

मध्यप्रदेश शासन
वित्त विभाग
वल्लभ भवन-मंत्रालय-भोपाल

क्रमांक : एफ3-2/2010/नियम/चार
प्रति,

भोपाल, दिनांक 14 दिसम्बर, 2012

शासन के समस्त विभाग,
अध्यक्ष, राजस्व मंडल, ग्वालियर,
समस्त संभागीय आयुक्त,
समस्त विभागाध्यक्ष,
समस्त जिलाध्यक्ष,
मध्यप्रदेश ।

विषय - मध्यप्रदेश वित्तीय अधिकार पुस्तिका 2012 का प्रकाशन ।

—••—

मध्य प्रदेश वित्तीय अधिकार पुस्तिका भाग-1 के अन्तर्गत प्रशासकीय विभाग, विभागाध्यक्ष, कार्यालय प्रमुख, वित्तीय अधिकार प्रत्यायोजित किये गये हैं। यह पुस्तिका पूर्व में वर्ष 1995 में प्रकाशित की गई थी। विगत वर्षों से यह अनुभव किया जा रहा था कि मैदानी स्तर पर और अधिक अधिकारों का प्रत्यायोजन किये जाने की आवश्यकता है। इसे दृष्टिगत रखते हुये राज्य शासन द्वारा लिये गये निर्णय के आधार पर मध्यप्रदेश वित्तीय अधिकार पुस्तिका 2012 प्रकाशित की जा रही है। इस पुस्तिका की साफ्ट प्रति वित्त विभाग की वेबसाईट www.mp.gov.in/finance, पर उपलब्ध है। विभागों की आवश्यकता के अनुरूप इस पुस्तिका की आवश्यक प्रतियां शासकीय मुद्रणालय से मुद्रित की जाकर जनवरी 2013 में उपलब्ध कराई जा सकेंगी।

मध्यप्रदेश के राज्यपाल के नाम से
तथा आदेशानुसार



(मनीष रस्तोगी)

सचिव


मध्य प्रदेश शासन, वित्त विभाग

पृष्ठा.क्रमांक : एफ 3-2/2010/नियम/चार
प्रतिलिपि:-

भोपाल, दिनांक 14 दिसम्बर, 2012

1. राज्यपाल मध्यप्रदेश के सचिव, राजभवन भोपाल
2. प्रमुख सचिव, मध्यप्रदेश, विधानसभा, भोपाल
3. निबंधक, उच्च न्यायालय मध्यप्रदेश, जबलपुर
4. सचिव, मुख्यमंत्री, मुख्यमंत्री सचिवालय, भोपाल
5. सचिव, लोक सेवा आयोग, इंदौर
6. सचिव, लोक आयुक्त, मध्यप्रदेश, भोपाल
7. निज सचिव/निज सहायक मंत्री/राज्यमंत्री, मध्यप्रदेश शासन, भोपाल
8. मुख्य निर्वाचन पदाधिकारी, मध्यप्रदेश, भोपाल
9. सचिव राज्य निर्वाचन आयोग, मध्यप्रदेश, भोपाल
10. रजिस्ट्रार, मध्यप्रदेश राज्य प्रशासनिक न्यायाधिकरण भोपाल/जबलपुर/इंदौर/ग्वालियर ।
11. महाधिवक्ता/उप महाधिवक्ता, मध्यप्रदेश भोपाल/इंदौर/ग्वालियर ।
12. महालेखाकार (लेखा और हकदारी)/(आडिट)-1/2 मध्यप्रदेश ग्वालियर/ भोपाल ।
13. अध्यक्ष व्यावसायिक परीक्षा मंडल /माध्यमिक शिक्षा मंडल, मध्यप्रदेश भोपाल ।
14. प्रमुख सचिव/सचिव /उप सचिव, सामान्य प्रशासन विभाग, भोपाल
15. आयुक्त कोष एवं लेखा, मध्यप्रदेश
16. आयुक्त, जनसम्पर्क संचालनालय, मध्यप्रदेश भोपाल
17. अवर सचिव, सामान्य प्रशासन विभाग (स्थापना शाखा/अधीक्षण शाखा/अभिलेख/मुख्य लेखाधिकारी) मंत्रालय, भोपाल
18. मुख्य सचिव के स्टाफ आफिसर मंत्रालय, भोपाल
19. समस्त संभागीय संयुक्त संचालक, कोष, लेखा एवं पेंशन मध्यप्रदेश
20. सभी प्राचार्य, लेखा प्रशिक्षण शाला, मध्यप्रदेश
21. संयुक्त संचालक, जनसंपर्क प्रकोष्ठ, मंत्रालय, भोपाल
22. अध्यक्ष, मध्यप्रदेश राज्य कर्मचारी कल्याण समिति कक्ष-2, मंत्रालय, भोपाल
23. अध्यक्ष, शासन के समस्त मान्यता प्राप्त कर्मचारी संगठन / संघों
24. सभी कोषालय अधिकारी /उप कोषालय अधिकारी
25. गार्ड फाईल

की ओर सूचनार्थ एवं आवश्यक कार्यवाही के लिये अग्रेषित ।



(मिलिन्द वाईकर)

उप सचिव

मध्यप्रदेश शासन, वित्त विभाग

**GOVERNMENT OF MADHYA PRADESH
FINANCE DEPARTMENT**



BOOK OF FINANCIAL POWERS, 2012

VOLUME-I

Powers Common to all Departments

BHOPAL

Government Central Press

2012

**GOVERNMENT OF MADHYA PRADESH
FINANCE DEPARTMENT**



BOOK OF FINANCIAL POWERS, 2012

VOLUME-I

Powers Common to all Departments



Preface

The Book of Financial Powers Volume I, published in 1995, covers common powers delegated to various Administrative Departments, Head of the Departments and subordinate officers and Volume II contains financial powers delegated to officers of specific departments.


2. A need was felt to revise the extent of delegation on account of considerable changes, over the last fifteen years, in the administrative requirement of various departments.

3. It is hoped that the delegation of revised financial powers would not only facilitate prompt decision making but would also inculcate a higher sense of responsibility among the field functionaries towards utilization of state funds. While exercising the delegated powers, the concerned authority will have to strictly observe and adhere to the general limitations/ conditions attached to the delegated power.

4. Volume I of the Book of Financial Powers 2012 which covers the common delegated powers will come into force with effect from January 1, 2013.

5. This compilation is available on www.mp.gov.in/finance, the website of the Department of Finance.

6. I am thankful to my colleagues in the Finance Department and other departments for their inputs and effort put in by them in revising this Book of Financial Powers Volume I.



(Ajay Nath)

Principal Secretary
Government of Madhya Pradesh
Finance Department.

14.12.2012

Table of Contents

General Limitations/Conditions of Powers.....	7
1. Section I: Administrative Matters.....	8
2. Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements ...	13
3. Section III: Contingent Expenditure.....	21
4. Section IV: Sales, Auction, Write-off and Disposals.....	23
5. Section V: Purchase of Goods and Services.....	28
6. Section VI: Maintenance & Repair.....	30
7. Section VII: Hiring & Leasing.....	32
8. Section VIII: Budget Matters.....	33
9. Section IX: Miscellaneous Items.....	38
Appendix 1.A: List of Items under Recurring Contingent Expenditure (For 3.1 Administrative Department)	40
Appendix 1.B: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Department)	41
Appendix 1.C: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Office)	42
Appendix 2.A: List of Items under Non Recurring Contingent Expenditure (For 3.2 Administrative Department)	44
Appendix 2.B: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Department)	45
Appendix 2.C: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Office)	46
Appendix 3: List of Items under Office Supplies and Equipment	47
Appendix-4: List of Heads of Departments.....	49

#	Description
Section I: Administrative Matters	
1.1	Declare an officer as Head of Department.
1.2	Declare an officer as Head of an office.
1.3	Declare an officer as Controlling Officer.
1.4	Power to depute Government servants for training, seminar or refresher course within India.
1.5	Power to depute Government servants for training abroad under various schemes.
1.6	To accord administrative approval for new construction works under non plan.
1.7	To accord administrative approval for petty/minor original works in existing Government buildings.
1.8	Continuance of temporary plan posts.
1.9	Continuance of temporary non plan posts.
1.10	Sanction expenditure under plan through other Government agencies/ registered non government organisations for execution of departmental activities/ departmental work/ consultancy services.
1.11	Declare an officer as Drawing and Disbursing officer.
1.12	Secret Service Expenditure.
1.13	Power to abolish sanctioned post.
1.14	Power to declare government servants as surplus.
Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements	
2.1	To investigate and sanction claims to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for more than one year and are not time barred in accordance with the prevailing rules.
2.2	Power to grant permission for presentation of bill in respect of Medical Reimbursement after the prescribed time period.
2.3	To fix the amount of security required from staff under their control.
2.4	Sanction refund of auction proceeds in case of sales which are not confirmed subsequently.
2.5	To sanction refund of wrong or excess credit.
2.6	Sanction advance to Government Servants for I. purchase of plot/house, II. construction/ repair/alteration in a house for residential purposes III. Purchase of Motor Cars IV. Purchase of Computers
2.7	Sanction advance to Government Servants for I. purchase of motor cycle /scooter /cycle II. festival advance III. grain advance IV. pay and travelling allowances on transfer
2.8	Sanction advance to Government Servants on tours.
2.9	Sanction advance to Government Servants for proceeding on deputation outside India for a period of one month or more.
2.10	Sanction advance for law suits to which Government is a party.
2.11	Power to Sanction medical advance.
2.12	Sanction advance to State Govt. Employees and All India Service Officers serving in the State (including self) on account of leave travel concession.
2.13	Power to sanction advance to incur non-recurring contingent expenditure.
2.14	Fix limits on permanent advance.
2.15	Sanction advance to meet travel expenses for conveyance of family and personal effects of Government servant who died while in service.

2.16	Sanction reimbursement of cancellation charges for air, rail and bus tickets.
2.17	Sanction ex-gratia payment to the family of a deceased Government Servant.
2.18	Make payment of decretal dues.
2.19	Power to grant permission for payments prior to verification of quality and quantity of materials/service in exceptional cases.
	(i) Where the supplier is Government organization
	(ii) Where the supplier is Semi Government organization
2.20	Payment of customs duty and other expenses in respect of imported items.
2.21	To sanction expenditure on suits filed by the Government and on defense of suits filed against the Government including hiring of private counsels.
2.22	Sanction expenditure on demurrage and wharfage charges.
2.23	Power to sanction scrutinized (which have been duly approved by Finance Department) new grants-in-aid to educational, technical or sports institutions, non-government organizations and voluntary agencies.
2.24	Power to sanction continuation of grants-in-aid (except new grant) to educational, technical or sports institutions, non-government organisations and voluntary agencies in those cases where there is no change in the scope of activity or the strength of employees for which grant is claimed.
2.25	Sanction expenditure on establishment of Leased Line/ Virtual Private Network.
2.26	Power to approve legal advisor/ standing counsel.
2.27	Power to appoint External Advisors.
2.28	Honorarium to Information Technology Experts.
2.29	Charges for development of customized application software.
2.30	Sanction purchase of stationery from sources other than Government press.
2.31	Sanction expenditure on installation of new Telephone.
2.32	Power to incur expenditure on the salaries and allowances of government servants declared surplus.
2.33	Sanction of expenditure under Externally Aided Projects.
2.34	Sanction of expenditure under the Central Finance Commission grants for specific purposes.
2.35	Sanction of honorarium for setting up of papers and valuation of various departmental examinations.
2.36	Countersign detailed contingent bills.
2.37	Sanction of encashment of earned leave at the time of retirement or after death while in service.
2.38	Sanction outsourcing of security, cleaning & upkeep, photo copying and typing services.
Section III: Contingent Expenditure	
3.1	Sanction recurring contingent expenditure.
3.2	Sanction non-recurring contingent expenditure.
3.3	Sanction other contingent expenditure not specified elsewhere.
Section IV: Sales, Auction, Write-off and Disposals	
4.1	Dismantling of Government Building.
4.2	Power to write off advance for purchase of plot / house or for construction of house and / or interest thereon in case of deceased government servant, outstanding for recovery on the date of death.
4.3	Powers to write off (i) Irrecoverable value of stores including deficiencies. (ii) Loss of public money. (iii) Irrecoverable revenue.
4.4	Write off of unserviceable articles of dead stock.
4.5	Write off of losses or irrecoverable value of stores in theft cases where it has been established that recovery of stores is not possible.
4.6	Write off of irrecoverable decretal dues.
4.7	Write off of infructuous expenditure due to abandonment of work.

4.8	To write off grain and festival advance in the event of death before full recovery.
4.9	Power to dispose off written off articles of dead stock and other stores by public auction, tender or any other procedure prescribed by the Government.
4.10	Power to dispose off surplus articles/stores by transfer to other departments or any other procedure prescribed by the Government.
4.11	Powers regarding condemnation and auction of old Departmental Vehicles.
Section V: Purchase of Goods and Services	
5.1	Sanction purchase of spare parts, accessories and other equipment for working of machines (excluding transport vehicles of the department).
5.2	Purchase of office supplies and equipment.
5.3	Sanction purchase of new computer hardware and peripherals for a project.
5.4	Sanction purchase of new computer hardware and peripherals for normal official use.
5.5	Sanction purchase of consumable stores e.g., petrol oil, lubricants.
5.6	Purchase of furniture and crockery for Government Rest Houses.
Section VI: Maintenance & Repair	
6.1	To accord sanction for maintenance/repair of Government office buildings. This includes sanitary fitting, Water supply & electrical installations & their repairs.
6.2	Sanction repairs to office equipment.
6.3	Sanction repairs to plant, machinery and equipment.
6.4	Sanction Expenditure on maintenance and repairs of Government vehicles. (i) Repairs of Vehicles. (ii) Purchase of Tyre-Tubes & batteries.
Section VII: Hiring & Leasing	
7.1	Sanction hiring of ordinary accommodation for office.
7.2	Sanction hiring of hall/ furniture and other services for conducting specific events like examination/ seminars/ workshops/training.
7.3	Hire/Lease of Computer hardware and Computer Peripherals.
Section VIII: Budget Matters	
8.1	Re-appropriation of funds within the same grant.
8.2	Re-appropriation between detail heads within the same schemes and Object Head.
8.3	Re-appropriation of funds within demand of grants related to tribal sub plan (TSP) and scheduled caste sub plan (SCSP).
8.4	Financial sanction under the plan schemes included in the budget.
8.5	Financial sanction under Non-Plan schemes for implementation of items included in the budget after due scrutiny by the Finance Department.
8.6	Continuation of Plan Schemes during plan period.
Section IX: Miscellaneous Items	
9.1	Get printing work done through local private press in urgent and emergent cases.
9.2	Direct Government press to print special forms peculiar to a Department, except new forms which are required to be standardised.
9.3	Direct Government press to print literature, pamphlets and leaflets.
9.4	Get binding work done through local press/book binders in emergency.
9.5	Travelling allowance to Government servant retiring from service to return to home town or at any other place, whichever is less where he/she wants to settle down after retirement.
9.6	To permit travel by air on medical advice in exceptional cases.
9.7	Sanction clothing and other utility items such as umbrellas, bicycles and raincoats to Class IV government servants.
9.8	Supply of Camp equipments.
9.9	Rain gauges and their platforms.
9.10	Rewards paid to persons whose names are not disclosed.
Appendix 1: Recurring Contingent Expenditure	
1.A.1	Sanction expenditure on hosting lunch / dinner or other hospitality to delegates for apex level meetings/ conferences/committees.

1.B.1	Sanction expenditure for refreshment served to members of meeting/conferences / Committees.
1.B.2	Sanction expenditure on Internet Charges (Data Usage)
1.C.1	Postage (including courier) and telephone charges.
1.C.2	Obtaining of standard forms by indent on the Controller, Government Printing Press.
1.C.3	All freight charges.
1.C.4	Sanction section-writing and copying charges at piece work rates.
1.C.5	Sanction expenditure on Internet Charges (Data Usage)
1.C.6	Sanction Expenditure on Hiring of Vehicles for contingencies.
1.C.7	Loading and unloading of goods.
1.C.8	Payment of Rent, Rates and Taxes, Electricity and Water Charges.
1.C.9	Sanction expenditure for refreshment served to members of meeting/ conferences / Committees.
Appendix 2: Non Recurring Contingent Expenditure	
2.A.1	Sanction expenditure on redeployment of personnel, machinery and other assets rendered surplus from one place to another within the State.
2.B.1	Sanction expenditure on organisation of workshops, seminars, exhibitions, fairs, campaign camps.
2.B.2	Sanction expenditure on Advertisement charges.
2.C.1	Sanction expenditure for payment of rent to educational and other institutions for taking hall/ furniture/ service for conducting examination.
2.C.2	Other charges e.g. Petty items needed for day to day running of office cost of which does not exceed ₹ 500 per item.
2.C.3	Payment of Sales Tax/ VAT, other taxes and duties as applicable on Government purchases.
2.C.4	To incur expenditure for State Festivals on Independence Day and Republic day.
2.C.5	Sanction non-recurring charges on account of shifting of telephone.
2.C.6	Sanction reconnection charges for disconnected telephones.
Appendix 3: List of Items under Office Supplies and Equipment	
Appendix 4: List of Heads of Departments	

General Limitations/Conditions of Powers

The powers contained in the Delegation of Financial Powers are subject to the following general limitations/conditions:

- i. No expenditure shall be incurred from any Government account except on approved objects of public expenditure.
- ii. Nothing contained in these delegations shall empower any subordinate authority to sanction, without the previous consent of Finance Department, any expenditure which involves introduction of a new principle or practice likely to lead to any financial liability or expenditure in future.
- iii. The powers shall be subject to the budget provision and also to the specific budget related powers wherever mentioned in the delegations.
- iv. The powers shall be subject to conditions and procedure laid down in the rules of Madhya Pradesh Financial Code and orders issued from time to time and conditions specified in the column No. 6 of Book of Financial Powers, Volume I.
- v. The Powers shall be subject to limits and conditions laid down for declaration of any expenditure as new item/services in the budget.
- vi. In Head of Department office where Financial Advisor or Finance Officer is posted, the sanction letters should be issued under signature of such official.
- vii. The powers contained in the delegation shall be subject to observation of rules and instructions issued by Government of Madhya Pradesh from time to time.



SECTION – I

Administrative Matters

1. Section I: Administrative Matters

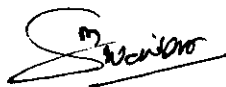
Section I: Administrative Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
1.1.	SR 10 below FR 9(32) MPFC Vol-I Rule-2(14)	Declare an officer as Head of Department.	Administrative Department in consultation with General Administration Department & Finance Department	Full Powers	
1.2.	MPFC Vol-I Rule-2(23) FD Memo No. E /17/2/79 / R-V/ IV dt. 31-12-79	Declare an officer as Head of an office.	Administrative Department	Full Powers	
1.3.		Declare an officer as Controlling Officer.	Administrative Department	Full Powers	This does not include power to declare an officer as Budget Controlling Officer. For declaring an officer as Budget Controlling Officer, approval of Finance Department is required.
1.4.	Consent Order 73 FD Notification No. G-22/6/94/ C/IV dt. 12-1-95	Power to depute Government servants for training, seminar or refresher course within India.	(i) Administrative Department	Full powers	(i) The trainees would be treated as on duty during training period under Fundamental Rule 9(6) (d) and would be entitled to pay and allowances as admissible to them from time to time. (ii) Journeys up to the training centre and back would be treated as on tour and Travelling Allowance and Dearness Allowance thereof will be admissible as per rules. (iii) The period of stay at the training centre and study tour during training will be treated as period on tour. (iv) These powers relate to the; • Courses organised by the State Government /Government of India and the
			(ii) Head of Department	Full powers except for Class I Officers.	



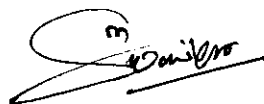
Section I: Administrative Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					<p>institutions run by them.</p> <ul style="list-style-type: none"> • Courses under any approved scheme to sponsor Government Servants. <p>(v) For more than 2 weeks training, concurrence of Cadre Controlling authority will be required.</p> <p>(vi) All training of more than one year in which the attendee gets an approved degree/ diploma/ certificate, a bond should be executed by the attendee.</p> <p>Note: Where T.A./D.A./C.A./Stipend is payable by the institution or Agency or Government of India for training, the same would not be separately admissible from the State Government.</p>
1.5.	Consent Order 74 FD Notification No. G-22/6/94/C/IV dt. 12-1-95, GAD order no. 13(2)/2002/V-1 dt. 18.6.2002, 2.7.2007	Power to depute Government servants for training abroad under various schemes.	Administrative Department (In case of All India Service Officers, the parent department)	Full Powers	Subject to conditions laid down in the General Administration Department. Memo No. E-13 /20 /2002/ 5 / 1 / dt.18.06.02.
1.6.		To accord administrative approval for new construction works under non plan.	Administrative Department	Full Powers	(i) Subject to the condition that it is approved as a new item of expenditure in the budget. (ii) Group of same kind of work will be treated as single work.
			Head of Department	Upto ₹ 5.00 crore	
1.7.	M. P. works department manual Vol. I Chapter II Section I	To accord administrative approval for petty/minor original works in existing Government buildings.	Head of Department	Full Powers	(i) Petty/Minor original works should be carried out by the respective works department on whose books the building is being maintained. In case building is not on the books of any

Signature

Section I: Administrative Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
			Collector	₹ 75,000 Per building	works department then petty/minor original works would be carried out by the department concerned (who owns the building) as per PWD norms. (ii) This power does not authorize minor original works for the Government buildings used for residential purposes. (iii) Minor original works should be in tune with the existing construction of building. (iv) Proper justifications should be recorded in the sanction letter of all minor original works for the type of works included in it.
1.8.	FD Memo No. 81/R-1703/4/B-1/2011 dt.18/01/2012	Continuance of temporary plan posts.	Administrative Department with consent of Competent Finance Committee	Full Powers	
1.9.	FD Memo No. 81/R-1703/4/B-1/2011 dt.18/01/2012	Continuance of temporary non plan posts.	Administrative Department	Full Powers	(i) Departments which have reduced the number of posts by 30% or for which Council of Ministers have given exemption can sanction continuance of temporary non plan posts for the first time for a period of five years. (ii) For departments which have not reduced the number of posts by 30% or have not received an exemption from Council of Ministers, approval of Council of Ministers will be required.
1.10.		Sanction expenditure under plan through other Government agencies/ registered non government organisations for execution of departmental activities/	Administrative Department	Full Powers	Subject to approval of competent Finance Committee.

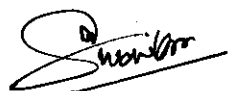


Section I: Administrative Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		departmental work/ consultancy services.			
1.11.		Declare an officer as Drawing and Disbursing officer.	Head of Department	Full Powers	(i) Subject to an officer being declared as head of office by Administrative Department. (ii) Prior concurrence of Commissioner, Treasuries and Accounts, Madhya Pradesh, Bhopal
			Collector	For six months	In case of an urgency for a period of not more than 6 months.
1.12.	M.P.F.C. Vol-II Appendix 6(64-A)	Secret Service Expenditure.	Head of Office	Full Powers	When an allotment is placed at the disposal of an officer for secret services, the officer concerned will maintain a contingent register in the prescribed form in which the date and amount of each contingent bill be entered with a note of the progressive expenditure. With in the allotment the officer may draw bills for such sums as may be necessary. Such bills will not be supported by vouchers. Sanctioning authority should personally ensure strict compliance of instructions contained in MPFC Vol-II. Appendix-6(64-A).
1.13.		Power to abolish sanctioned post.	Administrative Department	Full Powers	
1.14.		Power to declare government servants as surplus.	Administrative Department	Full powers in respect of gazetted officers.	Details of the government servants declared surplus/to be declared surplus should be submitted to the General Administration Department as early as possible.



Section I: Administrative Matters

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
			Head of Department	Full powers in respect of non-gazetted government servants	



SECTION – II

Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

2. Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

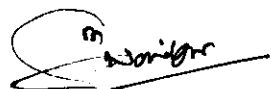
Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
2.1.	MPFC Vol-I Rule 93 FD Memo No.G-62/1/95/C/IV dt.20-1-95; MPFC Vol-I Rule 90-92 and 94 FD Memo No. G-62/1/95/C/IV dt. 20-1-95	To investigate and sanction claims to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for more than one year and are not time barred in accordance with the prevailing rules.	(i) Head of Office (ii) Controlling Officer in the case of personal claims of Head of Office	Full Powers Full Powers	(i) These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant. (ii) The reasons for delay should be recorded in sanction letter.
2.2.		Power to grant permission for presentation of bill in respect of Medical Reimbursement after the prescribed time period.	Head of Office	Full Powers	(i) These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant. (ii) The reasons for delay should be recorded in sanction letter.
2.3.	MPFC Vol-I Rule-282	To fix the amount of security required from staff under their control.	Head of Office	Full Powers	It should be at least equal to the highest amount expected to remain in personal custody minus monthly salary of the staff concerned.
2.4.		Sanction refund of auction proceeds in case of sales which are not confirmed subsequently.	Authority competent to confirm the sale.	Full Powers	
2.5.		To sanction refund of wrong or excess credit.	Head of Office	Full powers	Provided: i) Each claim is supported by treasury certificate of original credit and its non payment. ii) The claim is submitted within one year of original credit.

Signature

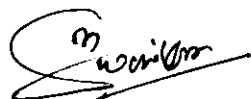
Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
					iii) It is clearly established that it was a case of wrong or excess credit.
2.6.		Sanction advance to Government Servants for I. purchase of plot/house, II. construction/ repair/alteration in a house for residential purposes III. Purchase of Motor Cars IV. Purchase of computers	Head of Department	Full Powers	
2.7.		Sanction advance to Government Servants for I. purchase of motor cycle /scooter/cycle II. festival advance III. grain advance IV. pay and travelling allowances on transfer	Head of Office	Full Powers	
2.8.	MPFC Vol-I Rule-271 FD Memo No. G-3/1/96/C-IV dt. 28/3/96	Sanction advance to Government servants on tours.	Head of Office	Full Powers on his/her signature if	(i) Subject to the condition that a second advance would be given only after the first advance has been adjusted in full.



Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
				he/she is counter-signing officer or on the signature of the controlling officer.	(ii) The advance would be limited to estimated expenses as per applicable Travelling Allowance Rules.
2.9.	MPFC Vol-I Rule-269 FD Memo No. G-3/1/96/C-IV dt. 28/3/96	Sanction advance to Government servants for proceeding on deputation outside India for a period of one month or more.	Head of Office	Advances covering more than one month salary but less than twelve month salary	Subject to condition in Madhya Pradesh Financial Code Vol-I Rule-269.
2.10.	MPFC Vol-I Rule-274	Sanction advance for law suits to which Government is a party.	Head of Office	Full Powers	Where existing instructions/norms are not sufficient to cover the costs, approval of law department is required.
2.11.	FD Memo No. G-3/2/94/C/IV dt. 8-12-94	Power to Sanction medical advance.	Head of Department	Upto 80% of the amount of estimated expenditure as prescribed by Public Health and Family Welfare Department or Medical Education Department.	Subject to instructions issued by the Public Health and Family Welfare Department, Medical Education Department and conditions laid down in Finance Department Memo No. G-3/2/94/C/IV dt.8/12/94
2.12.	MPFC Vol-I Rule - 280-A FD Memo	Sanction advance to State Government Employees and	Head of Office	Full Powers	1.Subject to the approval of leave travel concession by the competent authority.



Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
	No. 1342/CR/ 2554 / IV/R-I / 72 / dt. 7-11-72 and No. 1536/4107/82/ R-II/IV, dt. 29-11-82	All India Service Officers serving in the State (including self) on account of leave travel concession.			2. Subject to limits prescribed in the Leave Travel Concession (LTC) Rules and All India Services LTC Rules.
2.13.		Power to sanction advance to incur non-recurring contingent expenditure.	Head of Department	Full powers.	(i) The advance shall be adjusted within three month of its sanction failing which interest @12% per annum will be recoverable from the employee. (ii) List of items of non-recurring contingent expenditure for which advances can be sanctioned is given in Appendix 2A&2B.
2.14.	MPFC Vol-I Rule-102	Fix limits on permanent advance.	Administrative Department	Full Powers	Subject to condition in Madhya Pradesh Financial Code Vol-I Rule-102.
2.15.	F.D.Memo No. 114/IV/R-3 dt. 24-1-57 and No. 2434-/CR 1354 / IV/V dt. 17-11-61	Sanction advance to meet travel expenses for conveyance of family and personal effects of Government servant who died while in service.	Authority competent to countersign Travelling Allowance claims.	Full Powers	Subject to the observance of prescribed conditions and orders.
2.16.	M.P. Travelling Allowance Rules, FD Memo No. D698/2611/88/R-I/IV dt. 30-11-88 FD Memo No. F-A-1-1/94/R-1/IV dt. 3-8-94	Sanction reimbursement of cancellation charges for air, rail and bus tickets.	Controlling Officer	Full Powers	(i) Subject to approved tour program. (ii) The circumstances and reasons for cancellation should be clearly recorded in the sanction letter.
2.17.	FD Memo No.2355/IV/R-II/72	Sanction ex-gratia payment to the family of a deceased Government	(i) Head of Office in respect of staff in his/her office.	Full Powers	Subject to the rules and instructions issued by Government from time to time.



Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
	dt.14-11-72,No.2146/R/2/4 dt. 10-12-82, No.D-194/2547/87 /R-2/-IV dt. 27-2-88 & No.25/45/99 PWC/ IV/ dt.10-9-99	Servant.	(ii) Controlling officer in case of Head of Office	Full Powers	
2.18.	FD Memo No.299/CR/1795/IV/R-V/ 68 dt. 7-2-69 and No.E-17/1/79/IV/R-V dt. 12-12-79	Make payment of decretal dues.	Administrative Department Head of Department	Full Powers ₹ 2.00 lakhs	Subject to the condition that the decretal amount is paid through the Court and all legal remedies have been duly examined and exhausted.
2.19.	S.R. 396 of MPTC Vol. I	Power to grant permission for payments prior to verification of quality and quantity of materials/service in exceptional cases.			Provided that adequate safeguards have been taken to secure the Government against all losses in the event of the material/service being found short/ defective or being not supplied at all.
		(i) Where the supplier is Government organization	Head of Department	Full powers	
		(ii) Where the supplier is Semi Government organization	Administrative Department	Full powers	
2.20.		Payment of customs duty and other expenses in respect of imported items.	Head of Office	Full Powers	
2.21.		To sanction expenditure on suits filed by the Government and on defense of suits filed against the Government including hiring of private counsels.	Administrative Department	Full powers.	If expenditure exceeds the norms prescribed for government lawyers by the Law and Legislative Affairs Department, then sanction is to be issued after due consultation with the Law and Legislative Affairs Department.



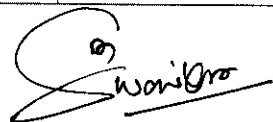
Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
2.22.	MPFC Vol-I Rule-100	Sanction expenditure on demurrage and wharfage charges.	Head of Office	Full Powers	(i) Immediate action should be taken regarding payment of such charges so that they do not increase due to delay in taking decisions. (ii) Whenever such payment is made, an enquiry should be ordered for fixing responsibility and appropriate disciplinary action should be taken including recoveries where there is a prima facie case of wilful negligence resulting in such loss.
2.23.	FD Memo No. 347/684/2002/IV/R dt. 5.6.2002	Power to sanction scrutinized (which have been duly approved by Finance Department) new grants-in-aid to educational, technical or sports institutions, non-government organizations and voluntary agencies.	(i) Administrative Department	Up to ₹. 10.00 Lakh per year per agency	Subject to (i) If grant is being given for the first time, rules regarding inclusion of new item in the budget need to be followed. (ii) Availability of the audited statements of accounts; (iii) Fulfilment of other conditions laid down in the grant-in-aid rules of the department.
			(ii) Head of Department	Up to ₹. 5.00 Lakh per year per agency	
2.24.		Power to sanction continuation of grants-in-aid (except new grant) to educational, technical or sports institutions, non-government organisations and voluntary agencies in those cases where there is no change in the scope of activity or the strength of employees for which grant is claimed.	Head of Department	Full powers	Subject to availability of the utilisation certificate for the last year, audited statements of accounts for the period and other conditions laid down in the grant-in-aid rules of Financial Code Volume I and rules of the department.
2.25.		Sanction expenditure on establishment of Leased Line/	Administrative Department	Full Powers	Sanction of leased line/VPN to be issued after due consultation with the Department of



Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
		Virtual Private Network			Information Technology.
2.26.		Power to appoint legal advisor/ standing counsel.	Administrative Department	Full Powers	Legal advisors may be appointed on a fixed retention fee with additional payment for advice per case. Payment rates should not exceed those payable to Deputy Advocate General
2.27.	FD Memo No. F 11-10/2012/Rule/IV dated 6/10/2012	Power to appoint External Advisors.	Administrative Department	Up to ₹ 15 lakhs per year	
2.28.	FD Memo no. 649/899/2010/Rule/4 dated 30/04/2010	Honorarium to Information Technology Experts.	Head of Department	Up to ₹ 3 lakhs per year	Honorarium should not be more than ₹ 5000/- per day for any person limited to ₹ 50,000/- per month per person.
2.29.		Charges for development of customized application software.	(i) Administrative Department	Full Powers	Project to be approved by the committee as per GAD circular F-19/68/2003/1/4 Dated 05/06/2003 to approve IT projects of value more than ₹ 1 crore.
			(ii) Head of Department	Up to ₹ 50.00 Lakh per year	
2.30.	MPFC Vol-II Appendix-6(67) Revenue Department Memo No. 11274/CR-169/VII/Estt. 63 dt. 29-10-63	Sanction purchase of stationery from sources other than Government press.	Head of Office	Full Powers	
2.31.	MPFC Vol-I Rule-100	Sanction expenditure on installation of new Telephone.	Administrative Department	Full Powers	
2.32.		Power to incur expenditure on the salaries and allowances of government servants declared	(i) Administrative Department	Up to 3 Years	
			(ii) Drawing and Disbursing	Up to 3 months.	

 Sanjay

Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
		surplus.	Officer		
2.33.		Sanction of expenditure under Externally Aided Projects.	State Level Project Implementation Agency	Full powers.	Subject to item wise approval by the empowered committee constituted as per the terms and conditions prescribed by the external aid agency
2.34.		Sanction of expenditure under the Central Finance Commission grants for specific purposes.	Administrative Department	Full powers.	Subject to item wise approval by the empowered committee.
2.35.	F.D.Memo No. B-I-76-R-II-IV dt. 17-4-76	Sanction of honorarium for setting up of papers and valuation of various departmental examinations.	Head of Department	Full Powers	As per prescribed rates.
2.36.	MPFC Vol-I Rule-104	Countersign detailed contingent bills.	Controlling Officer	Full Powers	
2.37.		Sanction of encashment of earned leave at the time of retirement or after death while in service.	Controlling Officer	Full powers	
2.38.		Sanction outsourcing of security, cleaning & upkeep, photo copying and typing services.	Head of Department	Full powers.	

S. Swain

SECTION – III

Contingent Expenditure

3. Section III: Contingent Expenditure

Section III: Contingent Expenditure					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
3.1.	MPFC Vol-I Rule-100	Sanction recurring contingent expenditure.	Administrative Department	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 1.A: List of Items under Recurring Contingent Expenditure (For 3.1 Administrative Department)
			Head of Department	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 1.B: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Department)
			Head of Office	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 1.C: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Office)
3.2.		Sanction non-recurring contingent expenditure.	Administrative Department	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 2.A: List of Items under Non Recurring Contingent Expenditure (For 3.2 Administrative Department)
			Head of Department	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 2.B: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Department)
			Head of Office	Full Powers	Refer the list of eligible contingent expenditure given in Appendix 2.C: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Office)
3.3.		Sanction other contingent expenditure not specified elsewhere.	Administrative Department	Full Powers	
			Head of Department	Upto ₹ 1.00 Lakh per year	



Section III: Contingent Expenditure

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
			Head of Office	Upto ₹ 10,000/- per year	



SECTION – IV

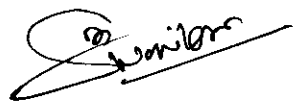
Sales, Auction, Write-off and Disposals

4. Section IV: Sales, Auction, Write-off and Disposals

Section IV: Sales, Auction, Write-off and Disposals					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
4.1.	MPFC Vol-I Rule-163 M.P. works department Manual Vol-I	Dismantling of Government Building.	(i) General Administration Department	Full Powers	(i) Subject to certification from the Collector as required by General Book of Circulars III-8 and Public Works Department that, building is not wanted by another Department, could not conveniently be utilised for any public purposes, and is not of archaeological importance. (ii) Capital cost as per Works department manual.
			(ii) Head of Department/ Divisional Commissioner	Upto capital cost of ₹50.00 Lakh	
			(iii) Collector	Upto capital cost of ₹10.00 Lakh	
4.2.	MPFC Vol-I Note3 below Rule 240	Power to write off advance for purchase of plot / house or for construction of house and / or interest thereon in case of deceased government servant outstanding for recovery on the date of death.	Head of Department	Full Powers (except for All India Service Officers)	(i) Subject to conditions laid down in Finance Department Memo No. G-3/1/95/C/IV dated 8/2/95. (ii) The write-off will not include liability on account of dues for non payment of principal and interest during the Government servant's lifetime.
4.3.	MPFC Vol-II Rule-54 to 56	Powers to write off (i) Irrecoverable value of stores including deficiencies. (ii) Loss of public money. (iii) Irrecoverable revenue.	(i) Administrative Department	Full Powers	(i) Finance Department and Accountant General to be informed within 24 hours of its knowledge by the concerned authority about the loss and reason for the same. (ii) If the loss discloses a defect in the system / procedure / rules which need to be changed by Finance Department for avoiding repetition of similar losses, such cases must be referred to Finance Department and Accountant General, Madhya Pradesh prior to write-off.
			(ii) Head of Department	₹ 1.50 Lakh for each item / case	

S. Navin

Section IV: Sales, Auction, Write-off and Disposals					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
					<p>(iii) Value of stores shall be the cost of the item as recorded in the books at the time of purchase.</p> <p>(iv) Irrecoverability of revenue will have to be declared by a committee constituted for this purpose by the administrative department, after following the norms prescribed for the purpose.</p> <p>(v) An enquiry should be ordered for fixing responsibility, and appropriate disciplinary action should be taken including recoveries where there is a prima facie case of negligence or misappropriation resulting in such loss.</p> <p>(vi) Case would mean a decision on similar type of articles to be written off.</p>
4.4.	MPFC Vol-I Rule-141	Write off of unserviceable articles of dead stock.	(i) Administrative Department	Full powers	<p>(i) Unserviceability of the article is to be certified by a committee of three officers appointed by the concerned office. Normally such a committee should include a technical person wherever technical inputs are required for the purpose.</p> <p>(ii) Value of stores shall be the cost of the item as recorded in the books at the time of purchase.</p> <p>(iii) All articles to be replaced should be compulsorily declared unserviceable.</p>
			(ii) Head of Department / Divisional Commissioner	₹ 10.00 lakh per year	
			(iii) Head of the district level office	Upto ₹ 1 lakh per year	
4.5.	MPFC Vol.-I Rule-54	Write off of losses or irrecoverable value of stores in theft cases where it has been established that	(i) Administrative Department	Upto ₹ 6.00 lakh in each case	(i) Value of stores shall be the cost of the item as recorded in the books at the time of purchase.



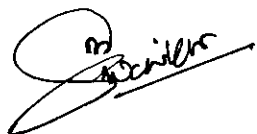
Section IV: Sales, Auction, Write-off and Disposals

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
		recovery of stores is not possible.	(ii) Head of Department / Divisional Commissioner	Upto ₹ 3.00 lakh in each case	ii) An enquiry should be ordered for fixing responsibility and appropriate disciplinary action should be taken including recoveries where there is a prima facie case of negligence or misappropriation resulting in such loss.
			(iii) Collector, Regional /Divisional Officer	Upto ₹75,000/- in each case	
			(iv) Head of the district level office	Upto ₹30,000/- in each case	
4.6.	MPFC Vol-I Rule- 54	Write off of irrecoverable decretal dues.	(i) Administrative Department	Upto ₹ 3.00 lakh in each case.	Provided irrecoverability has been established on record without any doubt.
			(ii) Head of Department	Upto ₹ 1.50 lakhs in each case.	
4.7.	MPFC Vol-I, Rule-139, MPFC Vol-II Appendix 15 FD Memo No. 8/382-IV-12-V/7 dt.3-1-72 & No. 842/156-IV -R-V/72 dt. 3-6-72	Write off of infructuous expenditure due to abandonment of work.	Administrative Department	Full Powers	(i) Subject to conditions given in Madhya Pradesh Financial Code Vol I rule 139. ii) An enquiry should be ordered for fixing responsibility and appropriate disciplinary action should be taken including recoveries where there is a prima facie case of wilful negligence or misappropriation resulting in such loss.
4.8.		To write off grain and festival advance in the event of death before full recovery.	Head of Office	Full Powers	



Section IV: Sales, Auction, Write-off and Disposals

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
4.9.		Power to dispose off written off articles of dead stock and other stores by public auction, tender or any other procedure prescribed by the Government.	(i) Head of Department	Full Powers	(i) Upset price should be decided before disposal. (ii) Upset price should be determined by a committee of three officers appointed by the concerned office. Normally such a committee should include a technical person wherever technical inputs are required in writing off of items. (iii) Value of stores shall be the cost of the item as recorded in the books at the time of purchase. (iv) The limit prescribed is cumulative of all cases sanctioned by authority mentioned in the power during the year. (v) The written off articles to be disposed off by inviting sealed tenders/public auction in the prescribed manner.
			(ii) Collector/ Regional / Divisional Head	Upto ₹ 20.00 lakh per year	
			(iii) District level Head of Office	Upto ₹ 5.00 Lakh per year	
4.10.		Power to dispose off surplus articles/stores by transfer to other departments or any other procedure prescribed by the Government.	(i) Administrative Department	Full Powers	Value of stores shall be the cost of the item as recorded in the books at the time of purchase.
			(ii) Head of Department	Up to ₹ 5.00 Lakh per year	
4.11.	Transport Department Memo No.22 /9/83/8 dt.17-6-83	Powers regarding condemnation and auction of old Departmental Vehicles.	(i) Head of Department	In case of Vehicles at headquarters of Head of Department	1. The Vehicle will be examined first by the State Garage Superintendent or Inspector of Transport Department 2. A committee consisting of 2 members:



Section IV: Sales, Auction, Write-off and Disposals					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1	2	3	4	5	6
			(ii) All Commissioners of Divisions	In case of Vehicles of other places.	<p>(A) At Head Quarter :-</p> <p>(i) Head of Department or his/her nominee not below the rank of Deputy Director.</p> <p>(ii) Executive Engineer in charge of E&M Division of Public Works Department or Water Resources Department.</p> <p>(B) At other places :-</p> <p>(i) Commissioner or his representative not below the rank of Deputy Collector.</p> <p>(ii) A representative of E&M. division of Public Works Department or Water Resources not below the rank of Executive Engineer will declare vehicle unserviceable and fix its upset price.</p> <p>(iii) The vehicles will be disposed off by inviting sealed tenders/public auction in the prescribed manner.</p>

Signature

SECTION – V

Purchase of Goods and Services

5. Section V: Purchase of Goods and Services

Section V: Purchase of Goods and Services					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
5.1.	MPFC Vol-I Rule-116	Sanction purchase of spare parts, accessories and other equipment for working of machines (excluding transport vehicles of the department).	(i) Head of Department (ii) Collector/ Head of Office	Full Powers Up to ₹. 50,000/- per year	
5.2.	MPFC Vol-I rule-100 & Vol-II appendix-6 para 28	Purchase of office supplies and equipment.	(i) Administrative Department (ii) Head of Department (iii) Head of Office	Full Powers Up to ₹ 10.00 lakh in a year. Up to ₹ 1.00 lakh in a year.	Detail of items given in Annexure 3
5.3.		Sanction purchase of new computer hardware and peripherals for a project.	(i) Administrative Department (ii) Head of Department	Full powers Upto ₹ 20.00 lakh in a project	(i) This does not include furniture and Air-conditioner. (ii) The project for which new computer hardware and peripherals are being purchased should be approved as new item of expenditure
5.4.		Sanction purchase of new computer hardware and peripherals for normal official use.	(i) Administrative Department (ii) Head of Department	Upto ₹ 25.00 lakh per year Upto ₹ 10.00 lakh per year	

Signature

Section V: Purchase of Goods and Services					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
5.5.	Transport Department memo no.F-22-/10/2006/viii/ dt. 12-12-06 & Home Department Memo No. 22/61-/82/8 dt.31-01-83 Transport Department Memo No. F 22-157/99/ viii / dt.30.12.99.	Sanction purchase of consumable stores e.g., petrol oil, lubricants.	Head of Office	Full Powers	As per norms prescribed by Government from time to time.
5.6.	MPFC Vol-II Appendix-6(29)	Purchase of furniture and crockery for Government Rest Houses.	Head of Department	As per prescribed Scales	The scales of furniture and crockery prescribed in Works Manual for inspection bungalows of the Public Works Department shall be the limit for all Rest Houses.



SECTION – VI

Maintenance & Repair

6. Section VI: Maintenance & Repair

Section VI: Maintenance and Repair					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
6.1.	M. P. works department Manual 1983 Vol.1 Chapter II Section 9	To accord sanction for maintenance/repair of Government office buildings. This includes Sanitary fitting, Water supply and Electrical installations and their repairs.	(i) Head of Department (ii) Collector (iii) Head of Office	Full Power Upto ₹ 1 lakhs per building Upto ₹ 50,000 for whole year	1. Subject to PWD norms for such repairs. 2. Special repair should be carried out by respective works department on whose books the building is being maintained. 3. In case building is not on the books of any works department then special repairs would be carried out by the concerned department (who owns the buildings) as per P.W.D. norms.
6.2		Sanction repairs to office equipment.	(i) Head of Department (ii) Head of Office	Full Powers Full Powers	Refer Appendix 3: List of Items under Office Supplies and Equipment.
6.3	MPFC Vol-II Appendix-6 (27)	Sanction repairs to plant, machinery and equipment.	(i) Head of Department (ii) Collector (iii) Head of Office	Full Powers Up to ₹ 1.00 lakh per job Upto ₹ 25,000/- per job	Cost of repair during a year should not exceed the norms prescribed for it, but in no case 25% of replacement value of the machinery/equipment.
6.4	Home Department Memo No. 17/10-78 2A (2) dt. 25-11-78 & Transport Department Memo No. 22/12/8/83, dt.30-7-83	Sanction Expenditure on maintenance and repairs of Government vehicles. (i) Repairs of Vehicles.	Head of Office	₹ 20,000/- p.a. for Vehicles below 1200 cc petrol engines and below 1500 cc diesel	(i) For a new vehicle, during first year and second year of its induction, the expenditure shall be limited to 50% and 75% of the norms as prescribed in Col 5 (ii) Under unavoidable circumstances if expenditure exceeds the limit, sanction of the next higher authority should be obtained which

S. S. S. S.

Section VI: Maintenance and Repair					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
				engines ₹30,000/- p.a. for Vehicles above 1200 cc petrol engines and above 1500 cc diesel engines	however will be limited to the extent of budget provision. (iii) No repairs costing more than the annual prescribed limit shall be undertaken on a vehicle which is planned to be written off during next 6 months (iv) No replacement of battery/tyre/ tyre tubes is to be carried out if the vehicle is planned to be written off during next 6 months.
		(ii) Purchase of Tyre-Tubes & batteries.	Head of Office	Full Powers	Subject to the condition that in case of tyres and tubes the specified mileage and in case of battery, the specified period is completed. In case, due to unavoidable circumstances expenditure on tyres/tubes and battery is to be incurred before completion of the above specified mileage/specified period, the next higher authority shall be competent to sanction the expenditure.

M. K. Kulkarni

SECTION – VII

Hiring & Leasing

7. Section VII: Hiring & Leasing

Section VII: Hiring and Leasing					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
7.1.	MPFC Vol-II Appendix-6-60	Sanction hiring of ordinary accommodation for office.	(i) Head of Department / Collector (ii) Head of Office	Full Powers ₹ 10,000/- per month	(i) Subject to certificate of reasonability of rent by Collector and non availability of Government building by Executive Engineer, Public Works Department. (ii) If part of building is used as residential accommodation by employee then amount equal to license fee of highest type of Government accommodation for which he is entitled, shall be deducted from the salary of concerned employee.
7.2.	MPFC Vol-I rule-100 FD Memo No. 978/R-1156/R-V/IV/80 dt. 10-9-80	Sanction hiring of hall/ furniture and other services for conducting specific events like examination/ seminars/ workshops/ training.	Head of Office	Full Powers	Only in premises owned by Government /Semi Government /Government Aided Institutions /State and Central Public Sector undertakings.
7.3.		Hire/Lease of Computer hardware and Computer Peripherals.	Head of Department	Full Powers	(i) Subject to condition that computer is hired/ leased against item not purchased/declared unserviceable. (ii) Annual payment on account of hiring/ leasing of computer should not exceed 40% of the purchase cost of a new computer.

S. Swain

SECTION – VIII

Budget Matters

8. Section VIII: Budget Matters

Section VIII: Budget Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
8.1.	<p>FD Memo No. 867/ R-840 IV/ B-1/08 dt 5-12-08</p> <p>FD Memo No. 288/ R-707 IV/ B-1/07 dt 15-03-07</p> <p>FD Memo No. 948/ R-247 IV/ B-1/06 dt 30-11-06</p> <p>FD Memo No. 253/ R-213 IV/ B-1/2012 dt 13.2.2012</p>	Re-appropriation of funds within the same grant.	Administrative Department	Full Powers	<ol style="list-style-type: none"> 1. No Re-appropriation should be made from Voted expenditure to Charged expenditure and vice-versa; Capital Section to Revenue Section and vice-versa; one demand number to another. 2. No Re-appropriation may be made, to meet expenditure upon some new services not provided in the budget. No re-appropriation can be made into any head of account with zero budget provision. 3. No re-appropriation shall be made from Plan to Non-plan and vice-versa; 4. No re-appropriation shall be made from unutilised plan allocation of past quarters. 5. Re-appropriation amount will not exceed minimum of 50% of Budget Allocation in either of the schemes under consideration in that particular demand from/to which re-appropriation is carried out or ₹ 5 crores whichever is less. 6. Only one re-appropriation under any scheme will be allowed in one financial year. 7. No re-appropriation shall be made from expenditure head directly



Section VIII: Budget Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					<p>related to any Revenue receipts.</p> <p>8. To re-appropriate amounts allocated from one department to other department in same demand, consent of concerned departments, Finance department and State Planning Commission (for plan) will be required. In case of TSP/SCSP such orders will be issued by SC/ST welfare department.</p> <p>9. No re-appropriation shall be carried out from funds allocated for expenditure under the head "suspense" in the grants relating to the works departments.</p> <p>10. No re-appropriation shall be made from schemes financed from Reserve Funds, Central Sector Schemes, Centrally Sponsored Schemes, Externally Aided Projects, Loans from Financial Institutions (NABARD etc.) to any other scheme.</p> <p>11. No re-appropriation shall be made from the Object heads of Salary, Wages, Office Expenses, Examination & Training, Inter Account Transfer, Other charges/Miscellaneous expenses and Payment for Professional Services.</p> <p>12. No re-appropriation shall be made to</p>

Signature

Section VIII: Budget Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					<p>detail heads of Purchase of Office Furniture, Purchase of New Vehicles, Replacement of vehicles, Medical reimbursement, Other Allowances, Other contingencies, Other Charges and others.</p> <p>13. For any relaxation on the points 3 to 12 above, prior consent of Finance Department will be required and same shall be mentioned in the order.</p>
8.2.	FD Memo No. 253/ R-213 IV/ B-1/2012 dt 13.2.2012	Re-appropriation between detail heads within the same scheme and Object Head.	Budget Controlling Officer (BCO)	Full Powers	All other conditions mentioned in 8.1 above shall also be followed
8.3.	FD Memo No. 253/ R-213 IV/ B-1/2012 dt 13.2.2012	Re-appropriation of funds within demand of grants related to tribal sub plan (TSP) and scheduled caste sub plan (SCSP)	Schedule Caste and Schedule Tribe Welfare Department	Full Powers	<p>1. No re-appropriation should be made from Voted expenditure to charged expenditure and vice-versa; Capital Section to Revenue Section and vice-versa; one demand number to another.</p> <p>2. No re-appropriation may be made to meet expenditure upon some new services not provided in the budget. No re-appropriation can be made into any head of account with zero budget provision.</p> <p>3. No re-appropriation shall be made from Plan to Non-plan and vice-versa.</p> <p>4. No Re-appropriation shall be made from unutilised plan allocation of past quarters.</p>

Signature

Section VIII: Budget Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					<p>5. Only one re-appropriation for any scheme will be allowed in one financial year.</p> <p>6. No re-appropriation shall be made from expenditure head related to funds or directly related to any Revenue receipts.</p> <p>7. To re-appropriation from one department to other department within same demand number, consent of concerned departments, Finance Department, and State Planning Commission will be required.</p> <p>8. No re-appropriation shall be carried out from funds allocated for expenditure under the head "suspenses" in the grants relating to the works departments.</p> <p>9. No re-appropriation shall be made from schemes financed from Reserve Funds, Central Sector Schemes, Centrally Sponsored Schemes, Externally Aided Projects to any other scheme.</p> <p>10. No re-appropriation shall be made to from the Object Heads of Salary, Wages, Office charges/Miscellaneous expenses and Payment for Professional Services.</p> <p>11. No re-appropriation shall be made to of</p>

 *W. Chidambaram*

Section VIII: Budget Matters					
Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					<p>details heads of Purchase of Office Furniture, Purchase of New Vehicles, Replacement of Vehicles, Medical reimbursement, Other Allowances, Other contingencies, Other Charges and others.</p> <p>12. For and relaxation on the points 3 to 11 above, prior consent of Finance Department will be required and same shall be mentioned in the order.</p>
8.4.		Financial sanction under the plan schemes included in the budget.	(i) Administrative Department	Full Powers	Subject to recommendation of relevant Finance Committee and approval of Competent authority therein as mentioned in the FD Memo No. 81/R-1703/IV/B-1/2012 dt. 18.1.2012.
			(ii) Head of Department	₹ 10.00 crore	
8.5.		Financial sanction under Non-Plan schemes for implementation of items included in the budget after due scrutiny by the Finance Department.	Administrative Department	Full powers	
8.6.	<p>FD Memo No. 309/6164/R-5/IV/-89 dt. 12-6-90</p> <p>FD Memo No. 81/R-1703/IV/B-1/2012 dt. 18.1.2012</p>	Continuation of Plan Schemes during plan period.	Administrative Department	Full Powers	Subject to recommendation of relevant Finance Committee and approval of competent authority therein as mentioned in the FD Memo No. 81/R-1703/IV/B-1/2012 dt. 18.1.2012



SECTION – IX

Miscellaneous Items

9. Section IX: Miscellaneous Items

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
9.1.	M.P.F.C. Vol-II. Appendix-6(56)	Get printing work done through local private press in urgent and emergent cases.	(i) Administrative Department (ii) Head of Department (iii) Head of Office	Full powers ₹ 10.00 lakh in a year and ₹ 1.00 lakh in each case ₹ 1.00 lakh in a year	Subject to the condition that:- (i) No objection certificate has been issued by the concerned Government Press clearly mentioning its inability to print within the specified time or print according to the required specifications. (ii) The rates are competitive and obtained by inviting sealed tenders/quotations.
9.2.	FD Memo No.1984/2248/IV/R-3/IV dt. 15-12-78	Direct Government press to print special forms peculiar to a Department, except new forms which are required to be standardised.	Head of Department	Full Powers	
9.3.	Printing and Binding rules 1957 para 6, 24 & 36	Direct Government press to print literature, pamphlets and leaflets.	(i) Head of Department (ii) Head of Office	Full Powers Upto ₹ 1 lakh in a year.	
9.4.	Printing and Binding rules 1957 rule -42 to 44	Get binding work done through local press/book binders in emergency.	Head of Office	Full Powers	Subject to the condition that:- The rates are competitive and obtained by inviting sealed tenders/quotations.
9.5.	F.D. Memo No.1644 / 4109 / 82/ R-I/IV dt. 17-12-82	Travelling allowance to Government servant retiring from service to return to home town or at any other place, whichever is less where he/she wants to settle	Authority competent to countersign his or her Travelling Allowance claims.	Full Powers	



Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		down after retirement.			
9.6.	FD Memo No. G-3/2/94/C/IV dt. 9-1-95	To permit travel by air on medical advice in exceptional cases.	Head of Department	Full Powers	(i). Subject to the recommendation of the committee setup by the Public Health and Family Welfare Department Memo No.1-15/94/-15/-Med-4 dt 21/11/94. (ii) Permission to travel by air for medical treatment would also be required for those who are otherwise entitled to travel by Air.
9.7.	Home Department Memo No. 2198/-CR-116/II-A(3) dt.18-05-64 and No.5049/6241 /II-A dt.17-11-78	Sanction clothing and other utility items such as umbrellas, bicycles and raincoats to Class IV government servants.	Head of Office	As per scales prescribed by State Government.	
9.8.	MPFC Vol-II Appendix-6(7) (i)	Supply of Camp equipments.	Head of Department	As per prescribed Scales	
9.9.	MPFC Vol-II Appendix-6(59)	Rain gauges and their platforms.	Collector/ Commissioner of Land Records/ Works Departments/ Director, Agriculture	Full Powers	
9.10.	MPFC Vol-II Appendix-6(61-A)	Rewards paid to persons whose names are not disclosed.	Collector/ District Superintendent of Police	Full Powers	Subject to condition in Madhya Pradesh Financial Code Vol-II Appendix-6(61-A)

S. W. W. W.

APPENDICES

Appendix 1.A: List of Items under Recurring Contingent Expenditure (For 3.1 Administrative Department)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1.A.1	GAD Memo No. 2317/345/1/4/ dt. 6-4-76 and No. 341/-1765/1/(4) 78 dt.21-1-80	Sanction expenditure on hosting lunch / dinner or other hospitality to delegates for apex level meetings/ conferences/committees.	Administrative Department	Full Powers	The norms of expenditure shall be limited to the rates applicable under Madhya Pradesh Tourism Development Corporation facilities for such services.



Appendix 1.B: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Department)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1.B.1	GAD Memo No. 4093/1/4/81 dt. 25-7-81	Sanction expenditure for refreshment served to members of meeting/ conferences / Committees.	Head of Department	Full Powers	(i) Admissible in the meeting / conference/ committee in which Government or non-government officials from outside the head quarter also participate. (ii) Expenditure for participants will be limited to the charges applicable for similar services in MPTDC facilities or at similar level, subject to the condition of maximum ₹ 20,000 per event
1.B.2		Sanction expenditure on Internet Charges (Data Usage)	Head of Department	Full Powers	The expenditure should be only on account of fixed and/or variable charges billed by the service provider on account of data usage and is not to be clubbed with telephone charges of the same service provider.

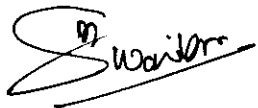


Appendix 1.C: List of Items under Recurring Contingent Expenditure (For 3.1 Head of Office)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1.C.1		Postage (including courier) and telephone charges.	Head of Office	Full Powers	
1.C.2		Obtaining of standard forms by indent on the Controller, Government Printing Press.	Head of Office	Full Powers	
1.C.3		All freight charges.	Head of Office	Full Powers	
1.C.4	MPFC Vol-II Appendix-6 (65)	Sanction section-writing and copying charges at piece work rates.	Head of Office	Full Powers	<p>(i) The Competent Authority should specify the rate, the appropriate number of words to be copied and the number of persons to do the job.</p> <p>(ii) no paid employee of the Government (regular, on contract, daily wage.) can be entrusted section writing work without the sanction of the Head of Department.</p> <p>(iii) It should be certified on the bill that the facilities available in the office were not adequate to get work done in the office and that it was essential to get it done on section writing basis.</p>
1.C.5		Sanction expenditure on Internet Charges (Data Usage).	Head of Office	₹ 20,000 per year for the whole office	<p>(i) The expenditure should be only on account of fixed and/or variable charges billed by the service provider on account of data usage and is not to be clubbed with telephone charges of the same service provider.</p> <p>(ii) This power is applicable for head of office at the level of district and above.</p>

Signature

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
1.C.6	F 3-1/2006/rule/IV Dated 24/06/2006 and 26/10/2007	Sanction Expenditure on Hiring of Vehicles for contingencies.	Head of Office	Full Powers	
1.C.7		Loading and unloading of goods.	Head of Office	Full Powers	
1.C.8		Payment of Rent, Rates and Taxes, Electricity and Water Charges.	Head of Office	Full Powers	
1.C.9	GAD Memo No. 4093/1/4/81 dt. 25-7-81	Sanction expenditure for refreshment served to members of meeting/ conferences / Committees.	Head of Office	₹ 6,000 per year	Admissible in the meeting /conference/ committee in which Government or non-government officials from outside the head quarter also participate.

 Swain

Appendix 2.A: List of Items under Non Recurring Contingent Expenditure (For 3.2 Administrative Department)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
2.A.1		Sanction expenditure on redeployment of personnel, machinery and other assets rendered surplus from one place to another within the State.	Administrative Department	Full Powers	

in
Waiver

Appendix 2.B: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Department)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
2.B.1		Sanction expenditure on organisation of workshops, seminars, exhibitions, fairs, campaign camps.	Head of Department	Full Powers	If venue of such function is private premises (Not owned/ controlled by a government /semi government agency or a public sector undertaking), for which rent and other service items including food served are to be paid partially or wholly from the consolidated fund of the state, then prior approval of finance department shall be required
			Collector	Full Powers	
2.B.2		Sanction expenditure on advertisement charges.	Head of Department	Full Powers	For the advertisement not routed through department of Public Relations or its agencies, consent of department of Public Relations will be required



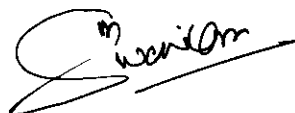
Appendix 2.C: List of Items under Non Recurring Contingent Expenditure (For 3.2 Head of Office)

New Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of Delegation	Conditions
2.C.1		Sanction expenditure for payment of rent to educational and other institutions for taking hall/ furniture/ service for conducting examination.	Head of Office	Full Powers	
2.C.2		Other charges e.g. Petty items needed for day to day running of office cost of which does not exceed Rs 500 per item.	Head of Office	Full Powers	
2.C.3	MPFC Vol-II Appendix-6(63)	Payment of Sales Tax/ VAT, other taxes and duties as applicable on Government purchases.	Head of Office	Full Powers	Subject to the certificate attached as required in S.R.289-A of M.P.T.C. Vol.-I and other regulation.
2.C.4		To incur expenditure for State Festivals on Independence Day and Republic day.	Head of Office	Full Powers	
2.C.5	Home Department Memo No. 3987-/2A (3) dt. 26-8-69 & No. 20/45/80/2 A(S) dt. 1-8-80	Sanction non-recurring charges on account of shifting of telephone.	Head of Office	Full Powers	
2.C.6		Sanction reconnection charges for disconnected telephones.	Head of Office	Full Powers	



Appendix 3: List of Items under Office Supplies and Equipment

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation			Conditions
			Purchase	Maintenance & Repair	Annual Maintenance Contract	
1.	Telephone equipments including cordless phones	Head of Office	Full Powers	Full Powers	NA	(i) All purchase to be made as per rules and instructions issued by the Government from time to time. All purchase orders/ sanction letters for purchase issued at the head of department level shall be signed by FA/ FC if he is posted with the department.
2.	Intercom equipments/ PABX	Head of Department/ Collector	Full Powers	Full Powers	Full Powers	
		Head of Office	NA	Full Powers	Full Powers	
3.	Electronic stencil cutters	Head of Department	Full Powers	Full Powers	NA	
4.	Dictaphones	Head of Department	Full Powers	Full Powers	NA	(ii) Cost of repair during a year should not generally exceed 25% of the cost of the item to be repaired.
5.	Fax machines	Head of Department/ Collector	Full Powers	Full Powers	Full Powers	
		Head of Office	NA	Full Powers	Full Powers	
6.	Copiers	Head of Department	Full Powers	Full Powers	Full Powers	
		Head of Office	NA	Full Powers	Full Powers	(iii) Maintenance contracts will be entered into only when the legal obligation of supplier regarding cost free maintenance /replacement is over.
7.	Air-conditioners	Head of Department	NA	Full Powers	Full Powers	
		Head of Office	NA	Full Powers	Full Powers	
8.	Computers and peripherals including Printers, Memory Space for Electronic Storage	Head of Department	Refer Section V	Full Powers	Full Powers	
		Head of Office		Full Powers	Full Powers	(iv) Wherever buyback schemes are available, they should be considered for reduction of costs.
9.	Furniture in own and subordinate offices	Head of Department	Full Powers	Full Powers	NA	
		Head of Office	NA	Full Powers	NA	
10.	Cash Boxes	Head of Office	Full Powers	NA	NA	
11.	Type writers	Head of Office	Full Powers	Full Powers	NA	(v) Any article offered by the supplier should be - If useable in the office, should be taken in the books and put to use by the office. - If not useable in the office, the discount in the cost equal to the value of the articles should be obtained from the supplier.
12.	Clocks & timepieces	Head of Office	Full Powers	NA	NA	
13.	Tents and camp furniture	Head of Office	Full Powers	Full Powers	NA	
14.	LCD Projector, overhead Projector, Film Projectors, display monitors	Head of Department	Full Powers	Full Powers	NA	
		Head of Office	NA	Full Powers		(vi) Any item, which can be easily obtained on rent/lease from the market, should be purchased only if value of rental/lease payment during its lifetime use in the office
15.	Curtains and furnishings	Head of Office	Full Powers	Full Powers	NA	
16.	Water Cooler/ purifiers	Head of Department/	Full Powers	Full Powers	Full Powers	



Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation			Conditions
			Purchase	Maintenance & Repair	Annual Maintenance Contract	
		Collector				<p>discounted @ 12% per annum exceeds its cost of purchase and expenditure in future maintenance and operation by atleast 20%.</p> <p>(vii) While purchasing any item, the objective of austerity in public expenditure should always be kept in mind. Therefore items, particularly furniture, furnishings, telephone equipments, etc. should not be unnecessarily expensive and should be of the quality expected at that level. Any item being purchased for replacement of existing equipment, furniture and/or furnishings should generally be of the quality similar to the one being replaced and not unnecessarily superior and expensive.</p>
17.	Fire extinguishers	Head of Office	Full Powers	Full Powers	Full Powers	
18.	Articles of dead stock including survey appliances and instruments	Head of Department	Full Powers	NA	NA	
19.	Calculating, punching and sorting machines	Head of Office	Full Powers	NA	NA	
20.	Bicycles for office	Head of Office	Full Powers	Full Powers	NA	
21.	Diaries and calendars, Books, publications and newspapers for officers, and maps and topo sheets	Head of Office	Full Powers	NA	NA	
22.	Umbrellas, water proof caps and rain coats	Head of Office	Full Powers	NA	NA	
23.	Stamp franking machine	Head of Department	Full Powers	NA	NA	
24.	Fans	Head of Office	Full Powers	Full Powers	NA	
25.	Air Cooler	Head of Office	Full Powers	Full Powers	Full Powers	
26.	Paper Shredder	Head of Department/Collector	Full Powers	Full Powers	NA	
27.	Binder, Laminator	Head of Department	Full Powers	Full Powers	NA	

LIST OF HEADS OF DEPARTMENTS

Appendix-4: List of Heads of Departments

List of Heads of Departments	
1.	Chief Secretary.
2.	Chairman, M.P. Public Service Commission.
3.	Secretary, Lok Ayukta.
4.	Chief Technical Examiner.
5.	Director General, Academy of Administration.
6.	Commissioner, M.P. Bhawan.
7.	Special Commissioner, Liasion and Coordination, New Delhi.
8.	Chairman, Human Rights Commission, Bhopal.
9.	Director General, State Bureau of Investigation of Economic Offences
10.	Secretary to the Governor.
11.	Director General of Police.
12.	Regional Inspector General of Police Jabalpur Zone.
13.	Regional Inspector General of Police Gwalior Zone.
14.	Regional Inspector General of Police Indore Zone.
15.	Regional Inspector General of Police Bhopal Zone.
16.	Commandant, General Home Guards.
17.	Director, Medico-Legal Institute.
18.	Director of Estates.
19.	Director, Sainik Welfare Board.
20.	Director, Prosecutions.
21.	Head of Department, State Garages.
22.	Inspector General of Prisons.
23.	Commissioner, Treasuries and Accounts.
24.	Director, Financial Management Information System.
25.	Director, Life Insurance.
26.	Director, Institutional Finance.
27.	Director, Pension
28.	Commissioner, Commercial Tax.
29.	Excise Commissioner.
30.	Inspector General of Registration.
31.	All Commissioners (of Divisions).
32.	President, Board of Revenue.
33.	Commissioner, Land Records and Settlement.
34.	Controller, Stationery and Printing.
35.	Relief Commissioner.
36.	Transport Commissioner.
37.	Director, Sports and Youth Welfare.
38.	Director, National Cadet Corps.
39.	Principal, Chief Conservator of Forests.
40.	Chief Conservator of Forests (Development).
41.	Chief Conservator of Forests (Production).
42.	Chief Conservator of Forests (Wild Life).
43.	Director, Social Forestry.
44.	Commissioner, Industries.
45.	Registrar of Firms and Societies.
46.	Director, Geology and Mining.
47.	Chief Engineer (Electrical Safety) and Chief Electrical Inspector.
48.	Commissioner, New and Renewable Energy, M.P. Bhopal
49.	Commissioner, Agricultural Marketing.

List of Heads of Departments	
50.	Director of Agriculture Engineer.
51.	Director of Horticulture and Farm Forestry.
52.	Cane Commissioner.
53.	Commandant General, Land Army.
54.	Registrar, Co-operative Societies.
55.	President, Industrial Court.
56.	Labour Commissioner.
57.	Director, E.S.I. Schemes.
58.	Director of Medical Education.
59.	Director of Medical Services.
60.	Commissioner, Public Health and Family Welfare.
61.	Director Epidemic Control.
62.	Director of Indian System of Medicines and Homeopathy.
63.	Controller, Food and Drugs Administration.
64.	Commissioner, Urban Welfare..
65.	Engineer-in-Chief, Public Works Department.
66.	Chief Engineer (North), Public Works Department.
67.	Chief Engineer (West), Public Works Department.
68.	Chief Engineer(East), Public Works Department.
69.	Chief Engineer (National Highways), Public Works Department.
70.	Chief Engineer (Central), Public Works Department.
71.	Chief Architect.
72.	Chief Engineer (Design and Investigations), Public Works Department
73.	Commissioner, Public Instruction.
74.	Director, State Council Educational Research & Training.
75.	Director, Adult Education.
76.	Legal Remembrancer
77.	President, Arbitration Tribunal
78.	Registrar, Arbitration Tribunal, Bhopal
79.	Chief Electoral Officer.
80.	Development Commissioner.
81.	Director, Panchayat and Social Welfare.
82.	Director, State Institute of Rural Development.
83.	Member-Secretary, State Planning Board.
84.	Director, Economics and Statistics.
85.	Director, Public Relations.
86.	Commissioner, Tribal Development.
87.	Director, Scheduled Castes Welfare.
88.	Commissioner, Backward Classes and Minority Welfare.
89.	Additional Commissioner, Tribal Area Development Planning.
90.	Director, Tribal and Harijan Research and Development Institute.
91.	Govt.-member of M.P. Scheduled Castes, Scheduled Tribes and Backward Classes Commission.
92.	Vice-Chairperson, Narmada Valley Development Authority.
93.	Rehabilitation Commissioner.
94.	Director of Food and Civil Supplies.
95.	Controller, Weights and Measures.
96.	Director, State Health Management & Communication Center, Gw
97.	Commissioner, Archaeology, Archives and Museums.

List of Heads of Departments	
98.	Director, State Languages and Culture.
99.	Director, Swaraj Sansthan, Bhopal
100.	Engineer-in -Chief, Water Resources Department, Bhopal
101.	Engineer-in -Chief, Bureau of Design (BODHI), Water Resources Department, Bhopal
102.	Commissioner, Land Acquisition and Rehabilitation, Bansagar Project, Water Resources Department, Rewa
103.	Chief Engineer, Operation and Maintenance, Water Resources Department, Bhopal
104.	Chief Engineer, Bainganga Basin, Water Resource Department, Seoni.
105.	Chief Engineer, Chambal Betwa Basin, Water Resources Department, Bhopal
106.	Chief Engineer, Narmada Tapti Basin, Water Resources Department, Indore
107.	Chief Engineer, Electrical and Mechanical. Water Resources Department, Bhopal
108.	Chief Engineer, Dhasan Ken Basin, Water Resources Department, Sagar.
109.	Chief Engineer, Ganga Basin, Water Resources Department, Rewa
110.	Chief Engineer, Rajghat Canal Project, Water Resources Department, Datia
111.	Chief Engineer, Yamuna, Water Resources Department, Gwalior
112.	Project Director, World Bank Projects, Water Resources Department, Bhopal
113.	State Water Resources Data Analysis Center (SWARDAC), President – Principal Secretary, Water Resources Department, Bhopal
114.	State Water Resources Authority (SWARA), President – Secretary, Water Resources Department, Bhopal
115.	Director, Command Area Development Directorate (CADA) (Chief Engineer, Water Resources – Additional Deputy Secretary, GOMP), Bhopal
116.	Chief Engineer (Electrical/Mechanical), Water Resources
117.	Chief Engineer, Bargi Dam.
118.	Chief Engineer, Bargi Canal.
119.	Chief Engineer, Upper Narmada Zone.
120.	Chief Engineer, Lower Narmada Zone.
121.	Chief Engineer, Narmada Sagar.
122.	Environment Commissioner.
123.	Administrator, Capital Project Administration
124.	Director, Town and Country Planning.
125.	Commissioner, Tourism.
126.	Engineer-in-Chief, Public Health Engineering Department.
127.	Chief Engineer (East), Public Health Engineering Department.
128.	Chief Engineer (West), Public Health Engineering Department.
129.	Chief Engineer (Decade), Public Health Engineering Department.
130.	In charge, Chief Engineer Public Health Engineering
131.	Chief Engineer, (E & M), Public Health Engineering
132.	Director, Veterinary Services.
133.	Director, Fisheries.
134.	Commissioner, Collegiate Education.
135.	Director, Employment and Manpower.
136.	Director, Technical Education.
137.	Additional Commissioner, Employment and Director of Manpower
138.	Director, Aviation.
139.	Commissioner, Gas Relief and Rehabilitation, Bhopal.
140.	Director, Claims for Bhopal Gas Victims.
141.	Commissioner, Women Empowerment.
142.	Commissioner, Child Development and Welfare.
143.	Commissioner, Handlooms.

List of Heads of Departments	
144.	Director Sericulture.
145.	Director, Small Scale Industries.
146.	Commissioner, Wakf.
147.	Advocate General, M. P. High Court, Jabalpur
148.	Additional Advocate General, M. P. High Court, Gwalior
149.	Additional Advocate General, M. P. High Court, Indore
150.	Secretary, State Election Commission
151.	Secretary, State Information Commission