



**GOVERNMENT OF KERALA**

**Abstract**

Finance Department – Delegation/Enhancement of financial powers of the Administrative Department of the Secretariat and Heads of Department on the basis of the Recommendations of the Advisory Group – Sanctioned – Orders issued.

**FINANCE (EXPENDITURE .B) DEPARTMENT**

G.O. (P) No. **350/2008/Fin.**

Dated, Thiruvananthapuram 06.08.2008.

- Read: - 1. G.O.(Rt) No.4362/08/Fin. dated 16.05.2008.  
2. G.O.(Ms) No.343/08/Fin. dated 02.08.2008.  
3. G.O.(Ms) No.299/02/Fin. dated 15.05.2002.  
4. G.O.(P) No.355/03/Fin. dated 01.07.2003.  
5. G.O.(P) No.396/03/Fin. dated 23.07.2003.

**ORDER**

As per G.O. read as 1<sup>st</sup> above, Government constituted an Advisory Group headed by Sri. K.V. Rabindran Nair, former Chief Secretary to suggest measures to improve and reform Financial Administration in Government. The Advisory Group submitted the recommendations to Government. These recommendations of the Advisory Group interalia include the issue of revision of the existing delegation of financial powers of the Administrative Departments of the Secretariat and the Heads of Department.

Government have examined and approved the recommendations vide G.O. 2<sup>nd</sup> cited. Accordingly, in supercession of all the G.O's referred to 3-5 above on delegation of financial powers, Government are pleased to revise the financial powers of Administrative Departments of the Secretariat and Heads of Department as detailed in the Annexure I and II respectively to the Government Order.

(By order of the Governor)  
L.C. GOYAL,  
PRINCIPAL SECRETARY (FINANCE).

To

- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with Covering Letter).  
The Accountant General (A&E), Kerala, Thiruvananthapuram (with C.L).  
All Departments in the Secretariat.  
All Additional Chief Secretaries/Principal Secretaries/Special Secretaries to Government.  
All District Collectors.  
All Heads of Department.  
The Private Secretary to Chief Minister.  
The Private Secretary to all Ministers.  
The Private Secretary to Leader of Opposition/Chief Whip.  
The Additional Secretary to Chief Secretary.  
The Director of Public Relations.  
The Director of Treasuries, Thiruvananthapuram.  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Stock File/Office Copy.

Forwarded/By order

Section Officer.

**ANNEXURE - I**

**DELEGATION OF FINANCIAL POWERS TO ADMINISTRATIVE DEPARTMENTS OF  
SECRETARIAT**

Item	Existing Powers	Revised powers
1. Shifting of posts	The Administrative Departments of the Secretariat may without previous consultation of the Finance Department, sanction shifting of posts having the same duties and functions like the various grades of clerks, Typists, Confidential Assistants etc within the same unit of appointment.	No change
2. Leave	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction study leave, special disability leave, leave to take up other employment and leave without allowances to join the spouse according to the rules in the matter. Cases where relaxation of rules is required or where there is any doubt regarding the applicability or interpretation of the rules should be sanctioned in consultation with the Finance Department.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction study leave special disability leave, leave to take up other employment and leave without allowances to join the spouse according to the rules in the matter. Cases where relaxation of rules is required should be sanctioned in consultation with Finance Department.
3. Deputation for training	The Administrative Department may without previous consultation with the Finance Department sanction all cases of deputation of Officers for training, within India for a period not exceeding one month subject to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:- (i) The deputation of Officers for training is under any scheme	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction all cases of deputation of Officers for training, within the State or in India subject to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:- (i) That the expenditure to be incurred including the

	<p>approved by the Government in consultation with the Finance Department.</p> <p>(ii) There is specific provision for the training in the budget.</p> <p>(iii) The training is a professional one for the upgradation of the skills of the Officers in the Department.</p>	<p>training fee on this account does not exceed the available budget provision.</p> <p>(ii) The training is a professional one for the upgradation of the skills of the Officers in the Department.</p>
4. Sanction of foreign tours	Nil	The Administrative Department of the Secretariat may sanction foreign tours without the previous consent of Finance Department by routing files to Chief Secretary, Minister and Chief Minister if the proposal does not involve financial commitment to Government/Public Sector Undertaking/any other Government body.
5. Deputation to Foreign Service	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction all cases of depositions to Foreign Service and extension of the period of foreign service, which are ordered in accordance with the standard terms of deputation in the KSR. However all cases involving variation in the terms or emoluments of deputation and relaxation of rules must be ordered only in consultation with Finance Department.	No change
6. Deputation for higher studies	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction all cases of deputation for higher studies in accordance with the provisions in the relevant rules in the KSR.

7. Permanent advance	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction Permanent Advances limited to a maximum of Rs. 5,000/- in each case. The Orders will be issued on the Recommendation of Accountant General in conformity with Article 95 of the KFC Vol. I.	No change
8. Reimbursement of Medical Expenses	The Labour and Rehabilitation Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs. 10,000 in each case.	The Labour and Rehabilitation Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs. 20,000 in each case.
9. Hiring of Private Buildings	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non availability certificates from the Public Works Department. The Administrative Department may without prior consultation with the Finance Department also sanction hiring of private buildings without insisting on the rent and non-availability certificate from PWD subject to an upper limit of Rs.15,000/- p.m.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the Public Works Department. The Administrative Department may without prior consultation with the Finance Department also sanction hiring of private buildings without insisting on the rent and non-availability certificate from PWD subject to an upper limit of Rs.30,000/- p.m. While doing so, they will follow transparent procedure of selection of the buildings.
10. Disposal of unserviceable articles	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction the disposal of all unserviceable articles upto a limit of Rs.2 lakh in each case without any	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the disposal of all unserviceable articles upto a limit of Rs. 5 lakh in each case

	annual limit subject to the provision in Article 154-157 of the Kerala Financial Code Volume I.	without any annual limit subject to the provision in Article 154-157 of the Kerala Financial Code Volume I.
11. Demolition of old and dilapidated Buildings	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the demolition of old and dilapidated buildings upto a limit of Rs. 3 lakh subject to the availability of survey report from PWD.
12. Cutting down of trees (to be removed for sufficient reasons such as causing risk to life etc)	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the cutting down of the trees subject to the concurrence of Forest and Wild Life Department.
✓ 13. Repair of vehicles	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord sanction for repairing of vehicles up to Rs. 30,000/- per vehicle at a time subject to availability of budget provision for the purpose and on production of an essentiality certificate from PWD Asst. Executive Engineer (Mech).
14. Expenditure on new Works	The Administrative Department of the Secretariat may without previous consultation with the Finance Department accord Administrative sanction to any work provided that the estimate amount does not exceed Rs. 25 lakh.	The Administrative Department of the Secretariat may without previous consultation with the Finance Department accord Administrative sanction to any work provided that the estimate amount in each case does not exceed Rs. 100 lakh and that the total cost of ongoing and new works sanctioned by different levels in the current year does not exceed 150% of the budget provision under the respective heads of account.

15. Maintenance Estimates of water supply and Drainage schemes	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimate of water supply and sanitary installations upto Rs. 50,000/- in each case provided that the maintenance cost of water supply and sanitary installations does not exceed 10% of the capital cost and subject to the usual conditions.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate of water supply and sanitary installations upto Rs. 1,50,000/- in each case provided that the maintenance cost of water supply and sanitary installations does not exceed 10% of the capital cost and subject to the usual conditions.
16. Annual repair and maintenance of Government Buildings	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimate not exceeding Rs. 1,00,000/- in each case provided the estimate does not exceed 10% of the capital cost of the building.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate not exceeding Rs. 3,00,000/- in each case provided the estimate does not exceed 10% of the capital cost of the building.
17. Purchase of stores other than for works	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction expenditure, which does not exceed Rs. 20 lakh in respect of purchase of stores other than for works subject to budget provision being available and Stores Purchase Rules being observed.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed Rs. 50 lakh in respect of purchase of stores other than for works subject to budget provision being available and Stores Purchase Rules being observed.
✓ 18. Purchase of Computer and peripherals	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed Rs. 25 lakh in respect of purchase of Computer and peripherals (except laptop computers) subject to budget provision being available and subject to the concurrence of Information Technology Department. (Large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to

		both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No. 25/2006/Fin. dated 01.06.2006).
✓ 19. Annual Maintenance Contract (AMC)	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract up to a limit of Rs. 1,00,000/- subject to the rules in force, subject to the concurrence of Information Technology Department in the case of computers and subject to observance of Store Purchase Rules.
20. Land Acquisition	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure on land acquisition charges up to Rs. 15 lakh in each case provided there is specific budget provision.
21. Satisfaction of Court Decrees in LAR cases	The Administrative Department is empowered to sanction payments on the orders of the courts without prior consultation with the Finance Department subject to the limit of Rs. 10. Lakh provided that there is no scope for appeal or revision or special leave petition.	The Administrative Department is empowered to sanction payments on the orders of the courts without prior consultation with the Finance Department subject to the limit of Rs. 1 crore and subject to the satisfaction of conditions in para 2 (a) of G.O. (P) No. 409/2006/Fin. dt. 10.10.2006 and Rs. 50 lakh for 2 (b) of the above G.O.
22. Sanction of Scholarships	Nil	Administrative Department of the Secretariat may without prior consultation with Finance Department sanction grant of scholarships subject to budget provision and satisfaction of prescribed conditions stipulated in the approved scheme for grant of scholarships.

## ANNEXURE II

## DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS

Item	Existing Powers	Revised Powers
1. Ceremonial function	To incur expenditure for each ceremonial function up to Rs. 1,500/-	To incur expenditure for each ceremonial function up to Rs. 8,000/-
2. Disposal in auction	Rs. 50,000/-	Rs. 1,00,000/-
3. (a) Petty expenses (b) Contingencies – non-recurring	Rs. 1,000/- Rs. 10,000/-	Rs. 5,000/- Rs. 25,000/-
4. Petty construction, repair and maintenance of Government buildings	Rs. 25,000/-	Rs. 50,000/-
5. Printing	Rs. 20,000/- (Rs. 50/- to 500/- at a time subject to an annual limit of Rs. 5,000/-)	Rs. 50,000/- (In emergent cases printing work may be entrusted to private presses without reference to SGP not exceeding Rs. 1,000/- at a time subject to an annual limit of Rs. 10,000/-)
6. Purchase: a. Stationery b. Stores	Rs. 1000/- Rs. 10,00,000/-, Rs. 3,00,000/- Rs. 30,000/- respectively (vide Appendix XXII of SPM)	Rs. 20,000/- Rs. 15,00,000/- Rs. 5,00,000/- Rs. 1,00,000/- (as annual ceiling) to Group I, Group II and Group III respectively (vide Appendix XXII of SPM)
7. Hiring/Renting of Private Buildings	Rs. 2,500/- per month in each case	Rs. 10,000/- per month in each case, subject to rent and non-availability certificate from PWD.
8. Govt. Vehicles-repair and replacement of spare parts	Rs. 15,000/- in each case with an annual limit of Rs. 25,000/- per vehicle subject to availability of the budget provision	Rs. 15,000/- in each case with an annual limit of Rs. 50,000/- per vehicle subject to availability of the budget provision.



<b>9. Works</b>				
(i)	Major Heads of Departments	Rs. 7.50 lakh	15 lakh	Subject to budget provision and over all limit of 150% of the budget provision in the current year for ongoing and new works under the respective heads of account
(ii)	Minor Heads of Departments	Rs. 5 lakh	8 lakh	
(iii)	C.E. (PWD & Irrigation)	Rs. 15 lakh	25 lakh	
<b>10. Write off</b>		Rs. 10,000/- in each case with annual limit of Rs. 50,000/- (Powers now being exercised by DHS & Chief Conservator of Forest may remain unchanged)	No change	