

APPENDIX – 3

DELEGATION OF POWERS

(SEE RULE 55)

PART I - CONTINGENT AND MISCELLANEOUS EXPENDITURE

| SL. NO. | ITEMS OF EXPENDITURE | SECY/HEAD OF DEPTT. | HEAD OF OFFICE | REMARKS |
|---------|--|----------------------------|---------------------------|---|
| 1 | RESIDENTIAL / NON-RESI. BLDG | | | |
| | a).Rent for private buildings for office accommodation / residence | Full Powers | Full Powers | Provided hiring of accommodation is approve by the Govt. & the rent is fixed by S.P.W.D. (Bldg, & Housing). Deptt. as per prescribed norms |
| | b).Electric/Water charges of non-resident. buildings | Full Powers | Full Powers | |
| | c).Municipal flats/taxes of non-resident. buildings | Full Powers | Full Powers | |
| | d).Petty repairs to non-residential buildings | Upto Rs.30,000/- per annum | Upto Rs.15,000/ per annum | Work should be executed as per the provision of Public Work Code & manual & such instructions as may be issued by the Government from time to time. All works involving expenditure exceeding to minimum limit prescribed in the PWD code/manual shall be executed through the appropriate Agency.. |
| 2 | Purchase & Repair of typewriter duplicators, furniture etc. | Full Powers | Full power | Subject to the prescribe norm & such instruction as may be issued by the Govt. from time to time. |
| | a).Purchase of ordinary, typewriter, duplicator, calculators other than electronic typewriter / photocopiers / computers | | | |
| | b).Repair of typewriter, duplicators, calculators, other than electronic typewriters/photo copier/ computers. | Full power | Full power | Subject to the prescribe norm & such instruction as may be issued by the Govt. from time to time. |

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| 3 | c).Repairs & maintenance of electronic typewriters / photo copier / computers, T.V / V.C.R/ Fax / Medical / Scientific instruments / Film Projector. | Full Power | Full Power | Subject to terms contained in the annual maintenance contract of the manufacturers/Agency or on the basis of approved rates after inviting quotations & such directions as may be issued by the Govt. from time to time. |
| | d).Purchase of office furniture, fixture, fittings and furnishings. | Full Power | Full Power | Subject to the prescribed rates after inviting quotations & such directives as may be issued by the Govt. from time to time. |
| | e) Repair of office furniture, fixture, fittings and furnishings. | Full Power | Full power | Subject to the approved scale & such directives as may be issued by the Govt. from time to time. |
| | OTHER ITEMS | | | |
| | a) Purchase of crokery & cutlery for rest house / inspection bungalows | Full powers | Upto Rs.5000 per annum | Subject to prescribed norms & such instruction as may be issued by the Govt. from time to time . |
| | b) Purchase of books,Acts, Codes Rules,Govt. Publications, Roports & books required in courts, training instructions, libraries Department & office. | Full powers | Full Powers Subject to maximum of Rs. 1500/- per month | Subject to the condition that books & journals are relevant to the functioning of the concerned deptt. & in accordance with norms that may be prescribed by the Govt. from time to time. |
| | c)Refreshment for inter-departmental meetings. | Full Power | Full Powers Upto Rs. 500/- per month | Subject to prescribed norms & restrictions as may be prescribed by the Govt. from time to time. |
| | d) Purchase of liveries & uniforms for peons and drivers. Complete. | Full Powers | Full Powers | Subject scale & norm as may be prescribed by the Govt. from time to time. |
| | e).Purchase of Stationery articles | Full Powers | Full Powers | Subject to norms & such restrictions as may be prescribed by the Govt. from time to time. |
| f).Advertisng charges | Full Powers | Full Powers | Subject to norms & such restrictions as may be prescribed by the Govt. from time to time. | |
| g).Printing works at Govt. Press | Full Powers | Full powers | Subject to norms & such restrictions as may be prescribed by the Govt. from time to time. | |

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| 4 | Purchase of forms, register etc. from Government Press. | Full powers | Full powers | Subject to norms & such restrictions as may be prescribed by the Govt. from time to time. |
| 5 | Telephone Charges | Full powers | Full powers | Subject to norms & such restrictions as may be prescribed by the Govt. from time to time. This does not include cost of installation of new telephone connection. |
| 6 | Postage Stamps, telegrams. | Full powers | Full powers | Subject to purchase of service stamps and official telegram only. |
| 7 | Survey instruments | Full powers | Full powers | Subject to norms & restrictions as may be imposed by the govt. from time to time. |
| 8 | Exhibition and Fairs | Full powers | Full powers | Subject to the participation having been approved by the Govt. |
| 9 | Charge for legal experts & Advocates | Full powers | Full powers | Subject to the rates being certified by the Law Department. |
| 10 | Remuneration for holding examinations | Full powers | Full powers | Subject to norms & restrictions as may be imposed by the govt. from time to time. |
| 11 | Staff paid from contingencies | Full powers | Full powers | Subject to observance of the restrictions imposed on appointment of such staff & as per the wage rate prescribed by the Govt. from time to time. |
| 12 | Scholarships and stipends | Full powers | Full powers | Subject to regulations & rates as may be prescribed by the Govt. from time to time. |
| 13 | Freight charges | Full powers | Full powers | Subject to observance of norms and the purchase having been made under the sanction of the competent Authority. |
| 14 | Customs and Excise duty | Full powers | Full powers | As per the norms and rates prescribed by the Govt. |
| 15 | Commission on postal M.O. / Bank Draft for official purposes. | Full powers | Full powers | - do - |
| 16 | Testing charge of material in Govt. / recognized laboratories & inspection wing of DGS & D. | Full powers | Full powers | - do - |

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| 17 | Grant-in-aid to Zilla Panchayat | Full power | -- | Subject to observance of norms and criteria laid down in Notification No 35(2)94-95/38/RDD/P(II) dt.13.5.98 & such other instructions as may be issued by the Govt from time to time. |
| 18 | Motor Vehicle Taxes | Full power | -- | Subject to rates fixed and notified by the Govt. from time to time. |

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DELEGATION OF POWERS

(SEE RULE 55)

PART II – SANCTION OF CONTINGENT EXPENDITURE OF ACCOUNT OF OFFICE EXPENSES.

| SL. NO. | ITEMS OF EXPENDITURE | SECRETARY/ COMMISSIONER OF ADMINISTRATIVE DEPTT./DGP | HEAD OF OFFICE | REMARKS |
|---------|--|---|-------------------------------|---|
| 1 | a) Recurring Expenditure not covered under part I. | Upto Rs. 30,000 in each case. | Upto Rs. 10,000 in each case | Subject to observance of prescribed purchase procedure and such restrictions as may be imposed by the Government from time to time. |
| | b) Non recurring expenditure not covered under part I. | Upto Rs. 1,00,000 in each case. | Upto Rs. 30,000 in each case. | -do- |
| 2 | CHIEF SECRETARY | | | |
| | a) Recurring Expenditure | Upto Rs. 1,00,000 | | -do- |
| | b) Non-recurring Expenditure | Upto Rs. 5,00,000 | | -do- |

NOTE : Contingent expenditure has been defined in Rule 99 of the Sikkim Financial Rules,1979.