposed of does not exceed Rs. 25,000/- in each case.
- (3) The standing Condemnation Board constituted by the Administrative Department has approved the condemnation of the articles.

121. Purchase and manufacture of stores and tools and plant including live stock. Subject (1) to the provisions of the Stores Rules and the Rules in the Assam P.W.D. Code.(2) the articles included in the sanctioned estimates or the value is within the reserve stock limit (except the plant and machinery which will be arranged by the Chief Engineer). (3) to the approval of the Superintending Engineers when an individual item costs over Rs. 4,000.

122. Disposal of stores and tools and plant including livestock (be serviceable and re serviceable). Subject to the following conditions.

- (1) In the case of articles in use of officers and subordinates of the Department or lent to contractors for use in Government work which may be lost or damaged, full value is to be recovered or part value for causes which Executive Engineers may consider reasonable

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(2) In the case of articles of Bungalow furniture lost or damaged same as in (i)

(3) In other cases, disposal is to be by sale which should ordinarily be by auction or by calling for tenders as may be considered most suitable.

(4) In all cases by book or if not known, the estimated value of an individual item disposed of or written off at one and the same time must not exceed Rs. 1,000.

Note :- The expression “individual item” includes a quantity of the same articles reckoned as one item according to the unit adopted by the P.W.D. e.g. 1000 bricks are an individual item.

(5) In case not covered by the above the previous approval of the Superintending Engineers must be obtained, and also when the Executive Engineers consider it necessary in the public interest that certain articles or classes of articles should be destroyed and not made available to an outside party even on payment. On the same conditions. In their case the total value of articles disposed of or written off at one and the same is limited to Rs. 1000.

123. Renewal of Maintenance Contracts of Machines , Subject to –

(1) Machinery equipment are purchased with the concurrence of Finance.

(2) Budget provision exists.

(3) Contract is made with the manufacture/ supplier or their authorized representative.

(4) The first annual, Biennial Maintenance Contract is entered into with the concurrence of Finance Department.

(5) The value of Biennial Maintenance Contract for the second or subsequent year(s) is not more than 10% above the rate approved by the Finance Department for the First Annual Maintenance Contract.

(6) A formal contract is executed between the party and the Director/ Secretary of the Government/ Deputy Commissioner.

124. Repair of Departmental Buildings.

Subject to the condition that there is technical personnel competent to scrutinize the estimates and supervise the works and that the rules laid down for departmental construction of public building (Appendix-VIII of the Assam Financial Rules) are strictly adhered to.

125. Sanction of advance T.A. for Gazetted Officers and I.P.O.S. for Medical Treatment. As provided in the T.A. rules and as may be certified by the authorized medical attendant in respect of medical treatment, subject to adjustment by final bill.

126. Sanction of Central Sector Scheme, Subject to –

(1) Budget provision and availabilities of fund.

(2) Fund for the scheme has been released by the Central Government/ N.E.C. to the State Government.

(3) The sanction strictly conforms with the approved pattern of the scheme, viz. as approved by Central Government / N.E.C. as the case may be.

(4) That the State share of the scheme has been approved in the Annual State Plan.

(5) That the approval pertaining to the State share has been taken from the P & D Deptt./ Development Commissioner of Hills.

(6) That the detailed estimate of the scheme has been prepared and technically approved by the competent authority, where ever necessary.

(7) That the Site Plan Has been approved by the appropriate authority and possession of the land has been taken over by the construction agency, wherever necessary.

(8) That all the existing financial rules of the Government adhered to.

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(9) That copies of all sanction orders are marked to respective Finance Control Branch of Finance Department.

127. Expenditure on POL/ Telephone.

- (1) Budget provision / availability of fund.
- (2) Observance of procedure and general directions laid in the Assam Contingency Manual and by Finance Department.

128. Sanction scheme of M.P. Area Development fund.

- (a) Provided that the fund is available.
- (b) Provided that the scheme are as per existing guidelines.

129. Distribution of Livestock.

- (a) Provided that schemes are proposed as per schematic norms and guidelines.
- (b) Duly approved by Government.
- (c) Scheme are approved by concerned SDPDC.
- (d) Provided that Funds are available during the year.
- (e) Scheme is within approved annual plan of the State.
- (f) Subject to observance all other usual rules and procedures.

130. Guwahati High Court (Local purchase of stationery).

(1) All articles of stationery and Computer and Risograph which are supplied by the State Stationery Store, Guwahati must ordinarily be obtained from this store on indent. When supply from this store is not received and it is absolutely necessary to purchase the article local purchase up to Rs. 50,000/- P.M. may be made by inviting tenders. A non-availability certificate is obtained from the Stationery store and on that basis it is certified in each bill that the Stationery store is not in a position to supply the stationery etc.

131. Sanction of scheme for counter insurgency, Provided that –

(1) The expenditure / scheme is approved by the High Power Committee consisting of –

- | | | | |
|-------|--|-------|----------|
| (i) | The Chief Secretary | | Chairman |
| (ii) | The Principal Secretary, Home and Political Deptt./ The Commissioner and Secretary. | | Convenor |
| (iii) | The Principal Secretary, Planning and Development Department/ The Commissioner & Secretary, Planning & Development Department. | | Member |
| (iv) | The Director General of Police, Assam. | | Member |
| (v) | The Principal Secretary, Finance Deptt./ The Commissioner Secretary, Finance Deptt. | | Member |

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- | | | | |
|-------|---|-------|--------|
| (vi) | The Commissioner & Secretary, Personnel Deptt./ The Secretary, Personal Department. | | Member |
| (vii) | The Secretary, Judicial Department and Legal Remembrance of the Govt. of Assam. | | Member |

(2) Budget provisions for the purpose exists.

(3) It does not involve creation and up gradation of post.

132. Deputation on Training by D.G.P. subject to condition that for a period not exceeding 12 months. 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.-- (Case allowance, Winter allowance, House rent allowance, Hill allowance etc.) up-to a 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.-- If any in lieu of daily allowance at the rate approved by Finance Department for each course of training of instruction.

The amount of T.A. admissible to them for their journey from the training college to the district to which they are posted. The advance should be recovered from their final T.A. Bills.

133. Sanction of ex-gratia by D.G.P. Subject to conditions that –

(1) Budget provision exists.

(2) After making necessary verification as may be required by rule.

(3) A copy of sanctioning letter may be enclosed to Finance (EC-II) Deptt. indicating therein name and address of next of kin.

(4) There must be a medical certificate in each case from the appropriate authority in support of the nature of injury sustained.

134. Issue of Administrative Approval based on A/A issued by NEC, provided that –

(i) Budget provision exists for the scheme.

(ii) Administrative approval has been issued by the NEC.

(iii) Copy of the order will have to be marked to respective Finance Control Branch.

(iv) This power can not be redelegated.

(v) That the sanction must be in conformity with the general objective, eligibility and procedures laid down by NEC and expenditure in each year will be limited to actual release of fund by NEC.

(vi) That all the Financial Rules of the Government adhered to.

(vii) That the detailed estimate of the scheme has been prepared and technically approved by the competent authority.

(viii) Approval of P & D Department will have to be obtained, if there is contribution of State share.

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135. Sanction of expenditure on State Guests.

- (a) Tea & Snacks of Rs. 13/- includes Tea/Spl. Tea. Salted Biscuits, Dry Sweet (small) and Betelnut.
- (b) Tea & Snacks of Rs. 28/- includes Spl. Tea/ Coffee, Dry Sweet, Cashewnut 25 grms, Pastry/ Petish and Betelnut.
- (c) Packed Breakfast of Rs. 61/- includes Bread & Butter 4 Pcs. Banana/ Apple, Dry Sweet, Veg-cutlet/veg-sandwich Chicken Cutlet, Spl. Tea/ Coffee/ Fruit Juice and Betel nut.
- (d) Packed Lunch of Rs. 70/- includes Plain Rice/ Pulao/ Chicken Curry/ Masala, Fish Curry, Fry Dal. Mixed Veg. Salad, Sweet, [Chapati/ Dal/ Non Mixed Veg. Curd, Sweet dish, papad for vegetarian] and Betelnut.

ANNEXURE—I
INSTRUCTION FOR THE GUIDANCE OF FINANCIAL ADVISERS
(Financial Adviser includes Senior Financial Adviser also)

Financial Adviser appointed under the scheme of financial decentralization will have to face initially a difficult situation. It will be easier to face that situation if they keep in mind the back-ground for the change. One of the important developments of our time is the 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 some departments which are not really development department. As officers representing the Finance Department the Financial Advisers will be expected to see that 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 principal. 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 in as much as for the volume of service the nation will receive it will have to pay proportionately more. Therefore the Financial Adviser 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-occupation 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 principle of sound finance because one cannot scrutinize properly the adequacy of provision made for a service in lump. The Financial Adviser will be expected to help departments in the preparation of new 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 department he will be expected to refer the matter to Finance Department so that at the time of making provision the matter can be examined. The idea is that after a scheme is provided in details in the budget it should take no time to issue expenditure sanction for which the administrative department 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 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 department 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 Adviser will be expected to advise the administrative department to split up the scheme and to sent the post for which the Department is not competent, immediately to Finance for sanction.

The Financial Advisers would, on the one hand advise the administrative department 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 utilize 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 works so that the departments began to treat them as their friends and not as critics the purpose of the scheme be served. To repeat the purpose of the scheme is to share with the administrative department 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.

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The Financial Advisers will also be expected to watch the progress of plan expenditure and to report to Finance so that the returns required by the Planning Commission may be duly submitted. In addition they will be expected to advise the department 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 I. P. M. in the office room of the Secretary, Finance so that they may exchange among themselves and raise points of difficulties for solution.

ANNEXURE—II

**Duties and functions of the Finance and Accounts Officers
(Finance and Accounts Officer includes Senior Finance & Accounts Officer)**

1. To assist the Head of a Department in the discharge 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 Officers.
 - (ii) For the maintenance of the accounts of the transaction 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 program of Economic Planning adopted by the Government.

The Finance Department will post Finance and Accounts Officers to the Head of Department as the Finance Department consider necessary.
2. (a) The functions of the Finance and Accounts Officer are two folds :-
 - (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 from the Contingency Fund, regularization thereof , Scheme of Dev continuing and new and to the operation of financial rules and
 - (ii) As Accounts Officers 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 Department.
 - (b) In the discharge of these duties he is expected to keep himself fully conversant with all sanction and orders passing through the office of the Department and with order proceedings of the Head of the Department and his subordinates which may have effect on the estimate or accounts of 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 the 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 sanction 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 scrutinize 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 expert advice and help and
 - (iv) He will render help to the heads of the Department in the matter of watching the realization 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 works 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 a copy to the administrative Department concerned and the Finance Department and.

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(ii) Any unfruitful 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 specially trained for the duty and this should be done in writing in all cases.

ANNEXURE—III

Authority to execute instrument

A-General

Nature of instruments

1. All deeds and instruments relating other than those specified elsewhere in this resolution
2. Contracts and other instruments in matters connected with the lease of land
 - (a) If the lease be permanent
 - (b) If otherwise
3. (a) Contracts and other instruments in matters connected with the hire 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 Instruments or engagement does not exceed Rs. 500
4. Contracts and other instruments not included in Article 3 in matters connected with the lease of ferries Fisheries and other benefits arising out of land.
5. Contracts for the supply of article 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 agency of the Public Works Department and other instrument connected with the Administrative of the Department
6. Contracts and other instruments not included in Article 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.
7. Contracts for supply of articles produced in the local markets for hospitals, lunatics Asylums, etc.
8. Contracts and other instruments relating to house building and other advances.
9. Bonds executed by a Government Stipendiary.
10. Deeds and instruments relating to supply of food and drinks by contractors in Circuit Houses and Dak Bangalows.

By whom to be executed

- By a Secretary to Government
- By Deputy Commissioners
By settlement Officers, Deputy Commissioners and Sub-Divisional Officers.
By Deputy Commissioners
- By Assistant Commissioners and Sub-Divisional Officers
- By Deputy Commissioners and Sub-Divisional Officers.
- By the Head of the Department
- By Deputy Commissioners and Director of Fisheries Assam,
As the case may be,
- By the Joint Director, Sub-Divisional Medical Officer or Superintendent as the case may be.
By authorities granting the advances.
By a Deputy Commissioner or Secretary to the Government Of Assam.
By a Deputy Commissioner or a Sub-Divisional Officers as
The case may be.

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B—In the case of the Public Debt and Currency Department, Treasuries and Accounts Officers.

Nature of instruments

By whom to be executed

- | | |
|---|--|
| 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 Commissioner. |
| 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 securities. | By the Head of Office |
| 3. Instrument relating to the reassignment of 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. |
| 4. Deeds of re-conveyance of security given by Shorffs in District and Sub-District Treasuries. | By the Deputy Commissioners/ Governor of the Reserve Bank of India |
| 5. Treasury Bills and 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. |

The DFP Rules, 1999 with up-to date amendments

C—In the case of the Public Works Department (Subject to any limit fixed by Departmental orders)

- | | |
|--|--|
| 1. All instruments relating to purchase supply and conveyance or carriage of material, stores, machinery etc. | By chief Engineer. Superintending Engineer, Divisional Officers and Sub-Divisional Officers. |
| 2. All the instruments relating to the execution of works of all kinds,. Connected with buildings, Bridges, roads, links, reservoirs and embankments and also instruments relating to the construction of water works sewerage works and the erection of machinery . | |
| 3. Bonds of auctions and security bonds for the due performance and completion of works | |
| 4. Security bonds for the due performance of their duties by Government servants whom the officers specified have power to appoint | |
| 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 immoveable property provided that the rent reserved shall not Exceed Rs 5,000 a month. | |
| 7. All instruments connected with the re-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 Engineer and Divisional Officers. |
| 9. Arrangement 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 case of Forest Department.

- | | |
|--|---|
| 11. Contracts and other instruments in matters connected with the administration and working of forest 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 Survey Department

- | | |
|--|----------------------------------|
| 1. Contracts of agreements for the supply of Survey instrument | By the Director of Survey Assam. |
|--|----------------------------------|

The DFP Rules, 1999 with up-to date amendments

F- In the case of the Public Health Department

Contracts for the supply of calves to the Vaccine Depot.

By the Officers-in-charge of the Vaccine Depot.

G- In the case of the Agricultural Department.

Nature of Instrument

By whom to be executed

1. 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
- (d) Carriage or conveyance of Stores of the Department.
2. Agreements for hiring out Departmental Tractors, Bull Dozers, power pumps, Truck, Tools, Implements, Plant protections to private individuals.
3. Agreements relating to credit sale of articles from Agricultural firms and seed Depots.
4. Contracts relating to farming of Lands to Adhiars.
5. Agreements and bonds for sale of articles by the Department on hire purchase system or Cash-cum-credit sale terms.
6. All deeds and instruments relating to any matters other than those specified in item 1 to 5 Above.

By the Director of Agriculture, Additional Director of Agriculture Joint Director of Agriculture Principal Assam Agricultural College. Director of Agriculture Principal Assam Agricultural College. Principal Gram Sevak Centre 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. District Agricultural Officer and Regional Agricultural Engineer. District Agricultural Officer Regional Agricultural Engineers Assista Agricultural Engineers Sub-Divisional Agricultural Officer District Agricultural Officers and Sub-Divisional Agricultural Officers District Agricultural Officers. Regional Agricultural Engineers, District Agricultural Officers And Sub-Divisional Agricultural Officers. Director of Agriculture

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

The DFP Rules, 1999 with up-to date amendments

- | | |
|---|---|
| 2. All instrument relating to contracts for payment handling and transport of rice and paddy
And product thereof | (Procurement) Deputy and Assistant Directors of Supply
(procurement) |
| 3. Security bonds for the due preference and completion of contracts by Traders
Millers Contractors and Agents. | By a Secretary to Government the Director of Supply
(procurement) |
| 4. All deeds and instruments relating to matters other than those specified in items 1 to 3 | By a Secretary to Government Director Deputy Directors and
Assistant Directors of Supply including Supply (procurement)
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 use of pumping set etc. | By the Deputy Copmissioners and Sub-Divisional Officers as the
Case may be |
| 2. Short term Agricultural loans for purchase of bullocks improved Agriculture implements
Pumping set 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 Copmissioners, 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 Commissioner and the Sub-Divisional
Officer, as the case may be. |
|---|---|

ANNEXURE—IV A

**GOVERNMENT OF ASSAM
FINANCE ESTABLISHMENT (B) DEPARTMENT**

NO.FEB 95/77/40

dated dispur, the.....

From : Shri D. Choudhury, A.C.S.
Deputy secretary to the Government of Assam, Finance Department.
To : All Administrative Department
Sub : Delegation of power of sanctioning permanent retention of temporary post.

Sir,

In suppression of this, Department Letter No. FE 1163/76/1, dt. 5.8.76, I am directed to say that in pursuance of the Government assurance, the Governor of Assam is pleased to delegate the power of sanctioning permanent retention of temporary post continuing for 5 years or more in the manner prescribed below and subject to fulfillment of the conditions indicated thereafter.

1. In case of any post for which the appointing authority is the District Level, the power of delegation of permanent retention temporary post is delegated to the District Authority.
2. In case of any post for which the appointing authority is the Head of the Deptt., the power of delegation of permanent retention temporary post is delegated to the Head of the Deptt.
3. In case of any non-Gazetted post for which the Govt. is the appointing authority the power of delegation of permanent retention of temporary post is delegated to the Administrative Deptt.
4. In case of Gazetted post like Registrar in the Heads of Deptts. The power of delegation permanent retention of such temporary post is delegated to the Secretary of the Administrative Deptt. Of the respective Heads of Deptts.
5. In case of some Gazetted posts, namely :--
 - (i) Administrative Officer in the Heads of Department
 - (ii) Superintendent in Assam Secretariat,
 - (iii) Stenographer Grade I in the Assam Sect., the power of delegation of permanent retention of such temporary post is delegated to the Chief Secretary to the Govt.
6. In case of any other Gazetted post for which the Govt. is the appointing authority, the existing procedure of the Administrative Deptt making the post permanent with the approval of the Finance Department may continue

The DFP Rules, 1999 with up-to date amendments

CONDITIONS TO BE FULFILLED

The above delegations are subject to fulfillment of the following conditions---

1. The Deptt/ 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 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 or on an ad-hoc basis.
5. A copy of the orders sanctioning permanent retention must be endorsed to the Heads of deptt. (if the appointing authority is subordinate to him), to the Administrative Deptt. (if the appointing authority is the Heads of Deptt,) to the Finance Deptt. (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

Sd/--- dd. Choudhury
Deputy Secretary to the govt. of Assam,
Finance Department

The DFP Rules, 1999 with up-to date amendments

ANNEXURE—IV B

GOVERNMENT OF ASSAM FINANCE ESTABLISHMENT (B) DEPARTMENT

NO. FEB 95/77/55

Dated dispur, the 15th February 1980

OFFICE MEMORANDUM

Subject :-- Delegation 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 fulfillment of the conditions in the Department Letter No. FEB.95/77/40, dated 6th March 1978.

Powers 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 subject to fulfillment of the conditions as indicated in Finance (Estt—B) Department Letter No. FEB.95/77/40, dated 6th March 1978 and submission of the report as proforma given below as and when such posts are permanently retained.”

PROFORMA

Sl. No.	Category of post	No. of posts	No. & date of the 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.

Sd/-- D.K. Gangopadhyan,
Secretary to the Govt. of Assam,
Finance Department

The DFP Rules, 1999 with up-to date amendments

ANNEXURE—IV C

GOVERNMENT OF ASSAM FINANCE ESTABLISHMENT (B) DEPARTMENT

Dated Dispur, the 30th July, 1984

NO.FEB 75/79/69

OFFICE MEMORANDUM

Subject :-- Delegation powers of sanctioning permanent retention of temporary post Gazetted and Non-Gazetted.

The undersigned is directed to refer to this Department letter No. FEB. 95/77/40 dated 6.3.78 together with this deptt O.M. No. feb. 95/77/55 dt. 15.2.80 and say that it has been observed that lots of confusion arising out of the conditions set forth in this Department letter No.FEB. 95/77/40 dt 6.3.78 are hindering the permanent retention of the posts specified under conditions No. 2,3, & 4 in relating to condition No. 1 mentioned therein and the Departments are taking recourse to condition No. 2 in making the posts specified under condition No. 3 & 4 permanent just after normalization which is irregular.

The following clarification is given in respect of condition Nos 1 & 2 of this Department Letter No. FEB. 95/77/40 dt. 6.3.78 Dated 6.3.78 for general information in order to clear the confusion and remove irregularity as pointed out above :--

1. The expression "Deptt/ Office" in the condition No. 1 of this deptt. Letter No. cited above means that the deptt or the office to which the posts belong either gazetted non-gazetted must be a permanent one and the to be made permanent are not covered by the conditions No. 3 & 4 of the letter cited above.
2. The following sentence is to be added after closing of the condition No. 2 with the word "sanction" against conditions No. 2 in case of a temporary post sanctioned for any specific work for a specific Reiad (vide condition No.3) or created against any scheme of a experimental nature (vide condition No.4) the period of 5 (five) years cited above should be calculated with effect from the date of normalization of the scheme under which the post was created.

The above instrument should be strictly followed in making any post permanent.

Sd./ ---R.K. Barua.
Joint Secretary to the Govt. of Assam,
Finance Establishment (B) Department

The DFP Rules, 1999 with up-to date amendments

ANNEXURE—IV D

GOVERNMENT OF ASSAM FINANCE ESTABLISHMENT (B) DEPARTMENT

No.FEB.122.2015.12,

Dated Dispur the 3rd July /2015.

OFFICE MEMORANDUM

It has been brought to the notice of Finance Department that in spite of clear delegation made by Finance Department, some empowered authorities are not exercising their power in the matter of permanent retention of the posts.

2.It is hereby reiterated that Rule 1 (b) of Schedule I of DFP Rules, 1999 (as amended) empowers Administrative Department to issue renewal of sanction for staff originally sanctioned with concurrence of Finance Department for one year at a time for 5 (five) (in respect of posts) including year of concurrence.

3. While subsequent delegations made vide this Department's O.M. Nos. FEB.95/77/40, Dtd 06-03-1978 (Annexure-I) and No. FEB.95/77/55, Dtd. 15-02-1980 (Annexure-II) NO. FEB.75/79/69, Dtd.30-07-1984 (Annexure-III), No. FEB.75/79/173, Dtd 13-11-1997 (Annexure-IV) and NO. FEB.75/79/176, Dtd. 15-12-1998 (Annexure -V) empowers appointing authorities to issue permanent retention of posts subject to certain conditions contained therein.

4. To overcome the impediments in receiving salaries regularly by the State Govt. employees, the following further simplification is made :

All posts (s) created with the prior concurrence of Finance Department and Planning & Development Department (both under plan & non-plan head) will be of permanent nature and no further retention will be necessary excepting

- (i) The post of temporary nature sanctioned for specific work and for a specific period and should not be against any centrally sponsored scheme for a specific period.
- (ii) The posts which are not against any scheme and which are taken up purely on experimental measure or on an adhoc basis.

This will come into force from the date of issue of this Office Memorandum.

Sd/- Simanta Thakuria, IAS,
Secretary to the Govt. of Assam,
Finance (Establishment-B) Department

The DFP Rules, 1999 with up-to date amendments

ANNEXURE - IV E

**GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR GUWAHATI-781006**

No.FEB.122/2015/19

Dated dispur the 4th September, 2015

CORRIGENDUM

It is in reference to the Finance (Establishment-B) Department OM issued vide No.FEB.122/2015/12 Dtd. 03/07/2015 on the procedure to be followed for retention of posts under various schemes/categories.

In the said OM it was stated that “it will come into force from the date of the issue of this Office memorandum” i.e. 03/07/2015 which should be read as “this will come into force from the date of the issue of this Office Memorandum and it shall cover the period w.e.f. 1st March, 2015 to 2nd July, 2015”.

Sd/- Simanta Thakuria, IAS,
Secretary to the Govt. Of Assam,
Finance Department

The DFP Rules, 1999 with up-to date amendments

Memo No.FEB.122/2015/19-A

Dated Dispur the 4th September, 2015

Copy to :

1. The Additional Chief Secretary to Hon'ble Chief Minister, Assam.
2. The S. O. to the Chief Secretary, Assam for appraisal of the Chief Secretary, Assam.
3. The All Additional Chief Secretaries to the Govt. of Assam.
4. The All Principal Secretaries to the Govt. of Assam,
5. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati – 29
6. The All Commissioner & Secretaries/ Secretaries to the Govt. of Assam.
7. All Directorates under Govt. of Assam.
8. All Commissioners of the Divisions.
9. All Deputy Commissioners.
10. All Treasury Officers.
11. Finance (e-GU) Department.

By order ect

Deputy Secretary to the Govt. of Assam
Finance (Establishment-B) Department.

The DFP Rules, 1999 with up-to date amendments

ANNEXURE – IV F

GOVERNMENT OF ASSAM FINANCE (ESTABLISHMENT-B) DEPARTMENT

No.FEB.122/2015/20.

Dated Dispur the 4th Sep./2015.

OFFICE MEMORANDUM

It has been brought to the notice that the O.M. No.FEB.122/2015/12, Dtd. 03-07-2015 and subsequent corrigendum issued vide No.FEB.122/2015/19 dtd. 04/09/2015 do not mention specifically about the procedure to be followed for retention proposals related to posts to MR/WC employees.

2. It may be mentioned here that the system of creation of posts/ retention under MRW/WC employees is very diverse and the same has assumed more complex due to plethora of litigations pending before various Courts.

3. There have also been no centralized record of the department-wise existing posts and the possibility of vacant posts under these categories filled up by the administrative departments without referring to the Finance Department cannot be ruled out since the latest OM does not specifically stipulate anything in this regard.

4. In view of above, it is felt necessary to issue an amendment to the said OM clarifying the matter related to retention of posts of MR/WC posts as follows :

Prior to issuing sanction for ex-post-facto annual retention of Muster Roll, Works Charged and similarly situated posts regularized vide Finance (EC-II) Department's letter No.FEC(II)1/2015/66, Dtd. 22-08-2015 and No.FEC(II)1/2015/246, Dtd. 19-09-2007 the Administrative Department shall obtain concurrence of the respective Control Branch of Finance Department with the names of the incumbents and other relevant particulars every year.

5. Secondly, Posts under State Plan/ Personal posts (or posts which are personal in nature) / Ex-cadre posts/ posts funded by the Government of India or any other Organization/ Posts under re-imburement schemes/ posts created under scheme which is taken up on an experimental basis or in an *ad hoc* basis and not permanent in nature as mentioned in the 4th para of Finance (EC-II) Department's OM No.FEC(II)40/2013/1, Dtd.09-10-2013 will not come under the purview of Finance (Establishment-B) Department's OM No.FEB.122/2015/12 Dtd. 03/07/2015. These posts are to be retained every year with the concurrence of Finance Department or under DFP Rules (as the case may be).Administrative Department shall ensure that these posts are not made permanent in view of O.M. No. FEB.122/2015/12, Dtd. 03-07-2015, even if these posts were created with prior concurrence of Finance Department/ Planning & Development (both non-plan and palm).

This OM will come into force from the date of the issue of this Office Memorandum and this OM will also cover the period w.e.f. 1st March 2015 to 3rd Sep. 2015.

Sd/- Simanta Thakuria, IAS,
Secretary to the Govt. of Assam,

The DFP Rules, 1999 with up-to date amendments

Memo No. FEB.122/2015/20-A

Copy to :

1. The Additional Chief Secretary to Hon'ble C.M.
2. The S.O. to the Chief Secretary, Assam for appraisal of the Chief Secretary, Assam.
3. The all Additional Chief Secretaries to the Govt. of Assam.
4. The all Principal Secretaries to the Govt. of Assam including KAAC, DHAC & BTAD.
5. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati, Assam.
6. The all Commissioner & Secretaries to the Govt. of Assam.
7. All the Directorates under Govt. of Assam.
8. All Commissioner of the Divisitors.
9. All Deputy Commissioner.
10. All Treasury Officers.
11. Finance (e-GU) Department.

Finance Department
Dated Dispur the 4th Sep. 2015.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Finance (Establishment-B) Department.

ANNEXURE-V

**GOVERNMENT OF ASSAM
FINANCE ESTABLISHMENT (B) DEPARTMENT**

No. FEB.76/99/A

Dated Dispur, the 15th September, 1999

OFFICE MEMORANDUM

It has come to the notice of the Government that financial irregularities committed by the Drawing & Disbursing Officer's are not brought to the notice of the Government particularly in Finance Department and as a result such type of Financial irregularities are increasing day by day inspite of repeated instructions issued from time to time by the Government.

Checking of financial irregularities is a prime responsibility of the Officer's of Assam Finance Service posted in various Offices. The functions and responsibilities of the Finance & Accounts offices (F.A.Os) /Financial Advisers (F.As) have been explained elaborately in the D.E.P. Rules 1960 in Annexure-I & II (Duties and functions of F. As./ F.A.Os) read with the Government instructions issued in this respect from time to time.

It has, therefore decided that henceforth the Senior Financial Adviser/ Financial Advisers / Senior Finance & Accounts Officer/ Finance & Accounts Officers will bring to the notice of the Finance Department (A & F) directly, if any financial irregularities noticed by them in their Offices with copy to the concerned Administrative Department.

Sd/- S.C. Das
Commissioner & Secretary
Finance Department.

The DFP Rules, 1999 with up-to date amendments

ANNEXURE-VI

**GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT
DISPUR G: : GUWAHATI-6**

No.BB.215/2011/Pt/5,

Dated Dispur, the 17th October, 2011

OFFICE MEMORENDUM

In pursuance of the decision taken in the meeting of the Council of Ministers held on 12th October, 2011 and in partial modification of the Finance Department's O.M. No.BB.215/2011/Pt/3, dt.27.09.2011 the validity period of Administrative Approval is re-fixed as indicated below :-

- | | | | |
|------|---|---|--|
| (i) | Project/works worth
Up-to Rs.500.00 lakh | - | 3 (three) years from the date
of issue of the Administrative
Approval. |
| (ii) | Project/works worth
above Rs.500.00 lakh | - | 5 (five years from the date of
issue of Administrative Approval. |

In cases where, no work has been started or no financial provision is made within 2 (two) years from the date of issue of Administrative Approval, the Administrative Approval shall be treated as cancelled/lapsed.

All other condition will remain the same.

SD/-
Principal Secretary to the Govt. of Assam,
Finance Department

The DFP Rules, 1999 with up-to date amendments

Memo No.BB.215/2011/Pt/5-A,

Dated Dispur, the 17th October, 2011

Copy for information and necessary action to:

1. All Administrative Departments.
2. All Heads of Departments.

By order etc.,

SD/-

Principal Secretary to the Govt. of Assam,
Finance Department