

**GOVERNMENT OF RAJASTHAN**

**GENERAL FINANCIAL AND  
ACCOUNTS RULES**

**AMENDED UPTO 31.12.2010**

**DELEGATION OF FINANCIAL POWERS**

Part – III

## **DELEGATION OF FINANCIAL POWERS** **(Refer Rule 26 of Part-I of G.F.& A.R.)**

### **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 the public revenue except on legitimate 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 the introduction of a new principle or practice likely to lead to increased expenditure in future.
- (iii) The powers shall be subject to the budget provision and also to the specific budget provisions wherever mentioned in the delegations.
- (iv) The powers contained in the delegation shall be subject to the Stores Purchase Rules and other provisions contained in the G.F. & A.R. Part-I and II. Purchase shall ordinarily be made on lowest rate through purchase committee except otherwise provided.
- (v) The powers relating to Financial Matters (Part-I) and powers to contingent expenditure (Part-II) and except purchase upto Rs. 2,000/- and those for regular and petty office expenses and personal claims shall be exercised only with the consultation of the F.A./C.A.O./Sr. A.O./A.O./A.A.O. wherever posted in the Departments/Offices.

## DELEGATION OF FINANCIAL POWERS

(See Rule 26 of Part I)

### Part I : FINANCIAL MATTERS

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
1.	<b>Revenue and Receipt :</b>						
(a)	To enter into Revenue yielding contracts.	1. In case where the contract involves a short fall as compared to average of preceding three years sanction of next higher authority shall invariably be obtained.  2. Powers will be exercised through the Committee as prescribed under Departmental Regulations to the extent that if the highest bidder backs out.	Upto Rs. 25,000/- per contract.	Upto Rs. 1,00,000/- per contract.	Full Powers.	-	-
(b)	To enter into revenue yielding contracts in cases of liquor and other State Excise Contracts.	i) The earnest money deposited by the highest bidder shall be forfeited.  ii) in case the difference between highest and the second highest bid is less than or equal that of the earnest money, the contract shall be awarded to the second highest bidder provided that his bid is above the reserved price.	-	-	Excise Commissioner, Rajasthan, Udaipur. Full powers.	-	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		<p>iii) In case the difference between highest and the second highest bid is more than the earnest money, all such tenders as have bid above the reserve price, shall be given an opportunity for negotiation.</p> <p>iv) In case there is only one bidder left, the contract may be awarded to him provided that his bid is above the reserve price.</p>					
2.	To sanction reduction of rent demand and from the rent roll of a particular piece of land due either to the land being submerged in the bed of river or tanks or due to construction of road or due to land being acquired for a public purpose or a Khatedar dying heirless as a result or which land remain uncultivated or where revenue yielding land was demarcated and reserved as grazing ground under orders of the Collector of the District or reduction of demand of land revenue due to surrender/ abandonments of land by tenants or conversion of agricultural land for non-agricultural purposes.	-	Tehsildar Upto Rs. 500/- in each case/tenant. S.D.O. Upto Rs. 1,000/- in each case/tenant.	-	Collectors Full powers.	-	-
3.	To sanction reduction in assessment of demand of land revenue where such demand has been erroneously made.	-	Tehsildar Upto Rs. 500/- in each case/tenant.	-	Collectors Full powers.	-	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
			S.D.O. Upto Rs. 1,000/- in each case.	-	Commissioner Colonisation Full powers	-	-
			Tehsildar Colonisation Upto Rs. 500/- in each case.	-	Dy. Commissioner Colonisation Upto Rs.2,000/- in each case.	-	-
			S.D.O. Colonisation Upto Rs.1,000/- in each case.	-	-	-	-
4.	To sanction reduction in the demand of land revenue created erroneously due to change of date of Jagir resumption.	-	-	-	Collectors Full powers.	-	-
5.	To sanction reduction in assessment of demand of Water Revenue if erroneously made by Public Health Engineering Department.	-	Executive Engineer Upto Rs. 5,000/- in each case.	Suptdg. Engineer Upto Rs. 10,000/- in each case.	Chief Engineer Full powers.	-	-
6.	To sanction reduction of demand raised on lands due to non-cultivation on account of land having remained under submergence of Water of tank or river.	Assessment of Land revenue at full rate will be made in such cases every year but on non-cultivation due to land having remained under submergence of water of tanks or river, only one fourth of the demand will be recovered and sanction for reduction of the remaining 3/4 <sup>th</sup> will be authorised as per powers vested in this item.	Tehsildar Upto Rs. 500/- in each case	S.D.O. Upto Rs. 1,000/- in each case.	Collectors Full powers.	-	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
7.	Recovery of arrears of land revenue	To fix reasonable instalments so as to clear all arrears of land revenue within a maximum period of five years.	-	-	Collector Full powers.	-	-
8.	Remission :						
(i)	To sanction remission of land revenue due to causes other than calamities or weather.	Subject to rules on the subject.			Collectors Upto Rs. 5,000/- in each case.	Divisional Commissioner Full powers.	
(ii)	To sanction immediate remission of land revenue due to:						
(a)	Loss of crops because of locust or other losses.	-	-	-	Collectors Upto Rs. 5,000/- per harvest/District.	Divisional Commissioner Full powers.	-
(b)	Hail or other natural calamities such as cold blasts.	-	-	-	Collectors Upto Rs. 5,000/- per harvest/District	Divisional Commissioner Full powers.	-
9.	To sanction remission of rent of the salt area allotted on lease under the Rajasthan Land Revenue (Saline Areas Allotment) Rules, 1970 due to natural calamities such as Flood etc.	-	-	-	Upto Rent of one year or a part of it in each case depending on the extent of loss suffered.	Divisional Commissioner Full powers.	-
10.	To sanction remission of penal interest charges on account of delayed payment to Pension Contribution.	-	-	-	Director of Pension Department. Upto Rs. 5,000/- in each case.	Full powers.	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
11.	To sanction remission of penal interest charged on account of long term advances to Government Servants subject to regular payment of instalment.	-	-	-	Director Treasuries & Accounts. Upto Rs.5,000/- in each case.	Full powers.	
<sup>1</sup> [12.	To waive the enhanced rate of interest in cases of extreme hardship under rule 21 of Rajasthan State Aid to Industries (Loan) Rules, 1983.	This power shall not be sub-delegated further.	-	-	Upto Rs.10,000/- in each case.	Admn.Department (Industries) Upto Rs.50,000/- in each case.]	
13.	Time-Barred claims : To sanction time barred claims and pre-check.	As per provisions of rules 90 to 93 and 188 of Part-I of GF&AR and in accordance with requirements given below :	Full powers after pre-check by Junior Accountant/ Accountant/ Divisional Accountant of claims upto three years.	Full powers after pre-check by Accountant/ Divisional Accountant/ Assistant Accounts Officer of his office of claims of more than three years.	Full powers after pre-check by Accountant/Assistant Accounts Officer/Accounts Officer of his Department for claims of more than three years in case there is no Regional Officer.	-	-
(a)	Pay and Allowances.	(a) That proprietary of the claim is established. (b) Copies of Orders of the documents on which the claim is based. (c) Periods of absence when employee remained on leave, etc., during the period covered by the claim.					

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1. Substituted vide Circular No.5/2002 dated 27.3.2002.

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
(b)	Contingent Claims	(d) A statement showing the amounts already drawn, the amount as per claim preferred and difference payable to the claimant. (e) Reference to Treasury Voucher of the corresponding period when the claim was either not drawn or drawn less. (f) Prescribed bills duly signed and attested by the competent authority. (g) Reasons for delay keeping in view the provisions of rules.	-	-do- Old upto 3 Years	(i) -do- Old upto 5 Years. (ii) Upto Rs. 5000/- in each case without any time limit.	Full Powers	-
14.	Payments to heirs of deceased Government servants.  To make payment of arrears of Pay and Allowances of deceased Government servants serving at the time of death.	As per provisions of rule 197 of G.F.& A.R.	Full powers				
15.	Undisbursed pay and allowances. To order the retention of undisbursed pay or allowances of Government servant for a period not exceeding three months.	As per provisions of Rule 193 of G.F. & A.R.	Full powers.				



S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
<sup>1</sup> 16.	Permanent Advance						
	To sanction permanent advance in respect of subordinate offices	As per provisions of rule 212 of G.F. & A.R.	Rs.1000/- for own office (Automatically empowered for their own offices	Upto Rs. 3000/- in each case	Upto Rs. 15000/- in each case	Upto Rs. 25,000/- in each case]	
17.							
(i)	To incur expenditure on purchase of material for tablaus, dresses for folk dances, cultural programmes, decorations, distributions of sweets, Rewards, holding of public meetings, at homes, lunch ,dinner, printing work and other arrangements in connection with state festivals on Independence Day, Republic Day and Rajasthan Day						GAD Full Powers, Subject to Budget Provision.
(ii)	To incur expenditure for State Festivals on independence Day and Republic day.				Full Powers, Subject to Budget Provision.		
	<b>Advances for Contingent expenditure / Stores;</b>						
18.	To sanction advances for law suits to which the government is a party		Upto Rs.500/- in each case	Upto Rs.2000/- in each case	Full Powers		

1. Substituted vide Circular No. 18/2010 dated 19.7.2010 for Rs. 200/-, 1000/-, 5000/-, 10000/- respectively.

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
19.	To sanction advance for purchase of Stores Machinery and other implements etc.	Subject to Rule 67 of Stores Purchas Rules contained in part –II of G.F.& A. R.	Upto Rs.2,000/-in each case. Note : The Powers by Head of office will be sparingly used in cases where adequate funds are not available in the permanent advance and delivery of articles of stores is not given without first paying amount at the time of making delivery of article.	Upto Rs. 10000/- or 75% of the cost whichever is less.	Full powers subject to powers of purchase or 90% of the cost of stores whichever is less. Chief Engineer, <b>Rajasthan Ground Water Department</b> i) Upto 95% in case of proprietary items against the proof of despatch by rail or road ii) Upto 100% in case of explosives on proof of despatch by rail or road	-	
20.	To sanction advances to the rate contract firms for repairs and maintenance of machinery and equipments	Subject to Rule 67 and subject also to the condition that rate contract contains provisions of such advance as a condition of rate contract and rate contract has been sanctioned by the competent authority	Full Powers	Full Powers	Full Powers		

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
21.	To sanction advances for purchase of drugs & medicines.	Subject to Rule 67 and subject also to the condition that rate contract contains provisions of such advance as a condition of rate contract and rate contract has been sanctioned by the competent authority			<b>Director of Medical &amp; Health Services, Principal Medical Colleges, Director Animal husbandry, Director Ayurved.</b> Full powers subject to power of purchase or 75% of the cost of the drugs and medicines whichever is less		
22.	To sanction advance for Purchase of Computer and accessories to Rajasthan state Agency for Computer services	Subject to specific budget provisions.	-	-			Upto 90% of the cost of the hardware,10% shall be released on its satisfactory installation.
23.	To sanction advance for Purchase of fertilizers, Tools & implements, Seeds / pesticides from State or Central Public Sector Undertaking.	In accordance with the terms of contract			<b>Director of Agriculture</b> Full Powers		
24.	To sanction advances to inspection Wing of DGS & D for carrying out inspection of stores at their prescribed rates of the contract / supply order value		Full Powers	Full Powers	Full Powers		
25.	To sanction advances for meeting expenses in connection with fairs, functions, festivals, etc. organised or celebrated through the departmental agency	Advance will be regulated with the following conditions:	Upto Rs. 5000/- in each case	Upto Rs. 10,000/- in each case	Full Powers		

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Deptt	Remarks
		(i)That sanction contains details of estimated expenditure. (ii)That ceiling for each fair, exhibition, festivals has been fixed by the Department in consultation with Finance Department. (iii)That ceiling of amount and instalment of drawl of advance has been fixed for Republic Day and Independence Day celebrations, etc. arranged by G.A.D.					
26. (i)	To sanction advance for annual rate contract holders for cleaning, sanitation, plant protection, lift operations, security arrangements in big offices, hospitals, schools, colleges, etc.	As per policy and directions of Government	Full Powers	Full powers	Full Powers		
(ii)	To sanction advance for other departmental purposes not covered above.	-	Upto Rs. 1,000/- in each case.	Upto Rs. 5,000/- in each case.	Full Powers		
<sup>1</sup> (iii)	To sanction advance for other Departmental purpose not covered under the scheme of Ground Water Department	As per the policy and directions of Government.	Executive Engineer Rs. 10,000/- in each case.	Superintending Engineer Rs. 15,000/- in each case.	Chief Engineer Full Powers.		

Note : Such advance shall be given only for wages/loading un-loading of material and other wages for which payment is to be made at site. Second advance shall be given only after rendering of accounts of first advance. Advance beyond Rs. 10,000/- shall be given in exceptional cases only.]

<sup>2</sup> (iv)	<b>Development and Improvement – Programme/ Schemes :</b> To sanction advance for implementation of Development Programme through NGOs/Voluntary Organisations.	1. The advance shall be granted on revolving basis upto 25% of the sanctioned cost of the project.  2. For safety of the above advance, the land/ instruments and other properties purchased with project funds shall be hypothecated in the name of Government of Rajasthan.	On the basis of powers delegated by HOD – Full Powers.	-	Full Powers		The advance shall be paid to NGOs/ Agencies through Account Payee cheque/or demand drafts in their bank account only.]
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1. Added vide Circular No. 29/97 dated 16.9.1997.

2. Inserted vide Circular No.27/2006 dated 14.12.2006

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
27.	To sanction advance for the purchases made against rate contracts of Directors General Supply and Disposals or Central Stores Purchases Organisation as per terms and conditions of rate contracts.	For purchases upto their powers in Part-III of Delegation of financial powers.	Full Powers	Full Powers	Full Powers	-	-
28. (a)	To sanction advance for purchase of petrol, oil and lubricants for Government Vehicles.	-	Upto Rs. 2,000/- per vehicle at a time.	Upto Rs. 2,000/- per vehicle subject to a maximum of Rs. 5,000/- at a time.	Upto Rs. 2,000/- per vehicle. Subject to a maximum of Rs. 10,000/- at a time.	-	-
<sup>1</sup> [(b)	To sanction advance for purchases of petrol, oil, lubricants for Departmental Vehicle from State Motor Garage.	-	Full powers subject to the condition that the advance will be by Treasury challan only.]	-	-	-	-
29.	To sanction advances for purchases of Motor Vehicles and Accessories.	The limits upto which an advance may be sanctioned by Head of Department for purchases of vehicles shall be as under : (i) <b>98% payment :</b> (a) In respect of vehicles despatched by Rail, 98% of the Ex-Factory price of the vehicles (Basic Government NDP together with Mark-up) plus 100% of excise duty, sales tax and railway freight, if any will be paid on proof of despatch of the vehicle to the consignee and on production of inspection note issued by the Inspector, if inspection is desired by the purchaser duly supported by Railway receipt, number and date.	-	-	Full Powers.		

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1. Existing S.No.28 renumbered as Sl.No. 28(a) and new Sl.No. 28 (b) inserted vide CircularNo. 10/94 dated 24.2.1994.

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		<p>(b) In respect of vehicles despatched by Road 98% of the Ex-Factory price of the vehicle (Basic Government N.D.P. + make up) plus 100% of the Excise duty, Sales Tax and Road transportation charges will be paid on proof of handing over the vehicles to the authorised Transport contractor and on production of Inspection Note issued by the Inspector, if inspection is desired by the purchaser.</p> <p><b>Note :</b> The receipt of the Transport contractor duly certified by Internal Auditor of the manufacturers, will be the proof of despatch for the purpose of payment of the paying authority.</p> <p>(c) In respect of vehicles purchased through authorised Local Dealers of manufacturers whose local depot is in Rajasthan, 98% of the ex-factory price of the vehicle(s) (Basic Government N.D.P. together with mark-up) plus 100% excise duty, sales tax and road transport charges will be drawn from the Treasury on production of proof that the vehicle is available with the dealer depot, and is ready for supply.</p> <p>However, the payment will be made only on the delivery of the vehicle.</p> <p>(ii) <b>Balance 2% payment :</b></p>					

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		<p>Balance 2% payment shall be made on receipt of vehicles and accessories by the consignee and on assigning of the Inspection note, copies, etc., the above shall be subject to the following conditions :</p>					
		<p>i) The cost of vehicle is the same as approved by the D.G.S&amp;D, New Delhi or as notified by the Government of India for Government purchases. In the absence of any such order, payment shall be made on the ruling prices calculated and certified by the Internal Auditors of the manufacturers for D.G.S.&amp;D supplies. The supplier shall also given an undertaking with an Indemnity Bond that they would refund any excess amount charged, on DGS&amp;D finally notifying rates, for the period.</p>					
		<p>ii) If delivery is taken against supply order at the manufacturers/dealers premises, payment shall be made after inspection and satisfying that the vehicle is in good condition.</p>					
		<p>iii) The Chief Superintendent, Motor Garage, has inspected the vehicle that it is in good and acceptable condition and verified the claim of the firm and certified to that effect. Certificate shall form part of voucher.</p>					

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		iv) Provided that such an advance is as per terms of contract and is duly and fully accounted for within two months of drawl of such advances. <b>Note :</b> The amount of accessories shall not exceeds Rs. 10,000/-.					
30.	To sanction advances for purchase from other Govt./State Govt. and Central Government undertakings.	As per terms of contract, if 100% advance is required to be made.	Full Powers	Full Powers	Full Powers	Full Powers	-
31.	To sanction advances to publishers/ Authorised suppliers for supply of local /foreign periodicals on proforma invoices.	-	Full Powers	-	-	-	-
32.	To sanction advance for seminar/conference/study tour/training camps organised for compaign, etc., or otherwise.	-	Upto Rs. 2,000/- in each case.	Upto Rs. 5,000/- in each case.	Full Powers.	-	-
<sup>1</sup> [32A	To sanction advance to State Govt./ Govt. undertakings for supply of Agricultural inputs to cultivators under various State/Central Programmes.	Subject to Budget provision/ receipt of funds from Central Government.	-	-	Director, Agriculture deptt. and Director, Horticulture Deptt. Full powers.]	-	-
33. (i)	WRITE OFF OF LOSSES : Irrecoverable loss of Stores or public money.	(1) These powers will be exercised subject to the following conditions :  (i) That the loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority, and	Upto Rs. 1,000/- in each case.	Upto Rs. 2,000/- in each case.	Upto Rs. 50,000/- in each case.	Upto Rs. 1,00,000/- in each case.	-

1. Added vide Circular No. 58/ dated 24.11.1993 w.e.f. 26.3.1993.



S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		(ii) that there has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.	-	-	-	-	-
(ii)	Deficiencies, depreciation in the value of stores included in the stock and other accounts.	(2) Write off of losses of cash in treasuries whether in the course of remittance or out of treasury balances and of over-payments made to Government servants are governed by separate rules.	-	-	Upto Rs. 50,000/- at the time of revaluation of stock.	Upto Rs. 1.00 lac at the time of revaluation of stock.	-
<sup>1</sup> [A.	Deficiencies/Depreciations in the value of Gold, Silver, and other Metals, Ornaments in the temples under the control of Devasthan Department.	(3) That the loss is not due to theft, embezzlement or fraud as provided in rule 20 (1) Part-I of G.F. & A.R.	-	-	Upto Rs. 10,000/- per annum at the time of revaluation.	Upto Rs. 25,000/- per annum at the time of revaluation.]	-
(iii)	<sup>2</sup> [Losses of revenue or irrecoverable loans and advances.]	(4) For the purpose of these powers the value of the stores shall be 'book value' at the time of writing off.	-	-	Upto Rs. 10,000/- in each case.	Revenue/Excise Commercial Taxes Deptt. of Govt. Sectt. upto Rs. 50,000/-	-
(iv)	Writing off irrecoverable dues of revenue earning department.		-	-	-		
(I)	Commercial Taxes Department.	-	Through local committee consisting of :	Through local Committee consisting of :	Through local Committee consisting of :	-	-

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1. Inserted vide Circular No. 58/93 dated 24.11.1993 w.e.f. 25.1.1993.  
2. Substituted vide Circular No. 44/94 dated 8.12.1994.

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		(5) The authority sanctioning the write off of losses of revenue and irrecoverable loans and advances is satisfied that all possible steps short of civil suit had been taken to effect the recovery and that a civil suit would not yield any better results either because of lack of assests or serious defects in title or other equally valid reasons, provided that in cases where the amount involved for recovery is not more than Rs. 500/- and the Head of the Department considers that further efforts for recovery would not be worthwhile he may write off the amount on his authority.	(i) C.T.O. (ii) Accountant of the concerned circle or in his absence another deputed by F.A./CAO of the Department. Upto Rs. 5,000/- in each case.	(i) D.C. (Admn.) of Zone. (ii) C.T.O. concerned of Zone. (iii) A.O. (Recovery) Upto Rs. 40,000/- in each case.	(i) Commissioner. (ii) C.A.O. (iii) D.C. (Admn.) of Zone. (iv) C.T.O. concerned. Upto Rs. 2 lacs in each case.	Above Rs. 2 lacs and upto Rs. 5 lacs.	
II.	Other Departments	(6) In cases of loss by fraud, embezzlement, theft, these powers will be exercised only after final sanction of criminal proceedings.	Through a committee consisting of :	Through a committee consisting of :	Through a committee consisting of :	Admn. Department Rs. 1 Lac in each case.	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		(7) The terms "each case" referred to above shall be interpreted with reference to a given point of time. If on a particular occasion a number of items of stores are to be written off, powers of the sanctioning authority should be reckoned with reference to the total value of stores intended to be written off on that occasion and not with reference to individual articles constituting the lot. In this context, losses arising out of one incident shall not be split up and written off separately on different dates to avoid sanction of the higher authority. Losses due to one specific cause like fire, theft, flood etc. should be written off at one time. There is, however, no objection to losses arising out of more than one cause being written off at one time. The competence of the officer writing off the loss will depend upon the amount written off each time.	(i) Head of Office. (ii) A.A.O. / Accountant of Region. (iii) An Officer nominated by Regional Officer. Upto Rs. 1,000/- in each case.	(i) Concerned D.L.O. (ii) Concerned Regional Officer. (iii) Sr.A.O./A.O. nominated by Head of Department. Upto Rs. 20,000/- in each case.	(i) H.O.D./ Dy. H.O.D. (ii) F.A./ C.A.O./Sr.A.O. (iii) Concerned Regional Officer. Upto Rs. 50,000/- in each case.	-	-
(v)	Writing off of irrecoverable irrigation dues under Rajasthan Irrigation and Drainage Rules.	The above conditions shall not be necessary for the Commercial Taxes Department where the certificate shall be given in the sanction in the following form :	Executive Engineer, Irrigation through a Committee of : (i) E.E. (ii) Divisional Accountant. (iii) A.A.O. of circle. Upto Rs. 1500/- in each case.	Suptdg. Engineer Irrigation through a Committee of : (i) S.E. (ii) Concerned E.E. (iii) A.O./A.A.O. nominated.	C.E./Addl.C.E., Irrigation through a Committee of : (i) C.E./A.C.E. (ii) F.A./C.A.O. / Sr.A.O./ A.O. (iii) S.E. of Circle concerned.		

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
		(a) That the loss does not disclose a defect in rules or procedure/or loss disclose a defect in rules or procedure and action to remove such defect has been initiated.	Upto Rs. 1,500/- in each case.	Upto Rs. 3,000/- in each case.	Upto Rs. 5,000/- in each case.	-	-
(vi)	Irrecoverable losses of Library Books/Journals.	(b) That action has been initiated to ascertain whether there has been any serious negligence on the part of any Government servant which may call for disciplinary action. (c) Such Writing off will not lead to release or waive by Government of its claim. (d) That the amount written off has been taken on a separate register and the Government will have the right during the next 60 years counting from the date of claims to recover the amount by Civil Suit if it appears to the Government that the defaulter has got assets or means to pay.	Upto Rs. 1,000/- per annum.	Upto Rs. 2,000/- per annum per institution.	Upto Rs. 20,000/- per annum per institution.	Full Powers.	
34.	TO WRITE OFF OF LOSSES OF OVERPAYMENTS OF PENSION, Gratuity except payments made through Banks.	On the recommendation of Treasury Officer.	-	-	(i) Director of Pensions. Upto Rs. 2,000/- in each case. (ii) Collectors Upto Rs. 500/- in each case.	Upto Rs. 5,000/- in each case.	

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
	<b>Surplus/ Unserviceable /Obsolete Stores:</b>						
35.	To declare any stores as surplus.	Articles should be declared obsolete/unserviceable/surplus by the Committee and as per provisions of Rules 16 to 19 of Part-II of G.F.& A.R.	-	Upto Rs. 10,000/- per annum.	Upto Rs. 50,000/- per annum.	Upto Rs. 2 lacs for each department.	-
<sup>1</sup> [36.	To declare any stores as obsolete, unserviceable and to dispose them off by sale/public auction, destruction.	Articles should be declared obsolete/unserviceable/surplus by the Committee and as per provisions of Rules 16 to 19 and Section VII of Chapter-I of GF&AR Part-II.	-	-	-	-	-
(i)	When the period of serviceability has been prescribed:						
(a)	After expiry of period.	-	Full Powers	Full Powers	Full Powers.	-	-
(b)	Before expiry of the prescribed minimum period (except for vehicles).	-	Rs. 1.00 lakh (subject to cost of each item not being more than Rs. 5000/-)	Rs. 1.00 lakh (subject to cost of each item not being more than Rs. 25000/-)	Upto Rs. 5.00Lakhs.	Full Powers	-
(ii)	When the period of serviceability has not been prescribed.	-	Upto Rs. 1.00 Lakh per annum.	Upto Rs. 2.00 Lakhs per annum.	Upto Rs. 5.00 Lakhs per annum.	Full Powers]	
37.	<b>Vehicles :</b> Declaring of Vehicles as :	Provided that :					

.....  
1. Substituted vide Circular No.8/2006 dated 10.7.2006.

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
(a)	Unserviceable	(i) The vehicle has covered the minimum road kilometers of use as prescribed in Annexure B – Part II and inspected by Committee constituted under rule 18 of Part-II of G.F.& A.R.					
		(ii) The committee shall record the following certificate :					
		(a) That the vehicle has run the distance of use as per condition No. (i).	-	Full powers on the recommendation of prescribed committee.	Full Powers on the recommendations of the prescribed Committee.	-	-
		(b) That the vehicle is beyond economic repairs and uneconomical to operate due to excessive consumption of petrol/diesel.	-	-	-	-	-
		(c) That the replacement of parts shall cause heavy expenditure and further running of the vehicle shall be uneconomical.	-	-	-	-	-
(b)	Where the vehicle has not covered the prescribed minimum road kilometrage, subject to fulfilment of (b) & (c) above.	-	-	-	-	Full Powers on the recommendation of the Committee.	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
(c)	Vehicles lying unused for last 7 years and relevant documents indicating year of purchase and kilometers run not available.	<p>The above Committee shall record the following certificates :</p> <p>(a) That the relevant record relating to year of purchase, kilometers are not available with the Department.</p> <p>(b) That the vehicle has not been put to use for the last seven years and is not likely to be used in future.</p>	-	-	Full Powers. On the recommendation of the prescribed Committee.	-	-
(d)	Vehicles met with an accident and not to be useful after repairs.	<p>The Committee mentioned above shall record the following certificates :</p> <p>(a) That the vehicle is beyond economical repairs and un-economical to operate due to accident.</p> <p>(b) That the replacements of parts shall cause heavy expenditure and further running of vehicle shall be uneconomical.</p> <p>(c) That the total cost of repairs and replacement of parts shall be Rs..... as certified by the Surveyor of Motor Garage Department.</p>	-	-	Full powers on the recommendation of the prescribed Committee.		

38. REFUNDS:

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
<sup>1</sup> [1.	Refunds of Revenue:	Subject to rule 255 of Part-I of GF&AR with following limitations and conditions.	-	Upto Rs. 1000/- in each case.	(i) Upto Rs. 50,000/- in each case. (ii) Commissioner Colonisation Full Powers.	Upto Rs. 1,00,000/- in each case.	-
(A)	REVENUE DEPARTMENT/ COMMERCIAL TAX/EXCISE DEPARTMENT	(i) The claimant is legally entitled to the refund and where fees are remitted the remission is done by competent authority.  (ii) The credit is duly verified.  (iii)Reference to the refund is recorded against the original entry in the cash book or other documents so as to prevent the entertainment of a double or erroneous claim.  (iv)The refund is drawn only on the demand and receipt of the person entitled to refund and not for deposit pending of demand.  (v) The departmental officer may sanction the refund when a refund is to be made under orders of court of competent jurisdiction which has become final.  (vi)In all other cases sanction of Government shall be obtained.]	(i) Tehsildar upto Rs. 200/- in each case.  (ii) Commercial tax officer/ excise officer upto Rs. 1000/- in each case.	Addl./Asstt. Collectors/SDO's upto Rs.1000/- in each case.  -  -	-  -  -	-  -  -	-  -  -

1.Substituted vide Circular No. 21/94 dated 23.4.1994.



S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
(B)	FOREST DEPARTMENT/ COMMERCIAL TAXES DEPARTMENT/ EXCISE DEPARTMENT:						
(i)	Excess amount deposited or over collections.	-	-	(i) Dy. Commissioner, commercial Taxes/Excise. Full Powers.	-	-	-
(ii)	Money paid for Licences not sanctioned.	-	-	(ii) Conservator of Forest. Full Powers.	-	-	-
(iii)	In other cases.	-	-	(iii) Upto Rs. 10,000/- in each case.	Full Powers.	-	-
(C)	EDUCATION DEPARTMENT :	-	Head Masters Principal of Secondary/Hr. Secondary Schools.	Dy. Director/ Correspondence Course (Education Department Udaipur).	Head of Colleges/ Polytechnics/ I.T.Is./ Sadul Public School/ S.T.C. schools or other Special Educational Institutions.	-	-
(i)	In the event of award of free studentship.	-	Full Powers.	Full Powers.	Full Powers.	-	-
(ii)	In respect of fee accepted by the Institution.	-	-	Full Powers.	Full Powers.	-	-

S. No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
(D)	MEDICAL DEPARTMENT: In respect of fees charged in excess for supplies and services rendered in the Institutions under their charge is waived by competent authority.	-	Medical Officer incharge of Hospitals/Dispensaries and Primary Health Centres. Full Powers.	-	-	-	-
(E)	PUBLIC HEALTH & ENGINEERING DEPARTMENT: Water rates and charges.	-	Executive Engineer Upto rs. 5,000/- in each case.	Suptdg. Engineer Upto Rs. 10,000/- in each case.	C.E./A.C.E. Full Powers	-	-
(F)	LAND & BUILDINGS TAXES DEPARTMENT	-	Asstt. Directors Upto Rs. 2,000/- in each case.	-	Full powers.	-	-
<sup>1</sup> [(G)	GROUND WATER DEPARTMENT In respect of excess amount deposited by farmers other parties like State/Central Govt. Departments, Undertakings and other agencies for executing blasting, drilling, testing work or for works not done.	-	Executive Engineer Upto Rs.25,000/- in each case.	Superintending Engineer Upto Rs. 50,000/- in each case.	Chief Engineer Full Powers.]	-	-
<sup>2</sup> [(H)	TRANSPORT DEPARTMENT: Refund of Excess tax to vehicle owners	As per conditions under the Rajasthan Motor Vehicle Taxation Act, 1951 and rule made therein.	District Transport Officer up to Rs. 20,000/- in each case.	Regional Transport Officer - Full Powers.]	-	-	-
(I)	ADMINISTRATION OF JUSTICE:						

1. Substituted vide Circular No. 17/94 dated 29.3.1994.
2. Substituted vide Circular No. 16/2008 dated 20.10.2008.

S.No.	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Departments	Remarks
	To sanction refund of fines, penalties, etc. imposed in judicial and Revenue cases and credited to treasury or sub-treasury.	Refund will be sanctioned after the order reversing the sentence of fines, etc. has become final.	Courts including Revenue Courts				realising fines, penalties, etc.
<sup>1</sup> (J)	Rajasthan Public Service Commission (On cancellation of examinations.)	(1) On cancellation of any examination, the RPSC may suo-moto refund the fee without asking for a receipt. (2) The entire amount of fee shall be refunded by the RPSC without any deduction for the money order charges etc. (3) The refund will be sent by money order which would automatically result in receipt given from the candidates in due course.]	Full powers.	-	Full powers.	-	-
<sup>2</sup> [K.	<b><u>Mines Department</u></b> Refund of Royalty to the contractor on the basis of assessment.	Subject to Rule 255 of Part-I of GF&AR with the following conditions : 1. The claimant is legally entitled to the refund. 2. The credit is duly verified. 3. Assessment of the royalty is done by the competent authority. 4. Refund is drawn on the demand and receipt of person entitled to the refund.	<b>To whom delegated</b>		<b>Powers</b>		
			Superintending Mining Engineer				Upto Rs.1.00 lac in each case.
			Additional Director Mines				Upto Rs. 3.00 lac in each case.
			Director Mines Department				Full powers.]
<sup>3</sup> [2.	TO SANCTION REFUND OF DEPOSIT /LAPSED DEPOSIT-] (i) Revenue Deposits. (ii) Civil & Criminal Court deposits. (iii) DEPOSITS MADE BY SUPPLIERS/CONTRACTORS AS SECURITY FOR THE DUE PERFORMANCE OF THE CONTRACT.	in addition to the conditions laid down in item 38-I of the delegation, powers of refund of deposits shall also be subject to the provisions contained in Rule 263 of Chapter XV of Part-I of GF&AR.					Authority which ordered the acceptance of deposits. Full powers. Authority which ordered the acceptance of deposits. Full powers. Authority upto extent of their powers to sanction the contract. Full powers. Superintending Engineers of Mines & Geology Department. Full powers.

1. Added vide Circular No.24/99 dated 4.11.1999 w.e.f. 1.12.1993.

2. Added vide Circular No.1/2003 dated 24.2.2003.

3. Substituted vide Circular No. 28/2004 dated 13.12.2004.

	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Deptt.	Re- marks
39.	MONETARY RELIEF TO VICTIMS OF RIOTS, ETC. To grant monetary relief to the victims of communal riots/incidents.	In accordance with the schemes sanctioned by the Government in Home Department.	-	-	Collector Full powers.	-	-
40.	Interim compensation awarded by M.A.C.T. under Motor Vehicle Act.	-	-	-	Upto Rs.20,000/- in each case	Upto Rs.50,000/- in each case.	-
41.	investments Investment in new Cooperative Societies or additional investment in the existing Cooperative Societies.	Subject to the conditions that Societies are running in profit for the last preceding 3 years and that there are no accumulated losses under various scheme approved under principles agreed to by State Government.	-	-	Full Powers.	-	-
42.	SECURITY DEPOSIT FROM SUBORDINATES: To accept security from a subordinate authority entrusted with the security of Cash/Stores, etc. in any of the forms prescribed under rule 317 of G.F.& A.R.	-	Full powers.	-	-	-	-
43.	OTHER SUBJECT: Destruction of official records connected with accounts.	Subject to rules contained in Appendix 6 of Part-I of G.F.& A.R.	-	-	Full powers.	-	-
44.	To fix sale price of commodities produced or dealt by State Enterprises Departments or other Govt. Institutions/Agencies/ Departments.	In accordance with the Government directions and formula prescribed by the Government.	-	-	i) <u>General Manager of Heads of respective undertakings/Governmental Institutions/Agencies/Departments.</u> Full powers to accept highest bid of commodities sold by tender. ii) <u>General Manager, Raj. Salt Sources/Head of Institutions/Undertakings Deptt.</u> Full Powers.		

S.No	Nature of Power	Restriction/ Conditions	Head of Office	Regional Office	Head of Departments	Admn. Deptt.	Remarks
45.	WAIVING OF RECOVERIES						
<sup>1</sup> (i)	To waive objections or to forgo recovery of irregular expenditure detected in Audit by the Audit Officer of the Office of the Accountant General (Audit) Rajasthan or an Inspecting Officer of the Departmental Internal Check party respectively.		(a)Dy. A.G. upto Rs.150/- in each case. Other Gazetted Officer upto Rs. 50/- in each case. (b)A.O. upto Rs. 150/- in each case AAO upto Rs. 50/- in each case.	Sr. DAG Rs. 200/- in each case.  Sr. A.O. upto Rs. 200/- in each case	AG upto Rs. 500/-in each case  FA/CAO upto Rs. 500/- in each case .		
(ii)	For items placed under objections not because the whole or any portion of the expenditure is unjustifiable in itself but because it is not exactly covered by rule or the authority for it is insufficient of full proof such as it afforded by sub-vouchers that it has been incurred has not been produced	Recovery or objections may be waived under the following conditions:-  (a) the expenditure is not of a recurring nature.  (b) when the objection to based on the insufficiency of sanction	(i)DAG ut to Rs. 200/- in each case  Other Gazetted Officer upto Rs.150/- in each case  Section Officer up to Rs.50/- in each case.  (ii)A.O. upto Rs. 200/- in each case.  AAO upto Rs. 150/- in each case.  AAO upto Rs. 50 in each case.	Sr. DAG Rs.400/-in each case.      Sr. A.O. upto Rs.400/-in each case.  -	AG upto Rs.1000/- in each case      FA/CAO upto Rs. 1000/- in each case  -		

1. Substituted vide Circular No. 63/93 dated 28.12.1993.

S.No	Nature of Power	Restriction/Conditions	Head of Office	Regional Office	Head of Departments	Admn. Deptt.	Remarks
		(c) where the objections is based on the insufficiency of proof of payment, the authority shown in column 4,5&6 is satisfied that undue trouble would be caused by insistence in the admission of full proof and see no reason of doubt that the charge has actually been paid.	AO/AAO is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so.	Sr. AO is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so	FA/CAO is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so.	--	-
(iii)	Where expenditure under objection has for any reason become irrecoverable.		(i)DAG upto Rs. 300/- in each case other Gazetted Officer upto Rs. 50/- in each case.	Sr. DAG upto Rs. 400/- in each case.	AG upto 1000/- in each case	-	-
			(ii)AO upto Rs. 300/- in each case AAO upto Rs. 50/- in each case	Sr. AO upto 400/- in each case	FA/CAO upto Rs. 1000/- in each case	-	-
(iv)	In the cases of payments on account of personnel claims which are placed under objection for more than a year.	When satisfied that it was drawn by Government servant under a reasonable belief that he was entitled to it, may forgo recovery on behalf of the State Government.	DAG upto Rs. 300/- in each case. Other Gazetted Officer upto Rs. 50/- in each case.	Sr. DAG upto Rs. 500/- in each case.	AG upto Rs. 800/- in each case]	-	-

## PART – II CONTINGENT AND MISCELLANEOUS EXPENDITURE

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
1.	PAYMENT					
(a)	Part time work	Subject to condition that in case of work of less than four hours duration, the payment will be reduced proportionately.				
(i)	Skilled		Upto Rs.700/-per month per person			
(ii)	Unskilled		Upto Rs. 480/-per month per person.			
(b)	Filling of water for drinking after normal office hours, if the job is performed by Government servant in addition to his own duties.	Not exceeding Rs. 100/- per month	Full Powers	Full Powers	Full Powers]	
2.	OFFICE EXPENSES;					
(a)	Annual Rate Contract for cleaning, sanitation, plant protection, security arrangements, lift operations in big offices, hospitals, school, colleges etc.	As per policy and directions of Government and after inviting tenders as per the Store Purchase Rules.	Full Powers	Full Powers	Full Powers	
(b)	Books, Acts, Codes, Rules Govt. Publications, Reports and books required in schools, Colleges, training institutions, libraries, departments & Offices.		Full Powers	Full Powers	Full Powers	
(c)						

1. Substituted vide Circular No. 9/95 dated 25.2.1995 and again substituted vide Circular No. 15/2008 dated 26.9.2008.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(i)	Conveyance Hire :					
(a)	To Non-gazetted including class-IV Government servants	In accordance with rule 225 (5) of Part-I of G.F.&A.R. and instructions contained in Annexure 'A'.	Full Powers	Full Powers	Full Powers.	
			<u>Place</u>	<u>Rate each way</u>	<u>Both ways</u>	Maximum amount admissible per month
			(a) (i) At Jaipur/Delhi	Rs. 5/-	Rs. 10/-	Rs. 100/-
			(ii) Other District Headquarters.	Rs. 4/-	Rs. 8/-	Rs. 80/-
(b)	To a Gazetted Officer appointed as Officer-in-charge in a Court case for attending Courts/Tribunals etc. or visiting Govt. Advocates at their office/ residences for consultation when called by them to prepare written statements etc. in connection with the Court case.		(b) (i) At Jaipur, Delhi, Jodhpur, Kota & Udaipur.	Rs. 15/-	Rs. 30/-	Rs. 250/-
			(ii) At Other Hqrs.	Rs. 8/-	Rs. 16/-	Rs. 160/-
(c)	For Officers/doctors located outside Rajasthan having no official vehicle.	In accordance with orders issued by the Government.	Full Powers.	Full Powers.	Full powers.	Full Powers.
(ii)	To Govt. Directors/Non-official/ Retired persons attending meetings of the Board of Directors Committees etc.	In accordance with the scales prescribed under T.A. Rules.	Full Powers.	Full Powers.	Full Powers.	Full Powers.
(d)	Electric and Water Charges		Full Powers	Full Powers	Full Powers	



S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(e)	Expenditure on petty works and repairs: to purchase of articles required to maintain Government Owned Buildings (under the administrative Control of PWD) including sanitary fitting, Water supply and electric installations and their repairs.	-	Upto Rs. 3,000/- per annum	Upto Rs. 5000/- per annum	Upto Rs. 10,000/- per annum.	
(f)	FREIGHT AND DEMURRAGE CHARGES, CUSTOMS EXCISE DUTY:					
(i)	Freight Charges:	(a) Purchases have been made under competent sanction.	Full powers.	-	-	
(ii)	Demurrage :	(b) Reasons to be recorded for payment of demurrage charges.	Full powers.	-	-	
		(c) For regularisation of these charges, the case shall be submitted to the next higher authority who will take action against the delinquent, if any, if he is not competent to take action against the delinquent, he will refer the case to the authority competent to take action against the delinquent.	Full powers.	-	-	
(iii)	Customs and Excise Duty.		Full powers	-	-	
(g)						
<sup>1</sup> [(i)]	Hiring of motor vehicles in emergent cases, Locust, Floods, Election work etc.	Only when Government vehicles are not available.	Full powers.	Full powers.	Full powers.	
<sup>1</sup> [(ii)]	Hiring of Motor Vehicles	Only when Govt. vehicles are not available and subject to budget provision.	-	-	Full powers.]	

1. Existing item (g) renumbered as (g)(i) and new item (ii) inserted vide Circular No.4/97 dated 28.1.1997.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(h)	Hiring Furniture & Fixtures, Fans etc.	(i) Not for normal office working, only for Camps, Festival, functions, conferences Seminar exhibition etc.	Upto Rs. 2,000/- per occasion.	Upto Rs. 5,000/- per occasion.	Full Powers.	
		(ii) For Office (Fans or Room Cooler only)	Upto Rs. 200/- per annum.	Upto Rs. 500/- per annum.	Full powers.	
(i)	Hot and cold Weather charges.		Full Powers.	Full Powers.	Full Powers.	
(j)	Hired/Requisitioned Buildings:					
(i)	To incur expenditure on purchase and repairs of articles relating to electric, sanitary fittings and water arrangements required to maintain such private buildings.	Provided these are not arranged by house owners.	Upto Rs. 1,000/- per annum.	Upto Rs. 2,000/- per annum.	Upto Rs.5,000/- per annum.	
(ii)	To incur expenditure on alterations/temporary structure/partition in the buildings.	Provided these are not arranged by house owners. Provided when the buildings is released Govt. should have the right to remove such installations and material added.	Upto Rs. 5,000/- per annum.	Upto Rs. 10,000/- per annum.	Upto Rs. 50,000/- per annum.	<u>Admn.Deptt.</u> Full Powers.
(k)	Liveries and clothings and stiching charges (summer clothings, water proof caps, Turbans, Umbrellas, Jersies, Warm clothing, badges & like.)	The scale limit of expenditure and supply shall be governed by Rules and liveries and orders of Government.	Full Powers.	Full Powers.	Full Powers.	
(l)	Maintenance of garden :					

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office Deptt.	Regional Officer	Head of	
	Purchase of seeds, fertilisers, pesticides, plants, tree guards fencing etc.	-	Upto Rs. 2,000/- per annum.	Upto Rs. 5,000/- per annum & Horticulturist (PWD) Rs. 5,000/- per annum.	Full powers.	
(m)	Obtaining of standard forms by indent on the printing & stationery department.	-	Full powers.	Full powers.	Full powers.	
(n)	Other charges e.g. Petty items like Surahi, bastas, glass, periodicals, newspapers maps, battery cells, electric bulbs, fire woods, torch, bags phenyle, finit, soap, buckets, mugs, doormats, carpets, rubber stamp, seal etc. usually needed to manage the office.	(i) Periodicals/newspapers to be purchased in scales to be prescribed by the Head of Department. Rubber stamps and office seals shall be made/purchased with caution from firms of repute only.	Full powers.	Full powers.	Full powers.	
		<sup>1</sup> [(ii) Periodicals/News papers to be purchased for Secretaries/Special Secretaries to Government including Commissioners and Secretaries to Govt. as per scales prescribed as under:- News papers or 2 Newspapers and one periodical.	Full powers.	Full powers.	Full powers.	
		(iii) Periodicals/Newspapers to be purchased for Dy. Secretaries to Govt. and equivalent officers as per scales prescribed as under:- 2 News papers or 1 News paper and 1 periodical.	Full powers.	Full powers.	Full powers.	
<sup>2</sup> <b>[Note :</b> News Papers/Periodicals as per prescribed scale can be purchased at residence/office. Where News Papers/Periodicals are used for reference purpose, they need not be deposited. Past cases may be also covered under this clause. ]						

1. Existing Restrictions/Conditions numbered as (i) and new item (ii) & (iii) inserted vide Circular No. 58/93 dated 24.11.1993 w.e.f. 5.2.1993 respectively.
2. Inserted vide Circular No. 11/2009 dated 1.6.2009.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(o)	Pictures and Paintings	Through purchase committee.	-	-	Full powers.	
(p)	Polythene Bags	-	Full powers	-	-	
(q)	Payment of incentive money to the persons and motivators under Family welfare programmes.	As per rates and norms prescribed by the Government.	Full powers	-	-	
(r) (i)	Postage and telegrams and telephones (including postal commission for VPP/DD charges).	Subject to limits of local calls at residence as specified by the Government from time to time.	Full powers	Full powers	Full powers	
(ii)	Commission on postal M.O. to be sent to contractors or suppliers in unavoidable cases or Government servants.	-	Full powers	Full powers	Full powers	
<sup>2</sup> [(iii)	Courier Services	Expenditure should be within the limits/savings available in the same budget head/sub-head from stamps/postal charges.	-	-	Full powers]	
<sup>1</sup> [(s)	Purchase of stationery (Plain and Printed)	Subject to the following conditions:-	Full powers	Full powers	Full powers	
		(i) Government Press shall notify detailed specifications and rates for various types of stationery item from time to time for issue to Government offices.				
		(ii) The Government Offices may buy the stationery items (Plain & Printed) from Government Press on the notified rates.				
		(iii) At the same time the Government Offices will be free to buy stationery (Plain & Printed) of the same specification from the open market, upto the rates notified by the Government Press, without obtaining N.A.C. from Government Press and without any tender.				
		(iv) Where Government Press has not notified the rates for certain Stationery items, Government Offices shall be free to buy such stationery items from open market as per rules.]				

1. Substituted vide Circular No. 9/96 dated 21.3.1996.

2. Added vide Circular No. 24/2006 dated 25.11.2006.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks	
			Head of Office	Regional Officer	Head of Deptt.		
(t)	Repairs and maintenance of furniture and other items viz. fire extinguishers, chairs, tables, racks, carpets, curtains, sofasets, coats, locks etc.	-	Full powers	-	-		
(u)	Repairs of bicycles.	-	Full powers	-	-		
(v)	Repairs and maintenance of typewriters, duplicators and other office machines and equipments other than covered under item (U) above.	(i) In case repairs and maintenance of machines and equipments are on rate contract firms with C.S.P.O. repairs shall be got done from those firms only.	Full powers	-	-		
		(ii) Where there is no rate contract or in urgent cases. Subject to provisions of rules 225 (4) of Part-I of G.F.& A.R. & conditions as below:	Upto Rs. 500/- in each case.	Upto Rs. 1,000/- in each case.	Full powers		
		(a) Only original and genuine parts manufactured are fitted and such parts except rubber and plastic shall carry guarantee of one year.					
		(b) Repairs will be carried only when guarantee period has expired.					
		(c) Drawing and Disbursing Officer shall certify the nature of urgency.					

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(w)	Repairs and maintenance of photostat/Copiers machines, Computers, Refrigerators, Air-conditioners, T.V., Calculating Machines, V.C.R./V.C.P., Fax, Kitchen Equipments/Medical/ Scientific Instruments and equipments and electronic machines like X-ray, Sonography, etc. Intercom-telephones, Tractors, Cameras over-head/ Film Projectors from original equipment manufacturers/ distributors/ their authorised dealers shops.	(i) In each case of annual Rate contract either with CSPO or Departmental Rate Contract.  (ii) Without Rate Contract or where CSPO firms do not have their offices/ Units or in urgent cases.	Full powers.	-	-	
(x)	Repairs of electric lamps, fans and other electric equipments, Radio and Musical Instruments etc.		Full powers	-	-	
(y)	Repairs to and Carriage of tents, etc.		Full powers.	-	-	
(z)	Refreshment served in meetings/ Conference etc.	Subject to the orders issued by the Government.	Full powers.	-	-	
(aa)	Transportation/Distribution/ Storage Charges/ Carriage of records.	(a) For lowest tenders.  (b) Without tenders at the approved rates of transport union.	Full powers.	-	-	
			Upto Rs. 20,000/- in each case.	Upto Rs. 50,000/- in each case.	Full powers.	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(bb)	Testing charges of material in Government/ Recognised Laboratores and Inspection wing of DGS&D.	As per provision of agreements.	Full powers	-	-	
(cc)	<b>Training Expenses:</b>					
(i)	Expenses on Training within the country:					
(a)	Without fees	-	-	Full powers	-	-
(b)	With fee	-	-	-	Upto Rs. 3000/- in each case.	<b>Admn. Deptt.</b> Full powers.
<sup>2</sup> [ <b>Note</b> : In Police Department, powers vested in Admn.Deptt. for above item (cc)(i) will be exercised by Director General (Police), through a Committee of the following officers:- (1) ADGP (Training) (2) IGP (Personnel) (3) Director, RPA and (4) Financial Advisor, PHQ.]						
(ii)	Expenses of Seminar/Study Tour/ Conference.	-	Rs. 2000/- in each case.	Rs. 5000/- in each case.	Full powers.	-
(dd)	Washing Charges	-	Full powers.	-	-	-
(ee)	Winding and regulating of office clocks other than electronic clocks.	Not exceeding Rs. 15/- per month in any one office.	Full powers.	-	-	-
<sup>1</sup> [(ff)	To sanction cost imposed by the courts in cases of Rajasthan State Insurance Department.	-	-	-	Director Insurance Upto Rs. 500/- in each case subject to maximum Rs. 10,000/- per annum.	<b>Admn.Deptt.</b> Finance (E&R) Upto Rs. 1,000/- in each case subject to maximum Rs. 50,000/- per annum.]
3.	Purchase of non-recurring items:					
(i)	Bicycles:					
(a)	Purchases	The number of bicycles required for each office will be fixed by the Head of Department.	Full powers.	-	-	-

1.Added vide Circular No. 6/2000 dated 1.3.2000.

2.Inserted vide Cir. No.12/2007 dated 7.6.2007.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(b)	Replacement :	Provided that if the bicycle has been used for more than 5 years and is unserviceable, and the cost on repairs will be excessive, so as to be uneconomical.	Full powers	-	-	
(ii)	Computers & Softwares	As per policy and instructions of the Government and specific budget provision and purchases through Rajsthan State Agency for Computer Services.	-	-	Full powers.	
(iii)	Crockery and Cutlery.	-	Upto Rs. 400/- per annum.	Upto Rs. 600/- per annum.	Upto Rs. 5,000/- per annum.	
(iv)(a)	Duplicating Machines and Typewriters (including Electronic).	Subject to specific budget provision, Typewriters of all kinds shall be obtained only from (C.S.P.O.) Finance Department.	Full powers.	-	-	
(b)	Calculators	Calculating Machines and Other Office Equipments	Full powers.	-	-	
(c)	Training Equipments like overhead Projector, Film Projectors, etc.	-	Full powers.	-	-	



S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(v)	Electric Lamps, Table Fans, Tube-lights and Other Electric Equipments and apparatuses.	For purchase of electric light, bulbs and tube-lights it will not be necessary to purchase them through the P.W.D. nor will a N.A.C. be required from P.W.D.	-	-	-	
		(i) In case of Rate Contract (Six Tubelights and 12 bulbs may be purchased from market even when there is Rate Contract in emergency).	Full powers.	-	-	
		(ii) In case there is no rate contract.	Upto Rs. 1,000/- in each case.	Full powers.	Full powers.	
(vi)(a)	Furniture & Fixtures.	(i) When there is no rate contract.	Upto Rs. 5,000/- in each case.	Upto Rs. 10,000/- in each case.	Full powers.	
		(ii) In respect of items on C.S.P.O. list/ D.S.S.&D. Rates and Rate contract finalised by Department.	Full powers.	-	-	
(b)	For Educational Institutions.	In case there is no rate contract.	Upto Rs. 10,000/- in each case.	Upto Rs. 20,000/- in each case.	Full powers.	
(vii)	Fire Protection purchase of fire extinguishers.	-	Full powers.	-	-	
(viii)	Inter-com equipments dictaphone and other telephone equipments.	Subject to specific budget provision.	Full powers.	Full powers.	Full powers.	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(ix)	Kitchen Utensil and equipments.	-	Upto Rs. 10,000/- in each case.	Upto Rs. 20,000/- in each case. Superintendent Hospitals Full Powers.	Full powers.	
(x)	Photostat/Copiers	Subject to specific budget provision.	-	-	Full powers.	
(xi)	Room Cooler fans and pumps	-	Upto Rs. 3,000/- per annum.	Upto Rs. 6,000/- per annum.	Full powers.	
(xii)	Tents and Camp Furniture and Equipments.	Subject to specific budget provision and scales, if any.	-	-	Full powers.	
(xiii)	Water Cooler, Air Conditioners, Refrigerators, Cameras etc.	Subject to specific budget provision and scales, if any.	-	-	Full powers.	
4.	PAYMENT FOR PROFESSIONAL AND SPECIAL SERVICES:					
(a)	Remuneration for holding examination, paper setting, evaluation, superintendence etc.	As per rates prescribed by Government.	Full powers.	Full powers.	Full powers.	
(b)	Charges to artists.	As fixed.	Full powers.	Full powers.	Full powers.	
(c)	Charges for experts honorarium for delivering lectures or experts participating as resourcement in seminar, symposium workshop organised by training institutes/Deptt.	As per rates fixed by Government.	Full powers.	Full powers.	Full powers.	
(d)	Copying and section writing.	Subject to verification by Govt. Advocate.	Upto Rs. 500/- in each case.	Upto Rs. 1,000/- in each case.	Full powers.	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(e)(i)	Fees to Advocates/ Arbitrators.	As per Rules of the Government.	Full Powers	Full Powers	Full Powers	
(ii)	Fees to pleaders engaged to defend indigent persons.	For matters under Rajasthan Legal Aid Rules, 1984.			Committee constituted under the Rajasthan Legal Aid Rules, 1984- Full Powers.	
(iii)	Payment of legal fees for criminal and Civil & Misc. Cases.	Where no rules exists to determine the legal fees or where the amount is inadequate looking to the status of advocate.			<b><u>Law Department</u></b> Upto Rs. 35,000/- in each case.	
(iv)	Payment of fees to Advocates outside the State.	Where rates have not been fixed by the Government.	Upto Rs. 2,000/- in each case	Upto Rs. 5000/- in each case	Upto Rs. 10,000/- in each case	<b>Admn.Deptt.</b> Full Powers
5.	RENT, RATES, TAXES & ROYALTY:					
(a)(i)	Rent of private building for office accommodation if Govt. building is not available.	(1) Certificate once in two years from Collector (or GAD in case of Jaipur) that suitable building of Govt. is not available (2) Certificate that the rent charged is reasonable, is necessary from P.W.D. (B&R) authorities specified by the Chief Engineer.	Upto Rs. 2000/- per month	Upto Rs. 4000/- per month	Full Powers	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
		(3) Certificate from PWD that rent charged is reasonable is necessary only when building is first taken on rent and not every year.				
		<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Rent Upto 9% of the cost of building (including land) is considered reasonable rent.</li> <li>2. The licence/Lease will be for a period of five years initially.</li> <li><sup>1</sup>[3. In the agreement for tenancy in respect of lands and buildings taken on hire by the State Government, the initial rent may be fixed as assessed by P.W.D. as per existing rules. After a period of 5 years, the lease shall be extendable on the option of the State Government, and BEYOND 10 years the lease may be extended by mutual consent. The rent shall, however, be increased as per the provisions of Rajasthan Rent Control Act as amended from time to time.</li> </ol> <p>However, where the Rajasthan Rent Control Act is not applicable the rent shall be revised after 5 or beyond 10 years, as the case may be, on the basis of reassessment of rent by the PWD or on increase of rent by 25% whichever is less.]</p>				

1.Substituted vide Circular No.11/2004 dated 10.5.2004.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
		4. The aforesaid provision will also be applicable in respect of lands and building already on hire with the State Government.				
		5. The Government would be competent to terminate the tenancy earlier than the prescribed period or extended period, as the case may be, by giving 3 months previous notice.				
(ii)	Hiring of buildings without P.W.D. assessment.	(i) Rent payable per Sq.Ft. for semi-pucca building without water and electricity.	Upto 45 Paisa of per Sq.ft. plinth per month Full powers.			
		(ii) Rent for a pucca building without water and electricity.	Upto 65 Paisa per Sq.ft. plinth per month. Full powers.			
		(iii) If the building is electrified.	Upto 5 paisa of per Sq.ft. of plinth per month extra Full powers.			

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
		(iv) If the building has water connection.  <b>Note :</b> Rent will not exceed Rs. 3000/- per annum.	Upto 5 Paisa of per Sq.ft. plinth area per month. Full powers.			
(b)	Local Taxes on building (Municipal rates and Taxes etc.)	Expenditure to be borne by the owner of the building.				
(c)	To sanction rent for office accommodation over and above P.W.D. assessment.	Reasons will be recorded.				<b>Admn.Deptt.</b> Full powers.
6.	<b>PUBLICATION:</b>  Printing & binding from other than Govt. Presses.	Work will be got done as per provisions of rule 225 (3) of Chapter XI of Part-I of GF&AR.				

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
		NAC will be deemed to have been obtained if not received from Government Press within 15 days of the date of issue or request for NAC. Request be sent by outstation officer under the registered A/D letter. For offices located at the headquarters of Government Press written acknowledgement will be sufficient. Work will be in accordance with jobs specified in NAC.				
		(a) With NAC from Govt. Press.	Upto Rs. 5,000/- in each case.	Upto Rs. 20,000/- in each case.	Full powers.	
		(b) <sup>1</sup> [Without NAC from the Govt. Press.]	Upto Rs. 1,000/- in each case.	Upto Rs. 5,000/- in each case.	Upto Rs. 20,000/- in each case. Secretary to Governor Full Powers.	<b>Admn.Deptt.</b> Full Powers.
7.	<b>ADVERTISING AND PUBLICITY EXPENSES:</b>					
(a)	Exhibition/Fairs/Compaig Camps.	Arranged as per directions of the Government/Head of Department.	-	Upto Rs. 5000/-	Full powers.	

1. Substituted vide Circular No. 58/93 dated 24.11.1993 w.e.f. 7.9.1993.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
(b)(i)	Variety programme, Kavi Sammelan, Mushairas, Quawwalis, Puppet shows, Hari Katha etc., under Family Welfare Programmes or fairs, festivals organised by Tourism Department.	-	-	Upto Rs. 5,000/-	Full powers,	-
<sup>1</sup> [(ii)	Publicity of Small Savings schemes through Audio-Visual methods. Hoardings, Keosks, Bus panels, display boards, Balloons, wall paintings and through various conventional and innovative modes.	Subject to budget provisions	Rs.10,000/- for each item in a year.	-	Upto Rs. 1 Lac for each item in a year.]	
(c)	Printing of Publicity Material	-	-	Upto Rs. 5,000/-	Full powers	
(d)	Advertisement Charges	To issue advertisements (excluding display advertisement) in papers and rates approved by Director of Public Relations, Rajasthan.	-	-	-	Secretary, RPSC & Chief Engineers Full powers
		To issue advertisements relating to State Lotteries on Commercial rates to D.A.V.P. approved newspapers which do not accept the DAVP rates.	-	-	-	Director, State Lotteries Rajasthan Full powers

1. Renumbered and added vide Circular No. 18/98 dated 31.10.1998 and again substituted vide Circular No. 7/99 dated 4.3.1999.



S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
		<sup>1</sup> [ To issue advertisement to All India Radio & Door-Darshan for incentive schemes of Small Saving Department at the approved rates of All India Radio & Door-Darshan to the extent of budget provision under advertisement and publicity head.	-	-	-	Director, Small Savings Department Full powers]
(e)	Publicity and advertisement charges	Education Publicity Officers of U.N.F.P.A. Schemes of Medical & Health Department.	Upto Rs.1,000/- at a time limited to Rs.5,000/- per annum.	-	-	-
<sup>2</sup> [(f)	Production of feature film.	Subject to the availability of specific budget provision.	-	-	1 Lac per annum	<u>Admn. Deptt.</u> Full Powers
(g)	Publicity, Advertisement & Brodcasting through All India Radio & Doordarshan at their approved rates.	Subject to the availability of specific budget provision for the same.	-	-	1 Lac per annum	<u>Admn. Deptt.</u> Full powers]
8.	<u>GRANT-IN-AID/CONTRIBUTION/SUBSIDIES :</u>					
(i)	To sanction grant in aid to voluntary agencies under approved schemes of public co-operation.	As per rules ensuring proper safe-guards for securing proper utilisation of funds.	-	-	Full powers	-
(ii)	To sanction subsidy (Central & State) to industrial Units on the approval of State Level Committee.	-	-	-	Director Industries Department Full powers.	-

1. Inserted vide Circular No. 32/97 dated 14.10.1997.

2. Added vide Circular No.8/2002 dated 7.6.2002.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt	
<sup>1</sup> [(iii)]	To sanction capital Investment Subsidy (Central & State) to Industrial Units on the approval of District Level committee.					General Manager District Industries Centre Full Powers]
<sup>2</sup> [(iv)]	To sanction subsidy to the farmers under the approved scheme of Agriculture Department.	As per rules ensuring proper safeguards for securing proper utilisation of funds	Rs.30,000/-in each case .	Rs. 90,000/- in each case.	Full powers.]	-
9.	<b>SCHOLARSHIP AND STIPENDS:</b>	Subject to provisions off rules.	Full powers.	Full powers	Full powers	-
10. (a)	<b>WORKS:</b> To execute works through and agency other than PWD in case of buildings, other departmental works etc. the administrative control of which is entrusted to them.	-				

1.Added vide Circular No. 11/94 dated 4.3.1994

2.Added vide Circular No. 2/97 dated 18.1.1997 and substituted vide Circular No. 4/2008 dated 12.3.2008.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt	
(i)	Original Works	Subject to observance of rules contained in chapter XIII of Part-I of GF & AR regarding sanction, estimates, M.B. etc.	Upto Rs. 10,000/- in each case.	Up to Rs. 30,000/- in each case	Upto Rs. 2.00 Lacs in each	Admn. Department Upto Rs. 5.00 Lacs in each case.
(ii)	Repairs including special repairs	<b>Note:-</b> The above condition will not apply to expenditure Upto Rs. <sup>1</sup> [50,000] incurred in repairs including Special repairs.	<sup>3</sup> [Upto Rs. 25,000/- in each case.]	<sup>3</sup> [Upto RS.50,000/- in each case.]	Full Powers.	
<sup>2</sup> [(b)	Public Ceremonies connected with laying of foundation stone or inauguration of Government buildings, etc.	The expenditure would include printing of invitations, hiring of shamianas, refreshments, garlands, photographs, etc.	-	-	Upto Rs. 10,000/- in each case.	<u>Admn.Deptt.</u> Upto Rs. 50,000/- in each case.
11.	MACHINERY / EQUIPMENTS / TOOLS AND PLANTS:					

1. Substituted for – [30,000/-] vide Circular No. 8/94 dated 9.2.1994

2. Substituted vide Circular No. 16/2009 dated 29.6.2009 - for Upto Rs. 5,000/- in each case under heading HOD.

3. Substituted vide Circular No.17/2009 dated 25.8.2009 for "Upto Rs.10,000/- in each case and Upto Rs. 20,000/- in each case" respectively.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
(A)	Purchases:					
	Scientific, Drawing Surveying and mathematical instruments, Lab.Equipments, Surgical Instruments, Electrical & Electronic Equipments, machines for Hospitals/Dispensaries, Plants & Machinery/tools, Equipments, Tractors, Tankers, Compressors, Generators, Motor Pumps, Grass mover and Other Equipments, Agricultural implements approved items manufactured by Rajasthan State Agro Industries, Corporation, Musical Instrument including T.V., V.C.R./V.C.P. Cassettes etc.	Subject to specific budget provision, and				
		(a) If there is contract entred into by the Head of Deptt./ CSPO DGS & D.	Full Powers	Full powers	Full Powers	
		(b) In case the Govt. has issued directions that certain items shall be purchased from a specific corporation/ organisation. The purchases shall be made from them only.	Full Powers			
		<sup>1</sup> [(c) If there is no rate contract	50,000/- per annum	1,00,000/- per unit per annum	Full Powers]	
12.	Maintenance and Repairs of Other Equipments					

.....  
1. Substituted vide Circular No. 12/2009 dated 4.6.2009.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional	Head of Deptt.	
	Repairs/erections and maintenance of Machines and equipments other than motor vehicles including spare parts.	Subject to the provisions of rule 225(4) of Part-1 of GF &AR  (i) Where there is no annual rate contract. <sup>1</sup> [(ii)As per rate contract entered into by the Heads of Departments/Government.]	Upto Rs. 10,000/- in each case. Full Powers	Upto Rs. 20,000/- in each case. Full Powers	Full Powers Full Powers	
13.	To arrange audio-video for educational, medical programme, etc.	Work shall be got done from film producers, reputed advertising agencies etc. at DPR rates, and programmes shall be approved by Head of Department.	Full Powers	Full Powers	Full Powers	
14.	<b>Live-Stock:</b>					
(a)	Purchase of animals and birds.	Through Purchase Committee constituted and expenditure regulated as per prescribed scale.	Full Powers.	Full Powers.	Full Powers	
(b)	Feed and fodder for animals/birds.	(a) If there is a rate contract entered into by the Head of Department.  (b) If there is no such rate contract/approved tender.	Full Powers.	Full Powers.	Full Powers. Full Powers.	
15.	<b>MOTOR VEHICLES:</b>					

1. Substituted vide Circular No. 58/93 dated 24.11.1993 w.e.f. 12.10.1993.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(i)(a)	Purchases	(a)(i) Subject to the conditions laid down by the Govt. and specific budget provision.	-	-	Full Powers	
		(ii) Purchase will be made of ordinary make or model of vehicles as given in DGS&D rate contract.	-	-	Full Powers	
		(iii) Accessories will not exceed Rs. 10,000/- per vehicle.	-	-	Full Powers	
(b)	Repairs and Maintenance including petrol and lubricants, tyres and batteries, etc.	(b)(i) Petrol, Oil and Lubricants and customs charges for imported vehicles.	Full Powers	Full Powers	Full Powers	
		(ii) Repairs, retreading of tyres, tubes, batteries, etc.	Full Powers	Full Powers	Full Powers	
(c)(i)	Fabrication of bodies for buses etc.	-	-	-	Full Powers	
(ii)	Repairs to motor vehicles from private workshop without NAC from State Motor Garage.	Repairs and maintenance of motor vehicles shall be got done in accordance with rule 225(4) of Part-I of these Rules and spare parts shall be purchased in accordance with store purchase Rules.	Upto Rs. 3,000/- in each case.	Full Powers	Full Powers	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(iii)	To carry repairs to motor vehicles from private workshops with NAC from Motor Garage or Departmental Workshop.	Spare parts shall be purchased only from authorised dealers or manufacturers, sole distributors or original equipment suppliers as per store purchase rules.	Full Powers	Full Powers	Full Powers	
16.	<b>MATERIAL &amp; SUPPLIES:</b>					
(a)	Bed Sheets/Covers, Galicha, Towels, Blankets, pillow covers, quilts, mattresses and other linen.					
(i)	For Circuit Houses, under control of G.A.D. and Raj. Houses, Jodhpur House, New Delhi.	-	Upto Rs. 5,000/- per year.	-	Collector/ Resident Commissioner, Delhi Full Powers.	<b>Admn. Deptt./GAD</b> Full Powers
(ii)	For Rescue/Shelter/Aftercare Homes, Dak Bungalows, Rest Houses, etc.	-	Upto Rs. 5,000/- per annum.	-	Full Powers	
(iii)	For Hospitals.	-	-	Supdt. Hospitals/ CMHOs 50,000/- per year.	Full Powers.	
(b)	Bhang and Liquor	If purchased from Govt. companies/undertakings	Full Powers	Full Powers.	Full Powers	
(c)	Chemicals, Paints, Seeds, Fertilizers, Pesticides.	-	Full Powers	Full Powers	Full Powers	
(d)	Cotton Yarn & Wool.	-	Full Powers	Full Powers	Full Powers	
(e)	Curtains and furnishings.	As per norms and fixed limits.	Full Powers	Full Powers	Full Powers	

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
(f)	Diet for indoor patients in Hospitals.	As per norms prescribed by Govt.	Full Powers	Full Powers	Full Powers	
(g)	Games & Sports	(i) Where, there is rate contract.	Full Powers	Full Powers	Full Powers	
		(ii) Where, there is no rate contract.	Upto Rs. 5,000/- per annum.	Upto Rs. 10,000/- per annum.	Full Powers.	
(h)	Groceries, toiletry items, vegetables, edible oil/Ghree spices, fire wood, coal, LPG Tinned/ Bottled items, milk dairy products, meat, eggs, etc. cold drink relating to catering articles and food stuffs.	-	Full Powers	Full Powers	Full Powers.	
(i)	Herbs/Drugs and Medicines, mercury, citric acid, tartaric etc.	(i) If on rate contract.	Full Powers	Full Powers	Full Powers.	
		(ii) If not on rate contract.	Upto Rs. 30,000/- in each case.	Upto Rs. 50,000/- in each case.	Full Powers.	
(j)	Purchase of films/photography material/ X-ray plates, etc.	(i) If the rate contract is approved by the CSPO/DGS&D/ Head of Department.	Full Powers	Full Powers	Full Powers.	



S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
		(ii) If there is no rate contract.	-	-	Upto Rs. 30,000/- at a time from the manufacturer or their authorised dealers on their net price. D.G. Police/Director, Medical & Health Deptt./ Director, Animal Husbandary and Principal Medical Colleges	
(k)	Purchase of Caccine/ <sup>1</sup> [Frozen Semen] & antigen.	From approved Government Institutions.	Full Powers	Full Powers	Full Powers	
(l)	Purchase of cerals like wheat, gram, Bajra, Maize, Sugar etc.	(i) If purchased from Food Corporation of India and Rajasthan Cumsumers Federation/Food Department. (ii) If through approved tenders in accordance with norms, scales fixed.	Full Powers	Full Powers	Full Powers	
(m)	Stores for works to be carried through own agency.	Subject to delegation No.10 for works which are executed through their own agency.	Full Powers to the extent for stores required for carring out work.	Full Powers	Full Powers	
<sup>2</sup> [(n)	Miled Steel, Electrical goods, PVC wire, welding material, Hexablade, Electrical casing, caping, Leth Tools, Kitket fuse and any other material used as raw material in training/ educational institutions.	Subject to prescribed norms for the course.	50,000/- per annum.	1,00,000/- per unit per annum.	Full Powers.]	
<sup>3</sup> [(o)	<b><u>For Hostels under control of Social Justice &amp; Welfare Department:</u></b>					
	(i) Bedsheet/Covers, Galicha, Towels, Blankets, Pillow Covers, Quilts, Mattresses and other Linen.	-	Rs. 2.00 Lac per annum.	-	Full Powers	
	(ii) Furniture & Fixture	-	Rs. 2.00 Lac per annum	-	Full Powers	
	(iii) Kitchen Utensil and equipments	-	Rs. 50,000/-per annum	-	Full Powers]	

1. Substituted vide Circular No. 25/94 dated 25/5/1994. 2.Added vide Circular No.4/2005 dated 19.2.2005. 3. Added vide Circular No. 20/2007 dated 24.10.2007  
2. Substituted vide Circular No. 12/2009 dated 4.6.2009 for 25000/- p.a., 50,000/- p.a. and full powers respectively.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
17.	TO SANCTION TENDER OTHER THAN LOWEST:	Reasons shall be recorded which shall be sufficient cogent and self speaking. Reasons may be broadly low quality, unsatisfactory past performance, unusual terms of payments or other similar reasons.	-	-	Purchase Committee at the leavel of Head of Department Full powers including for tenders received at Regional level.	Departmental purchase committee Full powers including for tenders received at Head of Department level.
18.	TO CONDUCT NEGOTIATION WITH THE TENDERS:	Negotiations will be carried out as per provisions of Store purchase rules.	Full Powers through purchase committee.	Full powers through purdchase committee.	Full powers through purchase committee.	-
19.	PRICE PREFERENCE:	As per provisions of Rules for price preference contained in Appendix 1 & 2 of Chapter II of Part-II (Stores).	Full powers through purchase committee.	Full powers through purchase committee.	Full powers through purchase committee.	-
20.	OTHER CHARGES:					
(a)	Cash doles	As per rates fixed by the Government.	-	-	Full powers.	-
<sup>1</sup> [(b)	Experimental operations	As per policy and direction of Government and after inviting tenders as per the store purchase rules and also subject to specific budget provision.	Upto Rs. 30,000/- per farm per year.	Upto Rs.50,000/- per farm per year.	Full powers.]	

1. Substituted vide Circular No.41/95 dated 1.12.1995.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office Deptt.	Regional Officer	Head of	
(c)	Rewards/awards and incentives/Bonus. <b>NOTE:</b> Where an item is not covered by an entry in these powers, the general monetary limit shown below will be operative:	In accordance with rules made in consultation with Finance Department  <b><u>Monetary Limits :</u></b> (a) Recurring  (b) Non-Recurring  (i) "Per annum in respect of recurring contingent expenditure means" each type of expenditure e.g. if an authority is empowered to incur expenditure in repairs upto Rs.3,000/- per annum in each case, it would be competent for that authority to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs.3,000/- for the year. (ii) "Each case" in respect of non-recurring contingent expenditure means "on each occasion" if on a particular occasion, a number of articles of furniture are to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of the articles of furniture to be purchased on that occasion and not with reference to individual articles like tables, chairs, racks, etc. constituting the furniture. Thus an authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.3,000/- in each case would be competent to purchase various articles of furniture not exceeding Rs.3,000/- in value of each occasion.	-	-	Full powers	-
			Upto Rs. 5,000/- per annum	Upto Rs. 10,000/- per annum.	Upto Rs. 25,000/- per annum.	<b><u>Admn.Deptt.</u></b> Upto Rs. 1.00 Lac per annum. <b><u>Admn. Department</u></b> 1.00 Lac per annum <b><u>Secretary to Governor</u></b> (i) Recurring - Upto Rs. 50,000/- per annum. (ii) Non-recurring - Upto Rs. 1.00 lac per annum.]

1.Substituted vide Circular No.26/2010 dated 22.10.2010 for - "Upto Rs. 50,000/- per annum."

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office	Regional Officer	Head of Deptt.	
			<b><u>Powers of Admn. Department.</u></b>			
<sup>1</sup> [(d)	To incur expenditure on hiring of consultancy services as per Rule 38(A):	1. Subject to availability of specific budget provision for hiring of consultancy services.	Upto Rs. 5.00 lac or 3% of the project cost whichever is less, in each case.			
	<b>(i) By inviting direct offers from a short list prepared by Department</b>	2. A Committee shall be constituted as per Rule 38(A) of GF&AR Part-II.				
	<b>(ii) By inviting open offer/tender</b>	3. The terms of reference of the task desired to be achieved from the consultancy should be properly spelled out.	Full Powers upto 3% of the project cost on the recommendation of committee.]			
		4. Either a pre-qualification system may be adopted or quality-cum-cost (QC) system may be adopted for inviting and evaluating bids.				

1. Existing item No.20(d) & (e) Substituted vide Circular No.26/2004 dated 10.12.2004 and again substituted vice Circular No. 14/2008 dated 8.9.2008

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office Deptt.	Regional Officer	Head of	
<sup>1</sup> (e)	To incur expenditure on hiring of consultancy services of PDCOR Ltd.	(i) Necessary prior provision in the budget for hiring of consultancy services should exist either with the department or through Rajasthan Project Development Fund. (ii) Administrative departments shall have the choice to hire directly the services of consultancy from PDCOR, or select the consultants through a competitive process. (iii) The decision to hire consultancy from PDCOR directly, shall be taken by the Pr.Secretary/Secretary of the Administrative department with approval of Chief Secretary, subject to the following conditions : (a) Where consultancy fees is upto Rs. 2.00 Crore. (b) There is urgency in preparation of consultancy report, such urgency being decided by giving reasons in writing and shall be recommended by the Administrative department and approval of Chief Secretary taken in every such case.	-	<b><u>Administrative Department</u></b>  Up to Rs. 2.00 Crore	-	To hire consultancy from PDCOR without bids up to the extent of Rs. 2.00 Crore.

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1. Existing item (f) Added vide Circular No.13/99 dated 30.4.1999 and renumbered as (e) vide Circular No.26/2004 dated 10.12.2004 and deleted vide Circular No. 14/2008 dated 8.9.2008 and again inserted vide Circular No. 13/2009 dated 18.6.2009 again substituted vide Circular No. 27/2010 dated 22.11.2010.

S. No.	Nature of Power	Restrictions/Conditions	P o w e r s			Remarks
			Head of Office of	Regional Officer	Head Deptt.	
<sup>1</sup> [21.	<b>Redeployment in Works (PWD, Irrigation and PHED) -</b> To effect redeployment of divisions/sub-divisions by abolition and creation.	<p>This shall be subject to the conditions that :</p> <p>(i) There shall not be any change in the accounting unit of division and sub-division.</p> <p>(ii) No additional post shall be created/added nor any post shall be upgraded in any category/cadre. All vacant posts (in scale no.1 to 6) shall be abolished.</p> <p>(iii) The cadre/category wise posts under Non Plan/Plan/CSS with in the department shall not exceed the sanctioned and working strength in each cadre/category of post under Non Plan/Plan/CSS.</p> <p>(iv) No additional budget in any head shall be required on account of such reorganization/ shifting/creation of a division/sub-division.</p> <p>(v) The residuary work of a division/sub-division abolished shall be merged/formally assigned to another existing division/sub-division or newly created division/sub-division as the case may be.</p> <p>(vi) Necessary record of establishment shall be maintained by the Administrative Department.</p> <p>(vii) Copy of the orders so issued shall invariably be conveyed to AG, Rajasthan, the District Collector and the Treasury Officer concerned and Finance Department.</p> <p><sup>2</sup>[<b>Note</b> : The above will not apply to deployment of divisions/sub-divisions and staff from one Project to another Project, or from Project to/as a regular division, which will continue to require approval in the normal manner.]</p>		<b><u>Admn. Deptt.</u></b> Full powers.		

1. Added vide Circular No.12/2006 dated 18.8.2006.
2. Added vide Circular No.13/2006 dated 26.8.2006.

**Refer item 2 (n)(i) of Delegation**

**INSTRUCTIONS REGARDING PAYMENT OF CONVEYANCE HIRE CHARGES**

The payment of conveyance hire charges to Govt. servants shall be regulated in accordance with the following instructions:

**Certified that :**

1. The conveyance hire charges shall be admissible at the rates prescribed vide item 2(n)(i) in cases where he is sent on duty from his office or is summoned to his office outside the ordinary hours of duty by a special order of gazetted officer on furnishing certificate prescribed in (2) below.
2. The Government servant entitled to claim conveyance hire charges shall be required to furnish the following certificates in support of his claim duly countersigned by Head of Office.

- (i) I have not used any staff car or Govt. vehicles for visiting the place mentioned above.
- (ii) I have not applied for compensatory (Casual) leave for attending office on Sunday or other public holidays.
- (iii) I have not claimed honorarium for extra hours of work done outside the ordinary hours of duty.
- (iv) I am not entitled to draw T.A. under ordinary rules for the journey and that I am not in receipt of any conveyance allowance.