

**Delegation of Financial powers to Heads of Departments, Regional Officers and District Officers and Unit Officers in respect of certain common items of expenditure.**

**ANNEXURE**

Sl.No.	Item of expenditure	Ceiling limits for Secretariat Depts. / Heads of Depts., / District Collectors.	Ceiling limits for Regional Officers	Ceiling limits for District (other than Collectors) Unit officers.
1	2	3	4	5
1	Maintenance of Motor vehicles (a) Light Vehicles  (b) Heavy vehicles	Full powers (subject to guidelines vide G.o.Ms.No.333, G.A. (OP.II Deptt dated 31-7-1997) -do-	Rs. 20,000/- per vehicle  Rs. 40,000/- per vehicle	Rs.20,000/- per vehicle  Rs.40,000/- per vehicle
2	Purchase of Stationery	Full powers	Full powers	Full powers
3	Purchase of Steel / Wooden furniture:- (a) Purchase of Furniture (b) Repairs to Furniture	Full powers Full powers	Rs.50,000/- Rs.5000/-	Rs.10,000/- Rs.5000/-
4	Rent for office building	Full powers according to plinth area values and rent assessment by R&B Dept., (subject to following the instructions issued in G.O.Ms.No.35 Fin & Plg., (FW.EBS.PWD) Dept., dated 27-2-1997 read with Memo.No.127/R&E/97 dt.9-6-97)	Full powers according to plinth area values and rent assessment by R&B Dept., (subject to following the instructions issued in G.O.Ms.No.35 Fin & Plg.,(FW. EBS. PWD) Dept., dated 27-2-1997 read with Memo.No.127/R&E/97 dt.9-6-97)	Full powers according to plinth area values and rent assessment by R&B Dept., (subject to following the instructions issued in G.O.Ms.No.35 Fin & Plg., (FW. EBS. PWD) Dept., dated 27-2-1997 read with Memo.No.127/R&E/97 dt.9-6-97)

1	2	3	4	5
5	Purchase of Bulbs & Lamps	Full powers	Rs.10,000/-	
6	Light refreshments.	Rs.300/- at a time not exceeding Rs.2000/- per month	Rs.200/- Per month	Rs.200/- per month
7	Repairs to Type writers	Full powers	Full powers	Full powers
8	Condemnation of vehicles	Full powers subject to technical scrutiny by Public works department or Area Transport Officer	Full powers subject to technical scrutiny by Public works department or Area Transport Officer	Full powers subject to technical scrutiny by Public works department or Area Transport Officer
9	Repairs to Duplicators	Full powers	Full powers	Full powers
10	Organization of sports and games	Rs.50,000/-	Rs.10,000/-	Rs.10,000/-
11	Electrical installations:- (a) For additional improvements and alterations to the existing electrical installations for each buildings and apartments in the compound (b) Improvements, alterations and new installations to new buildings	Full powers  Rs.1,00,000/-	Full powers  Rs.50,000/-	Rs.5000/-  Rs.50,000/-
12	Printing locally without referring to Government press	Full powers	Full powers	Full powers
13	Visits of High Personnel	Rs.5000/- on each occasion subject to a ceiling of Rs.50,000/-	No limit on occasion not exceeding Rs.5000/-p.a.	No limit on occasion not exceeding Rs.5000/- p.a.

1	2	3	4	5
14	Purchase of Non-Govt., publications relevant to Law and Administrative Management	Full powers	Rs.5000/-	Rs.5000/-
15	Crockery, Cutlery & Utensils (initial purchases)	Rs.5000/-	Rs.1000/-	Rs.1000/-
16	Printing and Binding	Full powers	Full powers	Full powers
17	Purchase of Wall clocks not exceeding one piece for each unit office at a cost not exceeding	Rs.1000/-	Rs.500/-	Rs.500/-
18	Purchase of Fans	Full powers	Full powers	Full powers
19	Write off of various kinds	Rs.5.00 lakhs	--	--
20	Air coolers	Full powers	--	--
21	Drawal of amounts on Abstract contingent bills	Rs.10,000/-	--	--
22	Photographic charges	--	--	Rs.1000/-
23	Freight charges	Full powers	Full powers subject to eligibility	Full powers subject to eligibility
24	Apparatus, Instruments and Machinery	Full powers	Full powers	Full powers
25	Purchase of stores	Full powers	--	--
26	Legal costs	Full powers	Full powers	Full powers
27	Expenditure on exhibitions	Full powers	--	--
28	Maintenance of residential and Non-residential buildings of Prisons Department	Full powers	--	--
29	Petrol, Oil, Lubricants	Full powers	Full powers	Full powers

1	2	3	4	5
30	Maintenance of computers	Full powers (through A.P.T.S or original manufacturer)	Full powers (through A.P.T.S or original manufacturer)	Full powers (through A.P.T.S or original manufacturer)
31	Maintenance of Xerox machines	Full powers	Full powers	Full powers
32	Maintenance of Fax machine	Full powers	Full powers	Full powers
33	Purchase of computer / Fax machine stationery (printer, Ribbons, Heads, Cartridges, Floppies, C.Ds., and tapes etc.,	Full powers	Full powers	Full powers
34	Air cooler repairs	Full powers	Full powers	--
35	Supply of Uniform cloth to class IV employees	Full powers	Full powers	Full powers
36	Telephone for connectivity purposes	Full powers	Full powers	Full powers
37	Internet service charges	Full powers	Rs.1000/-	Rs.1000/-
38	Refreshments expenditure on visits of officials from other states	Full powers	Rs.1000/-	Rs.500/-
39	Purchase of Batteries	Full powers	Full powers	Full powers
40	Pest control measures, Fire Alarm and Fire extinguisher maintenance	Full powers	Full powers	Full powers
41	Courier charges	Full powers	Full powers	Full powers

1	2	3	4	5
42	Electrical and Net working works relating to computer, Air conditioner and UPS equipment	Full powers	Full powers	Full powers
43	Supply of Uniform cloth for Junior Forest Officers	Full powers	--	--

(Ref:- 1. G.O.Ms.No.148 Finance & Planning (F.W. Admn., I.TER) Department Dated 21-10-2000.)  
2. G.O.Ms.No.471 Fin( T M) Department dated 3-9-2001 with immediate effect.