

Government of Rajasthan Finance (G&T) Department



No. F.3(2)FD/GFAR/2020 Part

Jaipur, dated: 6/5/2024

**All Heads of Department,
All Officers of Accounts Cadre,
All Stakeholders,
Rajasthan.**

Subject: Inviting comments and suggestions on draft 'Rajasthan Integrated Financial & Accounts Rules'

The draft of new '**Rajasthan Integrated Financial & Accounts Rules**' has been prepared under Finance (G&T) Department, for strengthening the existing operational framework of public finance and accounting within the state. It is proposed to bring new '**Rajasthan Integrated Financial & Accounts Rules**' replacing existing General Financial and Accounts Rules and Public Works Financial & Accounts Rules by the state government to further reform the arena of public finance and accounting because with the changing times, government is working towards digitalisation of financial services, so that e-governance, financial inclusiveness, accountability and transparency can be ensured. Towards this direction Finance Department has taken various initiatives like IFMS, WAM etc.

The draft of new '**Rajasthan Integrated Financial & Accounts Rules**' is being circulated to all the Heads of Department/Accounts Service Personnel/Stakeholders/Citizens for soliciting their comments and suggestions. It is requested from all the Heads of Department/ Accounts Service Personnel/Stakeholders/ Citizens to submit their comments and suggestions for improvement within 15 days at jsfgt@rajasthan.gov.in with a copy to cao.spfc@rajasthan.gov.in

Suggestions obtained will be considered by the Finance (G&T) Department before finalizing new '**Rajasthan Integrated Financial & Accounts Rules**'.

Enclosed: Draft '**Rajasthan Integrated Financial & Accounts Rules**'



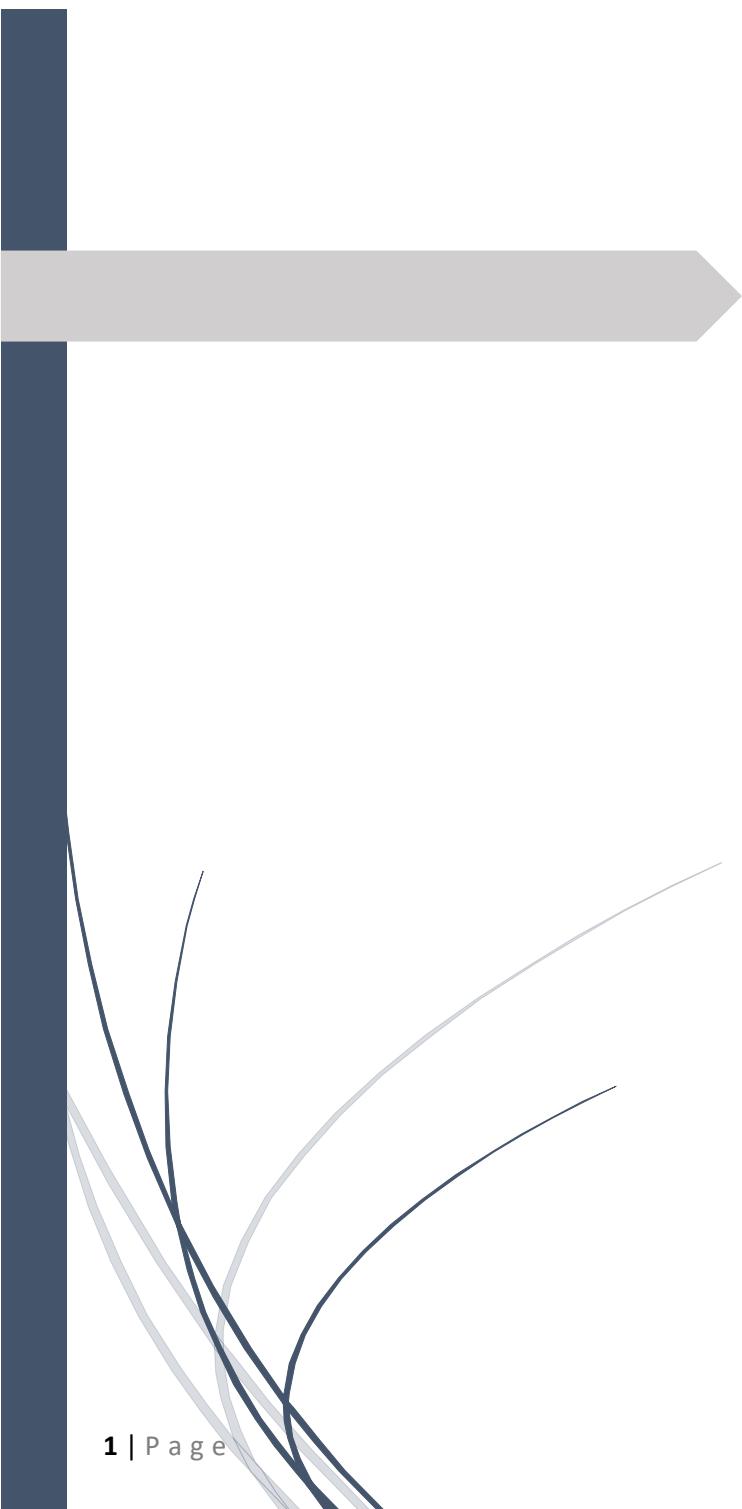
(Manish Mathur)
Joint Secretary

Copy forwarded for necessary action to:-

1. PS to All Addl. Chief Secretaries/Principal Secretaries/Secretaries to the Government.
2. All Executive Officers, Corporations/Boards/PSUs, Rajasthan.
3. Technical Director, Finance (Computer Cell) Department, Rajasthan, Jaipur for uploading this document on the website.
4. Guard File.



Joint Secretary



The Rajasthan Integrated Financial and Accounts Rules

Draft Volume III: Delegation of Financial Powers

VERSION UPDATED ON 06.05.2024

SECTION A
FINANCIAL AND ACCOUNTS RULES

GENERAL LIMITATIONS/CONDITIONS OF THESE POWERS

The powers contained in this **Volume IV - "Delegation of Financial Powers"** are subject to the following general limitations/conditions:

1. A financial power of an authority, given under these rules, shall automatically vest in all higher authorities of that authority.
2. The financial power, not specifically delegated to any authority, shall vest in FD.
3. No Administrative/Financial sanction/sanction shall be issued without appropriate budget provision. All sanctions shall be strictly restricted upto the limits of available budget. All the sanction shall be issued through the IFMS.
4. No expenditure shall be incurred from the public revenue except on the legitimate object of public expenditure.
5. Nothing contained in these delegations shall empower any subordinate authority to sanction, without the previous consent of Finance Department, any expenditure which involves the introduction of a new principle or practice likely to lead to increased expenditure in future.
6. Wherever any specific power for a purpose has been given to an authority under this delegation, then it shall prevail over the general powers (if any) for that purpose.
7. The powers shall be subject to the budget provision in general and to the specific budget provisions, wherever mentioned in these delegations.
8. The powers contained in these delegations shall be subject to the rules and other provisions contained in the Rajasthan Transparency in Public Procurement Act, 2012, Rajasthan Transparency in Public Procurement Rules, 2013 and FAR.
9. The powers shall be exercised only after comments/examination by the senior most Accounts Personnel (Financial Advisor/ Chief Accounts Officer / Senior Accounts Officer /Accounts Officer / Assistant Accounts Officer / Divisional Accountant) posted in a Department /Office. While conveying sanction, the reference of comments/ examination by Accounts Personnel shall be mentioned. However, if the sanctioning authority differs with the advice of Accounts Personnel, the case must be submitted to next higher authority.

ABBREVIATIONS

ABBREVIATIONS			
ACE	Additional Chief Engineer	GWD	Ground Water Department
AD	Administrative Department	HOO	Head of Office
AE	Assistant Engineer	HOD	Head of Departments
AMC	Annual Maintenance Contract	IFMS	Integrated Financial Management System
AS	Administrative Sanction	IGNP	Indira Gandhi Nahar Project
BOT	Build - Operate & Transfer	NIB	Notice Inviting Bid
BSR	Basic Schedule of Rates	PHED	Public Health Engineering Department
CAD	Command Area Development	PPC	Policy Planning Committee of RWSSMB (PHED)
CAO	Chief Accounts Officer	PPP	Public Private Partnership
CE	Chief Engineer	PWD	Public Works Department
EB	Empowered Board	RTPP	Rajasthan Transparency in Public Procurement
EE	Executive Engineer	RO	Regional office/Officer
FA	Financial Advisor	SE	Superintending Engineer
FC	Finance Committee of RWSSMB (PHED)	TAC	Tender Approval Committee
FD	Finance Department	TC	Technical Committee of RWSSMB (PHED)
FS	Financial Sanction	T&P	Tools & Plants
FAR	Financial & Accounts Rules	TS	Technical Sanction
GAD	General Administration Department	WRD	Water Resources Department

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SECTION A
FINANCIAL AND ACCOUNTS RULES

PART I
MATTER RELATED TO REVENUE, RECEIPTS AND DEPOSITS

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
A. REVENUE CONTRACTS				
1.	To enter into Revenue yielding contracts.	Head of Office	Upto Rs. 2,00,000/- per contract	<p>A. As a Rule, departmental revenue shall be collected by Departmental Officers/Authorized Officials or designated Banks. In exceptional cases, with the general or specific sanction of the Finance Department, collection of revenue may be entrusted to a private agency. (Authority Rule 97 (3) FAR Volume I)</p> <p>B. The detail procedure of e-auction/e-forward auction provided in Chapter 13 Part III: "e-auction & e-forward auction methodology."</p> <p>C. In case where the contract involves a short fall as compared to average of preceding three years/reserve price, sanction of next higher authority shall invariably be obtained.</p> <p>D. Powers will be exercised through the Committee as prescribed under Departmental Regulations approved by Finance Department.</p> <p>E. In case there is no such committee as mentioned above the departmental regulations, the competent Authority for such purposes may be constituted with prior of Finance Department.</p>
		Regional Office	Upto Rs. 5,00,000/- per contract	
		Head of Department	Upto Rs. 10,00,000/- per contract	
		Administrative Department	Full Powers	
2.	To enter into revenue yielding contracts in cases of liquor and other State Excise Contracts.	Excise Commissioner, Rajasthan, Udaipur	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks																		
				<p>F. In case, if highest Bidder backs out, the action may be taken by the committee as per Rule 389(5) (a) and (b) of FAR</p>																		
3.	<p>To accept bids for collection of toll tax for Bridge /Road/by-pass etc.</p> <p>Note: The reserve price shall be approved by the authority concerned on the recommendation of the respective committee every year before floating NIB.</p>	<p>ACE on the recommendation of the committee mentioned in Note 1 (b)</p> <p>CE on the recommendation of the committee mentioned in Note 1 (a)</p> <p>Empowered Board (EB)/Finance Committee (FC)/ Tender Approval Committee (TAC) as mentioned in Note 1(a)</p>	<p>Upto Rs. 5 crores</p> <p>Up to Rs. 10 crores</p> <p>Full Powers</p>	<p>Note 1: These powers shall be exercised by:</p> <p>(a) The CE on the recommendations of a committee of following:</p> <table border="1"> <tr> <td>CE (Roads/PPP)</td> <td>Chairman</td> </tr> <tr> <td>FA (Concerned)</td> <td>Member</td> </tr> <tr> <td>ACE (Concerned Zone/PPP)</td> <td>Member</td> </tr> <tr> <td>EE (concerned)</td> <td>Member Secretary</td> </tr> <tr> <td>Any SE outside the jurisdiction of CE (Roads/PPP) nominated by CE cum Additional secretary</td> <td>Member</td> </tr> </table> <p>(b) The ACE on the recommendation of a committee of following:</p> <table border="1"> <tr> <td>ACE (Concerned Zone)</td> <td>Chairman</td> </tr> <tr> <td>Sr. Most Accounts personnel of Zonal office concerned</td> <td>Member</td> </tr> <tr> <td>SE (concerned circle)</td> <td>Member</td> </tr> <tr> <td>Any SE outside the jurisdiction of CE (Roads/PPP) nominated by CE cum Additional secretary</td> <td>Member</td> </tr> </table>	CE (Roads/PPP)	Chairman	FA (Concerned)	Member	ACE (Concerned Zone/PPP)	Member	EE (concerned)	Member Secretary	Any SE outside the jurisdiction of CE (Roads/PPP) nominated by CE cum Additional secretary	Member	ACE (Concerned Zone)	Chairman	Sr. Most Accounts personnel of Zonal office concerned	Member	SE (concerned circle)	Member	Any SE outside the jurisdiction of CE (Roads/PPP) nominated by CE cum Additional secretary	Member
CE (Roads/PPP)	Chairman																					
FA (Concerned)	Member																					
ACE (Concerned Zone/PPP)	Member																					
EE (concerned)	Member Secretary																					
Any SE outside the jurisdiction of CE (Roads/PPP) nominated by CE cum Additional secretary	Member																					
ACE (Concerned Zone)	Chairman																					
Sr. Most Accounts personnel of Zonal office concerned	Member																					
SE (concerned circle)	Member																					
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S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks	
				EE (concerned)	Member Secretary

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
B. REDUCTION OF DEMAND				
1.	To sanction reduction of rent demand and from the rent roll of a particular piece of land due to following reasons as a result of which land remain uncultivated: (a) due to construction of road or (b) due to land being acquired for a public purpose or (c) due to a Khatedar dying heirless as a result of which land remain uncultivated or (d) where revenue yielding land was demarcated and reserved as grazing ground under orders of the Collector of the District or reduction of demand of land revenue due to surrender/ abandonments of land by tenants or (e) conversion of agricultural land for non-agricultural purposes.	Tehsildar	Upto Rs. 2000/- in each case/ tenant	Note: 1) A committee consisting of following officers: a) Collector b) Treasury Office c) Concerned Head of Office. shall be competent to write off the demand as per following conditions: i. Outstanding demand for more than 10 years ii. Amount is upto Rs 20000/- in each case without any split. iii. Recording the reasons of Writeoff. 2) The power to sanction for reduction of demand mentioned herein in each case shall be year-wise.
		Sub Divisional officers	Upto Rs. 10000/- in each case/tenant	
		Collectors	Full powers.	
2.	To sanction reduction of demand raised on lands due to non-cultivation on account of land having remained under	Tehsildar	Upto Rs.4000/- in each case	Note: Assessment of Land revenue at full rate will be made in such cases every year but on non-cultivation due to land having remained
		S.D.O.	Upto Rs.10000/- in each case.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	submergence of Water of tank or river.	Collectors	Full powers	under submergence of water of tanks or river, only one fourth (1/4 th) of the demand will be recovered and sanction for reduction of the remaining three-fourth (3/4 th) will be authorised as per powers vested in this item.
3.	To sanction reduction in assessment of demand of land revenue where such demand has been erroneously made.	Tehsildar/Tehsildar Colonisation	Upto Rs.2000/- in each case/tenant.	
		S.D.O. / S.D.O. Colonisation	Upto Rs. 10,000/- in each case.	
		Deputy Commissioner Colonisation	Upto Rs. 20,000/- in each case.	
		(a) Collectors (b) Commissioner Colonisation	Full powers	
4.	To sanction reduction in the demand of land revenue created erroneously due to change of date of Jagir resumption.	Collectors	Full powers	
5.	Recovery of arrears of land revenue	Collector	Full powers	To fix reasonable instalments so as to clear all arrears of land revenue within a maximum period of five years.
6.	PHED: To sanction reduction in assessment of demand of Water Revenue if erroneously made by PHED.	Executive Engineer	Upto Rs. 50000/- in each case	
		Supt dg. Engineer	Upto Rs. 75000/- in each case	
		Addl. Chief Engineer	Full powers.	
7.	PHED: To remove clerical errors/computer errors in Water Bill. (Correction in water bill will not be deemed	AEN	Full Powers (On recording reasons)	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	as revenue remission)			

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
C. REMISSION				
1.	Land Revenue			
a)	To sanction remission of land revenue due to causes other than natural calamities or weather.	Collectors	Upto Rs.30,000/- in each case	Subject to rules on relating to remission of land revenue.
		Divisional Commissioner	Full powers	
b)	To sanction immediate remission of land revenue due to natural calamities/weather	Collectors	Upto Rs.50,000/- per harvest	
		Divisional Commissioner	Full powers	
2.	Salt Area			
	To sanction remission of rent of the salt area allotted on lease under the Rajasthan Land Revenue (Saline Areas Allotment) Rules, 1970 due to natural calamities e.g., Flood etc.	Divisional Commissioner	Full powers	
3.	Remission of Penal Interest (on pension contribution):			
	To sanction remission of penal interest charges on account of delayed payment of Pension Contribution.	Director, Pension and Pensioners welfare Department	Upto Rs. 15000/- in each case	
		Administrative Department (Finance)	Full powers	
4.	Remission/Waive the enhanced rate of interest (Industry Department):			
		HOD	Upto Rs.25000/- in each case.	1. This power shall not be sub- delegated

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	To waive the enhanced rate of interest in cases of extreme hard ship under rule 21 of Rajasthan State Aid to Industries (Loan) Rules,1983	Administrative Department (Industries)	Upto Rs.1.50 Lacs in each case.	<p>2. These powers shall be exercised as per the provisions of said rules.</p>

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
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D. REFUND OF REVENUE

GENERAL CONDITION FOR REFUNDS OF REVENUE

Subject to Rule 127 of Volume-I of FAR with following limitations and conditions.

- i. The claimant is legally entitled for the refund and where fees are remitted the remission is done by competent authority.
- ii. The credit is duly verified.
- iii. Reference to the refund is recorded against the original entry in the cash book or other documents so as to prevent the entertainment of a double or erroneous claim.
- iv. The refund is drawn on the system generated form only on the demand and receipt of the person entitled for refund and not by any official to place under "deposit" awaiting demand by Claimant.
- v. The departmental officer may sanction the refund when a refund is to be made under orders of court of competent jurisdiction which has become final.
- vi. In all other cases sanction of Government shall be obtained.
- vii. Powers of Refunds of Commercial Taxes Department will be as per provisions of relevant taxation laws.
- viii. Refund will be made only on the issuance of order of refund by Competent Authority/Assessing Authority

1.	General		
	Refunds of Revenue: General Powers For items which do not fall in any category from (2) to (12) below.	HOO	Upto Rs. 25,000/- in each case
		RO	Upto Rs. 75,000/- in each case
		HOD	Upto Rs. 5.00 lacs in each case
		Commissioner Colonisation	Full Powers (in case of matters under his jurisdiction related to colonisation only)
		AD	Upto Rs.10.00 lacs in each case
2.	Revenue Department		
	General	Tehsildar/H.O.O	upto Rs.2500/-in each case
		SDO	upto Rs.10000/- in each case
		Additional Collectors	upto Rs.15000/- in each case
		Collector/H.O.D.	Upto Rs. 8.00 lacs in each case
		AD	Full Powers
3.	Excise Department		
	General	Excise officer	upto Rs.10000/- in each case

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		Additional Commissioner Excise	upto Rs.15000/- in each case	
		Excise Commissioner	Upto Rs. 8.00 lacs in each case	
		AD	Full Powers	
	Excess amount deposited or over collections	Additional Commissioner Excise	Full Powers	
		Excise Commissioner/ H.O.D.	Full Powers	
	Money paid for Licences not sanctioned.	Excise commissioner/ H.O.D.	Full Powers	
	In other cases of similar nature	Additional Commissioner Excise	Upto Rs. 100000/- in each case	
		Excise Commissioner/ H.O.D.	Full Powers	
4.	Forest Department			
(i)	Excess amount deposited or over collections	H.O.D.	Full Powers	
(ii)	Money paid for Licences not sanctioned.	Conservator of Forest/H.O.D	Full Powers	
(iii)	In other cases	R.O.	Upto Rs. 100000/- in each case	
		H.O.D.	Full Powers	
5.	Education Department			
	(i) In the event of award of free studentship (School Education)	Headmaster/Principal of Secondary/Hr. Secondary Schools.	Full Powers	
	(i) In the event of award of free studentship	Dy.Director/Correspondence Course (Education Department Udaipur)	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	(ii) In respect of fee accepted by the Institution.	Head of Colleges/ Polytechnics/I.T.I.s/ Sadul Public School/ S.T.C. schools or other Special Educational Institutions.	Full Powers	
6.	Medical Department:			
	In respect of fees charged in excess for supplies and services rendered in the Institutions under their charge is waived by competent authority.	Medical Officer in-charge of Hospital/Dispensary and Primary Health Centre.	Full Powers	
7.	Transport Department			
	Refund of Excess tax deposited to concerned vehicle owners	District Transport Officer	upto Rs. 50000/- in each case	As per conditions under the Rajasthan Motor Vehicle Taxation Act, 1951 as amended from time to time and rule made therein.
		Regional Transport Officer	Full Powers	
8.	Administration Of Justice			
	Refund of Fines, penalties, etc.: To sanction refund of fines, penalties, etc. Imposed in judicial and Revenue cases and credited to treasury or sub-treasury.	Courts including Revenue Courts realising fines, penalties, etc.	Full powers	Refund will be sanctioned after the order reversing the sentence of fines, etc. has become final.
9.	Rajasthan Public Service Commission/Rajasthan Staff Selection Board/Any other body conducting exam			

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	Refund of Examination Fee: On cancellation of examination or failure of online transaction due to technical reasons.	H.O.O.	Full Powers	(1) The RPSC/RSSB/ any other body shall Suo-motu refund the fee without asking for a receipt. (2) The entire amount of fee shall be refunded by the RPSC/RSSB/ any other body without any deduction for the money order charges etc. (3) The refund will be sent by money order/electronically/online which would automatically result in receipt given from the candidates in due course. (4) It shall be the responsibility of the Authority concerned who collected the exam fee to trace the details of candidates such as Bank Account Number, Address to enable refund. (5) In case Bank account number not available, refund shall be sent through Money order.
		H.O.D.	Full Powers	Note: 1. This provision shall also apply on any other institution/departments /placement agencies/ agencies conducting examination for or on behalf of Government. 2. In cases mentioned in note (1) above, concerned H.O.D/AD shall issue direction for refund
10.	Mines Department:			
		Superintending Mining Engineer	Upto Rs.5.00 lacs in each case	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	Refund of Royalty to the contractor on the basis of assessment.	Additional Director Mines Director Mines Dept.	Upto Rs.20.00 lacs in each case Full powers	
(a)	Conversion charges under Rule 14A of Rajasthan Land Revenue (Conversion of agriculture land for non-agricultural usage in rural areas) Rules,2007, (amendment) Rules 2012	Tehsildar SDO Collector	Upto Rs. 1.00 lac in each case Upto Rs. 2.00 lacs in each case Full Powers	
11.	Ground Water Department (GWD)			
	Refund of amount deposited with GWD by farmers, other parties such as State/Central Govt. Departments, Undertakings, and other agencies for executing blasting/drilling/ testing work. (i) Excess amount deposited (ii) Work not done by GWD.	Executive Engineer Superintending Engineer Chief Engineer	Upto Rs.1.00 lac in each case Upto Rs.5.00 lacs in each case Full Powers	
12.	Works Departments			
(i)	To sanction all cases of refund of revenue.	EE SE ACE CE	Upto Rs. 20,000/- Upto Rs. 75,000/- Upto Rs. 1,50,000/- Upto Rs. 4.00 lacs	These powers are subject to the following conditions: 1. The claimant is legally entitled to the refund.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		AD	Upto Rs. 10.00 lacs	<p>2. The credit is verified.</p> <p>3. The original realization is traced, so as to prevent double or erroneous claim.</p> <p>4. Refund is drawn only on the demand and receipt of the person entitled to the refund and not for deposit pending demand.</p>
(ii)	Revision of assessment of water charges (After recording reasons)	EE	Upto Rs. 10,000	<p>Note:</p> <p>As per prescribed rules and Departmental regulations/Manuals.</p>
		SE	Upto Rs. 20,000	
		CE/ACE	Full Powers	
(iii)	To remit percentage charges prescribed for Establishment and T&P in the case of Non-Government/Contributory works.	CE / ACE	Full powers	When the cost of work is less than Rs. 10.00 lacs, subject to Rules in Appendix V of FAR.
13.	Public Health & Engineering Department			
	Water rates and charges.	Executive Engineer	Upto Rs.20000/- in each case	
		Supt dg. Engineer	Upto Rs.50000/- in each case	
		C.E./A.C.E.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
E. WAIVING OF RECOVERIES				
1. To waive objections or to forgo recovery of irregular expenditure detected in Audit Report.	AAO I	upto Rs.2000/- in each case	-	
	AO/Sr.A.O.	upto Rs.3000/- in each case		
	CAO/FA	upto Rs.5000/- in each case		
2. For items placed under objections not because the whole or any portion of the expenditure is unjustifiable in itself but (i) because it is not exactly covered by rule or (ii) the authority for it is insufficient or (iii) full proof such as it supported by sub-vouchers that it has been incurred has not been produced.	AAO I	upto Rs.2000/- in each case. AAO is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so.	Recovery or objections may be waived under the following conditions: (a) the expenditure is not of a recurring nature. (b) when the objection is based on the insufficiency of sanction, an affidavit from the claimant concerned stating clearly that the amount of expenditure was actually been paid by him. (c) where the objections is based on the insufficiency of proof of payment, the authority shown in column 3, 4, & 5 is satisfied that undue trouble would be caused by insistence in the admission of full proof and see no reason of doubt that the charge has actually been paid.	
	AO/ Sr. A.O.	upto Rs. 3000/- in each case AO/ Sr. AO is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so.		
	CAO/FA	upto Rs.5000/- in each case CAO/ FA is satisfied that the authority empowered to sanction expenditure would accord sanction if requested to do so.		
3. Where expenditure under objection has for any reason become irrecoverable.	AAO I	upto Rs.2000/- in each case		
	AO/Sr. A.O.	upto Rs.3000/-in each case		
	CAO/FA	upto Rs.5000/- in each case		
4. In the cases of payments on account of personal claims of employee which are placed under objection for more than ten years.	AAO I	upto Rs.2000/- in each case	When satisfied that it was drawn by Government servant under a reasonable belief that he was entitled to it, may forgo recovery on behalf of the State Government.	
	AO/Sr.AO	Upto Rs.3000/- in each case		
	CAO/FA	upto Rs.5000/- in each case		

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
F. REFUND OF DEPOSIT/LAPSED DEPOSIT				
General				
1.	Revenue Deposits	Authority which ordered the acceptance of deposits	Full Powers	Refund will be sanctioned only, if a person claiming refund of a deposit have an order of the court or authority to refund said deposit, which ordered acceptance of the deposit.
2.	Civil & Criminal Court deposits	Authority which ordered the acceptance of deposits	Full Powers	Refund will be sanctioned only, if a person claiming refund of a deposit have an order of the court or authority to refund said deposit, which ordered acceptance of the deposit.
3.	Deposits made by (a) Suppliers or (b) contractors other than works Departments as security for the due performance of the contract.	Authority upto extent of their powers to sanction the contract	Full Powers	<p>Note</p> <p>1. Subject to conditions of bid documents, the security money shall be refunded within one month of final supply of the items as per procurement order in case of one time procurement and two months in case delivery is staggered, after the expiry of the contract on satisfactory completion of the same or after the expiry of the period of Guarantee if any, whichever is later and after satisfied that there are no dues outstanding against the supplier/bidder.</p> <p>2. In case of civil works: While refunding Security Deposit/ performance security and Performance Guarantee, the refunding officer will record a certificate that the defects pointed out by higher authorities or other</p>

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				<p>authorized authorities during inspection etc. have been removed by the contractor and compliance has been reported before such refund.</p> <p>3. In case of defect liability period these powers shall be used by next higher authority, after ensuring that the relevant terms and conditions have been duly complied with.</p> <p>4. Powers of refund of deposits of supplier/contractors shall also be subject to conditions of bid documents, RTPP Act/Rules and Rule 355 of Volume I of FAR.</p>
Work Department				
4.	To sanction refund of security deposits/ performance security and performance guarantee of contractors on satisfactory completion of original and repair work and after the defect liability period, if any, specific in the contract and payment of final claims.	EE	Full Powers	<p>Note:</p> <p>1. The Executive Engineer while refunding Security Deposit/ performance security and Performance Guarantee will record a certificate that the defects pointed out by higher authorities or other authorized authorities during inspection etc. have been removed by the contractor and compliance has been reported before such refund.</p> <p>2. In case of defect liability period these powers shall be used by SE instead of EE after ensuring that the relevant terms and conditions have been duly complied with.</p> <p>3. Powers of refund of deposits of contractors/bidders shall also be</p>

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				subject to conditions of bid documents, RTPP Act/Rules and Rule 355 of Volume I of FAR.

G. WRITE OFF OF LOSSES

GENERAL CONDITION FOR WRITE OFF OF LOSSES

- (1) These powers will be exercised subject to the following conditions:
 - (i) That the loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority, and
 - (ii) that there has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.
- (2) Write off of losses of cash in treasuries whether in the course of remittance or out of treasury balances and of over-payments made to Government servants are governed by separate rules.
- (3) That the loss is not due to theft, embezzlement or fraud as provided in rule 23 (1) Volume I of FAR
- (4) For the purpose, of these powers the value of the stores shall be "book value" at the time of writing off.
- (5) The authority sanctioning the write off of losses of revenue and irrecoverable loans and advances is satisfied that all possible steps short of civil suit had been taken to effect the recovery and that a civil suit would not yield any better results either because of lack of assets or serious defects in title or other equally valid reasons, provided that in cases where the amount involved for recovery is not more than Rs. 2000/- and the Head of the Department considers that further efforts for recovery would not be worthwhile he may write off the amount on his authority.
- (6) In cases of loss, destroyed or damaged by accident/negligence/ fraud/embezzlement/theft, or otherwise these powers will be exercised only after final sanction of criminal proceedings/inquiry.
- (7) The terms "each case" referred to above shall be interpreted with reference to a given point of time. If on a particular occasion a number of items of stores are to be written off, powers of the sanctioning authority should be reckoned with reference to the total value of stores intended to be written off on that occasion and not with reference to individual articles constituting the lot. In this context, losses arising out of one incident shall not be split up and written off separately on different dates to avoid sanction of the higher authority. Losses due to one specific cause like fire, theft, flood etc. should be written off at one time. There is, however, no objection to losses arising out of more than one cause being written off at one time. The competence of the officer writing off the loss will depend upon the amount written off each time.

Note: Write off powers of Commercial Taxes Department will be as per relevant tax laws.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
1.	Irrecoverable loss of Goods/ Stores or public money.	H.O.O.	Upto Rs. 5000/- in each case.	
		R.O.	Upto Rs. 15000/- in each case.	
		H.O.D.	Upto Rs. 2.00 lacs in each case.	
		A.D.	Upto Rs. 5.00 Lacs in each case.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
2.	(i) Deficiencies, depreciation in the value of stores included in the stock and other accounts.	H.O.D.	Upto Rs. 2.00 lac at the time of revaluation of stock.	
		A.D.	Upto Rs. 5.00 lac at the time of revaluation of stock.	
	(ii) Deficiencies/ Depreciations in the value of Gold, Silver, and other Metals, Ornaments in the temples under the control of Devasthan Department.	H.O.D.	Upto Rs. 50000/-per annum at the time of revaluation.	
		A.D.	Upto Rs. 150000/-per annum at the time of revaluation.	
3.	Losses of revenue or irrecoverable loans and advances.	H.O.D.	Upto Rs. 1.00 lacs in each case	
		Revenue/Industry/ Excise Department of Government Secretary	Full Powers	
4.	Writing off irrecoverable dues of revenue earning departments.	Head of Office Through a committee consisting of: (i) Head of Office (ii) Account personnel of office (iii) Another non- Accounts personnel nominated by Regional Officer	Upto Rs.5000/- in each case.	
		Regional Officer Through a committee consisting of: (i) Regional Officer Concerned (ii) D.L.O. Concerned (iii) Senior most Accounts personnel of regional	Upto Rs.1.00 lac in each case.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		office nominated by Head of Department		
		Head of Departments Through a committee consisting of: (i) H.O.D. (ii) Senior most Account personnel of Head of Department (iii) Regional Officer Concerned.	Upto Rs. 5.00 lac in each case.	
		Administrative Department (On the recommendation of Head of Department level committee)	Upto Rs.10.00 lac in each case.	
5.	Writing off of irrecoverable irrigation dues under Rajasthan Irrigation and Drainage Rules.	Executive Engineer, on the recommendation of Committee consisting of: (i) E.E (ii) Divisional Accountant (iii) A.A.O. of circle	Upto Rs.2000/- in each case.	
		Supt dg. Engineer on the recommendation of Committee consisting of: (i) S.E. (ii) E.E. Concerned (iii) A.O./ A.A.O. of the office	Upto Rs.5000/- in each case.	
		C.E./ Addl. C.E., on the recommendation of Committee consisting of: (i) C.E./A.C.E.	Upto Rs. 15000/-in each case	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		(ii) Senior most Accounts personnel in the office of concerned ACE/CE. (iii) S.E. of Circle concerned.		
		A.D. (On the recommendation of C.E./ Addl. C.E., level Committee)	Full Powers	
6.	Irrecoverable losses of Library Books/ Journals.	H.O.O.	Upto Rs.5000/- per annum.	For the purpose of these powers, the value of the stores shall be "book value" at the time of writing off.
		R.O.	Upto Rs.10000/- per annum per institution.	
		H.O.D.	Upto Rs. 75000/-per annum per institution.	
		A.D.	Full Powers	
7.	Loss due to death of Animals: Police Department and Animal Husbandry Departments	H.O.D.	Upto Rs 1.00 lac in each case at a time	
		A.D.	Full Powers	
8.	To Write Off of Losses of Overpayments of Pension, Gratuity except payments made through Banks.	Director of Pensions	Upto Rs.10000/-in each case.	On the recommendation of <i>Additional Director concerned.</i>
		A.D. (Finance Department)	Upto Rs.50000/-in each case.	
WORKS DEPARTMENT				
1.	To sanction the write off the value of all type of stores, tools & plant lost destroyed or damaged by accident or negligence or fraud or theft or embezzlement or otherwise.	Executive Engineer	Upto Rs. 5000/- in each case	As per condition provided in Write off of losses Above.
		SE	Upto Rs. 15000/- in each case	
		CE/Additional CE	Upto Rs. 2.50 lacs in each case	
		AD	Upto Rs. 7.50 lacs in each case	
2.	To sanction the write off the value of tools and plant, which have become unserviceable	EE/Horticulturist	Full Powers	Subject to Rules/Manual/orders of the department.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	after fair wear and tear.			
3.	PHED To declare abandoned and write off tube wells and hand bores due to their non-usability on technical grounds with recorded reasons: (a) For Tube Wells	SE, on the recommendation of Committee consisting of: (i) SE (Chairman) (ii) Senior most Account member of the officer and (iii) concerned EE	Full Powers	Note: 1. As per the norms prescribed by the Government 2. Before declaring tube wells abandoned, the power connection from DISCOM shall be disconnected and a certificate of such disconnection shall be placed on records before the committee. A fact of this certificate should be mentioned in Sanction of Write off.
	(b) For Hand pump Bores	EE, on the recommendation of Committee consisting of: (i) EE/TA to SE (Chairman) (ii) AAO and (iii) AE	Full Powers	
4.	To sanction, after due investigation, the write off of Measurement Books, which have been lost.	ACE	Full Powers	Note: In each case, while ordering write off, Additional Chief Engineer / Suptdg. Engineer should pass a separate order
5.	To sanction, after investigation the write off loss of Receipt Books and Subsidiary Cash Book maintained by (i) Patwaries of WRD and (ii) Moharrirs of PWD.	ACE/SE	Full Powers	after due investigation giving full details of name of office, Measurement Book number, cash book number and receipt book number and receipt number. Copies of the order should be endorsed to Secretaries to the Government in Administrative & Finance Departments and also to the Accountant General and Chief Engineer.
6.	To sanction: (1) Estimates for losses on	EE	Upto Rs. 1.00 lacs	
		SE	Upto Rs. 5.00 lacs	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	stock due to depreciation owing to a fall in prices or any other causes, or (2) Adjustment of losses on manufacture accounts.	CE/ACE	Full Powers	
7.	WRD: To sanction estimates for losses of crops destroyed by breaches of canal assessed by an officer not below the rank of Deputy Collector (Irrigation) or a Revenue Officer authorized by Collector.	EE	Upto Rs. 0.30 lacs	
		SE	Upto Rs. 1.00 lacs	
		CE /ACE	Upto Rs. 1.50 lacs	

PART II
MATTER RELATED TO DISPOSAL OF STORES

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks	
A. SURPLUS/ UNSERVICEABLE/ OBSOLETE STORES					
GENERAL					
1.	To declare any stores as surplus (Including Tools and Plants in Works Departments)	H.O.O.	Upto Rs.1.00 lac per annum	<p>These powers shall be exercised on the recommendation of prescribed committee as provided in Rules 381 to 385 of Volume I of FAR</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The amounts mentioned herein are Book Value. 2. The provision of Rules 381 to 405 volume I of FAR shall be followed before surplus goods/articles disposed off by sale/public auction, destruction. 	
		R.O.	Upto Rs.2.00 lacs per annum		
		H.O.D.	Upto Rs.10.00 lacs per annum		
		A.D.	Full Powers		
2.	To declare any stores/Goods as obsolete, unserviceable and to dispose them off by sale/public auction, destruction (except for vehicles).				
	(i) When the period of serviceability has been prescribed:				
	(a) After expiry of period.	H.O.O.	Full Powers	<p>Articles should be declared obsolete/unserviceable on the recommendation of prescribed committee and as per the provisions of Chapter 13 of FAR.</p>	
		R.O.	Full Powers		
		H.O.D.	Full Powers		
	(b) Before expiry of the prescribed minimum period	H.O.O.	Rs. 2.00 lacs (subject to cost of each item not being more than Rs.15000/-)		
		R.O.	Rs. 3.00 lacs (subject to cost of each item not being more than Rs. 50000/-)		
		H.O.D.	Full Powers		
	(ii) When the period of serviceability has not been prescribed.	H.O.O.	Upto Rs.2.00 lacs per annum		
		R.O.	Upto Rs. 5.00 lacs per annum		
		H.O.D.	Full Powers		
3.	Vehicles: Declaring of Vehicles as:				

	(i) Unserviceable	R.O.	Full powers on the recommendation of prescribed committee.	Provided that: (i) The vehicle has covered the minimum road kilometres and minimum years of use as prescribed in Annexure VI B PART II and inspected by Committee constituted under Rule 384 of Volume I of FAR.
		H.O.D.	Full powers on the recommendation of the prescribed Committee.	
	(ii) Where the vehicle has not covered the prescribed minimum road kilometrage, subject to fulfilment of condition (ii) (b) & (c).	H.O.D.	Full powers on the recommendation of the prescribed Committee.	(ii) The committee shall record the following certificate: a. That the vehicle has run the distance and completed minimum years of use as per condition No. (i). b. That the vehicle is beyond economic repairs and uneconomical to operate due to excessive consumption of petrol/diesel. c. That the replacement of parts shall cause heavy expenditure and further running of the vehicle shall be uneconomical.
	(iii) Vehicles lying unused for last 7 years and relevant documents indicating year of purchase and kilometres run not available.	H.O.D.	Full Powers on the recommendations of the prescribed Committee.	(iii) The above Committee shall record the following certificates: a. That the relevant record relating to year of purchase, kilometres are not available with the Department. b. That the vehicle has not been put to use for the last seven years and is not likely to be used in future.
	(iv) Vehicles met with an accident and not to be useful after repairs.	H.O.D.	Full Powers on the recommendations of the prescribed Committee.	(iv) The Committee mentioned above shall record the following certificates: a. That the vehicle is beyond

				<p>economical repairs and uneconomical to operate due to accident.</p> <ul style="list-style-type: none"> b. That the replacements of parts shall cause heavy expenditure and further running of vehicles shall be uneconomical. c. That the total cost of repairs and replacement of parts shall be Rs..... as certified by the Surveyor of Motor Garage Department.
WORK DEPARTMENTS				
4.	<p>To declare any stores (including tools and plant stock & material received from works dismantled) as surplus or unserviceable and sanction their sale by public auction or destruction.</p>	<p>CE</p> <p>ACE</p> <p>SE</p>	<p>Full powers</p> <p>Upto Rs. 150.00 lacs annually</p> <p>Upto Rs. 25.00 lacs annually</p>	<p>Note 1: These monetary limits refer to original purchase price which may be estimated if original price is not known.</p> <p>Note 2: Subject to the committee constituted in Chapter 13: "Store Management" of FAR</p> <p>Note 3: As per the provisions of Rule 381 to 405 of FAR Volume I.</p>

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
B. SALE AND HIRING OF TOOLS & PLANTS				
1.	To sanction the sale of stocks (not tools and plant) which is not surplus or unserviceable at: (i) issue rate plus the usual supervision charges or (ii) market value whichever is higher.	CE, on the recommendation of the committee consisting of: (i) Zonal ACE concerned (ii) FA of the department (iii) Subject matter specialist from concerned department (iv) Concerned store incharge not below the rank EE	Full Powers	<p>Note:</p> <ol style="list-style-type: none"> Normally Government stocks are not to be sold to private parties. The transactions should be treated as exceptional cases occurring rarely. Reason of such sale without bids/auction shall be recorded by the committee such as justification of sale, justification of sale without tender, justification that such stock will not be required in future.
2.	Reimbursement to Agencies only: To make payment to agencies for providing labour components for the maintenance of water supply schemes.	EE SE	Full Powers-for reimbursement of labour components as provided in the schemes. Full Powers	<p>Note:</p> <ol style="list-style-type: none"> Selection of these agencies will be done as per RTPP Act and Rules. In no case, the payment will be made to any individual. The quantum of labour component will be as per the norms and rates prescribed by the Government.

PART III
PERMANENT ADVANCES AND OTHER ADVANCES

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
A. IMPREST/ PERMANENT ADVANCE				
1. Permanent Advance To sanction permanent advance in respect of subordinate offices	HOO		Rs. 3000/-for own office (Automatically empowered for their own offices)	As per provisions of rule 166, 168 and 169 of FAR Volume I.
	RO		Upto Rs.8000/- in each case	
	HOD		Upto Rs.30000/- in each case	
	AD		Upto Rs.50000/- in each case.	

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
B. ADVANCES FOR CONTINGENT EXPENDITURE/ STORES/GOODS				

GENERAL CONDITION FOR ADVANCE FOR CONTINGENT EXPENDITURE/STORES/GOODS:

For all the items mentioned herein following conditions shall apply:

1. Advance to agencies are subject to the provision of RTPP Act/Rules
2. Extent of advance to the supplier/contractors/service providers/agencies etc., shall be as per terms and conditions given in bid document/agreement/supply order or as mentioned in list of category of bidders for preferential procurement issued vide notification S.O.135 dated 4th September 2013 under RTPP Act/Rules by Finance (G&T) Department as amended from time to time.
3. Full Powers mentioned herein means within the power of the concerned authority to sanction procurement.
4. The concerned authority shall ensure safeguard of advance given and its recovery/adjustment from Running claims on timely basis.
5. Generally, payments are made on receipt of Goods in stores as per supply order or after rendering service on presentation of claim. Advance payment shall be made in exceptional circumstances and generally not against Good Receipts/proof of dispatch/railway receipts.
6. Advances for purchase of stores shall be given only in the following cases where it is absolutely necessary and in exceptional circumstances as per delegation of financial powers after taking necessary precautions and securing the Government against any loss and for preventing the system from becoming general:
 - (i) The firms are established one having reputation for their dealings. Such advances at the percentages prescribed under delegation of financial powers shall be made as per conditions of contract, on submission of proof of despatch through bank and the balance shall be paid on receipt of the goods subject to the usual inspection and verification.
 - (ii) The advance in respect of goods/articles of higher value should preferably be made on proof of despatch and prior inspection of stores regarding quality before despatch.
 - (iii) It shall also be made clear to the suppliers that they are in no way absolved from the responsibility in respect of quality and quantity of stores despatched by them and recoveries are liable to be made if the stores received are found in any way to be defective or short in quantity.
7. **Advances to the extent of 100%**
 - (i) Advances to the extent of 100% may be permitted by the Head of the Department to all State Governments/Central Government Corporation/ Undertakings. Any interest earned on the advance amount shall constitute part of the Project. Unutilized amount will have to be deposited back in the consolidated fund.

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
(ii) Advances up to 100% may also be given in case of procurement of articles from well-established and reputed firms against proof of despatch and prior inspection.				
8. Payment after Test: Where the conditions of tender and contract provide for payment after test and trial it shall be incumbent on the purchase officer to take necessary action in the matter.				
9. Where advance payments are made against proof of despatch or otherwise, but goods are not received within a reasonable period, the purchase officer shall take immediate steps to inform the supplier and shall also take immediate steps to recover the Government money already paid according to the conditions of the contract.				
1. To sanction advance for procurement of Stores/ Goods, Drugs and medicines, Machinery, and other implements etc.	HOO	Upto Rs.6000/- in each case.		
	RO	Upto Rs.30000/- or 75% of the cost whichever is less.		
	HOD	Full powers		Note: Subject to powers of purchase or 90% of the cost of stores whichever is less.
	Chief Engineer, Rajasthan Ground Water Department	Full Powers		Note: (a) Upto 95% in case of proprietary items against the proof of despatch by rail or road (b) Upto 100% in case of explosives on proof of despatch by rail or road.
2. To sanction advances for lawsuits in respect of petty expenditure such as court fees, process fees, commissioner fees diet money for witnesses, clerk fee, photocopy, computer typing, attestation, etc. to which the government is a party	HOO	Upto Rs. 5000/-in each case		
	RO	Upto Rs. 20000/-in each case		
	HOD	Full Powers		
3. To sanction advances to	H.O.O.	Full Powers		

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	the rate contract firms for repairs and maintenance of machinery and Equipment.	R.O.	Full Powers	Subject to conditions of Bid documents/contracts
		H.O.D.	Full Powers	
4.	To sanction advances for procurement made against rate contract of DGS&D & advance to inspection Wing of DGS&D for carrying out inspection.	H.O.O.	Full Powers	As per DGS&D Rate Contract and conditions.
		R.O.	Full Powers	
		H.O.D.	Full Powers	
5.	To sanction advances for meeting expenses in connection with fairs, functions, festivals, etc. organised or celebrated through the departmental agency.	HOO	Upto Rs.15000/- in each case	Advance will be regulated with the following conditions: (i) That administrative sanction by HOD contains itemized details of estimated expenditure and cash payment to be made. (ii) That ceiling for each fair, exhibition, festivals has been fixed by the Department in consultation with Finance Department. (iii) That ceiling of amount and instalment of drawl of advance has been fixed for Republic Day and Independence Day celebrations, etc. arranged by G.A.D. (iv) As far as possible most of the payment should be made through IFMS in Bank Account. Only urgent spot payments should be made in case. (v) TDS as per Income tax Act and TDS as per CGST/SGST Act shall be deducted irrespective of payment mode.
		RO	Upto Rs.25000/- in each case	
		H.O.D.	Upto Rs.50000/- in each case	
6.		H.O.O.	Full powers	

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	To sanction advance for annual rate contract holders for cleaning, sanitation, plant protection, lift operations, security arrangements in big offices, hospitals, schools, colleges, etc.	R.O. H.O.D.	Full powers Full powers	As per policy and directions of Government.
7.	To sanction advance for various Departmental purposes of Ground Water Department	Executive Engineer Superintending Engineer Chief Engineer	Rs. 30000/- in each case Rs. 50000/- in each case Rs. 1 lac in each case	As per policy and directions of Government. Note: (a) Such advance shall be given only for wages/loading un-loading of material and other wages for which payment is to be made at site. (b) As per RAPSAR Act, appointment of Daily wagers is prohibited. (c) Second advance shall be given only after rendering of accounts of first advance. Advance beyond Rs.30000/- shall be given in exceptional cases only.
8.	Development and Improvement Programme/ Schemes: To sanction advance for implementation of Development Programme through NGOs/ Voluntary Organisations.	HOO HOD	Full Powers (On the basis of powers delegated by HOD) Full Powers	The advance shall be granted on revolving basis upto 25% of the sanctioned cost of the project. For safety of the above advance, the land/ instruments and other properties purchased with project funds shall be hypothecated in the name of Government of Rajasthan. The advance shall be paid to Agencies through IFMS in their bank account only.

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				The advance shall be adjusted in future claims.
9.	(i) To sanction advance for procurement of petrol, oil, and lubricants for Government Vehicles.	HO	Upto Rs.5000/- per vehicle at a time.	
		RO	Upto Rs.6000/- per vehicle subject to a maximum of Rs. 15000/- at a time.	
		HOD	Upto Rs. 8000/-per vehicle. Subject to a maximum of Rs. 40000/- at a time.	
		AD	Maximum upto Rs.80000/- at a time.	
	(ii) To sanction advance for procurement of petrol, oil, lubricants for Departmental Vehicle from State Motor Garage.	HOO	Full powers	Subject to the condition that the advance will be drawn as per financial rules through Book Transfer by treasury.
10.	To sanction advances for procurement of Motor Vehicles and Accessories.	H.O.D.	Full Powers.	Restriction/Conditions/Remarks mentioned in note below
	Note: The limits upto which an advance may be sanctioned by Head of Department for purchases of vehicles shall be as under: (i) 98% payment:			
	a. In respect of vehicles despatched by Rail, 98% of the Ex-Factory price of the vehicles (Basic Government NDP together with Mark-up) plus 100% of GST and railway freight, if any will be paid on proof of despatch of the vehicle to the consignee and on production of inspection note issued by the Inspector, if inspection is desired by the purchaser duly supported by Railway receipt, number and date.			

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	<p>b. In respect of vehicles despatched by Road 98% of the Ex-Factory price of the vehicle (Basic Government N.D.P. + make up) plus 100% of the GST and Road transportation charges will be paid on proof of handing over the vehicles to the authorised Transport contractor and on production of Inspection Note issued by the Inspector, if inspection is desired by the purchaser.</p> <p>Note: The receipt of the Transport contractor duly certified by Internal Auditor of the manufacturers, will be the proof of despatch for the purpose of payment of the paying authority.</p> <p>c. In respect of vehicles purchased through authorised Local Dealers of manufacturers whose local depot is in Rajasthan, 98% of the ex-factory price of the vehicle(s) (Basic Government N.D.P. together with mark-up) plus 100% GST and road transport charges will be drawn from the Treasury on production of proof that the vehicle is available with the dealer depot and is ready for supply. However, the payment will be made only on the delivery of the vehicle.</p> <p>(ii) Balance 2% payment: Balance 2% payment shall be made on receipt of vehicles and accessories by the consignee and on assigning of the Inspection note, copies, etc., the above shall be subject to the following conditions:</p> <ul style="list-style-type: none"> a. The cost of vehicle is the same as approved by the D.G.S&D, New Delhi or as notified by the Government of India for Government purchases. In the absence of any such order, payment shall be made on the ruling prices calculated and certified by the Internal Auditors of the manufacturers for D.G.S.&D supplies. The supplier shall also give an undertaking with an Indemnity Bond that they would refund any excess amount charged, on DGS&D finally notifying rates, for the period. b. If delivery is taken against supply order at the manufacturers/ dealers' premises, payment shall be made after inspection and satisfying that the vehicle is in good condition. c. The Chief Superintendent, Motor Garage, has inspected the vehicle that it is in good and acceptable condition and verified the claim of the firm and certified to that effect. Certificate shall form part of voucher. d. Provided that such an advance is as per terms of contract and is duly and fully accounted for within two months of drawl of such advances. <p>Note:</p> <ul style="list-style-type: none"> (a) The amount of accessories shall not exceeds Rs. 25000/-. (b) Benefits as per scrap policy of Government shall be passed to purchaser 			

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
11.	To sanction advances for procurement from other Govt. /State Govt. /All State PSUs and Central Government undertakings.	H.O.O.	Full powers	As per terms of contract or supply order, if 100% advance is required to be made.
		R.O.	Full powers	
		H.O.D.	Full powers	
		A.D.	Full powers	
12.	To sanction advances to publishers/ Authorised suppliers for supply of local / foreign periodicals on proforma invoices.	H.O.O.	Full powers	
13.	To sanction advances for seminar/ conference/ study tour/training camps organized for campaign, etc., or otherwise.	HOO	Upto Rs. 10000/- in each case.	Subject to specific budget provision for the activities. The accounts shall be rendered within 7 days of the activity. The performance report of the Event/ conference/study tour/training camps need to be prepared and submitted along with detailed accounts.
		RO	Upto Rs. 25000/- in each case.	
		HOD	Upto Rs. 1 lac in each case.	
14.	To sanction advance to State Govt. /Govt. undertakings for supply of Agricultural inputs to cultivators under various State/Central Programmes	Director, Agriculture department and Director, Horticulture Department	Full powers.	Subject to Budget provision/ receipt of funds from Central Government.

WORK DEPARTMENTS

15.	To sanction Imprest to officers /officials.	EE	Upto Rs. 15,000/-	These powers will be exercised subject to following conditions: 1. Utility of imprest shall be reviewed periodically by the sanctioning authority. 2. Second imprest shall be given only after adjustment of first advance.
		SE	Upto Rs. 30,000/-	
		ACE	Upto Rs. 45,000/-	
		CE	Upto Rs. 60,000/-	

S No	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				3. In case account of advance is not rendered within four weeks, action as per Rule 522 and 523 of FAR Volume I shall be initiated.

PART IV
MISCELLANEOUS MATTERS

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
A. TIME-BARRED CLAIMS				
	To sanction time barred claims and pre-check.			
3.	(i) For Pay and Allowances	HOO	Full powers (After pre-check by Junior Accountant/ AAO-II/ Divisional Accountant of claims upto three years old.)	As per provisions of Rules 148 to 152 of Volume I of FAR and in accordance with requirements given below: (a) That proprietary of the claim is established. (b) Copies of Orders of the documents on which the claim is based. (c) Periods of absence when employee remained on leave, etc., during the period covered by the claim. (d) A statement showing the amounts already drawn, the amount as per claim preferred and difference payable to the claimant. (e) Reference to Treasury Voucher of the corresponding period when the claim was either not drawn or drawn less. (f) Prescribed bills duly signed and attested by the competent authority. (g) Reasons for delay keeping in view the provisions of rules.
	(ii) contingent claims	RO	Full powers (After pre-check by AAO-II/ Divisional Accountant/ Assistant Accounts Officer/Accounts Officer of his office of claims of more than three years old in case there is no Regional Officer.)	
		HOD	Full powers (After pre-check by AAO-II/ Divisional Accountant/ Assistant Accounts Officer of his office of claims of more than three years old)	
		HOD	Full powers (after pre-check by AAO-II/ Assistant Accounts Officer/	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
			Accounts Officer of his Department for claims of more than five years old and upto Rs. 5000/- in each case without any time limit in case there is no Regional Officer)	
			AD	
4.	Payments to heirs of deceased Government servants. To make payment of arrears of Pay and Allowances of deceased Government servants serving at the time of death.	HOO	Full powers	As per provisions of rule 268 of FAR Volume I.
5.	Security Deposit from Subordinates: To accept security from a subordinate authority entrusted with the security of Cash/Stores, etc. in any of the forms/instruments prescribed under rule 282 of FAR Volume I	HOO	Full powers.	

PART V
CONTINGENT AND MISCELLANEOUS EXPENDITURE

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
A. PAYMENT				
1.	Part time work in offices only through agency			Subject to the condition that in case the work is of less than four hours duration, the payment will be reduced proportionately.
	i. Skilled	HOO	Upto Rs. 3000/- per month	
2.	Filling of water for drinking after normal office hours, if the job is performed by Government servant in addition to his own duties.	ii. Unskilled	HOO	Not exceeding Rs. 500/- per month
			RO	
			HOD	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks																		
B. OFFICE EXPENSES																						
1.	Annual Rate Contract for cleaning, sanitation, plant protection, security arrangements, lift operations in big offices, hospitals, school, colleges etc.	H.O.O.	Full Powers	Subject to provision of Budget and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.																		
		R.O.	Full Powers																			
		H.O.D.	Full Powers																			
2.	Books, Acts, Codes, Rules Govt. Publications, Reports and books required in schools, Colleges, training institutions, libraries, departments & Offices.	H.O.O.	Full Powers	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.																		
		R.O.	Full Powers																			
		H.O.D.	Full Powers																			
3.	<p>Conveyance Hire: Conditions for Conveyance Hire applicable on concerned officer mentioned below:</p> <ol style="list-style-type: none"> 1. Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules. 2. As per Rule 186 of FAR Volume I & furnishing following certificates duly countersigned by Head of Office: <p>Certified that:</p> <ul style="list-style-type: none"> (i) I have not used any staff car or Govt. vehicles for visiting the place mentioned above. (ii) I have not applied for compensatory (Casual) leave for attending office on Sunday or other public holidays. (iii) I have not claimed honorarium for extra hours of work done outside the ordinary hours of duty. (iv) I am not entitled to draw T.A. under ordinary rules for the journey and that I am not in receipt of any conveyance allowance. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">i. To a Non-Gazetted Government servant</td> <td>HOO</td> <td>Full Powers</td> <td rowspan="4" style="vertical-align: top;"> <ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs.40/- each way. 2. All other cities/ District Hqrs. -Rs. 30/-each way. or as amended by Finance Department from time to time. </td> </tr> <tr> <td></td> <td>RO</td> <td>Full Powers</td> </tr> <tr> <td></td> <td>HOD</td> <td>Full Powers</td> </tr> <tr> <td></td> <td>AD</td> <td>Full Powers</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ii. To a Gazetted Officer</td> <td>HOO</td> <td>Full Powers</td> <td rowspan="2" style="vertical-align: top;"> <ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs. 60/- each way. </td> </tr> <tr> <td></td> <td>RO</td> <td>Full Powers</td> </tr> </table>	i. To a Non-Gazetted Government servant	HOO	Full Powers	<ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs.40/- each way. 2. All other cities/ District Hqrs. -Rs. 30/-each way. or as amended by Finance Department from time to time. 		RO	Full Powers		HOD	Full Powers		AD	Full Powers	ii. To a Gazetted Officer	HOO	Full Powers	<ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs. 60/- each way. 		RO	Full Powers
i. To a Non-Gazetted Government servant	HOO	Full Powers	<ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs.40/- each way. 2. All other cities/ District Hqrs. -Rs. 30/-each way. or as amended by Finance Department from time to time. 																			
	RO	Full Powers																				
	HOD	Full Powers																				
	AD	Full Powers																				
ii. To a Gazetted Officer	HOO	Full Powers	<ol style="list-style-type: none"> 1. At all State capitals including Delhi - Rs. 60/- each way. 																			
	RO	Full Powers																				

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		HOD	Full Powers	2. All other cities/ District headquarters -Rs. 40/- each way. 3. Or as amended by Finance Department from time to time.
		AD	Full Powers	
	iii. To Govt. Directors/ Non-official/ Retired persons attending meetings of the Board of Directors Committees etc.	HOO	Full Powers	In accordance with the scales prescribed under T.A Rules
		RO	Full Powers	
		HOD	Full Powers	
4.	Electric and Water Charges	HOO	Full Powers	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.
		RO	Full Powers	
		HoD	Full Powers	
5.	Freight and Demurrage Charges, Customs Excise Duty			(a) Purchases have been made under competent sanction. (b) Reasons to be recorded for payment of demurrage charges. (c) For regularisation of these charges, the case shall be submitted to the competent next higher authority who will take action against the delinquent, if any.
	(a) Freight Charges	HOO	Full Powers	
	(b) Demurrage Charges	HOO	Full Powers	
6.	Hiring of Motor Vehicles, etc.			(a) After approval of competent authority and (b) Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.
	(i) Hiring of Motor Vehicles/ Aircraft/ Helicopter/Boat	H.O.D.	Full Powers	
	(ii) Hiring of motor vehicles in emergent cases, Locust, Floods, Election work etc.	H.O.O.	Full Powers	(a) Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules. (b) Only when Government vehicles are
		R.O.	Full Powers	
		H.O.D.	Full Powers	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks	
				not available and as per directions of the Government.	
7.	Hiring Furniture & Fixtures, Fans etc.			Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.	
(i) Not for normal office working, only for Camps, Festival, functions, conferences Seminar exhibition etc.	H.O.O.	Upto Rs. 7000/- per Occasion			
	R.O.	Upto Rs. 20000/- per Occasion.			
	H.O.D.	Full Powers			
(ii) For Office (Fans or Room Cooler only)	H.O.O.	Upto Rs. 1000/- per occasion.			
	R.O.	Upto Rs. 2500/- per occasion.			
	H.O.D.	Full Powers			
8.	Expenditure on petty works and repairs: to purchase of articles required to maintain Government Owned Buildings (Under the administrative Control of PWD) including sanitary fitting, Water supply and electric installations and their repairs.			Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.	
	H.O.O.	Upto Rs. 10000/- per annum			
	R.O.	Upto Rs. 15000/- per annum			
	H.O.D.	Upto Rs. 50000/- per annum			
	A.D.	Upto Rs. 1.00 lac per annum			
9.	Hired/ Requisitioned Buildings:			(a) Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules. (b) Provided these are not arranged by house owners.	
(i) To incur expenditure on purchase and repairs of articles relating to electric, sanitary fittings and water arrangements required to maintain such private buildings.	H.O.O.	Upto Rs. 5000/- per annum.			
	R.O.	Upto Rs. 10000/- per annum.			
	H.O.D.	Upto Rs. 25000/- per annum.			
(ii) To incur expenditure on alterations/ temporary	H.O.O.	Upto Rs. 25000/- per annum.	(a) Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules. (b) Provided these are not arranged by house owners.		
	R.O.	Upto Rs. 50000/- per annum.			

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	structure/partition in the buildings.	H.O.D.	Upto Rs. 1.00 lac per annum.	Transparency in Public Procurement Act and Rules. (b) Provided these are not arranged by house owners. (c) Provided when the buildings is released Government should have the right to remove such installations and material added.
10.	Liveries and clothings, related accessories and stitching charges	H.O.O.	Full Powers	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.
		R.O.	Full Powers	
		H.O.D.	Full Powers	
11.	Maintenance of garden: Purchase of seeds, fertilisers, pesticides, plants, tree guards fencing etc.	H.O.O.	Upto Rs. 5000/- per annum.	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.
		R.O.	Upto Rs. 10000/- per annum	
		Horticulturist (PWD)	Rs.25000/- per annum.	
		H.O.D.	Full Powers	
12.	Other charges e.g., Petty items like Surahi, bastas, glass, periodicals, newspapers maps, battery cells, electric bulbs, firewoods, torch, bags phenyle, finit, soap, buckets, mugs, doormats, carpets, rubber stamp, seal etc. usually needed to manage the office.	H.O.O.	Full Powers	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules following condition shall also apply: (i) Periodicals/newspapers to be purchased in scales to be prescribed by the Head of Department. Rubber stamps and office seals shall be made/purchased with caution from firms of repute only. (ii) Periodicals/Newspapers to be purchased for Secretaries/ Special Secretaries to Government and equivalent and above ranked officers
		R.O.	Full Powers	
		H.O.D.	Full Powers	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				<p>Secretaries to Government and equivalent and above ranked officers including Commissioners to Govt. as per scales prescribed as under:</p> <p>3 Newspapers or 2 Newspapers and one periodical.</p> <p>(iii) Periodicals/Newspapers to be purchased for Joint/ Deputy.</p> <p>Secretaries to Govt. and equivalent officers as per scales prescribed as under:</p> <p>2 Newspapers or 1 Newspaper and 1 periodical.</p> <p>(iv) Only Book and Periodical which are useful in the functioning of the Govt. office shall be purchased.</p> <p>Note:</p> <p>News Papers/Periodicals as per prescribed scale can be purchased at residence/office. Where News Papers/ Periodicals are used for reference purpose, they need not be deposited.</p>
13.	Pictures and Paintings	H.O.D.	Full powers	Through Procurement Committee as per RTPP Rules.
14.	Payment of incentive money to the persons and motivators under Family welfare programmes.	H.O.O.	Full Powers	<p>(a) Subject to Budget provision</p> <p>(b) As per the rates and norms prescribed by the Government.</p> <p>(c) The payment shall be made directly into the bank account of the beneficiary or motivator through IFMS.</p>
15.	Postage, Telephone, etc.			

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	i. Postage and telephones (including postal commission for VPP/ DD charges).	HOO	Full Powers	(a) Subject to Budget provision (b) Subject to limits of local calls at residence as specified by the Government from time to time.
		RO	Full Powers	
		HOD	Full Powers	
	ii. Commission on postal M.O. to be sent to contractors or suppliers in unavoidable cases or Government servants.	HOO	Full Powers	Subject to Budget provision.
		RO	Full Powers	
		HOD	Full Powers	
	iii. Courier Services	H.O.D.	Full powers	Expenditure should be within the limits/savings available in the same budget head/sub-head from stamps/postal charges.
	16. Purchase of stationery (Plain and printed)	H.O.O.	Full powers	Subject to the following conditions: (i) Government Press shall notify detailed specifications and rates for various types of stationery item from time to time for issue to Government offices. (ii) The Government Offices may buy the stationery items (Plain & Printed) from Government Press on the notified rates. (iii) At the same time the Government Offices will be free to buy stationery (Plain & Printed) of the same specification from the open market, without obtaining N.A.C. from Government Press as per RTPP Rules and rates notified by Govt. Press should be kept in mind.
		R.O.	Full powers	
		H.O.D.	Full powers	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				(iv) Where Government Press has not notified the rates for certain Stationery items, Government Offices shall be free to buy such stationery items from open market as per rules.
17.	Repairs & Maintenance of office equipment, instruments, furniture, bicycle, motorcycle, machinery & other items			
	(a) If Departmental Rate Contract.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
		A.D.	Full powers	
	(b) If no Rate Contract	H.O.O.	30000/-	
		R.O.	50000/-	
		H.O.D.	Full powers	
		A.D.	Full powers	
18.	Refreshment served in meetings/ Conference etc.	H.O.O.	Full powers	(a) Subject to the orders issued by the Government. (b) Subject to Budget provision and as per provision of the RTPP Act/Rules
19.	Transportation/Distribution/ Storage Charges/Carriage of records.	H.O.O.	Full powers	Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.
20.	Testing charges of material in Government/ Recognized Laboratories and Inspection wing of DGS&D.	H.O.O.	Full powers	(a) As per provision of agreements. (b) Subject to Budget provision and as per provision of the Rajasthan Transparency in Public Procurement Act and Rules.

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
C. PAYMENT FOR PROFESSIONAL AND SPECIAL SERVICES				
1.	Remuneration for holding examination, paper setting, evaluation, superintendence etc.	HOO	Full Powers	(a) As per rates prescribed by Government. (b) The payment shall be made directly into the bank account of the concerned person through IFMS. (c) TDS of Income Tax shall be deducted as per the provision of the Income tax Act 1961.
		RO	Full Powers	
		HOD	Full Powers	
2.	Charges to artists.	HOO	Full Powers	(a) As per rates fixed by Administrative Department (b) The payment shall be made directly into the bank account of the concerned person through IFMS. (c) TDS of Income Tax shall be deducted as per the provision of the Income tax Act 1961
		RO	Full Powers	
		HOD	Full Powers	
3.	Charges for expert for delivering lectures or experts participating as resource person in seminar, symposium workshop organised by training institutes/ Department	HOO	Full Powers	(a) As per rates fixed by Government. (b) The payment shall be made directly into the bank account of the concerned person through IFMS. (c) TDS of Income Tax shall be deducted as per the provision of the Income tax Act 1961.
		RO	Full Powers	
		HOD	Full Powers	
4.	Copying, typing charges, Affidavit Attestation, Vakalatnama and Miscellaneous expenses related with Court matters.	HOO	Full Powers	As per rates prescribed by Law Department.
		RO	Full Powers	
		HOD	Full Powers	
5.	i. Fees to Advocates/	HOO	Full Powers	(a) As per Rules of the Government.

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	Arbitrators.	RO	Full Powers	(b) The payment shall be made directly into the bank account of the concerned person through IFMS. (c) TDS of Income Tax shall be deducted as per the provision of the Income tax Act 1961.
	ii. Fees to pleaders engaged to defend indigent/poor persons.	Committee constituted under the Rajasthan Legal Aid Rules,1984	Full Powers.	For matters under Rajasthan Legal Aid Rules, 1984.
		Committee constituted under the Rajasthan Legal Aid Rules,1984	Full Powers.	
		Committee constituted under the Rajasthan Legal Aid Rules,1984	Full Powers.	
	iii. Payment of legal fees for criminal/Civil/ Miscellaneous Cases.	AD/Law Department:	Upto Rs. 3.00 lac in each case.	(a) Where no rules exist to determine the legal fees or where the amount is inadequate looking to the status of advocate. (b) The payment shall be made directly into the bank account of the concerned person through IFMS.
	iv. Payment of fees to Advocates outside the State.	HOO	Upto Rs.10000/-in each case	(a) Where rates have not been fixed by the Government.
		RO	Upto Rs.15000/-in each case	(b) The payment shall be made directly into the bank account of the concerned person through IFMS.
		HOD	Upto Rs.35000/-in each case	
		AD	Full Powers	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
D. RENT, RATES, TAXES AND ROYALTY				
1.	Hiring of building after PWD assessment.	HOO	Upto Rs.10000/- per month	<p>(1) Certificate once in two years from Collector (or GAD in case of Jaipur) that suitable Government building is not available</p> <p>(2) Certificate that the rent charged is reasonable, is necessary from P.W.D. (B&R) authorities specified by the Chief Engineer.</p> <p>(3) Certificate from PWD that "rent charged is reasonable" during first year only and not every year.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Rent upto 9% per annum of the cost of building (including land) is considered reasonable rent. 2. The licence/Lease will be for a period of five years initially. 3. In the agreement for tenancy in respect of lands and buildings taken on hire by the State Government, the initial rent may be fixed as assessed by P.W.D. as per existing rules. <p>After a period of 5 years, the lease shall be extendable on the option of the State Government, and</p>
		RO	Upto Rs.20000/-per month	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		HOD	Full Powers	<p>Beyond 10 years the lease may be extended by mutual consent. The rent shall, however, be increased as per the provisions of Rajasthan Rent Control Act as amended from time to time.</p> <p>However, where the Rajasthan Rent Control Act is not applicable the rent shall be revised after 5 or beyond 10 years, as the case may be, on the basis of reassessment of rent by the PWD or on increase of rent by 25% whichever is less.</p> <p>4. The aforesaid provision will also be applicable in respect of lands and building already on hire with the State Government.</p> <p>5. The Government would be competent to terminate the tenancy earlier than the prescribed period or extended period, as the case may be, by giving 3 months previous notice.</p> <p>6. Local Taxes on private building (Municipal rates and Taxes etc.): Expenditure to be borne by the owner of the building.</p> <p>7. The payment to be made only to the person who has clear and undisputed ownership paper/lease Agreement (with right to sublet).</p>
2.	Hiring of buildings without P.W.D. assessment			Note:

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	i. Rent payable per Sq.Ft. for semi-pucca building without water and electricity.	HOO	Full Powers (Upto 1.88 per Sq.ft plinth per month)	<ol style="list-style-type: none"> 1. Rent will not exceed Rs.15000/- per annum. 2. The payment to be made only to the person who has clear and undisputed ownership paper/lease Agreement (with right to sublet). 3. Local Taxes on private building (Municipal rates and Taxes etc.): Expenditure to be borne by the owner of the building
	ii. Rent for a pucca building without water and electricity	HOO	Full Powers (Upto 2.73 per Sq.ft plinth per month)	
	iii. If the building is electrified or/and Water connection	HOO	Full Powers (Actual bill amount (extra))	
3.	To sanction rent for office accommodation over and above P.W.D. assessment.	AD	Full Powers	<p>Note:</p> <ol style="list-style-type: none"> 1. Reasons will be recorded 2. Local Taxes on private building (Municipal rates and Taxes etc.): Expenditure to be borne by the owner of the building. 3. The payment to be made only to the person who has clear and undisputed ownership paper/lease Agreement (with right to sublet).

E. GRANT-IN-AID/CONTRIBUTION/ SUBSIDIES

4.	To sanction grant in aid to voluntary agencies under approved schemes of public co-operation.	H.O.D.	Full powers	Subject to (i) Budget Provisions, (ii) As per provisions and conditions laid down in Chapter ___ of Grant-in-aid in FAR
5.	To sanction subsidy (Central &State) to industrial Units on the approval of State Level Committee.	Director/ Commissioner Industries Department	Full powers	
6.	To sanction capital Investment Subsidy (Central & State) to	GM, District Industries Centre	Full Powers	

S.No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	Industrial Units on the approval of District Level committee.			
7.	To sanction subsidy to the farmers under the approved scheme of Agriculture/Horticulture Department.	H.O.O.	Rs. 50000/-in each case.	(a) Subject to (i) Budget Provisions, (ii) As per provisions and conditions laid down in Chapter ___ of Grant-in-aid in FAR. (b) The payment to the beneficiary shall be in the bank account linked with Mobile number and Aadhar number (DBT).
		R.O.	Rs. 3.00 Lac in each case.	
		H.O.D.	Full Powers	

F. SCHOLARSHIP AND STIPENDS

1.	Scholarship and Stipends	H.O.O.	Full Powers	(a) Subject to provision of Rules of Grant-in-aid of Volume I of FAR. (b) The payment to the beneficiary shall be in the bank account linked with Mobile number and Aadhar number (direct benefit transfer).
		R.O.	Full Powers	
		H.O.D.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
G. OTHER EXPENDITURES GENERAL				
Expenditure for State Festivals				
1.	(i) To incur expenditure in connection with state festivals on Independence Day, Republic Day, and Rajasthan Day	GAD	Full Powers	Subject to Budget Provision and if any procurement involved subject to RTPP Act/Rules.
	(ii) To incur expenditure for State Festivals on Independence Day and Republic Day.	HOD	Full Powers	Subject to Budget Provision and if any procurement involved subject to RTPP Act/Rules.
Monetary Relief to Victims of Riots, etc.				
2.	To grant monetary relief to the victims of communal riots/incidents.	Collector	Full powers.	In accordance with the schemes sanctioned by the Government in Home Department from time to time.
3.	Interim compensation awarded by M.A.C.T. under Motor Vehicle Act.	HOD	Upto Rs.1.00 lac in each case	
		AD	Upto Rs.4.00 lac in each case	
Investments in Cooperative Societies				
4.	Investment in new Cooperative Societies or additional investment in the existing Cooperative Societies.	HOD	Full Powers	Subject to the conditions that (i) Societies are running in profit for the last preceding three years and (ii) there are no accumulated losses under various scheme approved under principles agreed to by State Government. (iii) New societies has been constituted with the approval of cabinet and as per provisions laid down in the Rajasthan Co-Operative Societies Act,

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				2001.
Others				
5.	Destruction of official records connected with accounts.	HOD	Full Powers	Subject to rules contained in Appendix XII of Volume II of FAR
6.	To fix sale price of commodities produced or dealt by State Enterprises Departments or other Government Institutions/ Agencies/Departments.	Heads of respective undertakings/all Government institutions/Agencies/ Departments	Full powers	In accordance with the Government directions and formula prescribed by the Government.
WORKS DEPARTMENT				
Demolition, Disposal, let out of Public Buildings and other Properties				
1.	To sanction according to rules the demolition & Disposal of a permanent public building declared unsafe.	ACE	Upto book value of Rs. 15.00 lacs	<p>Note:</p> <ol style="list-style-type: none"> 1. No Public Building which is not a purely a temporary structure, shall be dismantled without prior sanction of the Government or any subordinate Authority to whom power has been delegated. 2. The work of demolition & Disposal of a permanent public building shall be done as per RTPP Act/Rules
		CE	Upto book value of Rs. 100.00 lacs	
		AD/ Finance Committee	Full Powers	
2.	To sanction according to rules the demolition & disposal of a permanent public building declared surplus after obtaining clearance from the Collector.	ACE	Upto book value of Rs. 5.00 lacs	<p>Note:</p> <p>Before declaring surplus any Public Building it shall be ensure that the building is not of any use of any other department near to such building.</p>
		CE	Upto book value of Rs.10.00 lacs	
		AD/ Finance Committee	Full Powers	
3.	To let out buildings not required for Government use.	EE	Full powers, subject to the CE's previous sanction in the case of a lease for longer period than three	<p>Note:</p> <ol style="list-style-type: none"> 1. Rules/ prescribed by the Government, in this regard, shall be followed.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
			months.	2. Rent will be decided as per PWD norms.
4.	To sanction the sale by auction of roadside produce and dried and fallen fruits and trees.	EE/Horticulturist	Upto Rs. 5.00 lacs at a time	As per procedure laid down in rules for Revenue contract auction.
		SE	Upto Rs. 10.00 lacs at a time	
		ACE	Upto Rs. 20.00 lacs at a time	
		CE	Full Powers	
Compensation for lands, crops, etc.				
5.	To sanction compensation for the lands and crops standing thereon, taken over by the Government for public works by negotiations provided amount is certified by the Land Acquisition Officer as reasonable and not excessive.	EE	Upto Rs. 2.00 lacs for individual claimant.	Note: As per the provision laid down under the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Rules, 2016 or any instructions/orders/guidelines issued by Government from time to time.
		SE	Upto Rs. 25.00 lacs for individual claimant.	
		CE/ACE	Full Powers	
Compensation under the Workmen's compensation Act or under any other law				
6.	To sanction compensation under the Workmen's compensation Act or under any other law for the time being in force or as prescribed under the rules.	EE/ Horticulturist	Upto Rs. 50000/-	Note: Pending the award of a competent authority Chief Engineer/Additional chief Engineer, Superintending Engineers and Executive Engineers may sanction advances not exceeding 75 percent of the compensation payable.
		SE	Full powers.	
Expenditure on account of Ceremonies				
7.	To sanction expenditure on account of ceremonies connected with laying foundation stones or inauguration of public works after administrative approval for organizing such ceremony.	(i) CE/HOD (ii) AD	(i) Upto Rs. 0.50 lacs in each case (ii) Upto Rs. 5.00 lacs in each case	Note: (a) Procurement as per RTPP Act/Rules (b) Subject to specific Budget Provisions (c) The expenditure would include printing of invitations, hiring of shamianas, refreshments, garlands, photographs, etc.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
8.	Where an item is not covered by any entry above in these powers, the general monetary limit shown below will be operative:			<p>(i) "Per annum in respect of recurring contingent expenditure means" each type of expenditure e.g., if an authority is empowered to incur expenditure in repairs upto Rs.3,000/- per annum in each case, it would be competent for that authority to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs. 3,000/- for the year.</p> <p>(ii) "Each case" in respect of non-recurring contingent expenditure means "on each occasion" if on a particular occasion, a number of articles of furniture are to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of the articles of furniture to be purchased on that occasion and not with reference to individual articles like tables, chairs, racks, etc. constituting the furniture. Thus, an authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.3,000/- in each case would be competent to purchase various articles of furniture not exceeding Rs. 3,000/- in value of each occasion.</p>
i. For Recurring Item	HOO		Upto Rs.15000/- per annum	
	RO		Upto Rs.30000/- per annum.	
	HOD		Upto Rs. 1.00 lac per annum.	
	AD		Upto Rs. 3.00 lac per annum.	
ii. For Non-Recurring Item	HOO		Upto Rs.15000/- per annum	
	RO		Upto Rs.30000/- per annum.	
	HOD		Upto Rs. 1.00 lac per annum.	
	AD		<p>3.00 lac per annum</p> <p>Secretary to Governor:</p> <p>(i) Recurring- Upto Rs. 2.00 lac per annum.</p> <p>(ii) Non-recurring -Upto Rs. 3.00 lac per annum.</p>	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				(iii) Subject to budget provisions and provisions of RTPP Act/Rules

SECTION B

DRAWAL OF ADVANCE
ON
ABSTRACT CONTINGENT BILL

DRAWAL OF ADVANCE-ON-ABSTRACT CONTINGENT BILL FOR CONTINGENT EXPENDITURE

[See rule 172, 173]

GENERAL CONDITION FOR DRAWAL OF ADVANCE ON ABSTRACT CONTINGENT BILL

- (1) The officer competent to sanction drawl on AC bill shall give Administrative and Financial sanction.
- (2) The competent authority shall, after approval of the date(s) of the event, based on past event experience, initiate procurement procedure for finalising potential/prospective vendors, suppliers, agencies, orgainsers, artists, lecturers, examiners, etc., to avoid spot purchase and splitting of procurement. Then, prepare a list of vendors, suppliers, agencies, artists, lecturers, etc. so finalised, with the intention of processing such payments from the treasury through IFMS.
- (3) The competent authority shall identify sponsor(s) or effort should be made to explore sponsoring for events such as exhibitions, kavi sammelan, fairs, qawwali, etc. The competent authority shall ensure that money received or expenditure to be made by such sponsor to be mentioned in itemized details of estimated expenditure prepared by authority concerned.
- (4) Event for which advance has to be drawn on AC bill, the department shall prepare an itemized details of estimated expenditure (alongwith itemized details of estimated revenue from such event) containing following:
 - (a)Spot petty cash payments upto Rs 3,000.
 - (b)Payment to Government employees.
 - (c)Payment to vendors, suppliers, agencies, vehicles, examination centres, petrol pumps etc.
 - (d)Payment to individual such as artist, guest lecturer, Examiners, Expert, etc.
 - (e)Advance to zonal magistrate, etc.
 - (f) Any other items of expenditure.
- (5) At the time of sanctioning of the drawl on AC bill, the competent authority shall ensure that no advance to be drawn in cash, except spot petty cash payment upto Rs 3000 or as authorized by Finance department separately.
- (6) All remaining payments relating to event as specified in (ii), (ii), (iv) (v) and (vi) above, shall be made from treasury through IFMS on presentation of the bill of claims. Payment shall be made to claimant on IFMS through treasury into his bank account directly. It shall be the duty of Concerned authority to collect from claimant the information and documents such as Aadhar number, Mobile Number, Bank Account Number, GST, PAN, etc. as required to make such payment.
- (7) The concerned authority shall deduct the GST, TDS or any other taxes or duties as per relevant tax laws.
- (8) The amount drawn on AC Bill shall be used for spot petty payment during event period only for items such as loading, unloading, local transportation, casual labour, petty purchases, etc.
- (9) Advance given to Government servants out of amount drawn on AC Bill for meeting specified objects for which amount of advance was drawn on AC Bill shall not exceed Rs. 10,000 at a time. Subsequent advances shall be given on adjustment of the early advances.

(10) Event for which advance has been drawn on AC bill, payment in relation to such event shall not be made from such advance after closure of event. The unutilised amount in bank/PD account or advance given to government servants out of advance drawn on AC bill or cash drawn from such advance shall be deposited in treasury within seven working days after closure of event. In cases of failure, non-deposit of unutilized amount, 18% per annum interest thereon shall be recovered from concerned person.

(11) No advance on AC bill shall be drawn for payment to Employees, whose pay and personal claims are processed and paid through IFMS.

(12) The controlling officer may open a PD account in government treasury with prior approval Finance Department for spot petty cash payments which will be jointly operated by him and account personnel of such department/office. The cash balance while closing such deposit accounts on any day should not be in excess of Rs. 5000/-. Where banking facilities are not available, this may be increased to a maximum of Rs. 10000/-.

(13) System generated Detailed Contingent Bill shall be sent to the Controlling Officer soon after the accomplishment of the purpose for which advance was drawn but not later than fifteen working days after closure of event.

(14) Any revenue from licence fees from vendor, lease, rental income, parking income, entry fees, advertisement charges, entry fee for cattles, etc. shall deposited into revenue head of consolidated fund of state.

S. No.	Name of the Department/ Authority	Purpose	Amount	Special Conditions
1.	(i) Ayurved	Expenditure on Training, Camp, Seminar etc.	Upto Rs. 30,000/- at a time.	
		Expenditure on organizing Fairs	Upto Rs. 25,000 at a time.	
2.	Animal Husbandry			
	Director	(a) Organising Cattle fair.	Upto Rs. 25000 at a time.	
3.	Commercial Taxes:			
		Dy. Commissioner (anti-evasion)	For implementation of the programme of making incognito test purchases.	Upto Rs. 15,000/- at a time.
		Dy. Commissioner (Administrative)	For implementation of the programme of making incognito test purchases.	Upto Rs. 10,000/- at a time.
		Commercial Taxes Officer	For implementation of the programme of making incognito	Upto Rs. 5,000/- at a time.

		test purchases.		
4.	Women Empowerment:			
	Director	To arrange Fairs, Workshops, Seminars etc.	Upto Rs. 25000 at a time.	
5.	Rural Development & Panchayati Raj Department:			
	i. Joint/ Dy. Secretary	(a) Expenditure on seminars camps and study tours.	Upto Rs. 25,000/- at a time.	
6.	Election			
	(i) Chief Electoral Officer, Addl./Joint Chief Electoral Officer/ Secretary, State Election Commission.	(a) Expenditure in connection with General Elections Panchayats/ Panchayat Samities, Zila Parishad Elections and Elections of Municipal Bodies including Nagar Nigam on polling materials freight charges & other petty unforeseen expenses of immediate nature during election days.	Up to Rs. 5.00 lacs at a time.	
		(b) Expenditure on Petrol & Lubricants during election days.	Upto Rs. 2.00 lacs at a time.	
	(ii) District Election Officers.	(a) Payment of hire and detention charges to the owners of the motor vehicles during election days.	Upto Rs. 20.00 lac at a time.	
		(b) Payment of T.A. to the Polling Parties.	Upto Rs. 20.00 lac at a time.	
		(c) For Petrol and Lubricants	Upto Rs. 5.00 lac at a time	

		(d) Lump sum payment to the Presiding Officers for Polling stations for kerosene Buckets, Mungs, Lantern, Locks, Water arrangements and other unforeseen expenditure on material and Freight charges.	Upto Rs. 10.00 lac at a time.	(a) Issue of treasury cheque or transfer payment directly into the bank account of Presiding officer which can be encashed by the presiding officer, three days prior to departure to polling. (b) Accounts shall be rendered by the presiding officer within one week of return from election duty. Otherwise, recovery directly from the salary of such Presiding officer along with interest at the rate of 18% per annum thereon.
7.	Education:			
	Director, Primary/Secondary Education	(a) Expenses on travelling and messing arrangements for educational tours, training and other camps and repairs to kutcha buildings. (b) Payments of lecture fees and travel expenses for Lecturers. (c) To arrange Teacher's Day Celebration, Seminars, Workshop etc.	Upto Rs. 20,000/- at a time. Upto actual amount provided by Government on presentation of claim in bank account of claimant through IFMS. Upto Rs. 25,000 at a time.	
8.	Employment Exchange:			
	Director	Purchase of Newsprint paper for 'Rozgar Sandesh' through State Trading Corporation of India.	Upto Rs. 50,000/- at a time.	

9.	Forensic Science Laboratory, Rajasthan:			
	Director	Payment of fees for medico Legal Cases.	Upto Rs. 20,000/- at a time.	
10	General Administration Department (Secretariat)			
		For meeting expenses on Independence/Republic Day/ Rajasthan Day and like.	Upto Rs. 25000 in each case.	Ceiling for each function to be fixed in consultation of Finance Department.
11	Government Secretariat			
	Joint/Dy. Secretary, DOP	(a) Payment to Postal Department in lieu of postal tickets for filling the Franking machines.	Upto actual amount through IFMS	
	Financial Advisor, D.O.P. (C)	(a) Disbursement of the amount of financial assistance sanction in individual cases by the Chief Minister out of his discretionary grants.	Upto Rs.75,000/- at a time.	Account to be rendered as per provisions of Rule 314 of FAR.
		(b) Payment of Advocate Fee/various festival expenses etc.	Upto Rs. 75,000/- at a time.	
12	H.C.M. Rajasthan State Institute of Public Administration, Jaipur			
	Director	Payment of Lecture fees and mess charges for trainees allowed fee boarding.	Upto actual amount on rates prescribed by the Government.	
	Addl./Joint Director, Regional Training Centre, Udaipur/ Kota/ Bikaner/ Jodhpur.	Payment of Lecture fees to the Lecturers.	Upto Rs. 10,000/- at a time.	
13	Home Guards			
	(a) Battalion Commandants of Border Battalions	(a) Payment of allowances to volunteers in the Border	Upto Rs. 5.00 lac	

	(Home Guards), Barmer/Bikaner/ and Jaisalmer, Sri Ganganagar.	Battalions. (b) Running of Mess during training or embodiment. (c) Repairs of vehicles. (d) Purchase of P.O.L. (e) Miscellaneous expenses to run camps.		
	(b) Commandants (S.P.) (Home Guards)	Payment of advance for messing/food of Home Guards in event of call up for specified period ranging upto 15 days at the prescribed rate per day per home guard.	Upto Rs. 2.00 lac	
14	Medical & Health Services			
	(i) Addl. Director, Family Welfare	Expenditure for organising variety programme, Kavi Sammelan, Mushayaras, Qawwalies, Exhibition, Puppet Shows and Hari Katha, etc., under Family Welfare Programme.	Upto Rs.20,000/- at a time.	
	(ii) Addl./ Deputy C.M. & H.O.(F.W.)	Expenditure for organising variety programme, Kavi Sammelan, Mushayaras, Qawwalies, exhibition, Puppet Shows and Hari Katha, etc., under Family Welfare Programme.	Upto Rs.15,000/- at a time.	
	(iii) All Principals Medical Colleges.	(a) For payment of incentive money to the patients and motivators. (b) To arrange seminars, to hold orientation camps to be conducted within their area.	Upto Rs. 1.00 lac at a time.	

		(c) Purchase of Petrol, Oil and lubricants for the vehicles for above purposes under Family Welfare Programme.		
(iv)	All Superintendents Associated Group of Hospitals.	(a) For payment of incentive money to the patients and motivators. (b) To arrange seminars, to hold orientation camps to be conducted within their area. (c) Purchase of Petrol, Oil and lubricants for the vehicles for above purpose under Family Welfare Programme.	Upto Rs. 1.00 lac at a time.	
(v)	Principal, Regional Family Welfare Training Centre, Jaipur & Ajmer	(a) For payment of incentive money to the patients and motivators. (b) For P.O.L. to the vehicle for above purpose under Family Welfare Programme.	Upto Rs. 20,000/- at a time.	
(vi)	Principal, Medical & Dental Colleges.	For opening letter of credit or for taking delivery of Railway Receipt from Bank for purchase of Hospital equipments from foreign firms as per terms and conditions.	A sum not exceeding the actual cost of the purchase order.	
(vii)	Superintendent, SMS Hospital, Jaipur.	For opening letter of credit or for taking delivery of Railway Receipt from Bank for purchase of Hospital equipments from foreign firms as per terms and conditions.	A sum not exceeding the actual cost of the purchase order.	
(viii)	Mobile Surgical Unit, Jaipur, Director or in his absence the officer-in-charge Unit.	Purchase of petrol, oil, lubricants for organising camps.	Upto Rs. 20,000/- at a time.	
(ix)	All Chief Medical &	(a) For payment of incentive	Upto Rs. 15,000/- at a time.	

	Health Officers.	<p>money to the patients and motivators.</p> <p>(b) To arrange seminar, to hold orientation/ health camps to be conducted within their area.</p> <p>(c) For purchase of POL to the vehicles for the above purpose under Family Welfare Programme.</p>		
(x)	All Principal Medical Officers	<p>(a) For payment of incentive money to the patients and motivators.</p> <p>(b) To arrange seminar, to hold orientation /health camps to be conducted within their area.</p>	Upto Rs.10,000/- at a time.	
(xi)	All Addl./ Deputy Chief Medical & Health Officers (Family Welfare)	<p>(a) For payment of incentive money to the patients and motivators.</p> <p>(b) To arrange seminar, to hold orientation camps to be conducted within their area.</p> <p>(c) For purchase of POL to the vehicles for the above purpose under Family Welfare Programme.</p>	Upto Rs. 15,000/- at a time.	<p>Note: Additional/ Deputy Chief Medical & Health Officer (Family Welfare) Jaipur, Jodhpur, Udaipur, Bikaner, Kota & Ajmer may sanction advance upto Rs. 2.00 Lacs for payment of incentive money to the patients and motivators.</p>
(xii)	Director, State Health Extension Education Information & Communication Bureau (IEC)	For organising State level IEC activities.	Upto Rs. 25000 at a time.	Through IFMS
(xiii)	Deputy Chief Medical & Health Officer (F.W.)	For organising District/ Block Sector/ Sub-centre level IEC activities.	Upto Rs. 15,000/- at a time.	

	(xiv) Education & Publicity Officer	For organising IEC activities at district/Block/Sector/Sub-centre level.	Upto Rs.10,000/- at a time.	
15	Printing & Stationery			
		(a) Purchase of proprietary items of machines of department.	Upto Rs. 1.00 lac at a time.	
		(b) Payment of Railway freight of paper stationery articles and press materials received from Mills, distributors and manufactures.	Upto amount of Railway freight.	
		(c) Purchase of P.O.L. and other controlled commodities.	Purchase of P.O.L. and other controlled commodities.	
16	Public Relations			
	Director	Expenses on exhibitions	Upto Rs.20,000/- in each case.	
17	Police Department			
		Expenses on emergent cases as under: (a) Repairs to broken down vehicles. (b) Purchase of P.O.L. (c) Purchase of fodder for animals including animal feed. (d) Petty construction and repairs to police lines and buildings. (e) Police parties for riots and pursuit of criminals etc. (f) Recruitment of Policemen.	Upto amount of actual cost but not exceeding Rs. 20000 at a time.	
18	Revenue Department:			

		(a) Expenses on law charges incurred in civil litigation such as court fees, process fees, commissioner fees diet money for witnesses, clerk fee, etc.	Upto the amount of actual cost.	
		(b) Payments for procurement of food grains under procurement schemes.	Upto funds allotted.	
		(c) For construction of Patwar Khana.	Upto Rs. 15,000/- at a time.	
19	Revenue Research and Training Institute, Ajmer			
	Director	Payment of Lecture fees to the Lecturers	Upto actual amount on rates prescribed by the Government.	
20	Raj Bhawan			
	Secretary to the Governor	For meeting expenditure relating to Household, Air fare of the Governor.	Upto Rs. 3.00 lac at a time.	
21	Revenue Board, Ajmer			
	Registrar	(a) Payment for professional and special services (i.e., T.A. & D.A., Honorarium) to the experts summoned by the Board.	Upto Rs. 40,000/- at a time.	
22	Rajasthan Public Service Commission			
	Secretary	(a) Payment for conducting examinations	Upto Rs. 1 lac at a time.	
		(b) Purchase of petrol, oil and lubricants for vehicles	Upto Rs. 1,00,000/- at a time. (Through IFMS)	
		(c) Payments for professional and special services (i.e.,	Upto Rs. 3.00 lac at a time. (Through IFMS)	

		T.A. and D.A. and honorarium) to the experts summoned by the Commission.		
		(d) Payment for meeting legal expenses	Upto Rs. 40,000/- at a time.	
23	Rajasthan Subordinate & Ministerial Services Selection Board			
	Secretary	(a) Payment for conducting examinations	Upto Rs. 1 lac at a time.	
		(b) Purchase of petrol, oil and lubricants for vehicles	Upto Rs. 1,00,000/- at a time. (Through IFMS)	
		(c) Payments for professional and special services (i.e., T.A. and D.A. and honorarium) to the experts summoned by the Commission.	Upto Rs. 3.00 lac at a time. (Through IFMS)	
		(d) Payment for meeting legal expenses	Upto Rs. 40,000/- at a time.	
24	Rajasthan State Chemical Works, Deedwana			
	Production Manager	(a) Freight charges etc.	Upto Rs. 75,000/- at a time.	
25	Social Justice & Empowerment Department			
	Hostel Rescue Homes, District Shelters and Aftercare Homes.	Purchase of controlled/Rational commodities.	Upto Rs.10,000/- at a time.	
26	Tourism			
	Director	Fairs & Festivals.	Upto Rs. 20000 at a time.	Through IFMS
27	Art & Culture			

	Director, Rajasthan Oriental Research Institute, Jodhpur. Director Arabic Persian Research Institute	For organising National Conference & meetings and arranging their payment of T.A., Lodging, Boarding, Transportation and cash payment.	Upto Rs. 25,000 at a time.	
		To arrange Seminars, Award and Prize Ceremony, Workshop etc.	Upto Rs. 30,000 at a time.	
28	NCC Deputy Director General Rajasthan, Jaipur	For organising various NCC camps	Upto Rs. 10.00 Lac at a time.	<ul style="list-style-type: none"> (a) No advance on AC bill shall be drawn for payment to Employees, whose pay and personal claims are processed and paid through IFMS. (b) The camp commandant may open a deposit account in public sector/nationalized bank or government treasury which will be jointly operated by him and the account officer of the camp. (c) The cash balance while closing camp accounts on any day should not be in excess of Rs. 5000/-. Where banking facilities are not available, this may be increased to a maximum of Rs. 10000/-.

SECTION C
MATTER PERTAINS TO RTPP ACT/RULES

GENERAL LIMITATIONS

10. Wherever the words "**bid amount**" have been used in these powers, it means the amount offered by the bidder /contractor which is intended to be sanctioned.
11. Wherever the words "**estimated amount**" is appearing, it means sanctioned estimated amount of items of G-Schedule of the work concerned.
12. "**Bid premium**" means percentage rate above/below quoted by the contractor over departmental rates or if worked out in item rates, the percentage of bid amount over sanctioned estimated amount for deciding competence to sanction bid.
13. Ensure that approved drawing & designs etc. are ready before NIB and land has been acquired before sanction of Bid. Other actions required at departmental level have been completed before sanction.
14. Where separate or special Procurement Committees/Finance Committees/Empowered Board/TAC etc. have been constituted with competent Government orders they shall continue to function.
15. Every Procuring Entity shall prepare a procurement plan as per provisions of Rule 7 of RTPP Rules, 2013.

PART I
CIVIL DEPARTMENTS

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
A. Purchase of non-recurring items				
	Machinery (including Tractors, Tankers)/ Equipment/ Instruments/ Implements/Tools and Plants:			
	i. If there is contract entered into by the Head of Department/ DGS&D.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	ii. In case the Government has issued directions that certain items shall be purchased from a specific corporation/ organisation. The purchases shall be made from them only.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	iii. If there is no rate contract	H.O.O.	Rs. 1.00 lac per annum	
		R.O.	Rs. 2.00 lac per annum	
		H.O.D.	Full powers	
	Bicycles:			
	i. Purchases	H.O.O.	Full powers	The number of bicycles required for each office will be fixed by the Head of Department.
	ii. Replacement	H.O.O.	Full powers	Provided that if the bicycle has been used for more than 5 years and is unserviceable, and the cost of repairs will be excessive, so as to be uneconomical.
	Computers, Software and I.T. Project.	H.O.D.	Full Powers	1. As per policy and instructions of the Government. 2. Specific budget provision required.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
				3. As per RTPP Act & Rules.
	Crockery and Cutlery	H.O.O.	Upto Rs.1500/- per annum.	
		R.O.	Upto Rs. 2000/- per annum.	
		H.O.D.	Upto Rs. 10000/- per annum. Secretary, DOP : Full Powers Secretary to Governor : Full Powers.	
	Electric Lamps, Table Fans, Tube-lights and Other Electric Equipment, LED bulbs and apparatuses:			
	i. In case of Rate Contract (6 Tube lights and 12 bulbs may be purchased from market even when there is Rate Contract in emergency).	H.O.O.	Full powers	For purchase of electric light, bulbs and tube-lights it will not be necessary to purchase them through the P.W.D. nor will an N.A.C. be required from P.W.D.
	ii. In case there is no rate contract.	H.O.O.	Upto Rs. 3000/- in each case.	
		R.O.	Full powers	
		H.O.D.	Full powers	
	Furniture & Fixtures:			
	i. In respect of items on D.G.S.&D. Rates or Rate	H.O.O.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	contract finalised by Department.			
	ii. When there is no rate contract:			
	(a) For Educational Institutions.	H.O.O.	Upto Rs. 30000/- in each case.	
		R.O.	Upto Rs. 50000/- in each case.	
		H.O.D.	Full powers	
	(b) For other departments.	H.O.O.	Upto Rs. 20000/- in each case.	
		R.O.	Upto Rs. 40000/- in each case.	
		H.O.D.	Full powers	
7.	Fire Protection purchase of fire extinguishers.	H.O.O.	Full powers	
	Intercom equipment dictaphone and other telephone equipment.	H.O.O.	Full powers	Subject to specific budget provision.
		R.O.	Full powers	
		H.O.D.	Full powers	
	Kitchen Utensil and equipment	H.O.O.	Upto Rs. 25000/- in each case.	
		R.O.	Upto Rs. 50000/- in each case. Superintendent Hospitals Full Powers.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		H.O.D.	Full powers	
10.	Photostat/Copiers	H.O.D.	Full powers	Subject to specific budget provision.
11.	Room Cooler fans and pumps	H.O.O.	Upto Rs. 10000/- per annum	
		R.O.	Upto Rs. 20000/- per annum	
		H.O.D.	Full powers	
12.	Tents and Camp Furniture and Equipment.	H.O.D.	Full powers	Subject to specific budget provision and scales, if any.
13.	Water Cooler, Air Conditioners, Refrigerators, Cameras etc.	H.O.D.	Full powers	Subject to specific budget provision and scales, if any.
	Items of artistic Nature	H.O.O.	Upto Rs. 5000/-	
		R.O.	Upto Rs. 25000/-	
		H.O.D.	Upto Rs. 1.00 lac	
		A.D.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
B. Publication				
1.	Printing & binding from other than Govt. Presses.			Work will be got done as per provisions of rule 225 (3) of existing PWFAR.
	i. With NAC from Govt. Press.	H.O.O.	Upto Rs. 20000/- in each case.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
		R.O.	Upto Rs. 50000/- in each case.	
		H.O.D.	Full powers.	
	ii. Without NAC from the Govt. Press.	H.O.O.	Upto Rs. 3000/- in each case.	
		R.O.	Upto Rs. 10000/- in each case.	
		H.O.D.	Upto Rs. 50000/- in each case. Secretary to Governor Full Powers.	
		A.D.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
C. Advertising and Publicity Expenses				
1.	Exhibitions/ Fairs/ Campaign/ Variety Programme/ Publicity Material & other Advertisement charges	H.O.O.	Upto Rs. 15000/- in each case.	As per Govt. policy/directions.
		R.O.	Upto Rs. 25000/- in each case.	
		H.O.D.	Full Powers.	
2.	Production of feature film/ Advertising Film	H.O.D.	Rs. 3.00 lac per annum	Subject to the availability of specific budget provision.
		A.D.	Full powers	
3.	Publicity, Advertisement & Broadcasting through All India Radio & Doordarshan at their approved rates.	H.O.D.	Rs. 3.00 lac per annum	Subject to the availability of specific budget provision for the same.
		A.D.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
D. Works				
1.	To execute works through an agency other than PWD in case of buildings, other departmental works etc. the administrative control of which is entrusted to them.			
	i. Original Works	H.O.O.	Upto Rs. 30000/- in each case.	Subject to observance of RTPP Act & Rules and Chapter XIII of Part-I of existing GFAR regarding sanction, estimates, M.B. etc.
		R.O.	Up to Rs. 1.00 lac in each case	
		H.O.D.	Upto Rs. 5.00 lac in each	
		A.D.	Full Powers	
	ii. Repairs including special repairs	H.O.D.	Upto Rs. 50000/- in each case	Note: The above condition will not apply to expenditure Upto Rs. 50,000 incurred in repairs including Special repairs.
		R.O.	Upto Rs.1.00 lac in each case	
		H.O.D.	Full Powers	
2.	Public Ceremonies connected with laying of foundation stone or inauguration of Government buildings, etc.	H.O.D.	Upto Rs. 30000/- in each case.	<ul style="list-style-type: none"> (i) As per RTPP Act and Rules. (ii) Subject to specific budget provisions.
		A.D.	Upto Rs. 5.00 lac in each case.	<ul style="list-style-type: none"> (iii) The expenditure would include printing of invitations, hiring of shamianas, refreshments, garlands, photographs, etc.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
E. Others				
1.	To arrange audio-video for educational, medical programme, etc.	H.O.O.	Full powers	(i) As per RTPP Act and Rules. (ii) Specific budget provision required.
		R.O.	Full powers	
		H.O.D.	Full Powers.	
2.	Live-Stock:			
	i. Purchase of animals and bird	H.O.O.	Full powers.	1. As per RTPP Act and Rules. 2. Expenditure to be regulated as per prescribed scale.
		R.O.	Full powers.	
		H.O.D.	Full powers.	
	ii. Feed and Fodder for animal/birds			
	a. If there is a rate contract entered into by the Head of Department.	H.O.O.	Full powers.	
		R.O.	Full powers.	
		H.O.D.	Full powers.	
	b. If there is no such rate contract/ approved tender.	H.O.O.	Upto Rs. 1.00 per annum.	
		R.O.	Upto Rs. 1.5 lac per annum.	
		H.O.D.	Full powers	
3.	MOTOR VEHICLES:			After approval of Competent Authority and subject to the conditions laid down by the Government and specific budget provision.
	i. Purchases of Motor Vehicles/ Aircraft/ Helicopter/ Boat.	H.O.D.	Full Powers	
	ii. Repair and Maintenance including petrol and lubricants, tyres and batteries, etc.			

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	a. Petrol, Oil and Lubricants and customs charges for imported vehicles.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	b. rethreading of tyres, tubes, batteries, etc.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	iii.	a. Fabrication of bodies for buses etc.	H.O.D.	
	b. Repairs of motor vehicles from the State Motor Garage located in Rajasthan or from departmental workshops or from authorised dealers on the rates prescribed by manufacturer.	H.O.O.	Full powers	Repairs and maintenance of motor vehicles shall be got done in accordance with rule 225(4) of existing PWFAR Rules and spare parts shall be purchased only from authorised dealers or manufacturers, sole distributors or original equipment manufacturer/ suppliers as per R.T.P.P. Act & Rules.
		R.O.	Full powers	
		H.O.D.	Full powers	
	c. In case there is no authorised dealer, repair of motor vehicles from private workshop/ mechanic.	H.O.O.	Upto Rs. 10,000/- in each case.	
		R.O.	Full powers	
		H.O.D.	Full powers	
4.	MATERIAL & SUPPLIES:			Procurement should be as per RTPP Act and Rules.

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	i. Bed Sheets/Covers, Galicha, Towels, Blankets, pillow covers, quilts, mattresses and other linen.			
	a. For Circuit Houses, under control of G.A.D. and Raj. Houses, Jodhpur House, New Delhi.	H.O.O.	Upto Rs.25000/- per year.	
		Collector/ Resident Commissioner, Delhi	Full Powers	
		Administration Department/ GAD:	Full Powers	
	b. For Rescue /Shelter/ Aftercare Homes, Dak Bungalows, Rest Houses, etc.	H.O.O.	Upto Rs. 25000/- per annum	
		H.O.D.	Full powers	
	c. For Hospitals.	Superintendent Hospital/ CMHOs	2.5 lac per year	
		H.O.D.	Full powers	
	ii. Bhang and Liquor	H.O.O.	Full powers	If purchased from Govt. companies/undertakings
		R.O.	Full powers	
		H.O.D.	Full powers	
	iii. Chemicals, Paints, Seeds, Fertilizers, Pesticides.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	iv. Cotton Yarn & Wool.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	v. Curtains and furnishings.	H.O.O.	Full powers	As per norms and fixed limits.
		R.O.	Full powers	
		H.O.D.	Full powers	
	vi. Diet for indoor patients in Hospitals.	H.O.O.	Full powers	As per norms prescribed by Govt.
		R.O.	Full powers	
		H.O.D.	Full powers	
	vii. Games and Sports			
	a. Where, there is rate contract	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	b. Where, there is no rate contract	H.O.O.	Upto Rs. 15000/- per annum.	
		R.O.	Upto Rs. 30000/- per annum.	
		H.O.D.	Full powers	
	viii. Groceries, toiletry items, vegetables, edible	H.O.O.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	oil/Ghee, spices, firewood, coal, LPG Tinned/ Bottled items, milk dairy products, meat, eggs, etc. cold drink relating to catering articles and food stuffs.	R.O.	Full powers	
		H.O.D.	Full powers	
	ix. Herbs/Drugs and Medicines, mercury, citric acid, tartaric etc			
	a. If on rate contract.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	
	b. If not on rate contract.	H.O.O.	Upto Rs. 50000/- in each case.	
		R.O.	Upto Rs. 1.00 lac in each case.	
		H.O.D.	Full powers	
	x. Purchase of films / photography material/ X-ray plates, etc.			
	a. If the rate contract is approved by the DGS&D/ Head of Department.	H.O.O.	Full powers	
		R.O.	Full powers	
		H.O.D.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	b. If there is no rate contract.	H.O.O.	Upto Rs.20,000/- in each case.	
		R.O.	Upto Rs.30,000/- in each case	
		H.O.D. D.G. Police/ Director, Medical & Health Department/ Director, Animal Husbandry and Principal Medical Colleges:	Upto Rs.1.00 lac at a time Full Powers	
	xi. Purchase of Vaccine/ Frozen Semen & antigen.	H.O.O.	Full powers	From approved Government Institutions.
		R.O.	Full powers	
		H.O.D.	Full powers	
	xii. Purchase of cereals like wheat, gram, Bajra, Maize, Sugar etc.	H.O.O.	Full powers	As per RTPP Act and Rules.
		R.O.	Full powers	
		H.O.D.	Full powers	
	xiii. Stores for works to be carried through own agency.	H.O.O.	Full powers to the extent	Subject to delegation No.10 for works which are executed through their own agency.
		R.O.	Full powers	
		H.O.D.	Full powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
	xiv. Mild Steel, Electrical goods, PVC wire, welding material, Hexablade, Electrical casing, capping, Leth Tools, Kitket fuse and any other material used as raw material in training/ educational institutions.	H.O.O.	Rs. 1.00 lac per annum	Subject to prescribed norms for the course.
		R.O.	Rs. 2.00 lac per annum	
		H.O.D.	Full powers	
	xv. For Hostels under control of Social Justice & Welfare Department:			
	a. Bedsheet/ Covers, Galicha, Towels, Blankets, Pillow Covers, Quilts, Mattresses and other Linen.	H.O.O.	Rs. 3.00 lac per annum	
		H.O.D.	Full powers	
	b. Furniture & Fixture	H.O.O.	Rs. 3.00 lac per annum	
		H.O.D.	Full powers	
	c. Kitchen Utensil and equipment	H.O.O.	Rs. 1.00 lac per annum	
		H.O.D.	Full powers	
5.	To Conduct Negotiation With The Bidders	H.O.O.	Full Powers through procurement committee.	Negotiations will be carried out as per provisions of RTPP Rules.
		R.O.	Full Powers through procurement	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
			committee.	
		H.O.D.	Full Powers through procurement committee.	
6.	Price Preference:	H.O.O.	Full Powers through procurement committee.	As per provisions of rules for price preference contained in RTPP Act/Rules.
		R.O.	Full Powers through procurement committee.	
		H.O.D.	Full Powers through procurement committee.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
F. Hiring of consultancy services/ Professional Services				
1.	Hiring of consultancy services/ Professional Services:			
	(i) By inviting direct offers from a single source.	R.O.	Upto Rs. 100000/- in each case	1. As per RTPP Act and Rules. 2. Subject to availability of specific budget provision for hiring of consultancy services. 3. The terms of reference of the task desired to be achieved from the consultancy should be properly spelled out. 4. In case of consultancy for a project the amount of consultancy fee should not exceed 2% of the project cost.
	(ii) By inviting open competitive bids.	H.O.D.	Upto Rs. 4.00 lac in each case	
		A.D.	Upto Rs. 12.00 lac in each case.	
		H.O.O.	Upto Rs. 5.00 lac in each case	
		R.O.	Upto Rs. 10.00 lac in each case	
		H.O.D.	Upto Rs. 25.00 lac in each case	
		A.D.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
G. Direct procurement of Works, Goods or Services from sources notified by the State Government u/s 6(2) of the RTPP Act and Rule 32 of RTPP Rules.				
1.	Direct procurement of Works, Goods or Services from sources notified by the State Government u/s 6(2) of the RTPP Act and Rule 32 of RTPP Rules	H.O.O.	Upto Rs. 3.00 lac per annum	As per the conditions mentioned in the notification S.O.135 dated 4.9.2013 (including amendments thereto).
		R.O.	Upto Rs. 5.00 lac per annum	
		H.O.D.	Upto Rs. 25.00 lac per annum	
		A.D.	Full Powers	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
H. Where an item is not covered by any entry above in these powers, the general monetary limit shown below will be operative.				
1.	Where an item is not covered by any entry above in these powers, the general monetary limit shown below will be operative			<p>(i) "Per annum in respect of recurring contingent expenditure means" each type of expenditure e.g. if an authority is empowered to incur expenditure in repairs upto Rs.3,000/- per annum in each case, it would be competent for that authority to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs.3,000/- for the year.</p> <p>(ii) "Each case" in respect of non-recurring contingent expenditure means "on each occasion" if on a particular occasion, a number of articles of furniture are to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of the articles of furniture to be</p>
	. For Recurring Item	H.O.O.	Upto Rs. 15000/- per annum	
		R.O.	Upto Rs. 30000/- per annum.	
		H.O.D.	Upto Rs. 1.00 lac per annum.	
		A.D.	Upto Rs. 3.00 lac per annum.	
		Secretary to Governor	Upto Rs. 2.00 lac per annum.	

S No.	Nature of Power	To whom power delegated	Powers	Restriction/Conditions/ Remarks
ii. For Non-recurring Item	H.O.O.		Upto Rs. 15000/- per annum	purchased on that occasion and not with reference to individual articles like tables, chairs, racks, etc. constituting the furniture. Thus an authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.3,000/- in each case would be competent to purchase various articles of furniture not exceeding Rs.3,000/- in value of each occasion.
	R.O.		Upto Rs. 30000/- per annum.	
	H.O.D.		Upto Rs. 1.00 lac per annum.	
	A.D.		3.00 lac per annum	
	Secretary to Governor		Upto Rs. 3.00 lac per annum.	

PART II
WORKS DEPARTMENTS

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
1.	To accord administrative approval to projects /schemes/ original works of all engineering departments / projects, subject to specific budget provision in the relevant year(s).	EE	Upto Rs. 5.00 lacs (for survey & design works)	
SE	Upto Rs. 10.00 lacs (for survey & design works)			
ACE	Upto Rs. 100.00 lacs			
CE	Upto Rs. 150 lacs			
AD	Upto 500 lacs			
<u>FOR PHED</u>				
FC of RWSSMB	Full powers. In case of Projects costing more than Rs. 500 lacs, prior approval of PPC and concurrence of FD shall be obtained.			
EE	Upto Rs. 6 lacs			
SE	Upto Rs. 30 lacs			
2.	To accord, subject to specific Budget provision,	ACE	Upto Rs. 50 lacs	
CE/ACE	Upto Rs. 80 lacs			

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
	administrative and technical approval to estimates for extension and improvement of Irrigation (including installation of pumping machinery of lift canals), Drainage and Flood control works.	CE	Upto Rs. 100 lacs	
3.	To accord administrative approval to estimates for original works or improvements including electrical and sanitary works to existing buildings, debitible to maintenance grant. (Combined administrative approval).		<u>Residential</u>	<u>Non-Residential</u>
		SE/EE	Upto Rs. 0.50 lacs (In case)	Upto Rs. 1.00 lacs
		CE/ACE	Upto Rs. 3 lacs	Upto Rs. 5.00 lacs
4.	To accord administrative approval to estimates for original works or improvements to roads debitible to maintenance grant.	CE/ACE	Upto Rs. 10 lacs (Subject to specific budget provision)	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)	
5.	To accord technical sanction of detailed original, revised or supplementary estimates (subject to budget provision) for original works, deposit works, contribution works subject to the condition that fresh administrative and financial sanction shall be sought in advance, if the revised or supplementary estimates exceed the original administrative and financial sanction by more than 10%.	EE	Up to Rs.200 lacs	<p>These powers shall be exercised subject to following conditions only:</p> <p>Note 1: There is provision in the administrative approval to cover the particular type of work and sanction of the detailed estimates does not result in excess of more than 10% over the provision under the particular sub-head of the administratively approved project estimate under which the estimate is sanctioned but it shall not exceed the administrative approval of the project as a whole.</p>	
		SE	Up to Rs. 500 lacs		
		ACE	Full Powers		
		CE	Full Powers		
		<u>FOR PHED</u>			
		TC of RWSSMB	Full Powers		
		EE	Upto Rs. 30 lacs		
		SE	Upto Rs. 120 lacs		
		ACE	Upto Rs. 250 lacs		
		CE	Upto Rs. 2500 lacs		

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
				<p>Chief Engineer. In case of Chief Engineer, next higher authority will be Chief Engineer himself/herself.</p> <p>Note 3: Residential building should be according to the type- designs approved by the State Government. In the other cases, class, type and designs where applicable and necessary, have been approved by the competent authority.</p> <p>The detailed design and drawings of buildings will be got prepared and approved from Chief Architect / Sr. Architect etc. of the department / project.</p> <p>Note 4: These limits are exclusive of work contingencies and percentage/ prorate /supervision charges.</p> <p>Note 5: If the cost of the work, according to the revised estimates, exceeds the limits of the powers to accord technical sanction, the revised estimate should be submitted to the next higher authority. In</p>

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
				<p>case of Addl. Chief Engineer next higher authority will be Chief Engineer and for Chief Engineer, next higher authority will be Chief Engineer himself.</p> <p>Note 6: The Executive Engineer may also pass excess expenditure within limit of Rs. 50,000/- or 5% of sanctioned work, whichever is less on sanctioned original works and repairs, irrespective of the total amount of the sanctioned estimate. Excess expenditure above 5% and upto 10% shall be got approved from next higher authority before making payment.</p> <p>Note 7: The authority may, however, sanction excess over sanctioned estimate up to 20% if it is purely due to high rates of bid received.</p> <p>Note 8: Revised administrative & financial approval is obtained as per Rule 444 of FAR Volume I, if revised cost is more than 10% of original cost.</p>

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
				<p>Note 9: For supplementary estimate, the authority who sanctioned original estimate will be competent provided original plus supplementary is in his competence.</p> <p>Note 10: No officer is competent to pass any excess over a revised estimate sanctioned by an authority higher than himself.</p> <p>Note 11: For subsequent revision of estimate also, the amount of estimates shall form basis for revision.</p> <p>Note 12: Rates of Non BSR items shall however be approved by the CE only.</p>

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
6.	To accord administrative and technical approval/ Terms of Reference's approval of a consultant and to approve bids for conducting of detailed surveys and investigation, preparation of designs and drawings, project formulation and preparation and other studies, appointing consultant, hiring of consultancy services etc., other than by departmental agency e.g. private consultancy services (Subject to specific budget provisions).	ACE	Upto Rs. 5.00 lacs or 2% of the project cost whichever is less	<p>Note 1: A Certificate is to be recorded by the Approving Authority that the departmental organisation existing for the work is either fully occupied or is not well equipped for the job.</p> <p>Note 2: In case of work of preparation of designs and drawings, architectural consultancy and interior decoration, landscaping of Building etc., the comments and N.O.C. from Chief Architect, PWD shall be required.</p>
		CE	Upto Rs. 15.00 lacs or 2% of the project cost whichever is less	<p>Note 3: Bids are invited as per procedure laid down in Rule 306A of existing PWFAR and RTPP Act/Rules.</p>
		AD	<p>Full Powers up to 2% of the Project Cost, on the recommendation of the following committee:</p> <p>(1) Pr.Secy./Secy. Administration Department.</p> <p>(2) CE concerned</p> <p>(3) FA/CAO of the</p>	<p>Note 4: Retired personnel will not be eligible for such assignments for two years after retirement, except with specific Government sanction.</p> <p>Note 5: There should be specific budget provision for this purpose.</p> <p>Note 6: Regarding consultancy of BOT/ PPP projects powers shall be exercised by the empowered committee as per Admin. Reforms Department Order No. F.6 (34) AR/ Gr.3/2001 dated</p>

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
			Department Concerned For RWSSMB (PHED): FC shall have full powers upto 2% of project cost.	10.9.2001.
7.	To accord technical sanction to repairs and maintenance estimates during construction chargeable to project estimate within budget allotment excluding maintenance and repairs of tool & plant.	EE SE ACE CE AD/FC of RWSSMB	Upto Rs. 1.00 lac Upto Rs.3.00 lacs Upto Rs. 6.00 lacs Upto Rs. 10.00 lacs Full Powers	
8.	Only for IGNP: To accord technical sanction to repairs and maintenance estimates after construction chargeable to project estimate within specific budget allotment including Operation & maintenance and repairs of Canal, distributaries, Branches, pumps, motors, Panels, Transformers and other allied equipment of	EE SE CE/ACE	Upto Rs. 2.00 lacs Upto Rs. 5.00 lacs Full Powers	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
	pumping stations of lift irrigation.			
9.	Only for IGNP: To sanction estimates of repairs and carriage of			
	i. Ordinary Tools and Plants	EE	Upto Rs. 0.25 lac	
		SE	Upto Rs. 0.50 lac	
		CE/ACE	Full powers	
	ii. Special Tools and Plants	EE	Upto Rs. 1.00 lac	
		SE	Upto Rs. 3.00 lac	
		CE/ACE	Full powers	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
10.	To accord technical sanction to detailed estimates for ordinary repairs	EE	Full powers up to the limit of the budget allotment.	Note 1: Subject to availability of budget provision for the circle and within the limit of 2% of original cost of work. Note 2: Subject to availability of budget provision for the Division and within the limit of 1% of original cost of work.
		SE	Full powers up to the limit of the budget allotment.	
11.	To accord technical sanction to detailed estimates for special repairs.	EE	Rs. 30.00 lacs or up to budget allotment for the Division, whichever is less.	Note 1: For each estimate except repairs to residential buildings subject to paras 71-98 of chapter II of PWD Manual. Note 2: For residential buildings if it is estimated to cost 5% of the book value of the building and does not involve any alteration in the design accommodation or use of such buildings.
		SE	Full powers up to the limit of the budget allotment for the circle.	
12.	To accord sanction to manufacture estimates, operation and maintenance of machinery including heavy earth moving machines, hot-	EE	Upto Rs. 25.00 lacs	Note 1: Wherever reserve for major overhaul is maintained within or outside the consolidated fund of the State, the estimate will not result in excess over the accumulated reserve for that machine
		SE	Full powers upto budget allotment for the circle	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
	mix plants, pavers/trucks/mixers/ graders etc.	CE/ACE	Full powers	otherwise permission of Finance Department is required for additional budget. Note 2: Monthly adjustment of outturn of the machinery shall be carried out chargeable to respective estimate where the machinery has been deployed and it shall be responsibility of the Executive Engineer and Accounts Personnel concerned (both) to ensure that logbooks are adjusted immediately.
13.	To accord technical sanction to running and maintenance of a departmental workshop, on no profit no loss basis.	SE	Full powers	
14.	To accord technical sanction for acquisition of tools and plants. Note: Acquisition of Motor Vehicles for inspecting officers do not fall under		Ordinary T&P	Note 1: Annual purchase programme should be approved at commencement of the year by the CE /ACE. Note 2: Where reserve for depreciation has been maintained the estimate will not exceed the said reserve for the machine.
			EE	Rs. 5.00 lacs
				Rs. 2.50 lacs

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)		Restriction/Conditions/ Remarks (5)	
	this category.	SE	Rs. 20.00 lacs	Rs. 8.00 lacs	Note 3: Excess over the reserve will require specific sanction/ budget allotment by Finance Department. Note 4: These powers are subject to specific budget provision.	
		CE/ACE	Full powers	Full powers		
15.	To sanction technical estimates for the purchase of furniture for inspection Houses under their control.	EE	Upto to Rs. 30,000/-		These powers are subject to specific budget allotment.	
		SE	Up to Rs. 75,000/-			
		ACE	Upto Rs. 2.00 lacs			
		CE	Upto Rs. 5.00 lacs			
16.	To accept Bids for all Original & Repair and Maintenance Works.	EE	Up to Rs. 75 lacs		These powers shall be exercised subject to following conditions: Note 1: The amount shown above are tendered amount quoted by the contractor which is intended to be	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
		SE	Up to Rs. 300 lacs	sanctioned. Note 2: Bids will be invited & processed strictly as per the provisions of R.T.P.P. Act & Rules. Conditions (General/ Special) of the bid documents shall not go against the provisions of RTPP Act & Rules.
		ACE	Up to Rs. 750 lacs	Note 3: These powers are subject to condition that the contractor's tendered amount do not exceed the amount of G-Schedule /Bill of Quantities/ Activity Schedule (as per sanctioned estimates amount) by more than 10%, and also that the overall monetary limits of financial powers mentioned above against each authority are not exceeded.
		CE	Upto Rs. 1500 lacs	Note 4: Thus both the conditions should be satisfied (i) that contractor's tendered amount must be within limits prescribed above and (ii) tender premium / percentage of contractor's tendered amount over sanctioned estimate amount of G- Schedule is upto 10%.
		EB/TAC	Full Powers	Note 5: If the tendered amount of the contractor exceeds the estimated amount of the work by more than 10%, the powers will be exercised by the next higher
		For PHED		
		FC of RWSSMB	Full powers	

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
		EE	Upto Rs. 30.00 lacs	
		SE	Upto Rs. 120.00 lacs	
		ACE	Upto Rs. 250.00 lacs	
		CE	Upto Rs.500.00 lacs	<p>authority. Where 'G' Schedule is based on a previous year's BSR and tenders received when evaluated to the current BSR, applicable on the date of opening of tender do not show any increase over the such evaluated estimated amount and tendered amount is within financial limits to sanction tender as indicated each, the tenders need not be referred to next higher authority provided the revised estimates has been prepared and submitted to competent authority to sanction and copy of the revised estimate have been enclosed with the tender. Mere revision of BSR do not qualify to use this provision.</p> <p>Note 6: If only single qualified/responsive bid is received in response to a NIB, the procuring entity will be competent to sanction as per the provisions of RTPP Act & Rules.</p> <p>Note 7: These powers will be exercised only after examination and written comments of the highest Accounts Personnel as laid down in general conditions of these powers.</p> <p>Note 8: Second set of bids for the same work shall be invited only after rejection</p>

S. No.	Particulars (2)	To whom power delegated (3)	Powers (4)	Restriction/Conditions/ Remarks (5)
				of first set of bids. Note 9: Rates of Non-BSR items shall however be approved by the Chief Engineer before inviting bids.
17.	To accept bids for works on Build, operate and Transfer (BOT) basis, PPP Projects including acceptance of bids for consultancy of these projects	Committee constituted by Administration. Reforms Department. Order No. F.6 (34) AR/ Gr.3/2001 dated. 10.09.2001	Full powers	

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
19.	To reject bids.	Bid Sanctioning Authority	Full Powers	As per the provisions of RTPP Rules, 2013.
20.	To undertake negotiations.	Bid Evaluation Committee	Full Powers as per the provisions of RTPP Rules, 2013 (Refer Rule 69)	
21.	In emergent conditions like flood relief and other natural calamities, the subject matter of procurement may be procured upto the ceiling rates of the district.	AD/ FC of RWSSMB	Full powers	1. Procurement shall be done as per RTPP Act & Rules. 2. Ceiling rates should be as approved by the committee constituted under Rule 17(3) of RTPP Rules.
		EE	1.00 lacs	
		SE	2.00 lacs	
		ACE	5.00 lacs	
		CE	10.00 lacs	
22.	To sanction running rate contract for works to be executed under Piece Work Agreement, after calling division wise bids for the specific purpose.	ACE	Full powers to sanction division wise rate contracts for one year at a time.	As per RTPP Rule 27 & Rule 323 of existing PWFAR .

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
23.	To grant, for recorded reasons, extension of time for the execution of works or supply of materials or other performances of the contract:			Note 1: For reachwise/ spanwise interim time extension, in case, time spans / reaches have been prescribed in the agreement for prorata progress, the bid sanctioning authority shall have full powers as per provisions of rules.
	i. For a final extension of time which results in slippage upto 1.5 times of the stipulated work	Bid Sanctioning Authority	Full Powers as per "Conditions of Contract" provided it does not involve	Note 2: In case, extension of time involves payment of price escalation approval of Administrative
	ii. For a final extension of time which results in slippage upto two times of the stipulated work order duration.	Next Higher Authority of the Bid Sanctioning Authority	Full Powers as per "Conditions of Contract" provided it does not involve payment of price escalation.	Department (upto Secretary-incharge)/ FC of RWSSMB for PHED shall be obtained. Note 3: Hindrance Register shall be maintained by Engineer -incharge and reasons for delay (on account of department/ contractor) shall be specifically recorded eventwise with full details. Every extension case must accompany copy of Hindrance Register and the record of corrective measures taken by Engineer

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
	iii. For a final extension of time which results in slippage more than two times of the stipulated work order duration.	AD/FC of RWSSMB	Full Powers as per "Conditions of Contract" provided it does not involve payment of price escalation.	incharge.
24.	To levy final liquidated damages in cases of delay:			
	i. In cases where actual work completion duration has been upto 1.5 times of original stipulated work order duration.	Bid Sanctioning Authority	Full Powers	Note: These powers are not applicable for interim liquidated damages.

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
	ii. In cases where actual work completion duration has been upto two times of original stipulated work order duration	Next Higher Authority of the Bid Sanctioning Authority	Full Powers	
	iii. In cases where actual work completion duration has been more than two times of original stipulated work order duration.	AD/ FC of RWSSMB	Full Powers	
25.	Powers to remit, reduce or revise the amount of compensation levied as per "Conditions of Contract".	AD/CE/ACE/SE/EE	In case of dispute regarding period attributable to the contractor, Bid Sanctioning Authority shall full powers to re-decide delay attributable to the contractor or government and accordingly compensation as per "Conditions of Contract" shall be	<p>However, in case above decision results into payment of price escalation, then Administrative Department (with approval of Secretary-in-Charge) will have full powers.</p> <p>Note1: Action taken against the contractor under relevant clause of "Conditions of Contract" to determine / rescind the contract shall not be Covered under this delegation.</p>

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
			finalized.	Note2: Action taken against the contractor under relevant clause of "Conditions of Contract" to determine / rescind the contract shall not be covered under this delegation.
		<u>For PHED</u>		
		FC of RWSSMB	Full powers	
		CE/ACE/SE/EE	Full powers to the Bid Sanctioning Authority	
26.	To sanction execution and payment of additional quantities of items existing in schedule-G or bill of quantities	EE	Upto 5% of the original contract amount	In case the above limits exceed, the powers shall be exercised by the next higher authority (maximum upto A/D) assessing the prevalent

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
	(BOQ) of a particular work.	SE	Upto 8% of the original contract amount.	<p>tender premium, site and market conditions subject to the maximum limit of 50% as per the provisions of Rule 73(3) of RTPP Rules, 2013.</p> <p>These powers shall be exercised subject to the following conditions:</p> <p>Note 1: Total amount of work including additional quantities (BSR+Non BSR) shall not exceed 50% of the value of original contract in any case as per provisions of RTPP Rule 73 (3).</p>
		ACE	Upto 10% of the original contract amount.	<p>Note 2: Total amount of the work including additional quantities and extra items (BSR+Non BSR) should not exceed the administrative and financial sanction for the work.</p> <p>Note 3: Total amount of work i.e. tendered amount plus cost of</p>

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
		CE	Upto 25% of the original contract amount.	<p>additional quantities and extra items (BSR and Non-BSR) shall not exceed the monetary limit to accept bid. If the total amount (including additional and extra items (BSR and Non-BSR)) exceeds the monetary limit to accept bid, the matter shall be referred to next higher authority.</p> <p>Note 4: The additional quantities should be part and parcel of the work under execution and therefore even the execution of works of different nature or execution of quantities/work of similar nature of another reach/site shall not be treated as additional quantity.</p> <p>Note 5: Revised estimates, if required, have been approved by the competent authority.</p> <p>Note 6: Provided that in exceptional circumstances and without changing the scope of work envisaged under the contract, a procuring entity may procure additional quantities beyond 50% of the quantity of the individual items as provided in the original work</p>

		AD/FC of RWSSMB	<p>. Upto 50% of the original contract amount.</p>	<p>order</p> <ul style="list-style-type: none"> i. the procuring entity shall obtain prior approval for revised requirements from the competent authority for reasons to be recorded in writing. Wherever necessary, due to the quantum of orders for additional quantities, the procuring entity shall obtain prior and revised technical, financial and administrative sanctions from the competent authorities; ii. that the additional quantities so procured shall be part and parcel of the work being executed; iii. that the limit of 50% of the value of original contract shall not be exceeded in any case. <p>Note 7: Order for additional quantity may be placed, if allowed in bidding documents/ contract and the original order was given after inviting open competitive bids.</p>
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27.	To sanction payment of price variation under clauses of the agreement.	EE	Full Powers for the work done within original stipulated completion period of work or a portion of work (Reach) if such milestones have been prescribed in agreement.	<p>Note: 1 For work done beyond stipulated original period of completion of the work or a portion of work (Reach), the payment of escalation will be made after sanction of final extension in completion period by the competent authority.</p> <p>Note: 2 The price variation will be granted as per the provisions of relevant rules.</p> <p>Note: 3 No escalation will be granted on the basis of provisional price indices or without sanction of final time extension.</p> <p>Note 4: Negative price variation (if any) shall also be calculated before final payment as per PWFAR provisions.</p>
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S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
28.	To sanction execution of work departmentally	EE SE ACE CE AD/FC	Rs.10.00 lacs Rs. 20.00 lacs Rs. 100.00 lacs Rs. 200.00 lacs Rs. 500.00 lacs	<p>Note 1: The Administrative Department will exercise powers in consultation with F.A./C.A.O. of the department.</p> <p>Note 2: It will be ensured that this will not result into increase in work charged strength of the department. The work shall be got done only through existing work charged labour.</p>
29.	To engage labour through service contractor in emergent conditions.	EE	Upto Rs. 2.50 lacs	<p>Note 1: As per the provisions of RTPP Act & Rules.</p> <p>Note 2: For Exceptionally emergent</p>

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
		SE	Upto Rs. 5.00 lacs	<p>cases only like flood, fire, earthquake, cyclones, lands sliding, breach of canals, pipelines & roads with prior approval of ACE / CE. Such labour shall not be employed on regular duties of a department such as office peons / orderlies / chowkidars etc.</p> <p>Note 3: The rate of daily wages shall not exceed 20% of the minimum wages of the area concerned, otherwise approval of the next higher authority will necessarily be obtained.</p> <p>Note 4: Work done by such labour shall be entered in M.B., wherever</p>
30.	To permit undertaking of contribution / deposit works and to accept contribution/ deposit in respect of them	EE	Upto Rs. 30.00 lacs	<p>These powers shall be exercised subject to following conditions:</p> <p>Note 1: Deposits may be accepted in lumpsum or in instalments on prescribed dates as mutually agreed after ensuring that full amount is provided for in the budget of the concerned organisation and</p>
		SE	Upto 150.00 lacs	
		ACE	Upto Rs. 300.00 lacs	
		CE	Upto Rs.1000.00 lacs	

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
		AD	Full powers	<p>instalments would be paid on specified dates.</p> <p>Note 2: Deposit works involving share of State Government will be agreed / sanctioned only with the concurrence of Finance Department. Revised cost will also be borne in the same.</p>
FOR PHED ONLY				
		AD	Upto Rs. 50.00 lacs	
		CE	Upto Rs. 100.00 lacs	
		ACE	Upto Rs. 500.00 lacs	
		SE	Full Powers	<p>Note 3: Expenditure will be charged against and limited to the deposit received only, in no case it should exceed the deposit.</p> <p>Note 4: Percentage charges, as approved from time to time, shall be levied unless exempted by the FD.</p> <p>Only for PHED</p> <p>Note 1: Subject to availability of source of water, which shall be ensured on the recommendations of CE concerned.</p> <p>Note 2: In case of deposit works</p>
31.	To authorise the commencement of urgent repairs or works in emergency situation in	SE	Upto Rs. 5.00 lacs	<p>Note 1: Subject to immediate report to the Finance Department, State Government and A.G. (in case of non allotment of budget) intimating the</p>
		ACE	Upto Rs. 10.00 lacs	

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
	anticipation of sanction to estimate and / or allotment of budget.	CE	Upto Rs. 30.00 lacs	approximate amount involved explaining the circumstances.
		AD	Full powers	Note 2: Approval of next higher authority may be taken through phone/ mobile/e-mail and later on necessary sanction shall be sought

32.	To approve basic schedule of rates	CE	Full powers	<p>Note 1: These powers will be exercised by the Chief Engineer only on the detailed recommendation of a Task Force in which FA/CAO will invariably be member. The Task Force will standardize various analysis of rates of components and determine district-wise rates on the basis of data/rates furnished by the Divisional Officers or otherwise.</p> <p>Note 2: BSR should be revised annually. Timely action shall be initiated. so that the new BSR be made effective from the start of new financial year.</p> <p>Note 3: Those Non-BSR items which are of regular use for the department must be brought into the list of BSR items regularly.</p>
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33.	To sanction execution and payment for extra items (BSR+Non BSR) as per bidding documents/ conditions of contract.	PE/Bid Sanctioning Authority	Total Upto 05% of the value of the original contract amount as per provision of RTPP Rule 73 (2).	<p>These powers shall be exercised subject to the following:-</p> <p>Note 1: Total amount of the work including additional quantities and extra items (BSR+Non BSR) shall not exceed the administrative and financial sanction for the work.</p> <p>Note 2: Total amount of work i.e. tendered amount plus cost of additional quantities and extra items (BSR and Non-BSR) do not exceed the monetary limit to accept bid. If the total amount (including additional and extra items (BSR and Non-BSR) exceeds the monetary limit to accept bid the matter shall be referred to next higher authority.</p> <p>Note 3: The extra items should be part and parcel of the work under execution and should be fairly contingent to it and therefore the execution of items of works of different nature or execution of items or work of similar nature of another reach / site shall not be treated as extra item.</p> <p>Note 4: Total cost of all extra items shall not exceed the limits specified</p>
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			<p>above.</p> <p>Note 5: Revised estimates have been got approved from the competent authority if the items are not provided for in original estimates.</p> <p>Note 6: Scale of accommodation or norms, types, designs sanctioned by GAD / higher authority are not exceeded.</p> <p>Note 7: Material deviations from designs and scope of the Project will require approval of the original sanctioning authority.</p> <p>Note 8: The rates of Non-BSR items shall be got approved from the CE before sanction of extra items.</p> <p>Note 9: The fair market value of such extra items payable by the Procuring Entity to the contractor shall be determined by the Procuring Entity in accordance with guidelines prescribed by the Administrative Department concerned.</p>
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S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
34.	To award work on piece work/work order system for the execution of a sanctioned work within the amounts sanctioned by competent authority.	EE	Below Rs. 1.00 lac in each case subject to an annual limit of Rs. 5.00 lacs.	These powers are subject to provision of RTPP Rules, 2013 Rule 27 and Rule 323 of existing PWFAR.

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
36.	To rescind contract, for recorded reasons, where such cancellation does result in any loss to the Government.	AD/CE/ ACE/SE	Full Powers, for contacts accepted by just lower authority.	For PHED : FC of RWSSMB shall have Full Powers.
37.	To rescind contracts, where such cancellation does not result in any loss to the Government.	CE/FC of RWSSMB	Full powers	Note: Certificate of No Loss' should be recorded by Bid Sanctioning Authority.
		ACE/SE/EE	Full powers to the limit of his power of acceptance of contracts.	
38.	To withdraw work or part of work from the contractor under conditions of contract for recorded reasons provided such withdrawal does not result into an unauthorised aid to the contractor or any loss to the government.	Bid Sanctioning Authority	Full powers in respect of contracts accepted by them.	Note: Period of completion should be reduced proportionately while withdrawing work.
39.	To communicate and implement the decisions of the standing committee constituted for settlement of disputes under "Condition of Contract"	CE	Full powers	Note: Standing Committee shall decide the matter within 60 days

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
43.	To execute the instruments relating to acceptance of Bids; Agreements/Deeds on behalf of the Governor of the Rajasthan; to execute the Bonds of auctioneers & security bonds / performance guarantees; Lease for the cultivation of land; lease of water, power and instruments relating to the sale of grass, trees or other produce on roadsides or in plantations.	EE <u>For PHED</u> Engineer-in charge, not below the rank of EE as authorised by AD.	Full powers	
44.	To sanction, subject to budget provisions, the purchase of goods, materials including tools and plant and spare parts of machinery including the sanction of necessary estimates.	Assistant Engineer. (Only GWD) Suptdg. Gardens EE / Horticulturist SE ACE CE AD/FC of RWSSMB	Upto Rs. 0.10 lac Upto Rs. 0.50 lacs Upto Rs. 1.50 lacs Upto Rs. 7.00 lacs Upto Rs. 30.00 lacs Upto Rs.250.00 lac Full Powers	<p>These powers will be exercised subject to following:</p> <p>Note 1: These powers will be exercised only through procurement committee as provided under Rule 3 of RTPP Rules.</p> <p>Note 2: The provisions of RTPP Act & Rules regarding stores purchase shall be followed strictly.</p> <p>Note 3: Rush of expenditure on purchase of stores towards the end of financial year should be avoided.</p>
45.	To sanction advance for purchase of stores.	EE SE	As per Rule 67 of existing PWFAR and	

S. No.	Particulars	To Whom Power Delegated	Powers	Restriction/Conditions/ Remarks
		ACE	relevant provisions of F&AR.	
		CE		
46.	To sanction expenditure / advance payment of testing charges by approved laboratories for the purpose of ensuring quality control of materials or executed works.	EE	Upto Rs. 0.10 lac	
		SE	Upto Rs. 0.25 lac	
		ACE	Upto Rs. 0.50 lac	
		CE	Full powers	
47.	Repairs and Maintenance (including AMC) of Machinery, Equipment including purchase of spare parts.	EE	Upto Rs. 1.00 lac	As per Notification dated 4.9.2013 issued under RTPP Act & Rules.
		SE	Upto Rs. 5.00 lac	
		ACE	Upto Rs. 15.00 lac	
		CE	Upto Rs. 25.00 lac	
		AD/FC	Full Powers	
48.	To sanction the limits of Reserve Stocks Limit for divisions within limits fixed by FD for the project/Department.	CE/ACE	Full Powers	Note: Anticipated maximum net balance of stock at the close of any of the twelve months of a year should not exceed the R.S.L.