

GOVERNMENT OF KERALA

**FINANCE DEPARTMENT**

**Government Orders on Delegation/Enhancement of Financial  
Powers of the Administrative Departments of the Secretariat  
and Heads of Departments**

G.O. (P) No. 102/2017/Fin. 7<sup>th</sup> August, 2017  
G.O. (P) No. 112/2017/Fin. 24<sup>th</sup> August, 2017



**GOVERNMENT OF KERALA**

**Abstract**

Finance Department - Delegation/Enhancement of Financial Powers of the Administrative Departments of the Secretariat and Heads of Departments - Revision of - Reg.

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**FINANCE (EXPENDITURE - B) DEPARTMENT**

G.O. (P) No. 102/2017/FIN.

Dated, Thiruvananthapuram, 07/08/2017

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Read: G.O. (P) No. 110/13/Fin., dated 01/03/2013.

**ORDER**

In the G.O. Read above, the extent of financial powers that can be exercised by the Administrative Departments in Secretariat and Heads of Departments has been defined. In the interest of facilitating expeditious decision making and implementation of schemes, it is felt that further enhancement of financial powers of Administrative Departments in the Secretariat and Heads of Departments is necessary.

2. Government having considered the matter in detail, are pleased to revise the existing limits of financial powers delegated to Administrative Departments in the Secretariat and to the Heads of Departments as detailed in Annexure I to this Government Order.

3. The items in the Annexure pertain to both Plan and Non-Plan expenditure.

4. For delegating Financial Powers to subordinate officers, Administrative Department should convene Empowered Committee Meetings consisting of Secretary of concerned Administrative Department, Head of Department, and nominees of Personnel & Administrative Reforms Department and Finance Department. After taking a decision in the committee, Administrative Department concerned can issue Government Order without referring to Finance Department further.

5. Administrative Department and Heads of Departments should strictly comply the Financial Powers stipulated in Annexure I.

By Order of the Governor,  
BISHWANATH SINHA IAS  
PRINCIPAL SECRETARY

To,

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram  
The Accountant General (A&E) Kerala, Thiruvananthapuram  
All Departments in the Secretariat  
The Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to Government  
All District Collectors  
All Heads of Departments  
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  
General Administration (SC) Department (Vide item No. 3092 dated 20/02/2013)  
The Director of Public Relations  
The Director of Treasuries, Thiruvananthapuram  
The Nodal Officer, Finance Department [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 and Heads of Departments**

Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
1	Shifting of Posts	The Administrative Department of the Secretariat may without previous consultation of the Finance Department sanction shifting of non-gazetted posts having same duties and functions within the same unit of appointment having same scale of pay.	No change	Nil	Nil	Nil
2	Leave	The Administrative Department of Secretariat may without previous consultation with Finance Department sanction Special Disability Leave and Leave Without Allowance up to one year under Rule 88, Rule 91 & Rule 91 A Part I KSR. All cases where Leave Without Allowance exceeds one year, in respect of Rule 88, Rule 91 and Rule 91 A Part I KSR, Leave Without Allowance under Appendix XII B, Part I KSR, and cases where relaxation of Rules of KSR is required should be sanctioned in consultation with Finance Department (Study leave under Rule 99, Part I KSR is deleted from KSR). Leave Without Allowance under Appendix XII A and Appendix XII C, KSR has been delegated to Head of Department vide G.O. (P)No.656/12/Fin dated 1-12-2012.	No change	The Heads of Departments may sanction Leave Without Allowance under Appendix XII A and XII C of Part I KSR according to rules prevailing in the matter.	The Heads of Departments can sanction Leave Without Allowance up to 180 days and appointing authorities can sanction up to 120 days according to rules prevailing in the matter.	

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		Existing powers	Revised powers	Existing powers	Revised powers	
3	Deputation for Training	<p>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:</p> <p>i. The expenditure to be incurred including the 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> <p>iii. The Officer must have more than two years of service remaining for superannuation.</p>	No change	Nil	<p>In respect of Departments under Higher Education, Health, the Heads of Departments can sanction such deputations within the State or in India subject to the restrictions on economy measures imposed by Government from time to time without prior consent of Government provided that the Heads of Departments are satisfied with the need of the training for the Department concerned or he is an expert in that field to present a particular paper concerned and subject to budget provision. Such officers must have more than 2 years of service remaining for superannuation.</p>	

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		Existing powers	Revised powers	Existing powers	Revised powers	
4	Sanction of Foreign Tours	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.	No change	Nil	Nil	
5	Deputation to Foreign Service	The Administrative Department of the Government Secretariat may without previous consultation with Finance Department sanction all cases of deputations to Foreign Service and extension of the period of foreign service, which are ordered in accordance with the standard terms of deputation in Part I KSR. However all cases involving variation in the terms of emoluments of deputation and relaxation of rules must be ordered only in consultation with Finance Department.	No change	Nil	Nil	
6	Deputation for Higher Studies	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.	No change	Nil	Nil	

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		Existing powers	Revised powers	Existing powers	Revised powers	

7	Permanent Advance	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction Permanent Advance limited to a maximum of Rs. 25,000/- in each case. The orders will be issued on the recommendation of Accountant General in conformity with Article 95 of the KFC Vol. I	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction Permanent Advance limited to a maximum of Rs. 50,000/- in each case. The orders will be issued on the recommendation of Accountant General in conformity with Article 95 of KFC Vol. I	Nil	The Head of the Department may without the concurrence of the Government, sanction permanent advance limited to a maximum of Rs. 20,000/-. The orders will be issued on the recommendation of Accountant General in conformity with Article 95 of the KFC Vol. I	
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 ESI scheme up to Rs. 20,000/- 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 ESI scheme up to Rs. 50,000/- in each case subject to budget provision.	Nil	Nil	

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8 (a)	Medical reimbursement in respect of cochlear implantation	Nil	The Administrative Department may without previous consultation with the Finance Department sanction the reimbursement of medical expenses towards cochlear implantation up to Rs. 6 lakh in each case subject to the clearance of the Medical Board	Nil	Nil	
9	Hiring/renting of Private Buildings	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 PWD. 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. 50,000/- per month per case. The Administrative Department will follow transparent procedure for selection of the building space.	No change	Rs. 15,000/- per month in each case subject to rent and non availability certificate from PWD and subject to budget provision	Rs. 30,000/- per month in each case subject to rent and non availability certificate from PWD and subject to budget provision	



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10	Disposal of Unserviceable Articles/ scrap and confiscated/ seized/ unserviceable vehicles	Attention of Administrative Department is invited to G.O.(Ms)No. 223/12/Fin dated 17/4/2012.	Rs. 35 lakh subject to the procedures stipulated in G.O.(Rt) No. 5740/13/Fin dated 11/07/13,G.O.(Ms) No.550/14/Fin dated 15/12/14 and G.O.(Ms) No.212/15/Fin dated 05/06/15. Attention also invited to G.O.(Rt) No. 4789/15/Fin dated 14/05/15.	Rs. 5 lakh. Attention is invited to G.O.(Ms) No. 223/12/Fin dated 17/04/2012	Rs. 15 lakh subject to the procedures stipulated in G.O.(Rt) No. 5740/13/Fin dated 11/07/13, G.O.(Ms) No. 550/14/Fin dated 15/12/14 and G.O.(Ms)No. 212/15/Fin dated 05/06/15. Attention also invited to G.O.(Rt) No. 4789/15/Fin dated 14/05/15.	
11	Demolition of old and dilapidated buildings	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the demolition of old and dilapidated buildings upto a value of Rs. 5 lakh subject to availability of Survey Report from PWD.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the demolition of old and dilapidated buildings upto a value of Rs. 15 lakh subject to availability of survey report from PWD.	Heads of Departments are delegated with power to sanction demolition of old and dilapidated buildings up to a limit of Rs. 3 lakh subject to availability of survey report from PWD.	No change	

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		Existing powers	Revised powers	Existing powers	Revised powers	
12	Cutting down of trees (to be removed for sufficient reasons such as causing risk to life, etc)	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction the cutting down of trees subject to the concurrence of Forest & Wild Life Department and Environment Department.	This power is now delegated to Heads of Departments	Nil	The Heads of Departments may without previous consultation with Government sanction the cutting down of trees subject to the concurrence of Forest & Wild Life Department and Environment Department.	
13	Repair of Vehicles	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 Assistant Executive Engineer (Mech.)	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord sanction for repairing of vehicles up to Rs. 50,000/- per vehicle at a time, subject to availability of budget provision for the purpose and on production of an essentiality certificate from PWD Assistant Executive Engineer (Mech.)	Rs. 15,000/- per month in each case with an annual limit of Rs. 50,000/- per vehicle subject to availability of budget provision.	Rs. 30,000/- per vehicle with an annual limit of Rs. 1 lakh subject to availability of budget provision and on production of an essentially certificate from PWD Assistant Executive Engineer (Mech.)	

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		Existing powers	Revised powers	Existing powers	Revised powers	
14 (a)	Expenditure on New Works/ongoing works (Civil, Electrical, Sanitary works)	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord administrative sanction for ongoing and new works up to Rs. 500 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.	No.change	For Heads of Departments of Group I Departments-Rs. 50 lakh. For other Heads of Departments Rs. 20 lakh. For Chief Engineer (PWD & Irrigation) -Rs. 100 lakh. This is applicable for ongoing and new works subject to budget provision.	Rs. 1 crore for Heads of Departments under Group I Category subject to budget provision and Rs. 50 lakh for Heads of Departments other than Group I category and Rs. 2 crore for Chief Engineer (PWD & Irrigation) subject to budget provision and existing schedule of rates	Rs. 3 crore subject to budget provision and existing schedule of rates
14 (b)	Construction of Hostels under Education Department and Social Justice Department	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department accord administrative sanction for the construction of hostels up to Rs. 3 crore subject to budget provision and existing schedule of rates.			

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		Existing powers	Revised powers	Existing powers	Revised powers	
15	Maintenance estimates of Water Supply and Drainage Schemes	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate of water supply and sanitary installations up to Rs. 2,00,000/- 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 up to Rs. 5 lakh 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 and budget provision.	Nil	Heads of the Departments are delegated up to Rs. 3 lakh, subject to the availability of budget provision	
16	Repair/ maintenance /renovation of Government buildings including compound walls. This also includes Govt. Hostels under social Justice and SCST Department.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction maintenance estimate not exceeding Rs. 7.5 lakh 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. 25 lakh in each case provided the estimate does not exceed 10% of the capital cost of the building and subject to budget provision.	Rs. 5 lakh for Heads of Departments of Group I Departments and Rs. 3 lakh for other Heads of Departments subject to budget provision.	Rs. 10 lakh for Heads of Departments under Group I Category and Rs. 5 lakh for Heads of Departments other than Group I subject to budget provision, following transparent procedure and relevant guidelines in force.	Rs. 15 lakh subject to availability of budget provision.

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					As a one time assistance, the Director of Public Instructions is delegated with a financial power of <b>Rs. 5 lakh</b> for maintenance of school buildings during vacation times subject to availability of budget provision.	
17	Purchase of Stores including Stationery; (except purchase of Computers and peripherals / furniture/ vehicles)	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure which does not exceed <b>Rs. 100 lakh</b> in respect of purchase of stores 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 <b>Rs. 200 lakh</b> in respect of purchase of stores subject to budget provision and Stores Purchase Rules.	<b>Rs. 1 lakh</b> subject to budget provision for stationery. <b>Rs. 20 lakh</b> for Heads of Departments of Group 1 Departments. <b>Rs. 10 lakh</b> for other Heads of Departments. Vide Appendix XXII of Store Purchase Manual and subject to budget provision.	For purchase of Stores including stationery the financial power is enhanced to <b>Rs 50 lakh</b> for Heads of Departments under Group 1 category and <b>Rs. 25 lakh</b> for other Heads of Departments, subject to budget provision and following Store Purchase Rules.	<b>Rs.1 crore</b> subject to budget provision and observance of Store Purchase Rules.

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		Existing powers	Revised powers	Existing powers	Revised powers	

18	Purchase of Computer, Peripherals and Laptops	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed <b>Rs. 50 lakh</b> in respect of purchase of Computer and peripherals (except laptops) 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 feasibility, software, hardware and site preparations are fully satisfied following the Circular No. 25/2006/Fin dated 1-6-2006).	For purchase of Computer and Peripherals and Laptops the Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed <b>Rs. 100 lakh</b> per purchase at a time subject to budget provision being available and subject to the concurrence of Information Technology Department, if the purchase at a time exceeds <b>Rs. 10 lakh</b> (large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to feasibility, software, hardware and site preparations are fully satisfied following the Circular No.25/06 /Fin dated 1-6-06).	Nil	Heads of Departments can sanction expenditure for purchase of computer and peripherals including laptops up to <b>Rs. 3 lakh</b> and subject to budget provision and observing Store Purchase procedures.	<b>Rs 50 lakhs</b> subject to budget provision and observing Store Purchase procedures.
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		Existing powers	Revised powers	Existing powers	Revised powers	
19	Annual Maintenance Contract (AMC)/IT related device, other equipments or machineries.	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. 3,00,000/- subject to the rules in force. In case of AMC of IT related items for eg. computer and peripherals, other hardware, software and other programmes, concurrence of IT Department shall be additionally required. In the case of other equipment/machineries, concurrence of PWD or accredited agencies shall be additionally required.	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.15 lakh. subject to the rules in force and budget provision. In case of AMC of IT related items for eg. Computer and peripherals, other hardware, software and other programmes, concurrence of IT Department shall be additionally required. In the case of other equipment/machineries, concurrence of PWD or accredited agencies shall be additionally required.	Heads of Departments are delegated financial power up to Rs. 2 lakh subject to observance of rules and procedures and concurrence of PWD or accredited agencies in the case of other equipments/machineries and subject to budget provision.	Heads of Departments are delegated financial power up to Rs. 3 lakh subject to observance of rules and procedures, and subject to budget provision. Concurrence of PWD or accredited agencies shall be obtained in case of other equipments or machineries.	Rs 5 lakh subject to observance of rules and procedures, and subject to budget provision.

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		Existing powers	Revised powers	Existing powers	Revised powers	
20	Land Acquisition	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure on land acquisition charges up to <b>Rs. 25 lakh</b> in each case provided there is sufficient and specific budget provision for this.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure on land acquisition charges up to <b>Rs. 1 crore</b> in each case subject to specific budget provision.	Nil	Nil	
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 <b>Rs. 1 crore</b> and subject to the satisfaction of conditions in Para 2(a) of G.O.(P) No. 409/06/Fin dated 10-10-2006 and <b>Rs. 50 lakh</b> for 2 (b) of the above Government Order	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 <b>Rs. 2 crore</b> and subject to the satisfaction of conditions in para 2(a) of G.O.(P) No. 409/06/Fin dated 10-10-2006 and <b>Rs. 1 crore</b> for 2 (b) of the above Government Order.	Nil	Nil	
22	Sanction of Scholarships	The 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.	No change	Nil	Nil	



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		Existing powers	Revised powers	Existing powers	Revised powers	
23	Petty expenses	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to <b>Rs. 30,000/-</b> per annum for petty expenses if sufficient budget provision is available.	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to <b>Rs. 1 lakh</b> per annum for petty expenses subject to budget provision.	Rs. 5000/-	Rs 25,000/- subject to budget provision	
24	Contingencies (non-recurring)	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to <b>Rs. 2 lakh</b> per annum for contingencies if budget provision is available.	The Administrative Department of the Secretariat without prior consultation with Finance Department may sanction up to <b>Rs. 5 lakh</b> per annum for contingencies subject to budget provision.	Rs. 50,000/- subject to budget provision	Rs. 1 lakh subject to budget provision.	

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		Existing powers	Revised powers	Existing powers	Revised powers	
25	Condemnation of vehicles	The Administrative Department of Secretariat without the approval of Finance Department is competent to accord sanction for condemnation of departmental vehicle having upset value up to <b>Rs. 2 lakh</b> subject to the certificate issued by PWD authorities and the guidelines and norms fixed in G.O.(Ms) No. 110/76/PWD dated 10-5-1976.	The Administrative Department of Secretariat without the approval of Finance Department is competent to accord sanction for condemnation of departmental vehicle having upset value up to <b>Rs. 5 lakh</b> subject to the certificate issued by PWD authorities and the guidelines and norms fixed in G.O.(Ms) No. 110/76/PWD dated 10-5-1976.	Heads of Departments may sanction condemnation of department vehicle having upset value up to <b>Rs. 1 lakh</b> subject to compliance of guidelines and norms fixed in G.O.(Ms)No. 110/76/PWD dated 10-5-76.	Heads of Departments may sanction condemnation of department vehicle having upset value up to <b>Rs. 3 lakh</b> subject to compliance of guidelines and norms fixed in G.O.(Ms) No. 110/76/PWD dated 10-5-1976.	
26	Write off	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction to write off up to <b>Rs. 50,000/-</b> per each case with an annual limit of <b>Rs. 10 lakh</b> subject to compliance of Article 300 to 303 and Article 161 of KFC Vol. I.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction to write off up to <b>Rs. 5 lakh</b> per each case subject to compliance of Article 300 to 303 and Article 161 of KFC Vol. I.	Heads of Departments may sanction up to <b>Rs. 25,000/-</b> in each case with an annual limit of <b>Rs. 1 lakh</b> subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol. I.	Heads of Departments may sanction up to <b>Rs. 1,00,000/-</b> in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol. I	

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		Existing powers	Revised powers	Existing powers	Revised powers	
27	Expenditure towards cyber forensic analysis and DNA finger printing	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure up to <b>Rs. 20,000/-</b> in each case subject to budget provision and subject to verification of reports from respective institutions	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure up to <b>Rs. 50,000/-</b> in each case subject to budget provision and subject to verification of reports from respective institutions	Nil	Nil	
28	Purchase of furniture	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for purchase of furniture up to <b>Rs. 5 lakh</b> subject to budget provision being available and observing Store Purchase procedures.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for purchase of furniture up to <b>Rs. 10 lakh</b> subject to budget provision and observing Store Purchase procedures.	Sanction up to <b>Rs. 2 lakh</b> for Heads of Departments of Group I and <b>Rs. 1 lakh</b> for others.	Sanction up to <b>Rs. 5 lakh</b> for Heads of Departments under Group I Category and <b>Rs. 2 lakh</b> for other Heads of Departments subject to budget provision and Store Purchase Rules	

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28 (a)	Purchase of furniture for Government Schools and Government Hospitals	Nil	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for purchase of furniture up to Rs. 5 lakh subject to budget provision being available and observing Store Purchase procedures in a time bound.	Nil	Delegation up to Rs. 3 lakh for Heads of Departments under Group I Category and Rs. 2 lakh for other Heads of Departments subject to budget provision and Store Purchase Rules	
29	Repair of equipments/ small machineries, furniture.	Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipments and small machineries, furniture up to Rs. 3 lakh subject to budget provision and subject to production of essentiality certificate from the respective engineer as the case may be.	Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipments and small machineries, furniture up to Rs. 5 lakh subject to budget provision and subject to production of essentiality certificate from the respective engineer as the case may be.	Nil	The Head of Department may sanction repair of equipments/ small machineries, furniture up to a limit of Rs. 3 lakh subject to budget provision.	

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30	Condemnation of small machines, AC, refrigerators, Hospital equipments/fire fighting equipments, Lab equipments	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction condemnation of small machines, AC, refrigerators, Hospital equipments/fire fighting equipments, lab equipments up to an upset value of Rs. 2 lakh subject to the issuance of PWD certificate and following usual procedures for condemnation.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction condemnation of small machines, AC, refrigerators, Hospital equipments/fire fighting equipments, lab equipments up to an upset value of Rs. 10 lakh subject to the issuance of PWD certificate and following usual procedures for condemnation.	Nil	Nil	
31	Shifting of Offices	Administrative Department may without prior consultation with Finance Department incur charges up to Rs. 3 lakh for shifting of offices (loading and unloading charges will be at the rate fixed by Labour Department). For other items, tender procedure as stipulated in Store Purchase Rules may be followed.	Administrative Department may without prior consultation with Finance Department incur charges up to Rs. 5 lakh for shifting of offices (loading and unloading charges will be at the rate fixed by Labour Department). For other items, tender procedure as stipulated in Store Purchase Rules may be followed.	To incur charges up to Rs. 5000/- subject to budget provision (loading and unloading charges will be at the rate fixed by Labour Department). For other items tender procedure should be followed.	To incur charges up to Rs. 50,000/- subject to budget provision (loading and unloading charges will be at the rate fixed by Labour Department). For other items tender procedure should be followed.	

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		Existing powers	Revised powers	Existing powers	Revised powers	
32	To sanction payments towards compliance of Court Orders	Administrative Department may without previous consultation with Finance Department sanction payment towards compliance of Court Orders up to an amount of Rs. 5 lakh subject to budget provision and following relevant rules and procedures as the case may be.	Administrative Department may without previous consultation with Finance Department sanction payment towards compliance of Court Orders up to an amount of Rs. 25 lakh subject to budget provision and following relevant rules and procedures as the case may be.	Nil	Nil	
33	Treatment of prisoners	Home Department may without consulting Finance Department incur expenditure towards the treatment of prisoners up to a limit of Rs. 1 lakh subject to budget provision and subject to relevant certificates in this regard	Home Department may without consulting Finance Department incur expenditure towards the treatment of prisoners up to a limit of Rs. 3 lakh subject to budget provision and subject to relevant certificates in this regard.	Nil	Delegation up to Rs. 1 lakh subject to budget provision and subject to relevant certificates in this regard	
34	Refund	Administrative Department may without consulting Finance Department sanction the refund of revenue up to Rs. 20,000/- subject to the condition stipulated in Rule 200, KTC Vol. I and Article 35 and 36 KFC Vol. I.	Administrative Department may without consulting Finance Department sanction the refund of revenue up to Rs. 50,000/- subject to the condition stipulated in Rule 200, KTC Vol. I and Article 35 and 36 KFC Vol. I.	Nil	Nil	

Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
35	Temporary Advance	Administrative Department may without consulting Finance Department sanction Temporary Advance up to <b>Rs. 10,000/-</b> subject to the condition, stipulated in Article 99 KFC Vol. I.	Administrative Department may without consulting Finance Department sanction Temporary Advance up to <b>Rs. 25,000/-</b> subject to the condition stipulated in Article 99 KFC Vol. I.	Nil	<b>Rs 10,000/-</b> subject to the condition stipulated in Article 99 KFC Vol. I.	
36	Upgradation / AMC of existing software	Nil	Administrative Department may without consulting Finance Department sanction upgradation of existing software upto an amount of <b>Rs 50 lakh</b> per case subject to availability of funds and observance of relevant rules in force and subject to the concurrence of IT Department.	Nil	Nil	

Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
37	Continuing schemes which are operational during the year immediately preceding and is continued during current year with the same components, scope, unit costs etc for which a valid comprehensive administrative sanction is in existence and there is budget provision during the current year	Nil	Administrative Department is delegated with full power for according Administrative Sanction for implementation of continuing schemes, subject to budget provision and subject to the condition that if there are variations from the scheme operational during the preceding year in terms of components, scope, unit costs etc, it should be taken as a 'New Scheme' requiring fresh administrative sanction by the Departmental Working Group or Special Working Group as the case may be. Continuing Schemes which includes fresh post creation or purchase of vehicles should be routed to Finance Department.	As per G.O(P) No.546/12/Fin dated 08/10/2012	Rs.5crore to Heads of Departments under Group I category and upto Rs 2 crore to Head of Departments other than Group I, subject to the same conditions of Administrative Department.	Rs 10 crore with the same conditions of Administrative Department.



Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
38	Ceremonial function	Nil.	Administrative Department may without consulting Finance Department sanction expenditure up to Rs. 2 lakh subject to budget provision.	To incur expenditure for each ceremonial function up to Rs. 8000/-	To incur expenditure for each ceremonial function up to Rs. 25,000/ subject to an annual limit of Rs. 50,000/-, budget provision and as per actual requirement only.	
39	Printing	Nil	Administrative Department may without consulting Finance Department sanction Rs.2 lakh- (In emergent cases printing work may be entrusted to private presses without reference to Superintendent of Govt. Presses to an amount not exceeding Rs. 25,000/- at a time subject to an annual limit of Rs. 1 lakh) subject to budget provision	Rs. 50,000/- (in emergent cases printing work may be entrusted to private presses without reference to Superintendent of Government Presses not exceeding Rs. 1000/- at a time subject to an annual limit of Rs. 10,000/-).	Rs. 50,000/- (In emergent cases printing work may be entrusted to private presses without reference to Superintendent of Government Presses to an amount not exceeding Rs. 10,000/- at a time subject to an annual limit of Rs. 25,000/-) subject to budget provision.	

Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
40	Tender sanction	Nil	Administrative Department without consulting Finance Department can invite tender provided the particular activity/work has an administrative sanction from competent authority and has sufficient budget provision under relevant head of account and following all formalities including transparent procedure.	Nil	Nil	
41	Advertisement	Nil	Administrative Department without consulting Finance Department can sanction expenditure towards advertisement, charges upto a limit of Rs. 1 lakh subject to budget provision and as per existing PRD rate.	Nil	Heads of Departments under Group I can sanction expenditure towards advertisement charges upto a limit of Rs. 50,000/- and Rs. 25,000/- for other Heads of Departments subject to budget provision and existing PRD rate	

SI No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	

42	Purchase of Equipments for fire fighting and rescue operations (Excluding vehicles)	Nil	Administrative Department without consulting Finance Department can sanction expenditure upto <b>Rs.25 lakh</b> subject to budget provision and observance of all formalities and Store Purchase Rules.	Nil	Head of Department can sanction expenditure upto <b>Rs.10 lakh</b> subject to budget provision and observance of all formalities and Store Purchase Rules.	
43	Repair / maintenance and purchase of spare parts for Fire and Rescue services vehicles.	Nil	Administrative Department without consulting Finance Department can sanction expenditure upto <b>Rs.10 lakh</b> subject to budget provision and observance of all formalities and Store Purchase Rules.	Nil	Head of Department can sanction expenditure upto <b>Rs. 2 lakh</b> subject to budget provision and observance of all formalities and Store Purchase Rules.	



**GOVERNMENT OF KERALA**

**Abstract**

Finance Department – Delegation of Financial Powers of the Administrative Departments and Heads of Departments Government Orders - Erratum – Orders Issued.

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**FINANCE (EXPENDITURE – B) DEPARTMENT**

G.O. (P) No. 112/2017/FIN.

Dated, Thiruvananthapuram, 24/08/2017

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Read: G.O. (P) No. 102/17/Fin., dated 07/08/2017.

**ORDER**

In the G.O. Read above, Government have revised the Delegation of Financial Powers of Administrative Departments and Heads of Departments.

2. In Serial No.2 (Leave) in Annexure I to the G.O. cited, the revised powers of the Head of the Department is given 'in addition to the existing powers' which is omitted in the G.O.

3. In the circumstances, Government are pleased to issue erratum to the effect that the revised powers of Head of the Department in respect of Serial No.2 of Annexure to the G.O. cited is in addition to the existing powers as detailed in Annexure I to this G.O.

4. The G.O. read above stands modified to the above extent.

By Order of the Governor,  
K.M. ABRAHAM

ADDITIONAL CHIEF SECRETARY (FINANCE)

To

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram  
The Accountant General (A&E) Kerala, Thiruvananthapuram  
All Departments in the Secretariat  
The Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries to Government  
All District Collectors  
All Heads of Departments  
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  
General Administration (SC) Department (Vide item No. 3092 dated 20/02/2013)  
The Director of Public Relations  
The Director of Treasuries, Thiruvananthapuram  
The Nodal Officer, Finance Department [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
The Stock File/Office Copy

Forwarded/By Order

Section Officer

**ANNEXURE - I**

Sl No	Item	ADMINISTRATIVE DEPARTMENT		HEAD OF DEPARTMENT		In Offices where Heads of Departments is in the rank of Secretary to Govt.
		Existing powers	Revised powers	Existing powers	Revised powers	
2	Leave	The Administrative Department of Secretariat may without previous consultation with Finance Department sanction Special Disability Leave and Leave Without Allowance up to one year under Rule 88, Rule 91 & Rule 91 A Part I KSR. All cases where Leave Without Allowance exceeds one year, in respect of Rule 88, Rule 91 and Rule 91 A Part I KSR, Leave Without Allowance under Appendix XII B, Part I KSR, and cases where relaxation of Rules of KSR is required should be sanctioned in consultation with Finance Department (Study leave under Rule 99, Part I KSR is deleted from KSR). Leave Without Allowance under Appendix XII A and Appendix XII C, KSR has been delegated to Head of Department vide G.O. (P)No.656/12/Fin dated 1-12-2012.	No change	The Heads of Departments may sanction Leave Without Allowance under Appendix XII A and XII C of Part I KSR according to rules prevailing in the matter.	In addition to the existing powers, the Heads of Departments can sanction Leave Without Allowance up to 180 days and appointing authorities can sanction up to 120 days according to rules prevailing in the matter.	