DELEGATIONS OF POWERS COMMON TO ALL DEPARTMENTS AND SPECIAL POWERS TO CERTAIN DEPARTMENTS ARE AS.

1. OFFICER CATEGORIES

• Officer in Category -I
• Officers in Category -II
• Officers in Category -III
• Officers in Category –IV

2. SECOND SCHEDULE POWERS COMMON TO ALL DEPARTMENTS

• Powers to abolish Posts .
• Powers to incur expenditure on Development Schemes..
• Powers to incur Expenditure debitable to heads "Purchase of durable goods."
• Administrative approval to works/ Development Schemes.
• Re-appropriation of funds.
• Declaration of stores (including vehicles earth moving and Agricultural Machinery) surplus.
• Purchase and Replacement of vehicles including commercial vehicles .
• Powers to sanction expenditure on Repairs, Replacement of parts.
• Powers to Refund in accordance with rules.
• To write off losses other than those .
• Powers to Sanction investigation of claim of Government servants to Arrears.
• Powers to incur expenditure on other official entertainments

3. THIRD SCHEDULE SPECIAL POWERS TO CERTAIN DEPARTMENTS
1. Secretaries to Government (including Chief Secretary, Additional Chief Secretary and Senior Member Board of Revenue. Chief Secretary shall be the Secretary to
Government so far as establishment is concerned if no other Secretary to Government in Establishment and Administration Department has been so declared as Secretary).

2. Chief Justice and Senior Judge of Peshawar High Court.

3. Secretary to Governor, NWFP.

4. Secretary to Chief Minister, NWFP.

5. Secretary Provincial Assembly.

6. Secretary Administration.

7. Advocate General, NWFP

8. Additional Secretaries Incharge Administration in an Administrative Department.


10. Chairman, NWFP Services Tribunal.

11. Chairman Governor's Inspection Team


13. Chief Executive, Government Lady Reading Hospital, Khyber Teaching Hospital/Khyber Medical College and College of Dentistry, Ayub Teaching Hospital/Ayub Medical College, Hayatabad Medical Complex/Post Graduate Medical Institute.

14. Chief Conservator of Forest

15. Comptroller, Stationary & Printing.

16. Chief Engineers (All)

17. District Coordination Officer

18. Dean, Post Graduate Medical Institutes, Peshawar.

19. Director of Education (Colleges)

20. Director of Technical Education.

21. Director Minerals

22. Director Primary Education.

23. Director Secondary Education.

24. Director General Health Services

25. Director General, Excise & Taxation.
26. Director Staff Training Institutes.
27. Director Veterinary Research Institute Peshawar.
28. Director Bureau of Curriculum
29. Director, Anti-Corruption Establishment.
30. Director of Food
31. Director of Industries.
32. Director, Works and Services.
33. Director, Provincial Building Cell.
34. Director, Labour Welfare
35. Director of Information.
36. Director Bureau of Statistics
38. Heads of Attached Department (All)
39. Inspector General of Police (include Additional IGP)
40. Inspector General of Prisons
41. Members, Board of Revenue
42. Medical Superintendents District Headquarter Hospital
43. Principles of Medical Colleges including College of Dentistry.
44. Project Directors (in BPS-20)
45. Principles of Polytechnic Institutes/Colleges of Technology.
46. Presiding Officers, Revenue Appellate Courts.
47. Registrar, Peshawar High Court.
48. Registrar, Cooperatives

PART-II
OFFICERS IN CATEGORY-II

1. All Officers incharge of independent Offices in BPS-19 and above not included in Part-I.
2. Executive District Officers (All)
3. All Officers not below the rank of Deputy Secretary in charge of Administration of various Administrative Departments in Civil Secretariat.

4. Deputy Director Food.

5. Director, Civil Defense

6. Director, Local Fund Audit.

7. Director, Archives.

8. Director, Manpower & Training.

9. Deputy Director, Labour Welfare

10. Director, Land Records/Inspector General of Registration

11. District Police Officers (All)


13. Electric Inspectors


17. Principals Vocational Institutes.

18. Principals Comprehensive High Schools.


20. Principals Government Elementary Colleges.

21. Principals Inservice Teachers Training Institutes.

22. Principals/Superintendents Special Education Institutions.

23. Presiding Officer Labour Court.

24. Principal, Agriculture Training Institute, Peshawar.

25. Project Directors (in BPs-19)

26. Senior Statistician Improved Crops Estimate Project.

   Settlement Officers.

PART-III
OFFICERS IN CATEGORY-III
1. All Officers Incharge of Independent offices in Grade-18.
2. Assistant Directors of Livestock & Dairy Development
3. Assistant Directors of Fisheries/Sericulture.
4. Assistant Registrar Cooperative Societies.
5. Assistant Agriculture Engineers.
8. District Food Controller.
9. Manager, Stationery and Printing Department.
10. Principal Provincial Institute of Teachers Education.
13. Principle Commercial Training Institute
15. Principles Comprehensive High Schools
16. Principles Intermediate College
17. Principles Higher secondary Schools
18. Principles Government Elementary Colleges

Note: Officers shown against Serial No.2 to 18 will exercise only the powers of local purchase of indigenous stores vide Serial No.2 (a) of the second schedule. No other financial powers of Category-III Officers have been delegated to them.

PART-III
OFFICERS IN CATEGORY-III

1. All Officers Incharge of Independent offices in Grade-18.
2. Assistant Directors of Livestock & Dairy Development
3. Assistant Directors of Fisheries/Sericulture.
4. Assistant Registrar Cooperative Societies.
5. Assistant Agriculture Engineers.
8. District Food Controller.
9. Manager, Stationery and Printing Department.
10. Principal Provincial Institute of Teachers Education.
13. Principle Commercial Training Institute
15. Principles Comprehensive High Schools
16. Principles Intermediate College
17. Principles Higher secondary Schools
18. Principles Government Elementary Colleges

Note: Officers shown against Serial No.2 to 18 will exercise only the powers of local purchase of indigenous stores vide Serial No.2 (a) of the second schedule. No other financial powers of Category-III Officers have been delegated to them.

SECOND SCHEDULE
POWERS COMMON TO ALL DEPARTMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent and Condition if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Powers to abolish</td>
<td>1. Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Powers in respect</td>
<td>2. Officers in Category-I</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Powers Posts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
upto BPS-17.

3. Officers in Category-II  Full

Powers in respect of a Non-Gazetted post.

**Note**: All orders regarding abolition of posts passed by Administrative Departments or officers in Category-I,II shall be communicated to District Accounts Office, Accountant General, NWFP, Finance Department and EDO Finance, with full justification. However, powers of abolition of posts given to the above Officers/departments shall be without prejudice to powers of the Finance Department.

<table>
<thead>
<tr>
<th>2. a.</th>
<th>1. Administrative Department</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powers</td>
<td>Local Purchase of indigenous stores other than Stationary Powers such as Equipment, Plants, Machinery, Spare Parts and Other Materials.</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>item not exceeding Rs.50,000/-</td>
<td>Each</td>
</tr>
<tr>
<td></td>
<td>Other Materials. item not exceeding Rs.10,000/-</td>
<td>Each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. b.</th>
<th>1. Administrative Department</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powers</td>
<td>Purchase of Imported Stores, (involving Powers Foreign Exchange), such as Equipments, Plants, Machinery, Spare Parts and other</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>item not exceeding Rs.10,000/-</td>
<td>Each</td>
</tr>
</tbody>
</table>
Note: These purchase will be made subject to the following conditions:—

(i) Funds have been sanctioned and released by The Finance Department.

(ii) All purchases will be made in accordance with the NWFP Purchase Manual.

(iii) Instructions issued by the Finance Department vide Notification No.SO(A/Cs)FD/2-8/96 dated 5.1.1997 (reproduced at page 140) until purchase Manual is notified.
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent and Condition if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Administrative Department</td>
<td>1.</td>
<td>(Non-Recurring)</td>
</tr>
<tr>
<td>2.</td>
<td>Heads of Deptts: in Category-I</td>
<td>2.</td>
<td>(Non-Recurring)</td>
</tr>
<tr>
<td>3.</td>
<td>Officers in Category-I (who are not Heads of Departments).</td>
<td>3.</td>
<td>(Non-Recurring)</td>
</tr>
<tr>
<td>4.</td>
<td>Chief Engineers (In Works and Services and Irrigation Departments)</td>
<td>4.</td>
<td>(Non-Recurring)</td>
</tr>
<tr>
<td>5.</td>
<td>Director Works and Services</td>
<td>5.</td>
<td>(Non-Recurring)</td>
</tr>
</tbody>
</table>

**Note:** a) The expenditure will be incurred after approval by the competent authority and subject to availability/release of funds.
b) All cases involving purchase of vehicles/Motor Cycles shall have prior concurrence of Provincial Planning, & Development and Finance Departments even if it is approved as part of PC-I.

4. Powers to incur Expenditure

1. Administrative Department Full Powers
debitable to heads "Purchase" 2. Officers in Category-I Full Powers
of Durable Goods, Repairs 3. Officers in Category-II upto Rs. 100,000 & Maintenance of durable goods and works at a time
4. Officers in Category-III upto Rs. 60,000
Commodities and time 5. Officers in Category-IV upto Services on items at a time
Specifically shown in the budget estimates in detail
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent and Condition if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

5. Powers to incur Expenditure debitable to heads "Purchase of durable goods" Repairs & Maintenance of durable goods and works" and "Commodities and Services" where lumpsum budget provision exists and individual items are not specified in detail:

<table>
<thead>
<tr>
<th>5 (i)</th>
<th>Local purchase of Stationary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (i)</td>
<td>Administrative Department Rs.</td>
</tr>
<tr>
<td>20,000/- at a time</td>
<td>2. Officers in Category-I Rs.</td>
</tr>
<tr>
<td>5,000/- at a time</td>
<td>3. Officers in Category-II Rs.</td>
</tr>
<tr>
<td>3,000/- at a time</td>
<td>4. Officers in Category-III Rs.</td>
</tr>
<tr>
<td>2,000/- at a time</td>
<td>5. Officers in Category-IV Rs.</td>
</tr>
</tbody>
</table>

Note:- i) Subject to the availability /release of funds.
ii) After inviting proper tenders and adopting procedure prescribed in the Purchase Manual.
iii) Department should not accumulate their demands requiring reference to Finance Department.

5 (ii) Local Purchase of other

<table>
<thead>
<tr>
<th>5 (ii)</th>
<th>Local Purchase of other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (ii)</td>
<td>Administrative Department Rs.200,000</td>
</tr>
</tbody>
</table>
Stores (not involving Rs.150,000
Expenditure in foreign Rs.100,000 Exchange)
20,000
5,000

article or a
similar articles
one time
splitting the
during the
one year.

Note:- (i) Subject to availability/release of funds
(ii) After inviting tenders and adopting procedure prescribed at page 140 until Purchase Manual is notified.

5 (iii) Electricity, Suigas,
        Water charges and
        Government and
        Local taxes.
        Full Powers

1. Administrative Department
2. Officers in Category-I
3. Officers in Category-II
4. Officers in Category-III
5. Officers in Category-IV

Full
Full
Full
Full
Full
Note:- Subject to availability of specific provision in the budget and release of funds.

5 (iv) Service Postage.  
1. Administrative Department Full Powers
2. Officers in Category-I Full Powers
3. Officers in Category-II Full Powers
4. Officers in Category-III Full Powers
5. Officers in Category-IV Full Powers

5 (v) Postal/Courier Service, Telegraph, Telephone, Fax and Internet charges (for official business only)  
1. Administrative Department Full Powers
2. Officers in Category-I Full Powers
3. Officers in Category-II Full Powers
4. Officers in Category-III Full Powers
5. Officers in Category-IV Full Powers

Note:-  
i) Budget provision in respect of Gas, Water, Taxes, Internet, Fax, Telephone and Electricity charges will not be diverted/re-appropriated for any other purpose.

ii) Office telephone will be sanctioned in respect of officers not below BPS-18 by respective Administrative Secretaries with full justification that duties require a telephone. Residential telephones will be sanctioned by the Finance Department in accordance with the policy of the Government.

iii) In emergencies like floods, earthquake, railway accident, epidemics, Category-I officers may sanction installation of residential telephones or at the camp for Government officers subject to a maximum of one telephone, if already not available, upto one month.

5 (vi) Hot and Cold  
1. Administrative Department Full Powers
Weather Charges.  
2. Officers in Category-I  Full
Powers 
3. Officers in Category-II  Full
Powers 
4. Officers in Category-III  Full
Powers

5 (vii) a. Purchase of  
Liveries.  
1. Administrative Department  Full
Powers 
2. Officers in Category-I  Full
Powers 
3. Officers in Category-II  Full
Powers 
4. Officers in Category-III  Full
Powers

Note:-  In accordance with the scale prescribed by the Government and after inviting tenders.

b. Purchase of Typewriters  
Duplicators, Bicycles,  
Photostat Machines & Computers.  
1. Administrative Department  Full
Powers 
2. Officers in Category-I  Full
Powers 
3. Officers in Category-II  Full
Powers 
4. Officers in Category-III  --

Note:-  1. Subject to availability/release of funds and after observing the codal formalities.

2. For purchase of computers or LAN, a representative of I.T.Board not having conflict of interest may be associated for expert opinion.

c. Purchase of Toners/  
Computer Ribbons/  
Computer Stationary.  
1. Administrative Department  Full
Powers 
2. Officers in Category-I  Full
Powers 
3. Officers in Category-II  Full
Powers
4. Officers in Category-III  Full

5. Officers in Category-IV  Full

Note:- These may be purchased after observing the codal formalities and subject to availability/release of funds.

5 (viii) Purchase of

1. Administrative Department  Full

Powers

books, maps,  

2. Officers in Category-I  Full

Powers

Teaching material  

3. Officers in Category-II  Full

Powers

Rs.1,500/- at a time

4. Officers in Category-III  

in Education Department, Medical

Colleges, Training and Research

Institutes only

5. Officers in Category-IV  Rs. 750/-

at a time

in Education Department only

5 (ix) Purchase of

1. Administrative Department  Full

Powers

Periodicals  

2. Officers in Category-I  Full

Powers

and Newspapers.  

3. Officers in Category-II  Full

Powers

Note:-
1. Administrative Secretary can purchase two newspapers and two periodicals/magazines.

2. Officers in Category-I other than Administrative Secretary can purchase one Newspaper and one Magazine.

3. Officers in Category-II can purchase one newspaper

5 (x) Addition to or repairs  

1. Administrative Department  Full
of office equipments, Rs.20,000/- in each case
instruments, and furniture Rs.10,000/- in each case
(excluding agricultural 5,000/- in each case
and other machinery) in each case

5 (xi) Hire charges of Rs.30,000/- in each case
furniture (for in each case
purposes other in each case
than offices/
in each case
residences). in each case

Note:- Hiring of furniture will be allowed only for occasional functions and not regular meetings or visit of superior officers.

5 (xii) Freight for movement of Government property including records.

1. Administrative Department Full Powers
2. Officers in Category-I Full
3. Officers in Category-II Full
4. Officers in Category-III Full Powers
5. Officers in Category-IV Full Powers

5 (xiii) Charges for printing at private presses other than Government presses.

1. Administrative Department Rs.75,000
2. Officers in Category-I Rs.20,000
3. Officers in Category-II Rs.5,000
4. Officers in Category-III Rs.2,500
5. Officers in Category-IV Rs.500
Note:- Provided that Government Press has certified that it can not undertake the work and funds are available and printing is in public interest.

5(xiv) Copying and Powers  
1. Administrative Department Full
2. Officers in Category-I Full
3. Officers in Category-II Full Powers
4. Officers in Category-III Full Powers
5. Officers in Category-IV Full Powers

5 (xv) Expenditure in emergent cases on account of binding work executed locally.
1. Administrative Department Rs.4,000 in each case
2. Officers in Category-I Rs.3,000 in each case
3. Officers in Category-II Rs.750 in each case
4. Officers in Category-III Rs.500 in each case
5. Officers in Category-IV Rs.100 in each case

5 (xvi) Expenditure on rent of non-residential buildings and land. per annum
1. Administrative Department Full
2. Officers in Category-I Full
3. Officers in Category-II Rs.25,000 in each case
4. Officers in Category-III Rs.20,000 in each case
5. Officers in Category-IV Rs.10,000 in each case
Note:- **For Building**:

1. Subject to the explicit conditions that

   a) the accommodation is according to the scale prescribed by the Government

   b) either the rent does not exceed the rent assessed by the Excise and Taxation Department for the purpose of Urban Immoveable Property Tax or the rent to be paid is made the basis of property tax

   c) assessment made by the Works & Services Department

   d) No Objection Certificate from Works and Services Department for Non-Availability of office accommodation.

   e) Subject to availability of budgetary provision and subject to the conditions circulated by Finance Department vide No. S.O.(A/Cs)/FD/2-5/93, dated 14.5.1996 and time to time (page-138).

**For Land**: Subject to the condition that the Rent Reasonability Certificate should be given by an officer of the Revenue Department exercising the powers of the Collector under West Pakistan Land Revenue Act.1967.

### 5 (xvii) Rewards and Bonus.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative Department</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td>2. Officers in Category-I</td>
<td>Rs. 2,000</td>
</tr>
<tr>
<td>3. Officers in Category-II</td>
<td>Rs. 1,000</td>
</tr>
</tbody>
</table>

Note:- Only in case where grant of rewards or bonus is permissible under the rules.

### 5(xviii) Law Charges.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative Department</td>
<td>Full Powers</td>
</tr>
<tr>
<td>2. Officers in Category-I</td>
<td>Full Powers</td>
</tr>
<tr>
<td>3. Officers in Category-II</td>
<td></td>
</tr>
</tbody>
</table>

Rs.4,000/-

Note:- This is subject to availability of funds. Where law charges have to be paid in relaxation of rules, because of case exigencies, the clearance of Law and Finance Departments will be essential.

### 5(xix) Fees to Law Powers

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Officers.  
2. Officers in Category-I  
Full

3. Officers in Category-II  
Rs.10,000

Note:- In accordance with the prescribed scales for payment of fee. The Law Department or the Administrative Department in consultation with Law Department may sanction Fees upto 20 percent above the fixed rates particularly in important cases. For relaxation, in case of extremely important cases involving pecuniary interest of the government or policy issue, the case will be referred to Finance Department for sanction after obtaining clearance of Law Department.

5 (xx) Fees in other cases.  
1. Administrative Department Rs.2,000/- in each case

2. Officers in Category-I Rs.2,000/- in each case

3. Officers in Category-II Rs. 500/- in each case

5 (xxi) Fees to personnel in connection with depart- 
mental examination in accordance with rules.

1. Administrative Department Full

2. Officers in Category-I Full

5 (xxii) Compensation payable to any individual under law, rules or judgment Rs.10,000/- in each case of courts.

1. Administrative Department Full

2. Officers in Category-I Full

3. Officers in Category-II

5 (xxiii) Charges for remittance of pay or allowances of  
1. Administrative Department Full

2. Officers in Category-I Full
establishment or stipends to Trainees at Government Training Centers by Money Orders/
Bank Draft etc.

Note:- Where such remittance are authorized by rules.

5(xxiv) Payment of Scholarship.

<table>
<thead>
<tr>
<th>Category</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td>Officers in Category-I</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Officers in Category-II</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Officers in Category-III</td>
<td>Full Powers</td>
</tr>
<tr>
<td>Officers in Category-IV</td>
<td>Full Powers</td>
</tr>
</tbody>
</table>

Note:- Full powers within the number of scholarships sanctioned by the Finance Department in Consultation with the Administrative Department and subject to the budgetary provision/funds released.

5(xxv) Grant-in-Aid.

<table>
<thead>
<tr>
<th>Category</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Department</td>
<td>Full</td>
</tr>
</tbody>
</table>

Note:- Subject to budgetary provision/fund released.

5(xxvi) Other items:-

<table>
<thead>
<tr>
<th>Category</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Department</td>
<td>Rs.30,000/- in each case</td>
</tr>
<tr>
<td>Officers in Category-I</td>
<td>Rs.15,000/- in each case</td>
</tr>
<tr>
<td>Officers in Category-II</td>
<td>Rs. 7,500/- in each case</td>
</tr>
<tr>
<td>Officers in Category-III</td>
<td>Rs. 3,000/- in each case</td>
</tr>
</tbody>
</table>
5. Officers in Category-IV                  Rs.   1,500/-
in each case

Note:- No items of expenditure should be sanctioned from "Commodities
and Services" or "Others" on un-usual or novel items except with the prior approval of
the Finance Department.

b) Recurring
1. Administrative Department
   Rs.10,000/-

   2. Officers in Category-I                  Rs.  5,000/-

   3. Officers in Category-II                 Rs.  2,000/-

   4. Officers in Category-III                Rs.  1,000/-

   5. Officers in Category-IV                 Rs.   500/-

Note:- No expenditure should be sanctioned from "Commodities and
Services" on un-usual items except with the prior approval of the Finance Department.

5 (xxvii) Conveyance Charges
1. Administrative Department
   Full

   for performance of
   Powers

   2. Officers in Category-I                 Full

   Official duty.
   per annum

   3. Officers in Category-II                Rs.5,000/-

   per annum

   4. Officers in Category-III                Rs.  1,000/-

   Note:- Subject to budgetary provision/release of funds.

5(xxvii) Servicing of Computers, Photostat Machines, Electrical
Powers

   1. Administrative Department
   Full

   Photostat Machines, per annum

   2. Officers in Category- I
      Rs.10,000

   Electrical Typewriters, and
   5,000 per annum

   3. Officers in Category-II
      Rs.

   Oiling, Servicing & Repair
   2,000 per annum

   4. Officers in Category-III
      Rs.

   Of typewriters in use of
   Government Offices/institutions
5(xxviii) Powers to incur expenditure for

1. Administrative Department Full Powers
2. Officers in Category-I Full Powers

hiring of vehicles for Law and order duties
3. Officers in Category-II Upto Rs.20,000 per annum
4. Officers in Category-III Upto Rs.10,000 per annum
5. Officers in Category-IV Upto Rs.5,000 per annum

Note:- Subject to the condition that budgetary allocation is available and funds have been released.

5(xxix) Powers to incur expenditure on

1. Administrative Department Full Powers
2. Officers in Category-I Upto Rs.15,000 in each case
3. Officers in Category-II Upto Rs.10,000 in each case
4. Officers in Category-III Upto Rs.5,000 in each case
5. Officers in Category-IV Upto Rs.2,500 in each case

5(30) Powers to sanction budget Bonus

1. Chief Secretary Full Powers

upto a in Finance Department, P & D maximum of 3 months

Department. basic pay.

Miscellaneous Expenditure

5 (xxxi) Contribution and subscription

1. Administrative Department Full Powers

5 (xxsii) Delegation Abroad

1. Administrative Department Full Powers subject to prescribed conditions.

5 (xxxiii) Conferences/Seminars/

1. Administrative Department Full Powers subject to
Workshops/Symposia
availability of Funds.

5(xxxiv) P.O.L. Charges
Powers

1. Administrative Department  Full Powers
2. Officers in Category-I  Full Powers
3. Officer in Category-II  Full Powers

Note:- Subject to availability/release of funds and prescribed limits.

5(xxxv) Royalties, Rates and Taxes
Powers

1. Administrative Department  Full Powers
2. Officer in Category-I  Full Powers
3. Officer in Category-II  Full Powers

5(xxxvi) Publicity and Advertisement Charges
Powers

1. Administrative Department  Full Charges
2. Officer in Category-I  Full Charges
3. Officer in Category-II  Full Charges

5(xxxvii) Payment to other for services rendered
Powers

1. Administrative Department  Full services rendered
2. Officer in Category-I  Full services rendered

5(xxxviii) Contribution and Subscription
Powers

1. Administrative Department  Full Subscription
2. Officer in Category-I  Full Subscription

Note:- Subject to availability/release of funds.

5(xxxix) Secret Service Expenditure
Powers

1. Administrative Department  Full Expenditure

Note:- Subject to availability/release of funds by Finance Department.
# SECOND SCHEDULE

**POWERS COMMON TO ALL DEPARTMENTS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent and Condition if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>6.</td>
<td>Administrative approval to works/Development schemes.</td>
<td>1. Administrative Department with Departmental Developmental Working party.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs.20,000,000/-</td>
<td>2. District Developmental Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs.10,000,000/-</td>
<td>3. Administrative Department without Departmental Developmental working party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,500,000/-</td>
<td>4. Heads of Departments.</td>
<td>Rs.500,000/-</td>
</tr>
<tr>
<td></td>
<td>500,000/-</td>
<td>5. Officers in Category-I</td>
<td>Rs.200,000/-</td>
</tr>
<tr>
<td></td>
<td>200,000/-</td>
<td>(Who are not Heads of Deptts).</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Autonomous Bodies (Commercial) in Board of Directors.</td>
<td>6. Autonomous Bodies (Commercial) in Board of Directors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rs.10,000,000/-</td>
<td>i) Non-Recurring</td>
<td>Rs.1,000,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Recurring</td>
<td>Rs.700,000/-</td>
</tr>
<tr>
<td>7.</td>
<td>Autonomous Bodies (Non-Commercial) in Board of Directors.</td>
<td>7. Autonomous Bodies (Non-Commercial) in Board of Directors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,000,000/-</td>
<td>i) Non-Recurring</td>
<td>Rs.700,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Recurring</td>
<td>Rs.700,000/-</td>
</tr>
<tr>
<td></td>
<td>700,000/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned department

Chairman

b) A representative of Finance Department

(not below the rank of Deputy Secretary).

Member

c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).

Member

d) A representative of Technical Department if it involves works (not below the rank of Superintendent Engineer)

Member

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

iii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

iv) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

v) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

vi) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

vii) The schemes do not have economic or other repercussions beyond the province.
Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:- 4 a) The District Development Committee shall consist of District Coordination Officer:

Chairman
District Nazim

Chairman
District Coordination Officer
Vice

Member
Executive District Officer Finance & Planning

Member
District Planning Officer

Member/Secretary
District Officer Finance

Member
Executive District Officer Works & Services

Member
Executive District Officer Sponsoring Department

Member
District Officer of Sponsoring Department

b) The power for approval of schemes shall be subject to the following conditions:-

(i) the Committee shall not be competent to approve any scheme based on subsidy
(ii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iii) The Committee shall approve schemes only relating to functions devolved to Districts.

(iv) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

(v) The District Officer of P & D will issue minutes of the meeting of District Development Committee while representatives of Planning and Finance will present their report regarding scrutiny, viability, compliance of financial rules for consideration.

Note:-5. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.
### SECOND SCHEDULE

#### POWERS COMMON TO ALL DEPARTMENTS

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<td>1. Administrative Department with Rs.20,000,000/- Departmental Developmental Working party.</td>
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<tr>
<td></td>
<td>Rs.10,000,000/-</td>
<td>2. District Developmental Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,500,000/-</td>
<td>3. Administrative Department without Departmental Development working party Rs.1,500,000/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500,000/-</td>
<td>4. Heads of Departments. Rs.500,000/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>200,000/-</td>
<td>5. Officers in Category-I Rs.200,000/- (Who are not Heads of Deptts).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Autonomous Bodies (Commercial) in Board of Directors. i) Non-Recurring Rs.10,000,000/- ii) Recurring Rs.1,000,000/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Autonomous Bodies (Non-Commercial) in Board of Directors. i) Non-Recurring Rs.4,000,000/- ii) Recurring Rs.700,000/-</td>
<td></td>
</tr>
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   **Chairman**

b) A representative of Finance Department (not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).

   **Member**

d) A representative of Technical Department if it involves works (not below the rank of Superintendent Engineer)

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

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Note:- 4  

a) The District Development Committee shall consist of District Coordination Officer:  

Chairman

District Nazim

Chairman

District Coordination Officer Vice

Member

Executive District Officer Finance & Planning

Member

District Planning Officer

Member/Secretary

District Officer Finance

Member

Executive District Officer Works & Services

Member

Executive District Officer Sponsoring Department

Member

District Officer of Sponsoring Department

The attendance of Planning and Finance representatives shall be compulsory

b) The power for approval of schemes shall be subject to the following conditions:-

(i) the Committee shall not be competent to approve any scheme based on subsidy
(ii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iii) The Committee shall approve schemes only relating to functions devolved to Districts.

(iv) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

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Note:-5.  a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

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<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration of stores (including vehicles earth moving and Agricultural Machinery surplus)</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-I</td>
<td>Upto Rs.4 Lac</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-II</td>
<td>Upto Rs.50,000 Per item</td>
</tr>
<tr>
<td></td>
<td>Note:- Subject to the following conditions:-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Brief justification for declaring stores surplus or unserviceable should be given to and by Administrative Department and Director General Audit in each case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) These amounts refer to un-depreciated Book value.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) The Dead Stock Registrar will be maintained and updated accounting for each item.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Power to declare motor vehicles, earth moving and agriculture machinery, equipment, spares, and stores as unserviceable.</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-I</td>
<td>Upto the value of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs.4 Lac</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-II</td>
<td>Upto the value of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs.50,000 Per item</td>
</tr>
<tr>
<td></td>
<td>Note:- Under Rule 8 is also applicable in this case.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Power to dispose surplus</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

32
or un-serviceable motor

2. Officers in Category-I

Full Powers

vehicles, machinery,

3. Officers in Category-II

Rs.100,000 at a time

equipment, spares, stores by

4. Officers in Category-III

20,000 at a time

auction after due publicity.

5. Officers in Category-IV

5,000 at a time

Note:- Subject to the following conditions:

a) The amounts indicated in item 8, 9 and 10 above refer to un-depreciated book value.

b) The officer concerned shall indicate date of purchase, book value, usage upto date of declaring surplus or unserviceable and detail justification for such declaration.

c) A copy of the order so passed shall be communicated to Administrative Department and Director General Audit in each case.
### SECOND SCHEDULE

**POWERS COMMON TO ALL DEPARTMENTS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
<th>Extent and Condition if any</th>
</tr>
</thead>
</table>

**Note:- 1** Subject to the following conditions:-

a) that the strength of vehicles in the department has been sanctioned by the Finance Department and the replacement is required for keeping up the sanctioned strength;

b) the vehicle has completed required mileage and years of service prescribed by the Government

c) the vehicle to be replaced has been declared condemned by the competent authority

d) that there is specific budget provision for the expenditure; and

e) that the sanctioning authority is satisfied that the work for which the vehicle was originally sanctioned has not undergone substantial reduction making it redundant to replace the vehicle.

**Note:-2** Authority competent to replace vehicles will also be competent to condemn them.

**Note:-3(i)** A committee consisting of Motor Vehicle Examiner, and Agriculture Engineer/Assistant Agriculture Engineers of the Agriculture Engineering Workshops of the Agriculture Department will give technical advice to competent authority whether a Government owned vehicle which has completed prescribed life and mileage may be declared condemned or it may be retained in service for sometime more after further repair, if necessary.

**Note:-3(ii)** These instructions have been issued vide Finance Department No. S.O.(A/Cs)FD/2-2/96, dated 10.4.1996 at (Page 136 and 137).
Note:-4 The expected life in years and the mileage expected to be completed by Government owned motor vehicles before considering them for condemnation will be seven years and one lac and sixty thousand k.m respectively for all kind of vehicles (for both local and mufassil areas).
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

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<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Powers to sanction</td>
<td>Administrative Department</td>
<td>Rs.150,000 or 50% of the expenditure on Repairs, book value of machinery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Replacement of parts, which ever is less.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>overhauling etc. of vehicles book value of machinery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>including commercial vehicles, four wheelers, which ever is less.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Motor Cars and Motorcycles, book value of machinery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Light machinery, other which ever is less.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>tools and plants which ever</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>is less.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Officers in Category-III book value of machinery</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs. 20,000 which ever</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>is less.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5. Officers in Category-IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rs. 5,000</td>
</tr>
</tbody>
</table>

**Note:-1 These powers are subject to the conditions that:-**

i) the repairs are carried in the government workshops;

ii) in absence of government workshops, open tenders are invited before execution of works, Audit Department is consulted at initial stage, i.e. prior to an agreement being
entered into with the contractor, etc so that there is normal audit check and financial control; and

iii) the expenditure should prove to be economical with reference to the service period of the tools, plants or machinery.

Note:-2 All those vehicles, whose annual repair charges work out upto 30% or more of their book value after completion of prescribed age may be abandoned and auctioned as per prescribed procedures.

Note:-3 Necessary instructions regarding repairs of vehicles etc. have been issued vide Finance Department No. S.O.(A/Cs)FD/2-3/96, dated 17.4.1996 and even No. dated 26.4.1997 and 28.2.1998 at Pages(137, 141, 142).
### SECOND SCHEDULE
POWERS COMMON TO ALL DEPARTMENTS

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<td>(1)</td>
<td></td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>13.</td>
<td>Powers to Refund in accordance with rules or Powers in pursuance of decisions of court in respect of which no appeal is proposed to be filed.</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-I</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers in Category-II</td>
<td>Upto Rs.50,000</td>
</tr>
<tr>
<td>14.</td>
<td>Powers to suspend collection of Government dues for a period not exceeding six months</td>
<td>Administrative Department</td>
<td>For a six months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officer in Category-I</td>
<td>For a three months</td>
</tr>
<tr>
<td>15.</td>
<td>Remission of Government dues in accordance with rules.</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td>16.</td>
<td>To write off losses upto Rs.10,000/-</td>
<td>Administrative Department</td>
<td>upto Rs.10,000/-</td>
</tr>
</tbody>
</table>
on account of negligence or fraud. provided a report is sent to the
Accountant General and Audit

with full justification

and subject to prescribed conditions
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

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<tr>
<td>17.</td>
<td>To write off losses 30,000/- other than those due to negligence or fraud.</td>
<td>1. Administrative Department</td>
<td>upto 30,000/-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Officers in Category-I</td>
<td>Upto 5,000/-</td>
</tr>
</tbody>
</table>

Note:-

i. All cases involving loss of property, etc, exceeding Rs.5,000 should be reported to audit for comment before final orders are passed with regard to writing off of loss by Administrative Department or the Finance Department, as they case may be.

ii. A self-contained report should be sent to the Accountant General, with regard to the circumstances of the loss and the Accountant General would be entitled to call for such other documents and records as he considers necessary.

18. Advances to Govt. 1. Administrative Department Full Powers

Servants. 2. Officers in Category-I Full Powers

3. Officers in Category-II Full Powers

Note:-1 Administrative Department and Officers in Category-I to sanction advances for construction of house, purchase of house, purchase of car or any other means of conveyance or purchase of typewriter.

19. HONORARIA 1. Administrative Department Full Powers

Note: Subject to the following conditions:-

a) This will be subject to the relevant Rules prescribed regarding grant of honoraria;
b) the total amount of the honoraria shall not exceed the amount provided in budget for the payment of honoraria and no re-appropriation shall be made from other budget heads for this purpose;

c) the sanction for the honoraria must show specific detail of the work done;

d) the amount of honoraria for each individual shall not exceed one month's pay;

e) each Administrative Department will send consolidated statement to the Chief Secretary and Finance Department showing names and amount; and

f) The honoraria fees in connection with the Departmental examinations will be paid in accordance with the rules of the various Departments.

SECOND SCHEDULE
POWERS COMMON TO ALL DEPARTMENTS

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<tr>
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<tr>
<td>20.</td>
<td>Powers to Sanction</td>
<td>1. Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>investigation of claim of Powers</td>
<td>2. Officers in Category-I</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Government servants to</td>
<td>3. Officers in Category-II</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Arrears of pay, allowances etc.</td>
<td>4. Officers in Category-III</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Powers</td>
<td>5. Officers in Category-IV</td>
<td>Full</td>
</tr>
</tbody>
</table>

Note:-1 Administrative Department and Officers in Category-I have full Powers in respect of T.A. Claims not more than three years old and other claims not more than seven years old.

Note:-2 Officers in Category-II,III,IV have full powers in respect of claim not more than three years old of Government Servants whom they are competent to appoint.
Note:-3 T.A. Claim more than 3 years old and claim of arrear of pay and allowances, other than T.A. more than six years old, will require sanction of the Finance Department for payment after investigation by Audit.

21. Powers to incur

1. Chief Secretary
   Full Powers

2. Administrative Secretaries
   Rs. 25,000

   functions & state the budgetary entertainments.

   i) Subject to Provision.

   ii) Subject to Chief Secretary for

   approval of Holding

   functions.

3. District Coordination Officer
   Upto Rs. 25,000 on each

   subject to the function

   condition.

   i) holding of

   approved by

   ii) funds are

   incurred from

   Local Fund
## SECOND SCHEDULE
### POWERS COMMON TO ALL DEPARTMENTS

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<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

22. Powers to incur expenditure on other official entertainments in connection with official meetings.

   Note:- Subject to the following Conditions:

   a) For light refreshment not exceeding Rs.10/- per head at meeting convened for official business.

   b) For servicing Lunch boxes not exceeding Rs.150/- per head in meetings which are prolonged beyond office hours without break in the interest of government work.

23. Relaxation of the prescribed time limit for submission of T.A. Bill where no TA advance was drawn.

   Note:- Where TA advance was drawn, TA adjustment bill should be submitted within one year of the date of performance of journey by the Government servant, failing which the advances will be recovered.

24. Relaxation of the prescribed time limit where the family of transferred Government servant could not join him within one year due to shortage of accommodation, education of children or on medical or compassionate grounds.
25. **Grant of traveling and daily**

1. **Administrative Department**  Full Powers

   allowances or lodging charges to

   non-official members of commissions/

   committees set-up by the Government

   and to foreign experts

   **Note:-**  **Subject to:-**

   i) It does not increase the maximum limit prescribed by the Government for highest Category.

   ii) Funds are available.
**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

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<tr>
<th>S.No.</th>
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**SPECIAL POWERS TO CERTAIN DEPARTMENT & OFFICERS.**

**1- ADMINISTRATION AND ESTABLISHMENT DEPARTMENT.**

1.1 Technical Sanction

   a) Original works

   - 1. Administrative Department Full Powers
   - 2. Director Provincial Building Cell Full Powers
   - 3. Deputy Director Provincial Building Cell Rs.500,000/-

   Note:- Subject to the conditions that excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

   b) Ordinary and Special Repairs

   - 1. Administrative Department Full Powers
     - Non-residential/office buildings Rs.500,000/-
     - 2. Director Provincial Building Cell Full Powers
     - 3. Deputy Director Provincial Building Cell

   Note:- Subject to the condition that the above powers are only for those works which are likely to be completed within a period of one year and funds are actually released.
c) Ordinary and Special Repairs

1. Administrative Department Rs. 500,000/-

to residential buildings 2. Director Provincial Building Cell Rs. 50,000/-

3. Deputy Director Provincial Building Cell Rs. 15,000/-

Note:- Subject to the condition that the above condition is not applicable on those works which are likely to be completed in more than one phase and funds are actually released.

1.2 (i) Incurring of expenditure debitable to Commodities and Services:-

Local Purchase 1. Chief Secretary Full Powers of Stationary.

2. Secretary Administration Full Powers

Note:- Subject to the condition that:-

(a) Controller of Stationery and Printing Department has certified that the stationery in question can not be supplied from the Government Stores.

(b) No such certificate will be needed for an item not exceeding Rs. 500.

(ii) Addition to or repairs of 1. Chief Secretary Full Powers instruments and furniture.

2. Secretary Administration Full Powers

Note:- Hiring of furniture should be avoided. The delegation is meant to cover the period till the furniture is purchased.

(iii) Expenditure on rent 1. Chief Secretary Full Powers of residential buildings & Housing Subsidy.

2. Secretary Administration Full Powers

Note:- 75% of the basic pay of the occupant, or intending occupant subject to standing instructions and certificate from Works and Communication that rent is reasonable.
(iv) Ceremonial functions and State entertainments administered/organized by

<table>
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<tr>
<th>Powers within</th>
<th>Full Budget Estimates</th>
<th>Budget Estimates</th>
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</thead>
<tbody>
<tr>
<td>1. Chief Secretary</td>
<td>Full</td>
<td>Budget</td>
</tr>
<tr>
<td>2. Administrative Secretaries</td>
<td>upto Rs.50,000 within</td>
<td>Budget Estimates</td>
</tr>
<tr>
<td>3. Secretary Administration</td>
<td>Rs.50,000 within</td>
<td>Budget Estimates</td>
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1.3 Administrative Approval for Works/Development Schemes (in sub committee)

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<tr>
<th>Powers within</th>
<th>Full Budget Estimates</th>
<th>Budget Estimates</th>
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<tbody>
<tr>
<td>1. Administrative Department</td>
<td>upto Rs.20,000,000</td>
<td>Budget Estimates</td>
</tr>
<tr>
<td>2. Administrative Department</td>
<td>Rs. 500,000/- (without Sub Committee)</td>
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<tr>
<td>3. Director Provincial Building Cell</td>
<td>Rs. 300,000/-</td>
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<tr>
<td>4. Dy Director Provl.Building Cell</td>
<td>Rs. 50,000/-</td>
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</table>

These powers are subject to the following conditions:

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned department

**Chairman**

b) A representative of Finance Department (not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).

**Member**

d) A representative of Technical Department if it involves
works (not below the rank of Superintendent Engineer)

Member.

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

ii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

iii) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

iv) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

v) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

vi) The schemes do not have economic or other repercussions beyond the province.

Note:- 2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:- 4. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.
1.4 Acceptance of Tenders

1. Administrative Department Full Powers
2. Director Provincial Building Cell Full Powers
3. Deputy Director Provincial Building Cell.

Rs.500,000/-

Note:- These powers are subject to the following conditions:-
(i) The normal procedure laid down for invitation of tenders is followed.
(ii) The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the 45%.
(iii) Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tender upto the value of Rs.10 Lacs; (b) the Administrative Department if the value tender is more than Rs.30 Lacs and (c) Administrative Department, P & D Department, Finance Department, and the Government if it accedes Rs.30 Lacs or the Zila Council/Tehsil Council or Union Council as the case may be.

1.5 Sanction Tools and Plants,

1. Administrative Department
   a) Special Full Powers
   b) Ordinary Full Powers
2. Director Provincial Budget Cell
   a) Special Rs.2,000,000/-
   b) Ordinary Full Powers
3. Dy. Director Provincial Building Cell
   a) Special Rs. 10,000/-
   b) Ordinary Rs. 10,000/-

Note:- Tools and Plants of a division are of two kinds:-
a) General or ordinary tools and plants i.e. those required for the general use of the division.
b) Special tools and plants i.e. those required not for general purposes, but for a special work. The cost of the supply repairs and carriage of articles of class (a) is charged to the minor head □Tools and Plants□ whereas similar charges of class (b) are borne by the works concerned. In both cases the cost is charged in the accounts against sanctioned estimates in the same way as expenditure on works, though for purposes of sanction it is treated as expenditure on tools and plants (para 142 of CPWA Code).

c) Subject to availability/release of funds.

1.6 Repairs and Carriage of Tools and Plants.
   - Administrative Department Full Powers
   - Director Provincial Building Cell Full Powers
   - Deputy Director Provincial Building Cell.
   Rs.20,000/-

1.7 Sanction fixation of Stock Limits of various Divisions.
   - Administrative Department Full Powers
   - Director Provincial Buildings Cell Full Powers
   - Deputy Director Provincial Building Cell.
   Rs.20,000/-

1.8 To dismantle and Sell unserviceable buildings.
   - Administrative Department Full Powers
   - Director Provincial Building Cell Full Powers
   Rs.500,000/-

1.9 Leases of Surplus Buildings.
   - Administrative Department Full Powers
   Note:- Subject to a period note exceeding one year after obtaining competitive offers.

1.10 Leases of Land pertaining to Government Buildings.
   - Administrative Department Full Powers
   - Director Provincial Building Cell Full Powers
   Note:- Subject to the lease being openly auctioned for a period of one year at a time.
1.11 Leases of fruits trees and sale of grass growing on Government Land

1. Administrative Department
2. Director Provincial Building Cell
3. Deputy Director Provincial Building Cell.

Note:- Subject to open auction for a period of one year and proceeds are deposited in Government Account.

1.12 Payment of Compensation under Workmen's Compensation Act

1. Administrative Department
2. Director Provincial Building Cell

Note:- Subject to the conditions that payment in each case is pre-audited and all cases in which there is a doubt as to applicability of Act, are referred to the Law Department for legal advice.

1.13 Sales of Surplus trees on Govt. land other than along road.

1. Administrative Department
2. Director Provincial Building Cell

Note:- Subject to open auction provided that the land on which trees are standing is under the Control of Works and Services Department.

1.14 Sanction employment of work charged establishment

1. Administrative Department
2. Director Provincial Building Cell

Note:- Subject to the following conditions:-

a) provision exists in the sanctioned estimates;

b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work if required;

c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;

d) the power will be exercised for development schemes only (as otherwise employment of work-charged establishment is banned since 1974); and
e) services of work-charges employees will be dispensed with as soon as the works is completed and shall not be transferred to current budget or carried on from works to works.

THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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<td></td>
<td><strong>2- ADMINISTRATION OF JUSTICE</strong></td>
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<td>2.1</td>
<td>Leases of land pertaining to Government Buildings</td>
<td>Administrative Departments/Full Powers</td>
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<td>under Administrative control of Administration of Justice.</td>
<td>Chief Justice, Peshawar High Court</td>
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<tr>
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<td>Note:- Subject to the condition that lease being openly auctioned for a period not exceeding one year and proceeds are deposited in Government Account.</td>
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<tr>
<td>2.2</td>
<td>Leases of Fruit trees and sale of grass growing in the compounds of Government buildings/lands</td>
<td>Administrative Departments/Full Powers</td>
</tr>
<tr>
<td></td>
<td>under Administrative control of Administration of Justice.</td>
<td>District &amp; Session Judges. Court</td>
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<tr>
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<td>Note:- Subject to the condition that lease being openly auctioned for a period of not more than one year and proceeds are deposited in Government Account.</td>
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THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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3-AGRICULTURE DEPARTMENT (AGRICULTURE WING)

3.1 To Sanction prizes for fruit and Agricultural produce competitions.

1. Director General Extension Full Powers
2. Director, On-Farm Water Management. Full Powers
3. Deputy Director of Agriculture --
4. Extra Asstt: Director of Agriculture/Asstt: Director Water Management.
5. District Coordination Officer Full Powers with the approval of District Nazim.

Note:- In accordance with rules and subject to the budgetary provision released for the purposes.

3.2 To sanction expenditure on the Purchase (at fixed rates) of improved seeds and other seed depot commodities including bags (under seed depot Rules) for distribution to the growers. Rs.5,000

1. Director General Agriculture Extension Full Powers
2. Deputy Director Agriculture. --
3. Extra Assistant Director of Agriculture. --
4. Project Director, Training Center Project Director, Training Center upto Rs.5,000 at a time.
3.3 To sanction expenditure on the purchase of seeds, manures, implements insecticides bags for general use in the Department. -- 1. All concerned disbursing Officers. 2. Director, On Form Water Management: Full Powers 3. District Coordination Officer: Upto Rs.50,000 4. Executive District Officer Agriculture: Upto Rs.25,000

Note: Subject to Budget Provision and actual release of funds.

3.4 To sanction expenditure on the purchase of Livestock for use in departmental institutions. -- 1. Director General Agriculture Extension. 2. Deputy Director of Agriculture -- 3. Other Disbursing Officers -- 4. District Coordination Officer: up to Rs.20,000 at a time

5. Executive District Officer Agriculture: Rs.10,000 at a time

3.5 a) Purchase of Chemicals, equipments, apparatus Required by Research Stations training Institutes & other Department Officers. 1. Director General Agriculture Extension. 2. Director On-Farm Full Powers Water Management. 3. Director Agriculture Engineering Full Powers 4. Deputy Director of Agriculture --

b) Purchase of aviation spirit 5. Extra Asstt: Director Agriculture/ --
for aerial sprays                      Officers in Category-II.

c) Purchase of Petrol oil, lubricants    6. District Coordination Officer
upto Rs.50,000

and spare parts of vehicles and

Agri. Machinery including            7. Executive District Officer Agri. upto
Rs.20,000

bulldozers, tractors and drilling

rigs and incurring of other           8. Disbursing Officers --

expenditure on their general

overhauling and repairs.

Note: Item (b) is only for Agriculture Extension.

d) Purchase of tyres and tubes for      The Director of Agriculture Engineering
vehicles and tractors and similar      will
other Agricultural Machinery.          exercise powers in respect of all items with the

except of item (a).

e) Purchase of photographic

materials for publicity works.

f) Purchase of tarpaulins required

for departments experimental

research & seed farms & covers

for vehicles.

g) Building of bodies of

trucks/buses.

3.6 Sale of Depot                     Seeds Depot Officers (in Directorate
Full Powers

Commodities.                        General of Agriculture Extension/

Water Management) E.A.D.A./

Project Directors/Assistant Directors

if specially nominated by the Director
General and Director Water Management/

District Officers Agriculture

Note:- Subject to sell depot commodities through non-official commission agents appointed by the department for the purpose at the rate to be fixed in accordance with the policy of the Government from time to time.

3.7 Undertaking of Rs.20,000

departmental petty constructions (Non-Development).

1. Director General Agriculture Extension.

2. Director Agriculture Engineering Rs.20,000

3. Director, On-Farm Water Management. Rs.20,000

4. Grade 17/18 Officers of Agriculture Deptt. who fall under category-III.

5. Executive District Officer Agri. Rs.15,000

3.8 (1) Maintenance and Repairs of Govt. buildings Ordinary Repair.(Non-Development.)

a) Sanctioning expenditure for replacement of window panes and door panes.

1. Administrative Department Full Powers

2. Officers in Category-I Full Powers

3. Officers in Category-II --

4. Officers in Category-III --

5. Officers in Category-IV --

b) Sanctioning expenditure on replacement of

1. Administrative Department Full Powers

2. Officers in Category-I Full Powers
fixtures of nominal costs.

3. Officers in Category-II

4. Officers in Category-III

5. Officers in Category-IV

c) Sanctioning expenditure on very minor repairs of buildings.

1. Administrative Department Full Powers

2. Officers in Category-I Full Powers

3. Officers in Category-II --

4. Officers in Category-III --

5. Officers in Category-IV --

3.8(2) Special Repair. By Works and Services Department.

3.9 Technical Sanction.

a) Improvement of water courses & Precision land levelling.

1. Administrative Department Full Powers

2. Director, On Form Water Manag: Rs.1,500,000

3. Project Director/On Form Rs. 400,000

Water Management
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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4-AGRICULTURE DEPARTMENT (LIVESTOCK & DAIRY DEVELOPMENT DEPTT. EXTENSION & RESEARCH WING).

4.1 Undertaking of Rs.20,000
departmental petty construction Dairy Development

(Non-Developmental).

1. Director of Livestock & Dairy Development
2. Director V.R.I
3. Grade-18 Officers of the Livestock & Dairy Development Department who fall under category-III.
4. Executive District Officer Agriculture

4.2 Maintenance and repairs of Buildings.

1) Ordinary repairs

(Non-Developmental).


1. Administrative Department Full
2. Officers in Category-I Full
3. Officers in Category-II --
4. Officers in Category-III --
5. Officers in Category-IV --

(b) Sanctioning expenditure Powers on replacement of Powers fixtures of nominal Powers

1. Administrative Department Full
2. Officers in Category-I Full
3. Officers in Category-II --
c) Sanctioning expenditure on very minor repair of buildings.

1. Administrative Department Full Powers
2. Officers in Category-I Full Powers
3. Officers in Category-II --
4. Officers in Category-III --
5. Officers in Category-IV --

4.2(2) Special repairs.

By Works and Services Department

4.3 Invitation/acceptance of tenders for vegetable stores.

1. Director Livestock & Dairy Development. up to Rs.40,000
2. Heads of Institutions (in Grade-18) up to Rs.10,000
3. Other heads of Institutions who are disbursing Officers. up to Rs.10,000
4. Director V.R.I. up to Rs.40,000
5. Executive Distt: Officer Agriculture up to Rs.20,000

4.4 Fixation of prices for the sale of animals produce and by-products.

1. Director Livestock & Dairy Development
2. Officers in Category-I up to Rs.30,000

Note:- on the basis of rates prevailing in the market.

4.5 To Sanction Prizes for Competitions.

1. Director Livestock & Diary Development.

Subject to budgetary provision/release of funds.
4.6 Purchase of livestock

1. Director Livestock &
   Full
   Powers

Dairy Development.

2. Executive District Officer Agri. 
   Upto
   Rs.75,000/-

Note:- Subject to Budget provision and release of funds.

4.7 Sale of livestock

1. Director Livestock &
   Full
   Powers

Dairy Development.

2. Executive District Officer Agri. 
   Upto Rs. 75,000/-

4.8 Declaration of Livestock

1. Director Livestock &
   Full
   Powers

Dairy Development.

2. District Coordination Officer 
   Full Powers

4.9 Disposal of surplus/

1. Director Livestock &
   Full
   Powers

Dairy Development.

2. District Coordination Officer 
   Full Powers

3. Executive District Officer Agri. 
   Upto Rs. 75,000/-

Note:- Powers under rules 3.7 to 3.9 shall be exercised subject to the condition that all proceeds shall be deposited to Provincial Government Account.
### THIRD SCHEDULE

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

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#### 5-AGRICULTURE DEPTT (COOP.WING)

5.1 Loans to the Cooperative

Deleted due to

1. Administrative Department
2. Registrar, Cooperative liquidation
3. Central and Cooperative Societies. of FPC bank
4. Mortgage Banks registered
5. Under the Cooperative Societies Act.

**Note:** Subject to the conditions that:-

a) the aggregate of loans to the Provincial Cooperative Banks in any one year for their own financial transactions does not exceed Rs.5 lacs;

b) any loan or the aggregate of any loan to any other Bank granted through the Provincial Cooperative Bank, does not exceed Rs.1 lac in any one year; and

c) the period for re-payment of a loan does not exceed 10 years.
## THIRD SCHEDULE

- SPECIAL POWERS TO CERTAIN DEPARTMENTS

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### 6-ANTI-CORRUPTION DEPARTMENT

6.1 Rewards.

- Rs.5,000
  - Administrative Department
- Rs.2,000
  - Director Anti-Corruption
- Rs.1,000
  - S.P. Anti Corruption
  - Anti-Corruption Officers
## THIRD SCHEDULE

### SPECIAL POWERS TO CERTAIN DEPARTMENTS

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<td>7-EDUCATION DEPARTMENT</td>
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### 7.1 Purchase of Scientific Powers

- **Equipment & apparatus**
  - 1. Administrative Department: Full
  - 2. Directors of Education: Rs.150,000
- **Furniture, instruments in each case**
  - 3. Officers in Category-I: Rs. 75,000
- **Teaching material in each case**
  - 4. Officers in Category-II: Rs. 20,000
- **5. Officers in Category-III: Rs. 5,000 in each case**

Note: Subject to the following conditions:

i) Budgetary provision is available and sanction has been issued by the competent authority.

ii) Normal procedure and Government instructions/rules will be followed.

iii) In the districts, these powers will be exercised with the concurrence of the purchase committee constituted by the Zila Council.

### 7.2 Payment of Scholarships

- **1. Administrative Department: Full**

Note:-1) Subject to budgetary provision and actual release of funds to determine the number of scholarships to be paid in accordance with the existing rules applicable to various areas.

2) The award of scholarships to individual scholars will be regulated with the numbers sanctioned by the Administrative Department as under:-

- **2. Director of Colleges: Full**
- **3. Director of Education, Schools, Full**

(Award of scholarship other than
those upto High Classes)

4. Executive District Officers Full
   (Award of scholarship upto
   the
   approval of
   High Classes).
   Zila

7.3 Acceptance of Tenders.

(a) Construction of Primary Full Powers
    Schools/Primary portion 2. Executive District Officer
    upto Rs. 10,000,000
    in Middle Schools. Education with
    the approval of
    Zila

Nazim

Note:- i) The normal procedure laid down for invitation of tenders is followed.

ii) The rates quoted and/or amounts tendered are such that the total cost of a
    project/works will not exceed the amount for which the project/works is Administratively
    approved by more than the limit upto which the officer or authority is competent to
    accord technical sanction.

iii) Where competitive tenders are to be invited under the rules, in case the lowest
    tender from an approved contractor is not accepted, reasons should be recorded and
    further approval should be obtained from (a) the Secretary Education for tenders upto the
    value of Rs.5 Lacs (b) the zila Council if the value of tender exceeds Rs. 10 Lacs.

(b) Dismantle and sell unservice-
    able buildings belonging to
    Rs.200,000
    Education Department and
    upto Rs.200,000 with the
    not borne on the books of
    approval of Zila Council.
    C & W Department.
Note:- These powers are subject to the condition that there is a certificate from competent authority declaring the building as:-

i) Unserviceable and

ii) Not required by any other Government Department.

**7.4** Leases of land pertaining to the Government buildings and belonging to Education Deptt:

and not borne on the books of C&W Department.

Note:- Subject to lease being openly auctioned for a period of one year at a time.

**7.5** Leases of fruits trees and sale of grass growing on Government land by Auction:

1. Administrative Department
2. Directors of Education
3. Other Drawing & Disbursing Officers
4. Executive District Officer

Full Powers
Full Powers
Full Powers
Full Powers with the approval of Zila Council.

Note:- Subject to lease being openly auctioned for a period of one year at a time.

**7.6** Leases of land belonging to Education Department in Forest Areas and not borne on the books of Forest Department by auction:

1. Administrative Department
2. Directors of Education
3. Executive District Officer

Full Powers
--
Full Powers

Note:- Subject to the policy and rules laid down in that behalf.

**7.7** Undertaking of petty construction (Non-
upto Rs.30,000)

1. Directors Education
2. District Education Officers
3. Officers in Category-II

4. Officers in Category-III

Rs. 2,000

5. Executive District Officer Edu: upto Rs.20,000

6. District Officer Education upto Rs.10,000

Note:- Subject to the Government laid down policy.

7.8 Maintenance and Repair of Government buildings of Education Department (Non-Dev:)

i) Ordinary repairs

1. Administrative Department Full Powers

2. Directors of Education Full Powers

a) Sanctioning expenditure

3. Officers in Category-I Full Powers

4. Officers in Category-II Rs. 6,000 |

for replacement for each of window panes institution and door panes.

5. Officers in Category-III Rs. 2,000 |

6. Officers in Category-IV Rs. 1,000 | at a time through PTAs with

| the 

| approval of | Zila/Tehsil |

| Council |
b) Sanctioning Expenditure

1. Administrative Department  
   Full Powers

on replacement
2. Officers in Category-I  
   Full Powers

of fixtures of
3. Officers in Category-II  
   Rs. 6,000
   through PTAs

nominal costs.
4. Officers in Category-III  
   Rs. 2,000  
   with the

5. Officers in Category-IV  
   Rs. 1,000  
   | approval of

[Zila Council/  

Tehsil Council]

c) Sanctioning expenditure

1. Administrative Department  
   Full Powers

on very minor repairs
2. Officers in Category-I  
   Full Powers

of buildings (including
3. Officers in Category-II  
   Rs. 10,000
   through PTAs

white washing, paint
4. Officers in Category-III  
   Rs. 2,000
   and with the

and plastering).  
5. Officers in Category-IV  
   Rs. 1,000
   | approval of

Council/  

[Tehsil Council]

7.9 (ii) Special Repairs.  

By the Works and Services Department.

With the approval of Zila/Tehsil Council.

7.10 (a) To write off losses on

1. Administrative Department  
   Rs. 50,000

account of library books.  
2. Officers in Category-I  
   Rs. 10,000

Note:-i) After recovery of double cost/replacement of books lost from borrowers

to their market value at the time of detection of loss.
(b) Fixing of annual percentage

1. Officers in Category-I

2. Officers in Category-II

of book losses in the libraries

off such losses.

i) Upto 2% of the total collection or Rs. 5000/- per annum, which-ever is less, for the libraries with open shelve system and home lending facilities.

ii) Upto 1% of the total collection or Rs. 3000/- per annum, which-ever is less, for the libraries with closed shelves.
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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<th>S.No.</th>
<th>Nature of Power</th>
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</table>

8- ENVIRONMENT DEPARTMENT.

8.1 Technical Sanction

Original works 1. Administrative Department Full Powers

Note:- Subject to the conditions that excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

8.2 Administrative Approval for 1. Administrative Department upto Rs.20,000,000 Works/Development Schemes (in sub committee)

2. Administrative Department Rs. 500,000/- (without Sub Committee)

These powers are subject to the following conditions:-

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

   a) Secretary to Government in the concerned department

   b) A representative of Finance Department (not below the rank of Deputy Secretary).

   c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).

Member

a) A representative of Technical Department if it involves
works (not below the rank of Superintendent Engineer)

**Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

i) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

ii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

iii) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

iv) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

v) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

vi) The schemes do not have economic or other repercussions beyond the province.

**Note:-2.** The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

**Note:-3.** For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

**Note:-4.** a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.
8.3 Acceptance of Tenders 1. Administrative Department Full Powers

Note:- These powers are subject to the following conditions:-

a. The normal procedure laid down for invitation of tenders is followed.

b. The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the 45%.

c. Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tender upto the value of Rs.10 Lacs; (b) the Administrative Department if the value tender is more than Rs.30 Lacs and (c) Administrative Department, P & D Department, Finance Department, and the Government if it accedes Rs.30 Lacs or the Zila Council/Tehsil Council or Union Council as the case may be.

8.4 Sanction Tools and Plants, 1. Administrative Department

a) Special Full Powers

b) Ordinary Full Powers

Note:- Tools and Plants of a division are of two kinds:-

a) General or ordinary tools and plants i.e. those required for the general use of the division.

b) Special tools and plants i.e. those required not for general purposes, but for a special work. The cost of the supply repairs and carriage of articles of class (a) is charged to the minor head "Tools and Plants" whereas similar charges of class (b) are borne by the works concerned. In both cases the cost is charged in the accounts against sanctioned estimates in the same way as expenditure on works, though for purposes of sanction it is treated as expenditure on tools and plants (para 142 of CPWA Code).

c) Subject to availability/release of funds.
### THIRD SCHEDULE

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

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<tr>
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#### 9. EXCISE AND TAXATION DEPARTMENT

9.1 Reward and Bonus  
1. Director Excise and Taxation  
5,000  

subject to availability of funds.
<table>
<thead>
<tr>
<th>S.No.</th>
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</table>

**10 FISHERIES WING**

**10.1** Fixation of rate for disposal of Fish (to determine rates at which fish caught on Govt. account may be sold).

- 1. Administrative Department: Full Powers
- 2. Director of Fisheries: Full Powers

Note:- The Administrative Department will ensure that rates so fixed are not below the market-rates.

**10.2** Execution and sanction of fishing contract (leasing of fishing rights).

- 1. Director of Fisheries: Full Powers
- 2. Deputy Director Fisheries: upto Rs.100,000
- 3. District Officer Fisheries: upto Rs.50,000

Note:- Subject to the condition that:

- a) Leases are granted through open auction or inviting sealed tenders through press.
- b) Transparency of competitions is ensured and prices should be closed to the market.
- c) Reserve price is more than 10% of the last auction or average bid of last 3 years whichever is more.
- d) All receipts are deposited in Government Account
- e) Leases is auctioned after every two years or as and when required

**10.3** Lease of land for grazing of Cattle or cultivation of fruit trees in fisheries project areas.

- 1. Director Fisheries: Full Powers
- 2. Executive District Officer: Per annum

Upto Rs.100,000
Note:- Subject to open auction or sealed tenders for one year and receipts are deposited in Government Account.

**10.4 Sale of trees and other products**

1. Director Fisheries Full Powers

in Fisheries project areas

2. Executive District Officer Agri. Upto Rs.20,000

Note:- Subject to open auction or sealed tenders for one year and receipts are deposited in Government Account.

**10.5 Acceptance of tenders & undertaking of petty construction and repairs of buildings of Fisheries Department.**

Note:- Subject to the codal formalities and release of funds.

**10.6 Invitation/acceptance of tenders for consumable store.**

1. Director Fisheries Full Powers

2. Deputy Director Fisheries Rs.20,000

3. Assistant Director Fisheries --

4. Executive District Officer Rs.20,000

5. District Officer Rs.10,000

**10.7 Lease of land for purpose of fish pond/nurseries.**

1. Administrative Department Full Powers

2. Director Fisheries upto Rs.20,000

Note:- 1. Subject to the rules and open auction, or sealed tenders through press provided that certificate for re-assessment of lease is obtained from Board of Revenue.

2. All auctions shall be carried out through Auction Committee.

**DISTRICT AUCTION COMMITTEE.**

Executive District Officer Fisheries Chairman.

District Officer Fisheries Member

Elected Representative of Nazim Member
PROVINCIAL AUCTION COMMITTEE.

Deputy Director Fisheries  Chairman

Executive District Officer Agriculture of respective District  Member

Executive District Officer Finance of respective District  Member

Elected representative of Nazim of respective District  Member
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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11-FOOD DEPARTMENT

11.1 Acceptance of tenders invited in the prescribed form after widest publicity for the transportation handling and labour charges (such as loading, unloading, stacking, un-stacking and weighing etc.) of Government stock.

Note:- Subject to observance of prescribed procedure for invitation of tenders.

11.2 To write off losses on account of shortage drayage weevil and unit/ganji subject other similar causes e.g. damage due to heating, excessive moisture, leakage in bags destruction by unit/ganji rodents, difference in weight due to variation in scales.

11.3 Sanctioning of Powers
transfer of stock. 2. Director of Food Full Powers within the Province

3. Deputy Director Food ---

11.4 Grant of Cash reward to informers other than Government servants and Police personnel, who are instrumental in detecting and bringing to Police breaches, contravention and infringements of the order and notification regarding movement of food grain and sugar.

Note:- Subject to the condition that the informers give full useful and correct information leading to detection of un-authorized movement of paddy, rice and wheat.

11.5 Powers to accept quotations in respect of transportation of Government stocks in cases where Tenders have been invited but no Response is received.

1. Administrative Department Full Powers in each case

2. Director Food Upto Rs.50,000

3. Deputy Director Food Incharge of Region

Note:- 

1. For transportation of stocks between places connected by rail and where rail transport is cheaper than road transport, these powers shall be exercised only in cases where railway wagons are not available.

Note:-II.(i) In case of emergency the Administrative Department may accept quotations for the transportation of stocks without going through the prescribed procedure of inviting tenders, provided full details of emergency shall be recorded in writing.

(ii) Similarly, in case of emergency of, Deputy Director Food after obtaining authorization from the Administrative Department may accept quotations upto Rs.50,000 at a time, without going through the prescribed procedure of inviting tenders.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Administrative Department</th>
<th>Director Food</th>
<th>Deputy Director Food</th>
<th>Director Food Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.6</td>
<td>Powers to accept quotations in respect of handling and labour Rs. 50,000 Charges (including charges for loading, unloading, weighing etc.) Rs. 25,000 Loading, unloading, weighing etc) Upto Rs. 10,000 of Government stocks in cases where tenders have been invited but no response is received.</td>
<td>Full</td>
<td>Upto</td>
<td>Upto</td>
<td></td>
</tr>
<tr>
<td>11.7</td>
<td>Purchase of Gunny Bags, Fumigants, Tarpaulins and Weighing Scales.</td>
<td>Full</td>
<td>upto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.8</td>
<td>Forfeiture of Securities of Food Grains Agents.</td>
<td>Full Powers</td>
<td>Full Powers</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>11.9</td>
<td>Release of Securities of Food-grains Agents. Rs.100,000</td>
<td>Full</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.10</td>
<td>Scheme to be financed from Sugarcane (Development Cess) in respect of Mill Areas within the condition specified</td>
<td>Full</td>
<td></td>
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</tr>
</tbody>
</table>
Fund. their respective jurisdiction. in the note.

Note:- The exercise of these powers shall be subject to the following conditions:--

(1) The Development Plan not exceeding the funds released by the Finance Department is approved by respective Zila Council.

(2) The Powers shall be exercised by the District Coordination Officer concerned in Zonal Committee consisting of:

(i) The District Coordination Officer in whose jurisdiction, the Mill Zone falls

Zone falls Chairman

(ii) Director Food/Cane Commissioner NWFP or his representative Member

(iii) Director Sugar crop Research Institute Mardan or his representative Member

(iv) Superintendent Engineer, Irrigation Department of the District. Member

(v) The Executive District Officer Finance & Planning Member

(vi) The Executive District Officer Finance & Planning Member/Secretary

Mill Zone is located

(vii) The Director Public Works Member

(viii) The Managing Director or General Manager or representative of the Sugar Mill in the Mill Zone. Member

(ix) A representative of the growers on the sugarcane Control Board of the Mill zone Member

(x) A representative of the Zila Council of the area in which the Mill is located Member

(xi) Any other Official or non-Official member who may be nominated by Zila Nazim Member

(3) Where two or more Sugar Mills are situated in close proximity may constitutes a common Zonal Committee, comprising the members of the various Zonal Committees, for the Mill Zones within which such sugar mills are located and such common Zonal Committee for all such Mill Zones.

(4) Subject to such general or special directions as Government may give and the availability of the required amount in the Fund, a Zonal Committee shall for the purposes specified in sub-rule(5) of rule 8 of the West Pakistan Sugarcan Development Cess Fund
Rules, 1964 have powers to formulate and initiate the scheme and select the roads and bridges, the construction, repair or maintenance where of is to be financed from the Fund and fixed their priorities subject to approval of Zila Council.

(5) A Scheme or other work approved by a Zonal Committee shall be executed by the Director Public Works or Superintending Engineer Irrigation Department as the case may be.

11.11 Declaration of empty gunny bags surplus & their sales.

1. Administrative Department Full Powers
   2. Officers in Category-I Rs.500,000
   3. Officers in Category-II --

Note:- i) Subject to the conditions that the sale is made by open auction after due publicity and observance of usual formalities.
   ii) These amount refer to un-depreciated book value.
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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</table>

12-FOREST DEPARTMENT (Forest and Wildlife Wing)

12.1 Technical sanction in respect of works relating to Forestry.

a) Original Works.

- 1. Administrative Department: Full Powers
- 2. Chief Conservator of Forests: upto Rs.4,000,000
- 3. Conservator of Forests: upto Rs.2,000,000
- 4. Divisional Forest Officers/ District Officer: upto Rs.500,000

Note:- Provided the excess over the amount for which Administrative Approval has been accorded does not exceed 10%. In case excess exceeds 10%, then fresh Administrative Approval will be required.

b) For special and ordinary repairs including replacement and renewal of existing works.

- 1. Administrative Department: Full Powers
- 2. Chief Conservator of Forests: Rs.75,000
- 3. Conservator of Forests: Rs.40,000
- 4. Divisional Forests Officers/ District Officer: Rs.20,000

Note:- Subject to availability/release of funds.

12.2 Execution of Forests contracts for disposal of Forest Produce and to fix the terms of contracts.

- 1. Administrative Department: Full Powers
- 2. Chief Conservator of Forests: Rs.2,000,000
- 3. Conservator of Forests: Rs.500,000
- 4. Divisional Forests Officers/ District Officer: Rs.100,000
Note:- Provided the contract is entered into after open auction through tenders and highest bid or offer is accepted and contract will be vetted by Law Department.

12.3 Acceptance of tenders for  
1. Administrative Department Full Powers
Forest works or civil works of  2. Chief Conservator of Forests Rs.4,000,000
Forest Department, such as  3. Conservator of Forests. Rs.2,000,000
construction of buildings and  4. Divisional Forests Officers/ Rs. 500,000
conservancy works etc. District Officer.

These powers are subject to the conditions that:

i) normal procedure laid down for tenders is followed

ii) the rate quoted and/or amounts tendered are such that the total cost of the project/work will not exceed the amount for which technical sanction has been accorded by more than 2%

iii) where competitive tenders are invited under the rules, in case the lowest tender from an approved contractor is not accepted, detail reasons should be recorded to ensure transparency and not to favour any particular party and further approval should be obtained from

a) the Chief Conservator Forest for tender upto the value of Rs. One million

b) the Administrative Department if the value of the tender is more than Rs.One million but not exceeding Rs. Two million

c) Above Rs. Two million, it will be retendered.

12.4 Sanctioning tools, plants  
1. Administrative Department Full Powers
and tents for various  2. Chief Conservator of Forests Rs.500,000
Forest works.  3. Conservator of Forests. Rs.100,000

4. Divisional Forest Officers/ Rs. 50,000
DFO(D)/District Officer

12.5 Purchase of Livestock.  
1. Administrative Department. Full Powers

2. Chief Conservator of Forests. upto Rs.400,000
12.6 Sale of livestock & its by-products.

1. Administrative Department. Full Powers
   Rs.100,000 per annum

2. Chief Conservator of Forests. Rs.200,000 per annum

3. Conservator of Forests/Wildlife. Rs.100,000 per annum

4. DFO, Wildlife/District Officer. Rs.50,000

Note:- Subject to release of funds.

12.7 Sanctioning of usual payments on sowing planting etc. under 517 Forestry in development and non-development budget

1. Administrative Department. Full Powers
   Rs.4,000,000

2. Chief Conservator of Forests. Rs.2,000,000

3. Conservator of Forests. Rs.500,000

4. Divisional Forest Officers/ District Officer

Note:- Provided the proceeds are deposited in Government Account.

12.8 Leases of land in Forest Areas.

1. Administrative Department. Full Powers

2. Chief Conservator of Forest. Full Powers

3. Conservator of Forests. Full

4. Divisional Forest Officers/ District Officer. Full Powers

Note:- These powers are subject to condition

a) all leases will be granted by auction or tenders

b) Administrative Department and Chief Conservator may grant lease upto 5 years for Irrigated land and 10 years for Barani Land.
c) Conservator or Divisional Forest Officer may grant lease upto 50 acres for one year in each case.

12.9 Lease of land buildings

1. Administrative Department upto Rs. 30,000 per month for specific purposes such as mills, timber depots etc.

2. Chief Conservator of Forests Rs. 15,000 per month

12.10 To dismantle and sell unserviceable buildings.

1. Administrative Department. Full Powers

2. Chief Conservator of Forests. Full Powers

3. Conservator Forest Rs. 300,000

4. Divisional Forest Officers/ Rs. 300,000

District Officer

Note:- Provided that a certificate is obtained from C&W Department for their being unserviceable. Bids are invited through tenders & funds are deposited in Government Account.

12.11 Reward in Forest cases:-

i) Out of the sum accepted as compensation not exceeding 1/4th of the amount realized.

1. Administrative Department Full Powers

2. Chief Conservator of Forest. Full Powers

3. Conservator of Forest Full Powers

4. Divisional Forest Officers Full Powers

ii) Out of the sum accepted as compensation plus value of property not exceeding 1/4th of the amount realized.

12.12 To write off irrecoverable Forest Revenue.

1. Administrative Department Rs. 10,000

2. Chief Conservator of Forests Rs. 4,000

3. Conservator of Forest. Rs. 2,000
Note:- A report in each case should be given to Director General Audit fully justifying this action.
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

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<tr>
<td>13-HEALTH DEPARTMENT</td>
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<tr>
<td>13.1</td>
<td>To invite and accept tenders for consumable stores other than drugs and medicines.</td>
<td>1. Administrative Department Full Powers</td>
</tr>
<tr>
<td></td>
<td>1. Officers in Category-I</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>2. Officers in Category-II</td>
<td>Rs.100,000</td>
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<tr>
<td></td>
<td>3. Officers in Category-III</td>
<td>Rs. 75,000</td>
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<tr>
<td></td>
<td>4. Officers in Category-IV</td>
<td>Rs. 10,000</td>
</tr>
<tr>
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<td>Note: Provided that in all cases the lowest tender is accepted and decision is taken on the recommendation of the Board/Committee constituted for the purpose by the Health Department.</td>
<td></td>
</tr>
<tr>
<td>13.2</td>
<td>Undertaking of petty Construction (Non-Dev:).</td>
<td>1. Director General Health Rs.25,000</td>
</tr>
<tr>
<td></td>
<td>1. Grade 18 Officers of Health</td>
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</tr>
<tr>
<td></td>
<td>2. Grade 18 Officers of Health</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Department who fall under Category-II.</td>
<td></td>
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<tr>
<td>13.3</td>
<td>Maintenance and repair of buildings Ordinary repairs (Non-Development)</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Sanctioning expenditure for replacement of window panes and door panes.</td>
<td>1. Administrative Department Full Powers</td>
</tr>
<tr>
<td></td>
<td>2. Officers in Category-I</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>3. Officers in Category-II</td>
<td>Rs.10,000</td>
</tr>
<tr>
<td></td>
<td>4. Officers in Category-III</td>
<td>Rs. 2,000</td>
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<td></td>
<td>5. Officers in Category-IV</td>
<td>Rs. 1,000</td>
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<tr>
<td>b)</td>
<td>Sanctioning expenditure on</td>
<td>1. Administrative Department Full Powers</td>
</tr>
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<td></td>
<td>2. Officers in Category-I</td>
<td>Full Powers</td>
</tr>
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</table>
replacement of fixtures at nominal costs.  

3. Officers in Category-II Rs.6,000  
4. Officers in Category-III Rs.2,000  
5. Officers in Category-IV Rs.1,000  

c) Sanctioning 

1. Administrative Department Full Powers 
2. Officers in Category-I Full Powers 
3. Officers in Category-II Rs.10,000 
4. Officers in Category-III Rs.2,000 
5. Officers in Category-IV Rs.1,000 

Note:- In districts, these powers will be executed with the approval of Nazim subject to approval of Zila Council in the Districts only.

13.3 (2) Special Repairs. By Works and Services Department.

13.4 Purchase of Machines/Drugs. 

1. Administrative Department Full Powers 
2. Officers in Category-I Full Powers 

Note:1) Subject to availability of budgetary provision and release of funds by the Finance Department.

2) The above powers shall be exercised by Officers of Health Department, only after approval of single contract rate by the Health department.

13.5 Payment of remuneration to the external teachers 

1. Administrative Department Full Powers 
2. Dean PGMI Full Powers 

13.6 Powers to sanction expenditure on purchase of pharmaceuticals 

1. Administrative Department Full Powers 
2. Officers in Category-I Full Powers 
3. Officers in Category-II 
4. Officers in Category-III Rs.5,000 

Rs.10,000 at a time 

at a time
5. Officers in Category-IV  Rs. 1,000

at a time.
### THIRD SCHEDULE

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

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14- INDUSTRIES, COMMERCE, LABOUR, MINERAL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT

14.1 To dismantle and sell

unserviceable buildings.

1. Administrative Department Full Powers

2. Director of Industries/Labour Rs.40,000

Note:- Provided that a certificate is obtained from C & W Department about their being unserviceable.

14.2 Lease of land pertaining to Government buildings.

1. Administrative Department Full Powers

2. Director of Industries/Labour Full Powers

Note:- Subject to the condition that the lease being openly auctioned for a period of one year at a time.

14.3 Leases of fruit trees and sale of grass growing on Government Land at Head Quarter

1. Administrative Department Full Powers

2. Director of Industries/Labour Full Powers

3. Deputy Director of Industries Full Powers

Note:- Subject to the condition that the lease being openly auctioned for a period of one year at a time.

TECHNICAL EDUCATION.

14.4 Purchase of Training Material

1. Administrative Department Full Powers

2. Officer in Category-I Rs.75,000 in each case

3. Officer in Category-II Rs.20,000 in each case
4. Officer in Category-III Rs. 5,000 in each case

Note:- Subject to the following conditions:-

i) Budgetary provision is available and sanction has been issued by the competent authority.

ii) Normal procedure and Government instructions/rules will be followed.

iii) In the districts, these powers will be exercise with the concurrence of the purchase committee constituted by the Zila Council.

14.5 Payment of Scholarship

<table>
<thead>
<tr>
<th>Powers subject to provision to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative Department</td>
</tr>
<tr>
<td>2. Officer in Category-I</td>
</tr>
<tr>
<td>3. Officer in Category-II</td>
</tr>
</tbody>
</table>

|determine the number of Scholarships to be paid in accordance with the existing rules applicable to various areas. |

14.6 Sanction expenditure on repairs

<table>
<thead>
<tr>
<th>Full Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrative Department</td>
</tr>
<tr>
<td>2. Officer in Category-I Full</td>
</tr>
<tr>
<td>3. Officer in Category-II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(including white washing and mud plastering). Institution at a time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Officer in Category-III Rs. 2,000 for each</td>
</tr>
</tbody>
</table>

| Institution at a time. |
5. Officer in Category-IV  Rs.

1,000 for each Institution at a time.

14.7 Installation of Machinery and Full Powers

   Equipment in the TTCs/SDCs. Powers  

   Rs.20,000


14.8 Repairs and carriage of Full Powers

   Tools & Plants.  

   Rs.50,000 at a time

   Rs.25,000 at a time
THIRD SCHEDULE

SPECIAL POWERS TO CERTAIN DEPARTMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

15- IRRIGATION DEPARTMENT

15.1 Technical Sanction

i) Original Works.
   1. Administrative Department Full Powers
   2. Chief Engineers Full Powers
   3. Superintending Engineers Rs.10,000,000
   4. Executive Engineers Rs. 2,000,000

Note:- Subject to the following conditions:-

i) that excess over the amount for which the Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required;

ii) (a) Ordinary and special repairs to non-residential buildings
   1. Administrative Department Full Powers
   2. Chief Engineers Full Powers
   3. Superintending Engineers Rs.1,000,000
   4. Executive Engineers Rs. 200,000

Note:- Subject to the furnishing of lists and actual release of funds. No liability will be accrued in anticipation of funds.

(b) Ordinary and special repairs to residential buildings
   1. Administrative Department upto Rs.500,000
   2. Chief Engineers upto Rs.100,000
   3. Superintending Engineers upto Rs. 50,000
   4. Executive Engineers upto Rs. 10,000

Note:- Subject to the furnishing of lists and actual release of funds. No liability will be accrued in anticipation of funds.

15.2 Administrative Approval of works/Developmental

   1. Administrative Department Rs.20,000,000 (in Departmental Development)
Schemes. Working Party)

2. Administrative Department Rs. 1,000,000 (without sub-Committee)

3. Chief Engineers Rs. 750,000

4. Superintending Engineers Rs. 500,000

5. Executive Engineers --

Note:- These powers shall be subject to the conditions that:-

i) These powers shall be excised by the Administrative Secretary in Departmental Development Working Party consisting of the members as indicated below:-

1) Secretary to Government of NWFP. Chairman

2) A representative of Finance Department (not below the rank of (Deputy Secretary). Member

3) A representative of Planning Environment & Dev. Deptt: (not below the rank of Chief of Section). Member

ii) These powers shall be exercised only in respect of Plans/schemes involving expenditure of Departmental nature;

iii) No expenditure on a scheme shall be incurred unless there is a provision in the Development budget of the year;

iv) the schemes so sanctioned shall be sent to the Finance Department as well as Planning and Development Department, simultaneously for their record;

v) where any of the member is not present the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Sub-Committee;

vi) the schemes sanctioned are in line with the objectives of the National Plans and there is no deviation from the Principles and Policies laid down in the Plan; and

vii) the schemes do not have economic or other repercussions beyond the Province.

viii) Budgetary allocation has been made.
Note:- (2) For the meeting of the Departmental Development Working Party, the instructions contained in the West Pakistan Finance Department letter No. SOAA-11-42-63-505/65, dated 26-3-1965 (reproduced at page 135) should be observed.

### 15.3 Acceptance of tenders

1. Administrative Department Full Powers

2. Chief Engineers Full Powers

3. Superintending Engineers

Rs.10,000,000

4. Executive Engineers Rs. 2,000,000

Note:- These powers are subject to the following conditions:

i) the normal procedure laid down for invitation of tenders is followed and the rates quoted are such that the total cost of a project will not exceed the amounts for which the works are administratively approved by more than the limits upto which the officers or authority is competent to accord technical sanctions;

ii) where competitive tenders are to be invited under the rules in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from:

a) the Chief Engineers for tenders upto the value of Rs.5 lacs.

b) the Administrative Department if the value of the tender is more than 5 Lacs. and

c) A Ministerial committee to be notified by the Government if the value of the tenders exceed Rs.10 Lacs.

iii) the amount of any tender does not exceed the estimate by more than 10%.

### 15.4 Purchase of Tools and Plants

1. Administrative Department

   a) Special Full Powers

   b) Ordinary Full Powers

2. Chief Engineers

   a) Special Rs.2,000,000

   b) Ordinary Rs. 500,000

3. Superintending Engineers

   a) Special Rs.100,000
b) Ordinary \hspace{1cm} Rs.100,000

4. Executive Engineers.

a) Special \hspace{1cm} Rs. 20,000

b) Ordinary \hspace{1cm} Rs. 20,000

15.5 Repairs and Carriage

charges of Tools and Plants.

Rs.20,000

15.6 Sanctioning estimates for purchase or manufacture of materials to be used on works.

1. Superintending Engineers Full Powers

limits reserve stock.

15.7 Purchase or Manufacture of Materials to be used on works.

1. Executive Engineers Full Powers

Note:- Subject to the limit sanctioned for reserved stock subject to the approval of sanction of estimates being obtained where required by the provision of paragraph 4.27 and 4.28 of the Public Works code reproduced below:-

4.27 The manufacture or collection of materials involving an outlay of Rs.10000 or upwards, must in all cases be covered by a detailed estimates showing the proposed outlay and the materials to be received.

4.28 If the materials be for a work already duly sanctioned, or for reserve stock within the sanctioned limit for the Division, the estimate will merely require the approval of the Superintending Engineers but in all other cases the estimate must be duly sanctioned by competent authority as though for an original work.

15.8 Sanction to fix stock limit of various Divisions.

1. Administrative Department Full Powers

Rs.2,000,000

15.9 To dismantle & sell un-service- 1. Administrative Department Full Powers
able buildings  belongings to  2. Chief Engineers  Rs.100,000

Irrigation Department.

Note:-  Provided that a certificate from C&W Department about their being unserviceable should be obtained.

15.10  Leases of surplus buildings belonging to Irrigation Department.  2. Chief Engineers  (Buildings to be leased)

1. Administrative Department  Full Powers

3. Superintending Engineers  with the Concurrence

S&GAD/Finance Department).

Note:-i) Subject to the condition that leases being openly auctioned for a period of one year.

ii) Will be declared surplus with the concurrence of S&GAD/Finance Department.

15.11  Leases of Land pertaining to Government buildings.  2. Chief Engineers  Full Powers

1. Administrative Department  Full Powers

3. Superintending Engineers  Full Powers

Note:- Subject to the condition that leases being openly auctioned for a period of one year.

15.12  Leases of fruit trees and sale of grass growing on Government Land.  2. Chief Engineers  Full Powers

1. Administrative Department  Full Powers

3. Superintending Engineers  Full Powers

4. Executive Engineers  Full Powers

Note:- Subject to the condition that leases being openly auctioned for a period of not more than one year.
15.13 Lease of water powers
1. Administrative Department Full Powers
for Mills.
2. Chief Engineers Full Powers
3. Superintending Engineers Full
Powers

Note:- Subject to the condition that leases being openly auctioned as per Private Power Policy.

15.14 Power to sanction supply of canal water for the purposes other than Irrigation Purposes.

Note:- For the period not exceeding one year provided that the rates are not lower than those previously approved by Government.

15.15 Sanctioning of carriage and handling charges of stock materials, chargeable to stock.

15.16 Sanctioning Carriage of Tools and Plants.

15.17 Sanctioning of purely temporary increase of 20% over the permanent limit of a Division to be absorbed within six months from
the date of increase.

15.18 Sanctioning of sale of trees

<table>
<thead>
<tr>
<th>Powers</th>
<th>1. Superintending Engineers</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Executive Engineers</td>
<td>Rs.10,000</td>
</tr>
</tbody>
</table>

whether standing or fallen, green or dead by public auction.

15.19 Sanctioning of sale proceeds

<table>
<thead>
<tr>
<th>Powers</th>
<th>1. Executive Engineers</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Executive Engineers</td>
<td>Rs.10,000</td>
</tr>
</tbody>
</table>

of thinning and pruning of standing trees.

Note:- Subject to the condition in Paragraphs 2.7 (5) of Irrigation Manual of orders amended as under:-

2.7(5) The produce of thinning and pruning and dead and fallen trees may be sold in site by public auction at the discretion of the Divisional Officer or by acceptance of tendered price with the approval of the Superintending Engineers and the sale proceeds credited direct to "V-Receipt from the Plantation " without passing the transaction through the manufacture accounts.

Note:- When cutting and carriage is done by the purchaser, the cost to be paid by him will be the value of unfilled fuel at plantation site.

No wood shall, however, be allowed to be removed from the plantation site until it has been measured. All measurements shall be made after stacking. The stacks should be long and narrow, not more than 4 or 5 feet in width and the wood laid in one direction so as to be closely packed, a measurement of three and half cubic feet being taken as equal to a maund.

15.20 Payment of compensation

<table>
<thead>
<tr>
<th>Powers</th>
<th>1. Administrative Department</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Chief Engineers</td>
<td>Full Powers</td>
</tr>
<tr>
<td></td>
<td>3. Superintending Engineers</td>
<td>Full Powers</td>
</tr>
</tbody>
</table>

and Officers in Correspondence rank holding independent Charge.

Note:- Full Powers upto the amount admissible under the Act provided that the payment in each case is per-audited and all cases in which there is a doubt as to the applicability of the Act are referred to the Law Department for legal advice.

15.21 To Write off losses due to

<table>
<thead>
<tr>
<th>Powers</th>
<th>1. Administrative Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs.150,000</td>
</tr>
</tbody>
</table>
depreciation of serviceable stock (i.e. books losses only opposed to actual losses).

Note:- The officer shall record comprehensive note justifying his orders and a copy of this will be forwarded to Director General Audit, and Accountant General.

15.22 To Sanction Powers

employment of work

Charged Estt:

Notes:- These powers are subject to the following conditions.

a) Provision exists in the sanctioned estimates;

b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work, if required;

c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;

d) the powers will be exercised for development schemes only (as otherwise employment of work charged establishment out of current budget is banned since 1974); and

e) services of work-charged employees will be dispensed with as soon as the work is completed and shall not be transferred to current budget or carried on from work to work.
### THIRD SCHEDULE

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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<td>(2)</td>
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</tbody>
</table>

**16-NWFP PUBLIC SERVICE COMMISSION**

**16.1 Advertisement**

- **Charges.**
  - 2. Secretary: Rs. 6,000 (in each case)

**Note:** Subject to availability of funds.

**16.2 Incurring of expenditure**

- on payment of remuneration to persons employed in connection with the examination held by Public Service Commission:
  - 2. Secretary: Rs. 2,000

**16.3 Hiring of furniture, stadia/halls**

- labour charges of carriage of furniture, etc., and provision of other essential facilities connected with examination held by the Commission.
### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(1)</td>
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<tr>
<td></td>
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<td>(2)</td>
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<tr>
<td></td>
<td></td>
<td>(3)</td>
</tr>
</tbody>
</table>

17-POLICE DEPARTMENT

**17.1** Rewards permissible

1. Administrative Department Full Powers

Under the rules.

2. I.G Police Full Powers

3. Additional I.G. Full Powers

4. D.I.G Police upto Rs.5,000

5. A.I.G Police Rs.2,000

Telecommunication and Provincial Armed Reserved.

5. District Officer of Police Rs.2,000

**Note:-** Subject to the rules laid down in Police Rules and availability of funds.

**17.2** To invite and accept tenders on prescribed from for consumable store required for Police availability of Offices/Department.

1. I.G. Police Full Powers

2. Additional I.G Police Full Powers


4. Head of Offices Upto the funds not exceeding Rs.75,000 at a time.

**17.3** Technical Sanction

a) Ordinary repairs to the non-residential

1. Administrative Department Full Powers

2. I.G. Police Full Powers
buildings. 3. Additional I.G. Police Full Powers
4. D.I.G. Police

Rs.100,000
5. District Officer Police Rs.

50,000
b) Ordinary repairs 1. Administrative Department Rs.100,000
2. I.G. Police Rs.100,000
3. Additional I.G. Police Rs.100,000
5. District Officer Police Rs.

20,000

c) Minor Works. 1. I.G. Police Rs.150,000
2. Additional I.G. Police Rs.150,000

40,000
4. District Officer Police Rs.

20,000
d) Special repairs to 1. Administrative Department Full Powers
2. I.G. Police Full Powers
3. Additional I.G. Police Full Powers
4. D.I.G. Police Rs.150,000
5. District Officer Police Rs.

50,000

Note:- Subject to:-

i) Submission of annual work plan to I.G. Police NWFP by the end of August every financial year.

ii) Approval of the work plan by I.G. Police NWFP by end of September in a financial year.

iii) Approval of PC-I as per Government instructions.
17.4 Administrative Approval

1. Administrative Department Full Powers
(Minor Works, and Annual Repairs and Maintenance 
Works) (with proposal of PC-I)

2. I.G. Police Full Powers

3. District Officer Police Rs.50,000

Note:- For special repair works, Administrative Approval to be accorded subject to the conditions as listed in the note under item 18.3.

17.5 Acceptance of tender of works.

1. Administrative Department Full Powers

2. I.G. Police Full Powers

3. Additional I.G. Police Full Powers

4. D.I.G. Police Rs.150,000

5. District Officer Police Rs. 50,000

17.6 Payment of death compensation to dependents of the Police personnel killed on duty (Gazetted or Non-Gazetted)/ Compensation for injuries sustained By Police personnel on duty.

Note:- Subject to the laid down criteria approved by the Provincial Government from time to time and availability of budget/funds.

17.7 Animal Ration.

1. Administrative Department Full Powers

2. I.G. Police Full Powers

3. Additional I.G. Police Full Powers

17.8 Purchase of Ammunition/ Anti-Riot.

1. Administrative Department Full Powers

2. I.G. Police Full Powers

None:- According to procedure prescribed in the Purchase Manual.
17.9 Grant of Cash Award to Administrative Department
Rs.10,000 at a time
Police Personnel for Extra Ordinary performance of duty
2. I.G. Police Rs.10,000 at a time

Note:- Detailed criteria/rules for cash awards to be got approved by the Provincial Government.

17.10 Installation of Telephone in I. G. Police Full Powers
Police Station, Police Line,
District Police Officers.

Note:- Subject to availability of funds with the condition that it should not exceed one telephone with maximum limit of Rs.5,000/- per month at a Police Station. For other Offices, only one telephone will be installed with a maximum limit of Rs.5000.

17.11 To sanction and incur expenditure for the purchase of Uniforms. Rs.150,000 at a time
1. I.G. Police Full Powers
2. Additional I.G. Police Full
3. D.I.G. Police Upto
4. District Officer Police Upto Rs. 50,000 at a time

Note:- Procurement is made in accordance with the prescribed procedure/Purchase Manual and funds are available.

17.12 To sanction and incur expenditure on repairs and replacement of equipment, transport. Rs.50,000
1. I.G. Police Full Powers
2. Additional I.G. Police Full
3. D.I.G. Police Upto
4. District Officer Police Upto Rs. 25,000

Note:- Procurement is made in accordance with the prescribed procedure/Purchase Manual and funds are available, subject to release of funds.
### Third Schedule

**Special Powers to Certain Departments**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
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<td>(2)</td>
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<tr>
<td>(3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 18- Prison Department

**18.1 Rewards to Subordinate Staff**

1. I. G. Prison  

- Rs.500/- in any one case for good work within the course of their ordinary duty.  
- Total Reward not to exceed Rs.1000 per person per annum.  

*Note:* Subject to availability/release of funds.

**18.2 Expenditure of the following nature on State Prisoners.**

- **a) Purchase of articles for Games.**
  1. Administrative Department  
  2. I. G. Prison  
  - Full Powers  
  - Central Jail  
  - Rs.10,000 (per annum)  
  - District Jail  
  - Rs.6,000 (per annum)  
  - Sub-Jail  
  - Rs.1,000 (per annum).

- **b) Special Medical Treatment.**
  1. I. G. Prison  
  - Rs.5,000 (per head per annum)  

*Note:* Subject to availability/release of funds.
18.3 Purchase of Tools and Implements.

1. Administrative Department Full Powers
2. I.G. Prison Rs.20,000

Note:- Subject to availability/release of funds.

18.4 Administrative approval to work of Jail buildings to be carried out of departmental fund/grant under Function 23100/44000 and 23100/44300 (Non-Development).

1. Administrative Department Full Powers
2. I.G. Prison Upto Rs.200,000

18.5 Technical Sanction to estimates of expenditure on works of the nature mentioned above.

1. Administrative Department Full Powers
2. I.G. Prison Upto Rs.200,000

18.6 To invite and accept tenders for above mentioned works.

1. Administrative Department Full Powers
2. I.G. Prisons Upto Rs.200,000

18.7 Leases of land pertaining to the building of Jail Department and not borne on the books of C&W Department.

Note:- Subject to the condition that the lease being openly auctioned for a period of one year and Lease money is deposited in Government Accounts.

18.8 Lease of fruit trees and sale of grass growing on Government Land.

1. Administrative Department Full Powers
2. I.G. Prison Full Powers
Note:- Subject to the condition that lease being openly auctioned for a period of one year and receipts shall be deposited in departmental fund which will be auditable.

### 18.9 To invite and accept

<table>
<thead>
<tr>
<th>Tender Description</th>
<th>Department</th>
<th>Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietary articles</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>I.G. Prisons</td>
<td>Full</td>
</tr>
<tr>
<td>Articles for use</td>
<td>Superintendent Central Jail</td>
<td>Upto</td>
</tr>
<tr>
<td>Rs.50,000</td>
<td>Superintendent of District Jail</td>
<td>Upto</td>
</tr>
<tr>
<td>sanction thereof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18.9</strong> Purchase of Medicines and other equipment for use of jail hospitals</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>I.G. Prisons</td>
<td>upto</td>
</tr>
<tr>
<td></td>
<td>Superintendent Central Jail</td>
<td>upto</td>
</tr>
<tr>
<td></td>
<td>Superintendent of District Jail</td>
<td>upto</td>
</tr>
<tr>
<td>Rs.200,000 per annum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Note:- Powers under Rule 12.8 and 12.9 are exercisable subject to invitation of tenders and to the extent funds are available/released.

### 18.10 Powers to invite and accept

<table>
<thead>
<tr>
<th>Tender Description</th>
<th>Department</th>
<th>Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform articles</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td>for watch and ward staff.</td>
<td>I.G. Prisons</td>
<td>Full</td>
</tr>
</tbody>
</table>

### 18.11 Powers to invite and accept

<table>
<thead>
<tr>
<th>Tender Description</th>
<th>Department</th>
<th>Powers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raw materials and other equipment for use in the jail factory</td>
<td>Administrative Department</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>I.G. Prisons</td>
<td>Full</td>
</tr>
<tr>
<td></td>
<td>Superintendent, Center Jail</td>
<td>upto</td>
</tr>
<tr>
<td></td>
<td>Superintendent of District Jail</td>
<td>upto</td>
</tr>
<tr>
<td>Rs.50,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Note:- Subject to availability and release of funds. Proceeds from sale of finished goods shall be deposited in the Government Account.
# THIRD SCHEDULE

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nature of Power</th>
<th>To whom delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1</td>
<td>To sanction loans under Agriculture Loans Act. Rs.10,000 in each case</td>
<td>1. Board of Revenue Full&lt;br&gt;2. District Revenue Officer/Collector Subject to availability of funds and instructions issued by Board of Revenue.</td>
</tr>
<tr>
<td>19.2</td>
<td>To sanction loans under the Land Improvement Loans Act. Rs.100,000 in each case</td>
<td>1. Board of Revenue&lt;br&gt;2. District Revenue Officer/Collector Note:- Subject to availability of funds and instructions issued by Board of Revenue when Finance Department has allowed such loaning.</td>
</tr>
<tr>
<td>19.3</td>
<td>Suspension of recoveries of loans under the Land Improvement Loans Act and Agriculture Loans Act.</td>
<td>1. Board of Revenue Full&lt;br&gt;Note:- Full powers are subject to the provision of Taqavi Acts and the rules made thereunder. Board of Revenue has to pass a detail order justifying this action.</td>
</tr>
</tbody>
</table>
19.4 Grants-in-Aid.  

Note:- Subject to the provision of funds and granting of rewards permissible under the rules.

19.5 Refund in cases in which money is credited to Government for purchase subject of stamps but stamps are not actually purchased.

19.6 To write off value of:

i) Non Postal stamps obsolete, unserviceable or spoiled.

ii) Water marked plain to detail paper which is damaged and unfit for use.

a) Stamps lost in transit.

b) Loss of stamps forming part of the stock in a local Branch Deptt:

19.7 To write off irrecoverable Rs.10,000 subject to loss of stamps revenue.

19.8 Refund of Court fee stamps affixed unnecessarily, in consequence of an order of a Court.
Note:- Subject to On production of an order of the Court.

19.9 Refund or renewal of impressed 1. Collector/District Full Powers or adhesive court-fee stamps Revenue Officer which have been spoiled or rendered useless or unfit for purpose intended or for which the purchaser has not immediate use.

Note:- Subject to the deduction of ten paisa per rupee of face value in the case of refunds except in case of court fee stamps not spoiled or rendered unfit for use returned to Collector's store on.

a. expiration of License;
b. revocation of License for any reason other than fault of the Licensee.

19.10 Refund of revenue other 1. Board of Revenue Rs.5,000 wise than in accordance (in each case) with the rules but not in relaxation of any rules.

19.11 Remission of Revenue 1. Board of Revenue Full Powers in accordance with rules. (with the approval of Government)

19.12 Remission of Revenue other wise 1. Board of Revenue Rs.5,000 than in accordance with rules but not in relaxation of rules.

19.13 Remission of Land revenue 1. Board of Revenue Full Powers| subject to due to calamities | detail order
approval and

of government

19.14 To Sanction Remission of Rs.100 by Audit Officer Collector in individual cases.

19.15 Remission of acreage rates. 1. Board of Revenue Full Powers

2. Collectors Rs.500 per harvest in a single case.

19.16 To levy or remit acreage rates. 1. Board of Revenue Full Powers

19.17 Remission of rent on temporary cultivation 1. Collectors Rs.100

Note:- Full power subject to standing orders issued by Board of Revenue from time to time

(returns of remission granted should be furnished to the Board of Revenue).

19.18 Shifting of installment con- 1. Board of Revenue 2 years nected with disposal of land. 2. Collectors --

19.19 Increase in number of half year installments 1. Board of Revenue Upto 10 installments connected with disposal of land. 2. Collectors Upto 4 half yearly installments

19.20 To dismantle and sell Powers 1. Board of Revenue Full unserviceable buildings.
Note:- Provided that a certificate from Communication and works Department about their being unserviceable should be obtained.

**19.21** Leases of land pertaining to Government Buildings.

Note:- Subject to the leases being openly auctioned for one year at a time.

**19.22** Leases of surplus buildings.

Note:- Full Powers for a period not exceeding one year after obtaining competitive offers/open auction.

**19.23** Leases of fruit trees and sale of grass growing in compounds of Government Buildings belonging to Revenue Department.

**19.24** Leases of:-

1. Land under the rules in accordance contained in appendix-III with the rules for the lease of waste Manual other than that lands contained in Administration rules for the Administration

2. for a Maximum Period

1. Board of Revenue

Full Powers

1. Board of Revenue

Full Powers

1. District Revenue Officer

Full Powers

2. Director Land Records

for a period

3. District Settlement Officer

not more than

Revenue Department.
appendix-II include in a provided colonization to land area held Administration Manual or single which is likely to come under exceed perennial irrigation in the and foreseeable future.

2. Land for grazing of cattle. 1. Collectors. Full Powers for one
upto ten acres for a period not exceeding Two years.

3. Fruit trees not in the compound of Government Buildings. Full Powers For one year provided the reserve rent does not exceed Rs.1,000/-

19.25 Lease of state Agricultural fifty acres for a period not exceeding ten harvests. Subject to any order issued by the Govt. or the Board of Revenue and provided that the Area
to be held at one time
by Lease shall not exceed
the limit Fix under the
Revenue order.

<table>
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<tr>
<th>19.26</th>
<th>Lease of state land for Powers</th>
<th>1. Board of Revenue</th>
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<td>19.27</td>
<td>Lease of state land for Powers subject to</td>
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<td>Full</td>
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Non-Agricultural purposes. Lease does not involve the erection of a building.

19.28 Lease of land
Powers subject to Local Bodies.

1. Board of Revenue
Full powers subject to approval of Government.

19.29 Lease of state land
Powers subject for brick kilns.

1. Collectors
Full powers subject to the standing orders of the Board of Revenue and in consultation with city District Government.

of Urban and in areas.

19.30 Long lease with special
Powers

1. Board of Revenue
Full
conditions under a scheme approved by Government.

19.31 Lease of Nazul
Powers subject to
Land. the conditions that if the lease is for non agricultural purposes it does not involve the erection of a building.

19.32 Grant of state Agricultural
Powers subject to
land in Colonies. the conditions that the grant is made in accordance with the standing orders of scheme approved by Revenue Department and in consultation with Finance Department.

19.33 Allotment of land for graveyards & cremations ground.

Note:- Subject to consultation with City District or District Government, as the case may be.

19.34 Allotment of land for kanals subject to
Kanals (Tanning Yards). Revenue Officer the standing orders of Board of Revenue.

19.35 Sale of state land for agricultural purposes.

1. Board of Revenue

a. The land is sold by auction held in accordance with the conditions approved by government or Board of Revenue; and

b. The reserve price is approved by Board of Revenue before auction is held.

c. Maximum limit will be up to 50 acres.

Note:- The result of such auction should be reported to the Board of Revenue in such a form as may be prescribed by it.

19.36 Sale of state land for non-agricultural purposes by:

a) Public auction

1. Board of Revenue

Full Powers

b) Private treaty at subject to Market Value.

1. Board of Revenue

Full Powers

Prescribed conditions

upto maximum of

i) half an acre in urban area

ii) five acres in rural area

Note:- Both in case of (a) and (b) where applicable City District clearance to be obtained.

19.37 Sale of escheated Land

2. Collectors

Rs.50,000

Note:- Subject to the condition that the land is sold by auction after wide publicity.

19.38 Sale of awkward plots

1. Board of Revenue

Full Powers

of state land for Agri.
purposes by private treaty.

19.39 Sale of Nazul Land by:-

a) Public auction.
   1. Board of Revenue Full Powers

b) Private treaty subject to
   at market value. Prescribed condition upto a maximum of

(i) half of an acre in Urban areas

(ii) five acres in Rural areas

19.40 To sanction or cancel sale of old wells.

1. Collectors Full Powers

19.41 Grant of Nazul land free of cost to local bodies.

1. Board of Revenue Full Powers with in the approval of

grant.

19.42 Sale of sites required exclusively for the purpose of a temple,

1. Board of Revenue Full powers subject to the the first four

mosque or other religious building in state owned

the area in excess is

towns i.e. town built paid

mainly on state owned market rates.

Land in colonies.
19.43 Sale of Land required

1. Board of Revenue
Full Powers

exclusively for the purpose of mosque, temple, or church in areas of other than those specified in item 20.44.

Note:- Subject to the condition that clearance of City District is obtained where applicable.

19.44 To sanction reserve

1. Administrative Department
Full Powers

price of land to be sold by auction.

2. Board of Revenue
Full Powers

19.45 To cancel sale of state land

1. Board of Revenue
Full powers in the following cases;

and refund the price already paid the

not of

price

without

on or

1) the land is sold and after sale it transpires that:-

a) It or a part of it, is owned by another person; or

b) It or part of it, is already allotted or leased out to another person or it has

compensation:-
already been sold on installment basis to another

person; or

c) a part, or whole of it is graveyard.

2) The land is sold as commanded by a canal but is found later as a result of the Irrigation Department's report that a major part of it is situated out side the Irrigation boundary of the canal.

3) The land is sold erroneously under some mistake of fact.

Note:- A copy of the order canceling the sale should in each case be supplied to the Board of Revenue.

19.46 Exchange of Nazul land 1. Board of Revenue

i) upto half of an acre in of equal value urban areas

ii) upto five acres in rural areas

19.47 Exchange of land under the present grant of occupancy 1. Board of Revenue

Full powers in the following cases:-

a) where land has been acquired with state land in colony areas. for public purposes;

b) where the Irrigation Deptt. find difficulty in maintaining irrigation; and

c) where the land has been adversely affected by water logging and the sub-soil water is reported by the Irrigation Department or any other agency of Government dealing with water logging and salinity control, to be within
five feet of the surface and the area affected
has become banjar to the extent of one third
of the total holding and is in-capable of bearing
25 paisa crop owing to the presence of thur.

19.48 To sanction renewal for the term of the new settlement of land revenue, assignments enjoyed by religious and charitable institutions or rest houses the terms of which have expired with the expiring settlement.

19.49 To convert an assignment of land revenue released for the life or lives of altered the Manager or Managers of religious and charitable institution or rest house resumed until it into an assignment for the terms of the new settlement on the which it conditions of its proper maintenance made. even though one or more of the

1. Board of Revenue Grant of annual value of Rs.5000 or under.

1. Board of Revenue Grant of Rs.1000/- or under that a grant of conditions have been so no case be is liable to the conditions on was originally
grantees is still alive

19.50 To sanction continuance of village grants at a period not exceeding the term of a district.

19.51 To sanction continuance of religious & charitable grants for the remainder of terms of a settlement if the original term of release expires during the period of settlement.

19.52 Sale of village residential shop site by private treaty. orders of the Board of Revenue regarding the price.

19.53 Fixation of compensation in case involving breach of the conditions of sale.
### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

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19. **REVENUE DEPARTMENT**

19.1 To sanction loans under Powers
    Agriculture Loans Act. 1. Board of Revenue Full
    Rs.10,000 in each case 2. District Revenue Officer/
    Collector Subject to
    availability of
    Instructions
    Board of Revenue.

19.2 To sanctions loans under the
    Land Improvement Loans Act.
    Rs.100,000 in each case 1. Board of Revenue
    Collector
    2. District Revenue Officer/
    Note:- Subject to availability of funds and instructions issued by Board of
    Revenue when Finance Department has allowed such loaning.

19.3 Suspension of recoveries Powers
    of loans under the Land
    Improvement Loans Act
    and Agriculture Loans Act.
    Note:- Full powers are subject to the provision of Taqavi Acts and the rules made there
    under. Board of Revenue has to pass a detail order justifying this action.
19.4 Grants-in-Aid. 1. Board of Revenue Full Powers

Note:- Subject to the provision of funds and granting of rewards permissible under the rules.

19.5 Refund in cases in which money is credited to Government for purchase subject of stamps but stamps are not actually purchased.

19.6 To write off value of:

i) Non Postal stamps obsolete, unserviceable or spoiled.

ii) Water marked plain to detail paper which is damaged justifying and unfit for use. the auction

a) Stamps lost in transit.

b) Loss of stamps forming part of the stock in a local Branch Deptt:

19.7 To write off irrecoverable loss of stamps revenue. 1. Board of Revenue detail order

19.8 Refund of Court fee stamps affixed un-necessarily, in consequence of an order of a Court.
Note:- Subject to On production of an order of the Court.

19.9 Refund or renewal of impressed 1. Collector/District Full Powers
or adhesive court-fee stamps Revenue Officer
which have been spoiled or
rendered useless or unfit for
purpose intended or for which the
purchaser has not immediate use.

Note:- Subject to the deduction of ten paisa per rupee of face value in the case of refunds except in
case of court fee stamps not spoiled or rendered unfit for use returned to Collector's store on.

a. expiration of License;
b. revocation of License for any reason other than fault of the Licensee.

19.10 Refund of revenue other 1. Board of Revenue Rs.5,000
wise than in accordance (in each case)
with the rules but not in
relaxation of any rules.

19.11 Remission of Revenue 1. Board of Revenue Full Powers
in accordance with rules. (with the
approval of
Government)

19.12 Remission of Revenue other wise 1. Board of Revenue Rs.5,000
than in accordance with rules
but not in relaxation of rules.

19.13 Remission of Land revenue 1. Board of Revenue Full Powers| subject to
due to calamities | detail
order
19.14 To Sanction Remission of Rs.100 by Audit Officer Collector in individual cases.

19.15 Remission of acreage rates. 1. Board of Revenue Full Powers

2. Collectors Rs.500 per harvest in a single case.

19.16 To levy or remit acreage rates.

19.17 Remission of rent on temporary cultivation

Note:- Full power subject to standing orders issued by Board of Revenue from time to time (returns of remission granted should be furnished to the Board of Revenue).

19.18 Shifting of installment connected with disposal of land. 2 years

1. Board of Revenue 2. Collectors --

19.19 Increase in number of half year installments

1. Board of Revenue Upto 10 installments connected with disposal of land. 2. Collectors Upto 4 half yearly installments

19.20 To dismantle and sell unserviceable buildings.

1. Board of Revenue Full Powers
Note:- Provided that a certificate from Communication and works Department about their being unserviceable should be obtained.

**19.21 Leases of land pertaining to Government Buildings.**

Note:- Subject to the leases being openly auctioned for one year at a time.

**19.22 Leases of surplus buildings.**

Note:- Full Powers for a period not exceeding one year after obtaining competitive offers/open auction.

**19.23 Leases of fruit trees and sale of grass growing in compounds of Government Buildings belonging to Revenue Department.**

**19.24 Leases of:-**

1. Land under the rules in accordance contained in appendix-III with the rules for the lease of waste Manual other Administration than that lands contained in Period of waste lands in Appendix-II to Land for a Maximum

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Page 127
appendix-II include in a provided colonization to land area held Administration Manual or single which is likely to come under exceed perennial irrigation in the and foreseeable future. acres.

2. Land for grazing of cattle. 1. Collectors. Full Powers

upto ten acres for a period not exceeding Two years.

3. Fruit trees not in the compound of Government Buildings. Full Powers For one year provided the reserve rent does not exceed Rs.1,000/-

19.25 Lease of state Agricultural fifty acres for a period not exceeding ten harvests. Subject to any order issued by the Govt. or the Board of Revenue and provided that the Area

128
to be held at one time
by Lease shall not exceed
the limit Fix under the
Revenue order.

19.26 Lease of state land for
Powers

Agri. purposes by
private treaty.
fifty acres for a
two years only

of land for

offers by tenders

fail to attract

provided that

land beyond

is allowed in

continuation of the allowed

without the

the Board of

19.27 Lease of state land for
Powers subject to

1. Board of Revenue
Full

Upto five years

Upto

period of

in respect

which

or auction

a bidder,

no lease of

two years

same lease

sanction of

Revenue.
Non-Agricultural purposes. Lease does not involve the erection of a building.

19.28 Lease of land Powers subject to Local Bodies. to approval of Government.

19.29 Lease of state land Powers subject for brick kilns. to the standing orders of the Board of Revenue and in consultation with city Government of Urban Areas and Government areas.

19.30 Long lease with special Powers
conditions under a scheme approved by Government.

19.31 Lease of Nazul Powers subject to land. the conditions that if the lease is for non-agricultural purposes it does not involve the erection of a building.

19.32 Grant of state Agricultural Powers subject to land in Colonies. the conditions that the grant is made in accordance with the standing orders of scheme approved by Revenue Department and in consultation with Finance Department.

19.33 Allotment of land for graveyards & cremations ground. Subject to consultation with City District or District Government, as the case may be.

19.34 Allotment of land for kanals subject to
Kanals (Tanning Yards). Revenue Officer the standing orders of Board of Revenue.

19.35 Sale of state land for agricultural purposes. the land is sold by auction held in accordance with the conditions approved by government or Board of Revenue; and

b. the reserve price is approved by Board of Revenue before auction is held

c. maximum limit will be upto 50 acres.

Note:- The result of such auction should be reported to the Board of Revenue in such a form as may be prescribed by it.

19.36 Sale of state land for non-agricultural purposes by:-

a) Public auction

b) Private treaty at subject to Market Value.

1. Board or Revenue Full Powers

Full Powers

Prescribed conditions

upto maximum of

i) half an acre in urban area

ii) five acres in rural area

Note:- Both in case of (a) and (b) where applicable City District clearance to be obtained.

19.37 Sale of escheated Land

2. Collectors Rs.50,000

Note:- Subject to the condition that the land is sold by auction after wide publicity.

19.38 Sale of awkward plots of state land for Agri.
purposes by private
treaty.

19.39 Sale of Nazul Land by:-

a) Public auction. 1. Board of Revenue Full Powers

b) Private treaty 1. Board of Revenue Full Powers
subject to

   at market value. Prescribed
condition upto a maximum of

(i) half of an acre in Urban areas

(ii) five acres in Rural areas

19.40 To sanction or cancel 1. Collectors Full Powers
sale of old wells.

19.41 Grant of Nazul land free 1. Board of Revenue Full Powers with in the
of cost to local bodies. approval of
grant.

19.42 Sale of sites required 1. Board of Revenue Full powers subject
exclusively for the to the
conditions that

   purpose of a temple, the first four
   kanals

   mosque or other religious

   building in state owned market value
   and any

   towns i.e. town built area in excess is
   paid

   mainly on state owned for at full
   market rates.

   Land in colonies.
19.43 Sale of Land required

exclusively for the purpose
of mosque, temple, or church
in areas of other than those
specified in item 20.44.

Note:- Subject to the condition that clearance of City District is obtained where applicable.

19.44 To sanction reserve

price of land to be sold by auction.

19.45 To cancel sale of state land

and refund the price already paid
the

not of

price

without

on or

1) the land is sold and after sale it transpires that:-

a) It or a part of it, is owned by another person; or

b) It or part of it, is already allotted or leased out to another person or it has
already been sold on installment basis to another
person; or
c) a part, or whole of it is graveyard.

2) The land is sold as commanded by a
   canal but is found later as a result
   of the Irrigation Department's report
   that a major part of it is situated out
   side the Irrigation boundary of the canal.

3) The land is sold erroneously under
   some mistake of fact.

Note:- A copy of the order canceling the sale should in each case be supplied to the
Board of Revenue.

19.46 Exchange of Nazul land 1. Board of Revenue
   i) upto half of an acre in of equal value urban areas
   ii) upto five acres in rural areas

19.47 Exchange of land under the present grant of occupancy
   Full powers in the following cases:-
   a) where land has been acquired
      with state land in colony areas. for public purposes;
   b) where the Irrigation Deptt.
      find difficulty in maintaining irrigation; and
   c) where the land has been adversely
      affected by water logging and the sub-soil
      water is reported by the Irrigation Department
      or any other agency of Government dealing with
      water logging and salinity control, to be within
five feet of the surface and the area affected
has become banjar to the extent of one third
of the total holding and is in-capable of bearing
25 paisa crop owing to the presence of thur.

19.48 To sanction renewal for the
annual value of
term of the new settlement
of land revenue, assignments
enjoyed by religious and
charitable institutions or rest
houses the terms of which have
expired with the expiring
settlement.

19.49 To convert an assignment of land
the annual value of
revenue released for the life or
provided
lives of altered the Manager or
which the con-
Managers of religious and
shall in
charitable institution or rest house
resumed until it
into an assignment for the terms
resumption under
of the new settlement on the
which it
conditions of its proper maintenance
made.
even though one or more of the
grantees is still alive

19.50 To sanction continuance of the annual value of village grants at a general re-assessment of the new of a district.

19.51 To sanction continuance of annual religious & charitable grant for the remainder of terms of a settlement if the original term of release expires during the period of settlement.

19.52 Sale of village residential powers subject to the shop site by private treaty. the price.

19.53 Fixation of compensation in case involving breach of the conditions of sale.
### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

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#### 21- WORKS AND SERVICES DEPARTMENT

21.1 Technical Sanctions:-

- a) Original Works
  - 1. Administrative Department [Full Powers]
  - 2. Chief Engineers [Full Powers]
  - 3. Superintending Engineers/Director Public Works (BPS-19) [upto Rs.10,000,000]
    - a) Highways
    - b) Buildings

- 4. Executive Engineers/Deputy
  - Director Works (BPS-18)
    - a) Highways [Rs.2,000,000]
    - b) Buildings [Rs.2,000,000]

Note:- Subject to the conditions that

- a) excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

- b) The above condition is only for those works which are likely to be completed within a period of one year.

- c) The above condition is not applicable on those works which are likely to be completed in more than one phase.

- d) All codal formalities shall be completed before granting Technical Sanction.

- b) Ordinary and Special Repairs to non-residential/office buildings.
  - 1. Administrative Department [Full Powers]
  - 2. Chief Engineers [Full Powers]
  - 3. Superintending Engineers/Director Public Works (BPS-19) [Rs.1,000,000]
4. Executive Engineers/Deputy Rs. 200,000
   Director Works (BPS-18)

Note:- Subject to the condition:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

c) Ordinary and Special
   1. Administrative Department upto Rs.500,000
   Repairs to residential
   2. Chief Engineers upto Rs.100,000 in case of each building
   Buildings.
   3. Superintending Engineers/ Rs.50,000 in case of Director Public Works each building.
   4. Executive Engineers/Deputy Rs.10,000 in case of Director Public Works each building

Note:- Subject to the conditions:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

d) Ordinary and Special
   1. Administrative Department. Full Powers
   Repairs to roads.
   2. Managing Director PHA Full Powers
   3. Chief Engineers Full Powers
   4. Superintending Engineers/ Rs.2,000,000

Director Public Works

   5. Executive Engineers Rs. 400,000
Note:- Subject to the conditions that:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

21.2 Administrative approval

1. Administrative Department
   Rs. 20,000,000
   for works/Developmental schemes (in Departmental Development Works Program)

2. Administrative Department (without sub committee) Rs. 500,000

3. Chief Engineers Rs. 300,000

4. Superintending Engineers/ Executive Engineers Rs. 100,000

5. District Development Committee Rs. 10,000,000

These powers under 21.1 and 21.2 are subject to the following conditions:-

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

   i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

   a) Secretary to Government in the concerned department

   b) A representative of Finance Department (not below the rank of Deputy Secretary).

   c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).
a) A representative of Technical Department if it involves

works (not below the rank of Superintendent Engineer)

**Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

(ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

(iii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

(iv) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

(v) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

(i) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

(ii) The schemes do not have economic or other repercussions beyond the province.

**Note:-2.** The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

**Note:- 3.** For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

**Note:- 4 a)** The District Development Committee shall consist of District Coordination Officer:

- District Nazim: Chairman
- District Coordination Officer: Vice
- Chairman
The attendance of Planning and Finance representatives shall be compulsory

b) The power for approval of schemes shall be subject to the following conditions:

(i) where the schemes involve creation of new posts or purchase of vehicles, that portion of the scheme will be got cleared from Provincial Finance Department before considering the scheme for approval

(ii) the Committee shall not be competent to approve any scheme based on subsidy

(iii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iv) The Committee shall approve schemes only relating to functions devolved to Districts.

(v) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

(vi) The District Officer of P & D will issue minutes of the meeting of District Development Committee while representatives of Planning and Finance will present their report regarding scrutiny, viability, compliance of financial rules for consideration.

Note:-5. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.

21.3 Acceptance of Tenders

1. Administrative Department Full Powers

2. Chief Engineers Full Powers
3. Superintending Engineers/ Upto Rs.10,000,000 Director Public Works

a) Highways
b) Buildings

4. Executive Engineers/Deputy

Director Public Works

a) Highways Rs. 2,000,000
b) Buildings Rs. 2,000,000

Note: These powers are subject to the following conditions:-

i) The normal procedure laid down for invitation of tenders is followed.

ii) The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the 45%.

iii) Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tender upto the value of Rs. 10 Lacs; (b) the Administrative Department if the value tender is more than Rs. 30 Lacs and (c) Administrative Department, P & D Department, Finance Department, and the Government if it exceeds Rs. 30 Lacs or the Zila Council/Tehsil council or Union Council as the case may be.

21.4 Purchase of Tools and Plants

1. Administrative Department

Ordinary and Special a) Special Full Powers

b) Ordinary Full Powers

2. Chief Engineers

a) Special Rs.2,000,000
b) Ordinary Full Powers.

3. Superintending Engineers/ Director Public Works.

a) Special Rs. 100,000 with the
b) Ordinary | Rs.100,000 | approval of

4. Executive Engineers/Deputy | Rs. 50,000 | Zila Council

Director Public Works

**Note:-** Tools and Plants of a division are of two kinds:-

a) General or ordinary tools and plants i.e. those required for the general use of the division.

b) Special tools and plants i.e. those required not for general purposes, but for a special work. The cost of the supply repairs and carriage of articles of class (a) is charged to the minor head "Tools and Plants" whereas similar charges of class (b) are borne by the works concerned. In both cases the cost is charged in the accounts against sanctioned estimates in the same way as expenditure on works, though for purposes of sanction it is treated as expenditure on tools and plants. (Para 142 of CPWA Code).

c) Subject to availability/release of funds.

**21.5** Repairs & Carriage

1. Administrative Department | Full Powers

of tools and Plants. | 2. Chief Engineers | Full Powers

| 3. Superintending Engineers/ |

Director Public Works | Rs.50,000 |

4. Executive Engineers Public Works | Rs.30,000 |

**21.6** Sanctioning fixation of stock limits of various Districts.

1. Administrative Department | Full Powers

2. Chief Engineers | Full Powers

| 3. Zila Council |

**21.7** To Dismantle and sell unserviceable buildings

1. Administrative Department | Full Powers

2. Chief Engineers | Rs. 1,000,000

| 3. District Coordination Officer | Rs. 700,000 |

Provided it is approved

by the Zila
Council.

21.8 Leases of surplus Buildings.

1. Administrative Department Full Powers

2. District Coordination Officer Full Powers

subject to approval of Zila Council.

Note:- Full powers are subject to a period not exceeding one year after obtaining competitive offers.

21.9 Leases of Land pertaining to Government Buildings

1. Administrative Department Full Powers

2. Chief Engineers Full Powers

3. Superintending Engineers/ Full Powers subject to approval of Zila Council

Note:- Subject to the lease being openly auctioned for a period of one year at a time.

21.10 Leases of Land along Provincial/National Highways for Petrol Pumps at prescribed rates.

1. Administrative Department Full Powers

2. Chief Engineers Full Powers

Note:- Subject to the conditions that site is approved by the District Petrol Pump Committee, the land is under the control of Works and Service Department, NOC of Provincial Highway Authority or NHA, as the case may, has been obtained and lease is auctioned or compatible sealed tenders are invited.

21.11 Leases of surplus land along National Highways (within Province) & Provincial Highways for Purchase other than Petrol Pumps.

Note:- Subject to the following conditions:-
i) open auction for one year at a time;

ii) land will not be used for any permanent structure;

iii) the land is under the control of Works and Service Department;

iv) approval of the Board of Revenue to determine reserve price will be obtained before auction;

v) NOC of Provincial Highway Authority shall be obtained.

21.12 Leases of fruits trees &

1. Administrative Department Full Powers

2. Chief Engineers Full Powers

3. Superintending Engineers/ Full Powers

Director Public Works

Note:- Subject to open auction for a period of one year and proceeds are deposited in Government Account.

21.13 Payment of Compensation

1. Administrative Department Full Powers | upto the

2. Chief Engineers Full Powers |

3. Superintending Engineers/ Full Powers |

Executive Engineers. | under the | act.

Note:- Subject to the conditions that payment in each case is pre-audited and all cases in which there is a doubt as to applicability of Act, are referred to the Law Department for legal advice.

21.14 Sale of surplus trees on Government land other than land other than Subject to along roads. Director Public Works

1. Administrative Department Full Powers

2. Chief Engineers Full Powers

3. Superintending Engineers/ Full Powers 

approval of Zila Council
Note:- Subject to open auction provided that the land on which trees are standing is under the Control of Works and Services Department.

**21.15** To Sanction employment of Work-charged Establishment

1. Administrative Department Full Powers
2. Chief Engineers Full Powers
3. Superintending Engineers/ Rs.1,100 Executive Engineers.

Note: Subject to the following conditions:-

a) provision exists in the sanctioned estimates;

b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work, if required;

c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;

d) the power will be exercised for development schemes only (as otherwise employment of work-charged establishment is banned since 1974); and

e) services of Work-Charges employees will be dispensed with as soon as the work is completed and shall not be transferred to current budget or carried on from works to works.

**21.16** Administrative approval to deposit works

1. Administrative Department Full Powers
2. Chief Engineers Upto Rs. 2 million
3. Superintending Engineer/ Director Public Works Upto Rs. 1 million subject to the condition that

amount required for completion of the deposited

Total amount required for completion of the deposited job has been in advance.
<table>
<thead>
<tr>
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<th>Powers to write off losses due to</th>
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<tbody>
<tr>
<td>1</td>
<td>Chief Engineer</td>
<td>Upto</td>
<td></td>
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<tr>
<td></td>
<td>Rs. 100,000</td>
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<tr>
<td>2</td>
<td>Director Public Works</td>
<td>Upto Rs. 40,000</td>
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<td></td>
<td>Depreciation of serviceable stock</td>
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Note:- The delegatee shall pass a detail order justifying this action.