

GOVERNMENT OF MADHYA PRADESH  
FINANCE DEPARTMENT



BOOK OF FINANCIAL POWERS, 1995  
[Updated Up to March, 2007]

**Volume-I**

*Powers Common to all Departments*

[Preface](#)

[Index](#)

[Section-I](#)

[Section-II](#)

[Section-III](#)

[Section-IV](#)

[Section-V](#)

[Appendices](#)

[Back](#)

## P R E F A C E

The Book of Financial Powers, Volume I, which covers common powers delegated to various administrative departments, Heads of Departments and subordinate officers, was last published in 1995 when the delegation of powers was substantially revised. Since then there have been several changes in the delegated powers from time to time. Substantial changes were made to the Book of Financial Powers consequent to widening up of the scheme of District Government. A need has therefore been felt for an updated version of the Book of Financial Powers.

The present volume incorporates all the changes effected since 1<sup>st</sup> April 1995. While the amendments have been included in the appropriate serial numbers under the relevant section, for convenience of users a listing of the reference to the orders of the State Government through which these amendments were made effective, is included in Appendix 6.

The list of Heads of Departments (Appendix 2) has been updated to reflect the bifurcation of the State in November 2000 and to include those Heads of Departments, which had been inadvertently left out.

Certain circulars which are referred to in column 6 related to "Conditions", have been included in the Appendices for ready reference.

This compilation is also available on [www.mp.nic.in/finance](http://www.mp.nic.in/finance), the website of the Department of Finance.

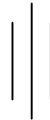
**GOVERNMENT OF MADHYA PRADESH  
FINANCE DEPARTMENT**



***BOOK OF FINANCIAL POWERS, 1995***  
***[Updated Up to March, 2007]***

**VOLUME-I**

***Powers Common to all Departments***



**BHOPAL**

**Government Central Press**

**2007**

Price Rs....



# GOVERNMENT OF MADHYA PRADESH FINANCE DEPARTMENT



## *BOOK OF FINANCIAL POWERS, 1995*

VOLUME-I

### *Powers Common to all Departments*

*(Powers delegated in this Volume are without prejudice to higher powers  
given to any Department earlier)*





# Preface





## Contents

Sr. No.	Nature of Power	Page No.
<b>SECTION-I</b>		
1.	Declare an officer as head of department	2
2.	Declare an officer as regional / divisional head	2
3.	Declare an officer as head of office	2
4.	Declare an officer as controlling officer	2
5.	Declare an officer as drawing and disbursing officer	2
6.	Investigation and sanction of old claims not exceeding six years	3
7.	Payment of old claims	3
8.	Fixation of amount of security	3
9.	Refund of auction proceeds	3
10.	Sale or dismantling of Government Buildings	4
11.	Renting of accommodation	5
12.	Advance for plot, house, motor cars, computers	6
13.	Write off house loan of deceased government servants	6
14.	Advance for purchase of motor cycle/scooter/moped	6
15.	Advance for purchase of Cycle	7
16.	Advance for purchase of Solar Cooker	7
17.	Advance for purchase of grains	7
18.	Festival Advance	7
19.	Advance of pay, travelling allowances on transfer	7
20.	Advance of tour travelling allowance	8
21.	Reimbursement of cancellation charges for air tickets	8
22.	Reimbursement of cancellation charges for rail tickets	8
23.	Advance for deputations outside India	8
24.	Advance on return from leave or deputation out of India	8
25.	Advance for Law suits	9
26.	Medical advance	9
27.	Extention of time limit for adjustment of medical advance	9
28.	Power to permit travel by air on medical advice	9
29.	Advance on leave travel concession to All India Service Officers	10
30.	Advance on leave travel concession to State Government Servants	10
31.	Grant permission for late presentation of TA bill	10
32.	Grant permission for late presentation of LTC bill	10
33.	Grant permission for late presentation of MR bill	10
34.	Ex-gratia payment to family of deceased government servant	11
35.	Write off of irrecoverable losses	11
36.	Write off of unserviceable articles of dead stock	12
36A.	Dispose off written off articles of dead stock and other stores	12
36B.	Dispose off surplus articles/stores by transfer to other departments	12
37.	Write off of losses in undetected theft cases	13
38.	Write off of losses in detected theft cases	13
39.	Write off of irrecoverable decretal dues	13
40.	Payment of decretal dues	13
41.	Suits filed by the government and on defense of suits filed against the government	14
41A.	To incur expenditure upon payment of fees of the counsels.	14

42.	Grants-in-aid to educational, technical or sports institutions	14
42A.	Continuation of grants-in-aid to educational, technical or sports institutions	14
43.	Payments prior to verification of quality and quantity of materials	15
<b>SECTION-II</b>		
1.	Purchase of instrument, etc.	18
2.	Purchase of spare parts, etc.	18
3.	Repairs to Plant, machineries and equipment	18
4.	Expenditure on demurrage and wharfage charges	19
5.	Payment of customs duties, etc.	19
6.	Recurring contingent expenditure	19
6A.	Non-recurring contingent expenditure	19
6B.	Sanction advance to incur non-recurring contingent expenditure	20
7.	Counter signature on detailed contingent bills	20
8.	Expenditure on refreshment	20
9.	Expenditure on hosting lunches, dinners, etc.	20
9A.	Expenditure on organisation of workshops, seminars, exhibitions etc.	21
10.	Fix permanent advance	21
11.	Expenditure on taxi fares	21
12.	Installation of Telephone / Intercom/PABX	23
13.	Shifting of telephone	23
14.	Expenditure on petty construction, repairs	24
15.	Expenditure on hot weather equipment	24
16.	Expenditure on maintenance and repairs to vehicles	25
17.	Condemnation and auction of vehicles	26
18.	Expenditure on section writing and copying	27
19.	Purchase of new type-writers	28
20.	Repairs to typewriters	28
21.	Taking type writers on hire	28
22.	Condemnation of old typewriters	28
23.	Purchase of duplicating machines and slide Projectors	29
24.	Repairs of duplicating machines and slide projectors	29
25.	Purchase of calculating machines	29
26.	Repairs to calculating, punching and sorting machines	29
27.	Repairs to telephone instruments	30
28.	Repairs to office machines etc.	30
29.	Purchase of transparencies and computer stationery	30
30.	Printing through private presses	30
31.	Direct Government press to print special forms	31
32.	Direct Government press to print literature, pamphlets etc.	31
33.	Binding work through local press / binders	31
33A.	Expenditure on printing, publication and related promotional work	32
34.	Sanction repairs to furniture	32
35.	Take furniture on hire	32
36.	Purchase of dead stock articles	32
36A.	Replacement of office furniture	33
37.	Purchase of Bicycle	33
38.	Repairs to Bicycle	33
39.	Clothing for class-IV servants	33

40.	Purchase of books, publication and news papers	33
41.	Purchase of consumable stores, e.g. P O L	34
42.	Write off irrecoverable losses in value of stores	36
43.	Purchase of computer hardware	36
44.	Purchase of spares parts, accessories of computer hardware	36
45.	Up- gradation of Computer hardware	37
46.	Hire/Lease of Computer hardware	37
47.	Expenditure on preparation of System/Website design	37
48.	Internet Charges including payment of registration fees and leased line	37
49.	Appointment of IT Consultant	37
50.	Honorarium to IT Experts	38
51.	Charges for Developing software	38
<b>SECTION-III</b>		
1.	Re-appropriation of funds within the same grant	40
2.	Items under new service / new instrument of service	44
3.	Approval and sanction of plan schemes	44
3(i).	Sanction of plan schemes for implementation on scrutinized items	45
3(ii).	Revised sanction of irrigation plan schemes on scrutinized items	45
4.	Continuation of plan schemes during plan period	45
<b>SECTION-IV</b>		
1.	Purchase of diaries and calendars	48
2.	Destruction of bedding and clothing	48
3.	Supply of blankets to Class - IV Government servants	49
4.	Supply of camp equipment	49
5.	Purchase of Tents	50
6.	Feed for cats	50
7.	Scale of furniture and crockery for rest house	50
8.	Purchase of law books	50
9.	Purchase of pad locks	50
10.	Purchase of maps	50
11.	Purchase of mathematical instruments	50
12.	Payment of wages for additional work of farrash and waterman	51
13.	Payments of postal and telegram charges	51
14.	Expenditure on removal of wild growth	51
15.	Expenditure on rain gauge and their platforms	51
16.	Payment of rewards to persons whose names are not disclosed	52
17.	Payment of sales tax on government purchases	52
18.	Sanitary installations	52
19.	Secret service expenditure	52
20.	Sanction purchase of stationery, etc.	53
21.	Expenditure on Mural Tablet	53
22.	Rates and Taxes	54
23.	Expenditure on telephone charges	54
24.	Tour establishment	54
25.	Traveling allowances to private individuals	54
26.	Travelling allowances to non-officials for departmental enquiry	54
27.	Purchase of umbrellas	54
28.	Expenditure on rain coats, etc.	54

29.	Travelling allowance to legal practitioners	55
30.	Write off of infructuous expenditure on abandoned works	55
31.	Drawal of money in case of urgency	55
32.	Continuance of temporary plan posts	55
33.	Payment of pension / anticipatory pension by money order	56
34.	Dispose off land which are the property of the State	56
35.	Permission to occupy Rest / Circuit houses	58
36.	Loan for famine tools	58
37.	Pension to freedom fighters	58
38.	Write off of recovery of advances of food grains	58
39.	Write off of recovery of advances for antirabic treatment	59
40.	Remission of leave allowances for pension	59
41.	TA advances to families of deceased government servants	59
42.	Travelling allowance to government servant on retirement	59
43.	Sanction expenditure of rent for conducting examination etc.	60
44.	Permit remittance of salaries at government expenses	60
45.	Minor Works on government premises	60
46.	Purchase of dictating machines (Cassette tape recorder)	61
47.	Purchase and / or hiring of Franking machines	61
48.	Contract for maintenance of office machines	61
48A.	Contracting out of security, cleaning & upkeep, reprography and typing services.	61
48B.	Maintenance of buildings not on the books of works departments.	62
49.	Expenditure on setting / valuation of papers	62
50.	Sanction of Study Leave	62
51.	Sanction training of government personnel	62
52.	Power to depute government personnel for training abroad	63
53.	Redeployment of machinery etc.	63
54.	Abolition of sanctioned posts.	64
55.	Power to declare government servants surplus.	64
56.	Expenditure on the salaries etc. of government servants declared surplus.	64
57.	Expenditure under Externally Aided Projects.	64
58.	Expenditure under the Rajiv Gandhi Missions.	64
59.	Expenditure under the Tenth Finance Commission	65
	<b>SECTION-V</b>	
1.	To accord administrative approval for construction of work	68
2.	Sanction original electrical installations	68
3	Sanction departmental work/ consultancy services	68
	<b><u>APPENDICES</u></b>	
1.	General conditions to exercise of financial powers	70
2.	List of Heads of Departments	71
3.	Monetary limits for new service / new instrument of service	77
4.	Write off house loan of deceased government servants	84
5.	Circular of Medical advance	87
6.	List of circulars regarding amendments	89

**SECTION –I**

**FINANCIAL POWERS UNDER  
MADHYA PRADESH FINANCIAL CODE**

**SECTION –I**  
**FINANCIAL POWERS UNDER MADHYA PRADESH FINANCIAL CODE**

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
1.	SR 10 below FR 9(32) MPFC Vol-I Rule-2(14)	Declare an officer as Head of Department.	Administrative Department in consultation with General Administration Department & Finance Department	Full Powers	Subject to the officer being Head of an identifiable organisation.
2.		Declare an officer as Regional / Divisional Head.	Administrative Department	Full Powers	Subject to the officer being the Head of an identifiable Divisional or Regional office of the Department.
3.	MPFC Vol-I Rule-2(23) FD Memo No. E /17/2/79 / R-V/ IV dt. 31-12-79	Declare an officer as Head of an office.	Administrative Department	Full Powers	
4.		Declare an officer as Controlling Officer.	Administrative Department	Full Powers	
5 <sup>1</sup> .		Declare an officer as Drawing and Disbursing Officer.	(i) Administrative Department, (ii) Commissioner	Full Powers  Full Powers (within the division)	  For the new offices and where there is a vacancy.

			(iii) Collector	Full Powers (within the district)	For the new offices and where there is a vacancy.
6.	MPFC Vol-I Rule 90-92 and 94 FD Memo No. G-2/1/95/C/IV dt. 20-1-95	To investigate and sanction claims (including their own) to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year but not exceeding six years.	(i) Collector (ii) Regional / Divisional Heads	Full Powers Full Powers	
7.	MPFC Vol-I Rule 93 FD Memo No. G-2/1/95/C/IV dt. 20-1-95	Sanction payment of claims of arrears of pay or allowances or increments which have been allowed to remain in abeyance for a period exceeding six years but not time barred in accordance with the provisions of law relating to limitations.	(i) Collector (ii) Regional / Divisional Heads (iii) Controlling Officer in the case of personal claims of Collectors and Regional/Divisional Heads	Full Powers Full Powers Full Powers	All petty claims (upto Rs. 250 each) other than those that effect pension, for which reasons for delayed submission are not adequate should be rejected.
8.	MPFC Vol-I Rule-282	To fix the amount of security required from staff under their control.	Head of Office	Full Powers	
9.		Sanction refund of auction proceeds in case of sales which are not confirmed subsequently.	Authority competent to confirm the sale.	Full Powers	

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
10 <sup>2</sup> .	MPFC Vol-I Rule-163 PWD Manual Vol-I	(i) Sales of Government buildings other than those in the administrative control of PWD.	General Administration Department	Full Powers	Subject to certification from the Collectors and PWD that the building is not wanted by another Department and could not conveniently be utilised for any public purposes.
		(ii) To dismantle public buildings other than those in the administrative control of PWD.	Head of Department/Commissioner	In respect of buildings of the book value (or in its absence current market value) of upto Rs. 5 lakhs.	Subject to a certificate from the Collector and PWD that the building needs to be dismantled.
		(iii) Sale or dismantling Government Building under the administrative control of PWD.	(i) General Administration Department	Full Powers	Subject to a certificate of the Collector as required by GBC III-8 that the building is not required by any other department or public undertaking or for any public purpose.
			(ii) Chief Engineer	Upto capital cost of Rs. 5 lakhs	Subject to the condition that it is certified by the Collector / Head of Department that the structure needs to be dismantled in public interest and except building of Archeological importance.
			(iii) Executive Engineer	Upto capital cost of Rs. 30,000/-	Subject to a certificate of the Collector as required by GBC III-8



					that the building is not required by any other department or public undertaking or for any public purpose. Subject to the condition that it is certified by the collector/head of department that the structure needs to be dismantled in public interest.
					N.B. works manual would stand modified to the above extent.
11 <sup>3</sup> .	MPFC Vol-II Appendix-6-60	(1) (i) Sanction renting of ordinary office accommodation.	(i) Head of Department / Deputy Inspector General of Police / Collector	Full Powers	Subject to a certificate of reasonability of rent from SDO (Revenue) up to Rs. 2500/- and Collector for over Rs. 2500/- and non availability of Government building from Executive Engineer concerned being obtained.
			(ii) Sub Divisional officer (Revenue)	Upto Rs. 2,500/- (Bhopal, Jabalpur, Gwalior and Indore) & Up to Rs. 1500/- (other city)	
		(ii) Hiring Accommodation for storage of food grain.	(i) Commissioner	Full Powers	
			(ii) Collector	Upto Rs. 5,000/- p.m.	Subject to certification of (i) non-availability of Govt. accommodation by the Executive Engineer & (ii) reasonability of
		(iii) Hiring of accommodation for purposes other than office accommodation and storage	(i) Commissioner	Rs. 500/- p.m.	
			(ii) Collector	Rs. 300/- p.m.	

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		of food grain.			rent by the Collector.
		2. When accommodation is provided in a building partly used as a private residence by Government servant.	(i) Administrative Department (ii) Head of Department / Collector	Full Powers  Upto Rs. 400/- p.m.	Subject to the condition that the amount of the rent to be deducted from the Government servant who occupies the building is as per rules.
12.	MPFC Vol-I Rule 236 to 250 read with appendix-9 of MPFC Vol-II FD Memo No. 3855/-7123/IV/R-IV/82 dt.28-12-82;MPFC Vol-I Rule 251 to 263 FD Memo No. D-3842/7205/R-IV/IV dt. 24-12-82	Sanction advance to Government servants for purchase of plot/house, construction/ repair/- alteration in a house for residential purposes, purchase of motor cars, purchase of computers.	(i) Head of Department (ii) Administrative Department in Head of Department's personal case.	Full Powers  Full Powers	Subject to conditions and procedure laid down in the rules of MPFC and orders issued form time to time.
13 <sup>4</sup> .	MPFC Vol-I Note 3 below Rule 240	Power to write off advance for purchase of plot / house or for construction of house and / or interest thereon in case of deceased government servants outstanding for recovery on the date of death.	Head of Department	Full Powers Except AIS	Subject to conditions laid down in FD Memo No. G-3/1/95/C/IV dated 8/2/95. (APPENDIX-4)
14 <sup>5</sup> .	MPFC Vol-I Rule-264 FD Memo No.	Sanction advance for purchase of motor cycle /	Head of Office	Full Powers	In case of temporary Government Servants advance will be sancti-

	D-3842/7205/R-IV/IV dt. 24-12-82	scooter / moped to Government Servants.			oned on production of adequate security.
15.	MPFC Vol-I Rule 265 FD Memo No 3840/7208/R-IV/IV dt. 24-12-82	Sanction advance for purchase of Cycle to Government servants.	Head of Office	Full Powers	
16.	FD Memo No. 1582/5228/R-IV/IV/83 dt. 19-8-83	Advance for purchase of Solar Cooker.	Head of Office	Full Powers upto the actual cost of solar cooker minus subsidy subject to allocation of fund by FD Price as approved by Urja Vikas Nigam	Subject to the condition that the advance is given directly to the M.P. Urja Vikas Nigam, LUN or State Agro-Industries Corporation for supplying the Cooker to the applicant who may be any class of Govt. servants and recovered from the Govt. servant concerned in 10 equal monthly instalments.
17.	MPFC Vol-I Rule 267-A FD Memo No. 3836 / 7205 /82/R-IV/IV dt. 24-12-82	Advance for the purchase of grains.	Head of Office	Full Powers	Subject to the limits prescribed by Govt. and clearance of old advances.
18.	FD Memo No. 1866/371/IV/R-7/60 dt. 21-9-60	Sanction Festival advance to Govt. servants.	Head of Office	Full Powers	
19.	MPFC Vol-I Rule-268	Sanction advance of pay and travelling allowances, etc. to Government servants	Head of Office	Full Powers	

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		on transfer.			
20.	MPFC Vol-I Rule-271	Sanction advance of travelling allowances on tours to Govt. Servants.	Head of Office	Full Powers on his signature if he is countersigning officer or on the signature of the controlling officer.	Subject to the condition that a second advance would be given only after the first advance has been adjusted in full. The advance would cover full estimated expenses of tour outside the District.
21 <sup>6</sup> .	M.P. Travelling Allowance Rules, FD Memo No. D 698/2611/88/R-I /IV dt. 30-11-88	Sanction reimbursement of cancellation charges for air tickets.	Controlling Officer	Full Powers	
22 <sup>7</sup> .	M.P. Travelling Allowance Rules, FD Memo No. F-A-1-1/94/R-1/IV dt. 3-8-94	Sanction reimbursement of cancellation charges for rail tickets.	Controlling Officer	Full Powers	When cancellation is made in the interest of Govt or when cancellation is made on account of circumstances beyond the control of the Govt. servant.
23.	MPFC Vol-I Rule-269	Advance on proceeding on deputation outside India for a period of one month or more.	Head of Office	Full Powers	Subject to the condition that the amount of advance is limited to one month's pay recoverable in 3 monthly instalments.
24.	MPFC Vol-I Rule-270	Advance on return from leave or deputation out of India.	Head of Office	Full Powers	Subject to limits prescribed and the condition that no advance was drawn under Rule 268 of MPFC Vol-I and other conditions pres-

					cribed in Rule 270.
25.	MPFC Vol-I Rule-274	Advance for law suits to which Govt. is a party.	(i) Head of Department (ii) Collector	Full Powers Full Powers	In consultation with Law Department of State Government.
26.	FD Memo No. G-3/2/94/C/IV dt. 8-12-94	Power to sanction medical advance	Head of Department	Upto 80% of the amount of estimated expenditure	Subject to instructions issued by the Public Health and Family Welfare Department in this regard and conditions laid down in FD Memo No. G-3/2/94/C/IV dt. 8/12/94 (APPENDIX-5)
27 <sup>8</sup> .	FD Memo No. G-3/2/94/C/IV dt. 9-1-95	To extend time limit for adjustment of medical advance in exceptional case.	Head of Department / Commissioner	Full Powers	Subject to the recommendation of the committee setup by the Public Health and Family Welfare Department Memo No. 1-15/94/-15/-Med-4 dt 21/11/94.  <b>Note:-</b> Normal time limit is one month from the date of discharge from the hospital.  May relax the time limit upto maximum of 3 months.
28 <sup>9</sup> .	FD Memo No. G-3/2/94/C/IV dt. 9-1-95	To permit travel by air on medical advice in exceptional cases.	Head of Department / Commissioner / Divisional / Regional Officer / Collector	Full Powers	(i). Subject to the recommendation of the committee setup by the Public Health and Family Welfare Department Memo No. 1-15/94/-15/-Med-4 dt 21/11/94.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					(ii) Permission to travel by air for medical treatment would also be granted to those who are entitled to travel by Air.
29.	MPFC Vol-I Rule - 280-A	Advance on account of leave travel concession to All India Service Officers serving in the State (including self).	Head of Office	Full Powers	Subject to limits prescribed in the All India Services (LTC) Rules.
30.	MPFC Vol-I Rule - 280-A FD Memo No. 1342/CR/ 2554 / IV/R-I / 72 / dt. 7-11-72 and No. 1536/4107/82/ R-I/IV, dt. 29-11-82	Advance on account of leave travel concession to State Govt. Employees (including self).	Head of Office	Full Powers	Subject to limits prescribed in the LTC Rules.
31 <sup>10</sup> .	Note3 below SR 115 of MPTC Vol- I	Power to grant permission for presentation of TA bill after one year from the date on which it became due.	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant.
32 <sup>11</sup> .		Power to grant permission for presentation of bill in respect of LTC after the prescribed time period.	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is caused by circumstances beyond the control of the claimant.
33 <sup>12</sup> .		Power to grant permission for presentation of bill in	Head of Department	Full Powers	These powers are to be exercised in exceptional cases where delay is

		respect of Medical Reimbursement after the prescribed time period.			caused by circumstances beyond the control of the claimant.
34.	FD Memo No. 2355/IV/R-II/72 dt. 14-11-72, No. 2146/R/2/4 dt. 10-12-82, No. D-194/2547/87 /R-2-IV dt. 27-2-88 & No. 25/45/99 PWC/ IV/dt. 10-9-99	To Sanction ex-gratia payment to the family of a deceased Govt. Servant.	(i) Head of Office in respect of all gazetted and non-gazetted staff in his office.  (ii) Administrative Department in the case of a Head of Department.  (iii) Secretary, General Administration Department in respect of all secretariate employees.	Six months pay  Six months pay  Six months pay	Subject to the rules and instructions issued by Govt. from time to time.
35 <sup>13</sup> .	MPFC Vol-II Rule-54 to 56	Powers to write off irrecoverable value of stores, losses of public money.	(i) Administrative Department  (ii) Head of Department (iii) Officers of Works Deptts.	Rs. 2.00 lakhs  Rs. 50,000/- To the extent Powers delegated to them in Works Departments Manual.	Subject to the condition that the loss was not caused due to negligence or dereliction of duty by a Govt. servant which might necessitate recoveries from the derelict official and that the loss does not disclose a defect in the system / procedure / rules which need to be changed by FD for avoiding repetition of similar losses. Cases falling in the latter category must be referred to FD.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
36 <sup>14</sup> .	MPFC Vol-I Rule-141	Write off of Unserviceable articles of dead stock.	(i) Administrative Department	Rs. 2.00 lakhs	Provided that item has outlived its life / usage, and or is damaged beyond repair. Its unserviceability should be certified by a committee comprising the Head of office and an Executive Engineer of PWD.
			(i) Head of Department / Commissioner	Rs. 1.00 lakh	
			(ii) Head of the district level office	Upto Rs. 25,000	
36A.		Power to dispose off written off articles of dead stock and other stores by public auction or any other procedure prescribed by the Government.	(i) Head of Department	Full Powers	
			(ii) Officers of Works Departments	To the extent of powers of write off delegated to them in the Works Departments Manual.	
			(iii) Collector	Upto Rs. 10,000/-	
			(iv) Regional / Divisional Head	Upto Rs. 10,000/-.	
			(v) District level Head of Office	Upto Rs. 5,000/-.	
36B <sup>15</sup> .		Power to dispose off surplus articles/stores by transfer to other departments or any other proce-	(i) Head of Department	Up to Rs. 2.00 lakh.	
			(ii) Officers of Works	To the extent of	



		dure prescribed by the Government.	Departments	powers of write off delegated to them in the Works Departments Manual.	
37 <sup>16</sup> .	MPFC Vol.-I Rule-54	Write off of petty losses or irrecoverable value of stores due to theft where the police recommends classification as undetected.	(i) Administrative Department (ii) Head of Department / Commissioner (iii) Collector, Regional / Divisional Officer (iv) District Officer	Upto Rs. 2.00 lakh.  Upto Rs1.00 lakh.  Upto Rs. 25,000/-  Upto Rs. 10,000/-.	
38 <sup>17</sup> .	MPFC Vol-I Rule-54	Write off of petty losses or irrecoverable value of stores in theft cases which have resulted either in acquittal or conviction of an official.	(i) Administrative Department (ii) Head of Department	Upto Rs. 1.00 lakh in each case.  Upto Rs.50,000/- in each case.	Provided the officer writing off has been duly advised by the competent Authority that it is not expedient to prefer an appeal or revision and in the case of conviction, all possible efforts are made to recover the value of stores lost.
39 <sup>18</sup> .	MPFC Vol-I Rule-54	Write off of irrecoverable decretal dues.	(i) Administrative Department (ii) Head of Department	Upto Rs. 1.00 lakh in each case.  Upto Rs.50,000/- in each case.	Provided adequate proof of irrecoverability is available.
40.	FDMemoNo.299/C	Make payment of decretal	(i) Administrative	Full Powers	Subject to the condition that the

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
	R/1795/IV/R-V/ 68 dt. 7-2-69 and No. E-17/1/79/IV/R-V dt. 12-12-79	dues.	Department (ii) Head of Department	Upto Rs. 1.00 lakh in each case.	decretal amount is paid through the Court.
41.		To incur expenditure on suits filed by the Government and on defense of suits filed against the Government including hiring of private counsels.	Administrative Department	Full powers.	With the approval of the Law & Legislative Affairs Department.
41A <sup>19</sup>		To incur expenditure upon payment of fees of the counsels in the cases where District judges are impleaded as party.	Hon'ble the Chief Justice Madhya Pradesh High Court	Full powers	
42.		Power to sanction grants-in-aid to educational, technical or sports institutions, non-government organisations and voluntary agencies.	(i) Administrative Department (ii) Head of Department	Up to Rs 5.00 lakhs per annum per agency Up to Rs 3.00 lakhs per annum per agency	Subject to availability of the utilisation certificate for the last year, statement of audited statements of accounts for the year before last and other conditions laid down in the grant-in-aid rules of the department.
42A <sup>20</sup> .		Power to sanction continuation of grants-in-aid (except new grant) to educational, technical or sports institutions, non	Head of Department	Full powers	Subject to availability of the utilisation certificate for the last year, statement of audited statements of accounts for the year before last and other conditions

government organisations and voluntary agencies in those cases where there is no change in the scope of activity or the strength of employees for which grant is claimed.

laid down in the grant-in-aid rules of the department.

43<sup>21</sup>. S.R. 396 of MPTC Vol. I Power to grant permission for payments prior to verification of quality and quantity of materials in exceptional cases.

- |  |                           |             |  |
|--|---------------------------|-------------|--|
| (i) Where the supplier is Government organization.   | Head of Department        | Full powers | Provided that adequate safeguards exist to secure the Government against all losses in the event of the material being found short or defective. |
| (ii) Where supplier is semi Government organization. | Administrative Department | Full powers |  |

\*\*\*

**SECTION –II**

**FINANCIAL POWERS IN RESPECT OF  
CONTINGENT EXPENDITURE**

**SECTION –II**  
**FINANCIAL POWERS IN RESPECT OF CONTINGENT EXPENDITURE**

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
1 <sup>22</sup> .	MPFC Vol-II Appendix -6 (28)	Sanction purchase of instruments, minor equipment and apparatus.	(i) Administrative Department  (ii) Head of Department	Full Powers  Rs. 1.00 lakh	This does not include furniture, air coolers, water coolers, air conditioners, Photo Copiers, Computers, Cellular Phones, Risographes, and other items restricted for purchase by the Government from time to time.
2 <sup>23</sup> .	MPFC Vol-I Rule-116	Sanction purchase of spare parts accessories and other stores, equipment for working of machines (excluding transport vehicles of the department).	(i) Head of Department  (ii) Collector	Full Powers  Up to Rs. 25,000/-	
3 <sup>24</sup> .	MPFC Vol-II Appendix-6 (27)	Sanction repairs to plant machinery and equipment.	(i) Head of Department  (ii) Collector	Full Powers  Up to Rs. 25,000/-	

4 <sup>25</sup> .	MPFC Vol-I Rule-100	Sanction expenditure on demurrage and wharfage charges.	Divisional / Regional / Controlling Officer	Full Powers	(i) Such charges should not be allowed to increase due to delays in taking decisions regarding payment.  (ii) An enquiry should be ordered for fixing responsibility and appropriate disciplinary action including recoveries where there is a prima facie case of wilful negligence resulting in avoidable charges.  (iii) Head of Department would be informed.
5 <sup>26</sup> .		Payment of customs duty and other expenses in respect of imported items.	Divisional / Regional / Controlling Officer	Full Powers	When the import of the item having been duly approved by the competent authority.
6.	MPFC Vol-I Rule-100	Sanction recurring contingent expenditure.	Head of Office	Full Powers	
6A.		Sanction non-recurring contingent expenditure (not specified elsewhere).	(i) Head of Department  (ii) Collector	Up to Rs. 1..00 lakh per year.  Up to Rs. 50,000/- per year.	This does not include office expenditure, room coolers, water coolers, air conditioners computers and peripherals.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
6B.		Power to sanction advance to incur non-recurring contingent expenditure.	(i) Administrative Department	Full powers.	When the advance can be adjusted within one week.
			(ii) Head of Department	Full powers.	
7.	MPFC Vol-I Rule-104	Countersign detailed contingent bills	Controlling Officer	Full Powers	
8 <sup>27</sup> .	GAD Memo No. 4093/1/4/81 dt. 25-7-81	Sanction expenditure for refreshment served to member of conferences / Committees.	(i) Head of Department	Full Powers	Admissible in the meeting / conference called for Government work and participated by the Government officers or non-officials from outside the head quarter.  Subject to the condition that expenditure is limited Rs.1000/- per year.
			(ii) Collector	Full Powers	
			(iii) Regional / Divisional Heads	Full Powers	
			(iv) Sub divisional officer (Revenue)	Upto Rs. 500/-	
9.	GAD Memo No. 2317/345/1/4/ dt. 6-4-76 and No. 341/-1765/1/(4) 78 dt. 21-1-80	Sanction expenditure on hosting lunch / dinner or entertainment, sight seeing etc. to delegates from the Central / State Government attending Inter State / Zonal / Regional Council meetings convened by the Department.	Administrative Department	Full Powers	1. The meetings / conference should be held at Secretariat level only.  2. The limit would be as per scale prescribed by Government from time to time.

9A <sup>28</sup> .		Sanction expenditure on organisation of workshops, seminars, exhibitions etc.	(i) Head of Department	Full powers.	Limits on items of expenditure shall be prescribed by the government.
			(ii) Collector	Upto Rs. 10,000/-	
10.	MPFC Vol-I Rule-102	Fix permanent advance.	(i) Administrative Department	Full Powers	For Heads of Departments.
			(ii) Head of Department	Full Powers	For offices subordinate to them upto the limit advised by the Accountant General.
11.	GAD Memo No. 8212/2430-1 (ii) dt. 25-9-64	(i) Sanction expenditure on taxi fares for officials use when the need for hiring of taxi arises.	(i) Commissioner, M.P. House, New Delhi.	Full Powers	For M.P. House, Delhi.
	M.P. State Guest Rule-58	(ii) For the use of distinguished visitors for want of a staff car.	(ii) General Administration Department	Full Powers	
	MP-FC Vol. II Appendix - 6 (14)	(iii) When non gazetted officer has to go on a very urgent official duty to a place not less than 1.60 km. from his office or summoned to office outside the ordinary hours of duties by the	(iii) Head of Office	Full Powers	Subject to :-  1. When a non-gazetted Government servant is despatched on duty to a place at some distance from his office or is summoned to his office by special order by a gazetted officer outside the



Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		special orders of gazetted officer.			ordinary hours of duty.
					2. The Head of Office certifies that the expenditure actually incurred was unavoidable and was within the scheduled scale of charges for conveyance used.
					3. The Government servant concerned is not entitled to draw T.A. under the ordinary rules that he is not granted casual leave to compensate and does not and will not be granted any special remuneration for the performance of the duty which necessiated the journey.
					4. A certificate being recorded that a staff car could not be made available.
					5. If more than one officer is required to proceed to a particular place at the same time, the conveyance would be shared.
		(iv) When a gazetted	(iv) Head of Office	Full Powers	Subject to :-

officer has to go on an urgent official duty and a staff car is not available.

(i) the fulfilment of the conditions mentioned in Col.6 of the item No. 11 (iii).

(ii) Head of Department may also sanction to themselves the conveyance hire charges subject to the conditions as above.

12 <sup>29</sup> .	MPFC Vol-I Rule-100	(i) Sanction installation of new Telephone	(i) Home Department in consultation with FD	Full Powers	In respect of telephone connections for use by Ministers and by Officers posted in the Secretariate. For other telephone connections for use by Heads of Departments/ Divisional / District and subordinate officers under its administrative charge, prior concurrence of FD is required. Instructions issued from time to time by the Home Department with regard to telephone policy should be followed before according sanction.
		(ii) Sanction intercom and PABX in office.	(ii) Head of Department	Full Powers	
		(iii) Sanction purchase of telephone instruments (including cordless phones).	(iii) Head of Office	Full Powers	
		(iv) Sanction reconnection charges for disconnected telephones.	(iv) Controlling officer / Next higher authority	Full Powers	
13.	Home Department Memo No. 3987-/2A(3) dt. 26-8-69 & No. 20/45/80/2 A(S) dt. 1-8-80	Sanction non-recurring charges on account of shifting of telephone.	Concerned Officer / Department	Full Powers	

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
14 <sup>30</sup> .	MPFC Vol-II Appendix-6 (12) & MPFC Vol-I Rule-156	Sanction expenditure for petty construction in nature of repairs.	(i) Head of Department (ii) Head of Office	Upto Rs. 50,000/- Upto Rs. 25,000/-	(i) Subject to availability of funds. (ii) Expenditure upto these limits on Public Buildings (Not used for residential purposes) for petty construction and special repairs can be treated as contingent expenditure of the Department incurring it and classified as petty construction and repairs only when it does not exceed Rs. 15,000/- per building in a year. The entire expenditure, where this limit is crossed, will be treated as work expenditure of the Department vested with the administrative control of the expenditure.
15 <sup>31</sup> .	MPFC Vol-II Appendix-6 (32)	(A) To sanction expenditure on purchase of hot weather equipment.  (i) Fans	Head of Department	Full Powers	N.B. Purchase of air conditioners will require sanction of State Government(Administrative Department in consultation with Finance Department.)

		(ii) Khas tatties	Head of office	Full Powers	
		(iii) Purchase of water / air coolers	Head of Department	Full Powers	Subject to Budget provision.
		(B) To sanction hot weather establishment in their own offices and in the offices of their subordinates.	Head of office	Full Powers	Subject to the conditions laid down in para 32 of Appendix-6, MPFC Vol.-II , the Head of Department are competent to incur expenditure on establishment.
16 <sup>32</sup> .	Home Department Memo No. 17/10-78 2A(2) dt. 25-11-78 & Transport Department Memo No. 22/12/8/83, dt. 30-7-83	Sanction Expenditure on maintenance up keep and repairs of Government Vehicles.			
		(i) Repairs of Vehicles.	Head of Office	Rs. 20,000/- p.a. for Vehicles below 18 HP Rs. 30,000/- p.a. for Vehicles of 18 HP & above	Under un-avoidable circumstances if expenditure exceeds the limit, sanction of the next higher authority should be obtained to the extent of budget provision.
		(ii) Purchase of Tyre-Tubes & batteries.	Head of Office	Full Powers	Subject to the condition that in case of tyres and tubes the specified mileage and in case of battery, the specified period is completed. In case, due to unavoidable circumstances expenditure on tyres / tubes and battery is to be incurred before completion of the above specified mileage /

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
17.	Transport Department Memo No.22 /9/83/8 dt.17-6-83	Powers regarding condemnation and auction of old Departmental Vehicles.	(i) Head of Department  (ii) All Commissioners of Divisions	In case of Vehicles at head quarter. In case of Vehicles of other places.	<p>specified period the next higher authority shall be competent to sanction within the budget provision.</p> <p>No Department shall buy nylon or radial tyres or radios, stereos, tape-recorder, air-conditioners.</p> <p>1. The Vehicle will be examined at first by State Garage Superintendent or Motor Vehicle Inspector. 2. On his report, a committee consisting of -</p> <p><b>(A) At Head Quarter :-</b></p> <p>(i) Head of Department or his nominee not below the rank of Deputy Director.</p> <p>(ii) A representative of E.&amp;M Division of PWD or Irrigation not below the rank of Executive Engineer.</p>

					<b>(B) At other places :-</b>
					(i) Commissioner
					(ii) A representative of E&M. Division of PWD or Irrigation not below the rank of Executive Engineer will declare vehicle unserviceable.
					(3) The vehicles will be auctioned by inviting sealed tenders in the prescribed manner.
18.	MPFC Vol-II Appendix-6 (65)	Sanction section writing and copying charges at piece work rates.	(i) Head of Department/ Collector	Full Powers within the maximum rates prescribed by Government from time to time upto Rs. 25,000/- p.a.	(i) The Competent Authority should specify the rate, the appropriate number of words to be copied and the number of persons to do the job;
			(ii) Head of Office	Upto Rs. 5,000/- p.a.	(ii) no paid employee of the Government (regular, on contract, daily wage etc.) can be entrusted section writing work without the sanction of the Head of Department;
					(iii) it should be certified on the bill that the facilities available in the office were not adequate to get work done in the office and that it was essential to get it done on

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
19 <sup>33</sup> .	MPFC Vol-II Appendix-6 (84)	Sanction purchase of new Typewriters including Electronic Typewriters.	Head of Office	Full Powers	section writing basis.  Where purchases are to be made on rates other than DGS & D approved rates they should be purchased by Head of the Department after inviting quotation/ tenders as per rules and subject to budget provision.
20 <sup>34</sup> .	Controller, Printing & Stationery M.P., Bhopal No. Sty. VIII (32) 5704. dt. 6-10-71 FD Memo No.1117/R-1201/R-V/75 dt. 30-8-75	Sanction repairs of typewriters.	Head of Office	Full Powers	On rates and firms approved by Head of Department after inviting quotation/ tenders.
21.		Take Typewriters on hire.	Head of Department	Full Powers	Subject to the condition that the typewriters are hired against the sanctioned numbers of typewriters (not purchased or not in working order or sent for being condemned) for a period not exceeding 4 months.
22.	Revenue Department Memo No 21/3/76-VIII/ estt.	Condemn old and worn out Typewriters.	Collector	Full Powers	Provided the machine has been in use for more than 10 years or has outlived its prescribed life (and

	dt. 12-1-77		Regional / Divisional Heads Head of Office	Full Powers  Full Powers in respect of machines not electrically or electronically operated. Full Powers	can not be used economically after repairs) and has been recommended for being condemned by a Committee, consisting of an officer of the concerned Head of the office and two members nominated by the Collector.
23 <sup>35</sup> .	The rules for purchase and supply of typewriter and other office machines 1957 Rule-2	Sanction purchase of Duplicating Machines, and slide projectors.	Head of Office	Full Powers	Subject to purchase of machines on D.G.S.&.D. rates where available. N.B. : This does not include computer operated machines.
24 <sup>36</sup> .		Sanction repairs of duplicators and slide projectors.	Head of Office	Full Powers	Repairs of duplicators should be got done from the firms approved by the Head of Department after inviting quotation/ tenders as per rules.
25 <sup>37</sup> .	Purchase of typewriter and other machines Rules 1957, Rule-2	Sanction, purchase of calculating machines (i.e. hand operated, electrical or battery operated).	Head of Office	Full Powers	Purchase on D.G.S. & D. rates where available. N.B.: This does not include computers
26 <sup>38</sup> .		Sanction, repairs to calculating, punching and sorting machines.	Head of Office	Full Powers	(1) Subject to the conditions that repairs shall be got done by the firms, if any approved, by the Head of Department after inviting quotation/ tenders as per rules.  2. The cost of repair (excluding



Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
27.		Sanction repair to telephone instruments.	Head of Office	Full Powers	consumable like battery cells etc) should not exceed 20% of the cost of machine in any year.
28 <sup>39</sup> .		Sanction repairs to computers, peripherals, fax machines, intercom and PABX.	(i) Head of Department (ii) Divisional Head / Collector (iii) Head of Office	Full Powers Upto Rs. 25,000/- Upto Rs. 10,000/-	
29.		Sanction purchase of transparencies and computer stationery.	Head of Office	Full Powers	
30 <sup>40</sup> .	M.P.F.C. Vol-II. Appendix-6(56)	Get printing work done through local private presses in urgent and emergency cases.	(i) Administrative Department (ii) Head of Department (iii) Collector, District & Sessions Judge/ Divisional	Full powers Rs. 1.00 lakh in a year but not more than Rs. 25,000/- in each case. Rs. 50,000/- in a year subject to a	Subject to the condition that:- (i) The Government press is unable to undertake the work for execution in the time limit. (ii) The rates are competitive (obtained by inviting sealed tenders/quotations from atleast three presses as per rules).

			Heads	ceilling of Rs. 10,000/- in each case.	
			(iv) Head of Office	Upto Rs.25, 000/- subject to Rs. 5,000/- in each case.	
31.	FD Memo No. 1984/2248/IV/R- 3/IV dt. 15-12-78	Direct Government presses to print special forms peculiar to a Depa- rtment, except new forms which are required to be standardised.	Administrative Department	Full Powers	1. All forms of which more than 500 copies are/may be required annually be brought on a schedule and supplies obtained on annual indents from Government Press.  2. Printing of non-schedule forms will not be taken up at any of the Government regional presses except with the previous sanction of the Controller, Printing and Stationery.
32 <sup>41</sup> .	Printing and Binding rules 1957 para 6, 24 & 36	Direct Government presses to print literature, pamphlets and leaflets etc.	(i) Head of Department	Full Powers	
			(ii) Collector	Upto Rs. 10,000/- in a year.	
33.	Printing and Binding rules 1957 rule -42 to 44	Get binding work done through local presses- /book binders without reference to the	Head of Office	Full Powers	Subject to the ceiling of rates approved by the Controller, Printing & Stationery.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		Controller, Printing and Stationery.			
33A <sup>42</sup> .		To sanction expenditure on printing, publication and related promotional work.	Head of Department	Rs. 2.00 lakh in each case	
34 <sup>43</sup> .	MPFC Vol-II Appendix-6 para-27	Sanction repairs to furniture in own and subordinate offices.	(i) Head of Department / Deputy Inspector General of Police / Collector  (ii) Regional / Divisional Heads  (iii) Head of Office	Full Powers  Full Powers  Upto Rs. 10,000/- p.a.	
35.	MPFC Vol-I rule-100	Take furniture for office on hire.	Head of Office	Full Powers	Justification for hiring should be recorded in the sanction order.
36.	MPFC Vol-I rule-100 & Vol-II appendix-6 para 28	Sanction purchase of articles of dead stock including survey appliances and instruments.	(i) Head of Department  (ii) Collector, Regional/ Divisional Heads	Full Powers  Full Powers	This does not include office furniture but includes furniture for workshops and laboratories.

			(iii) Head of Office	Upto Rs. 5,000/- per indent.	
36A <sup>44</sup> .		Sanction replacement of office furniture.	Head of Department/ Collector,	Full powers.	After the written off articles are disposed off and the sale proceeds deposited in the Government account. Collector will exercise the powers in the case of District only. In other cases power will be exercised by the Head of Department.
37.	MPFC Vol-II Appendix-6(6A)	Purchase of Bicycle for office.	Head of Office	Full Powers	
38.		Sanction repairs to Bicycle.	Head of Office	Full Powers	
39.	Home Department Memo No. 2198/- CR-116/II-A(3) dt. 18-05-64 and No. 5049/6241 /II-A dt. 17-11-78	Sanction clothing to Class IV government servants.	Head of Office	As per scale prescribed by State Government.	Uniforms for hot weather only should be supplied to the category of workcharged and contingency paid staff whose services are likely to be continued for a period of not less than a year. All such clothing would be of Khadi and purchased from a shop of Khadi Board or recognised Khadi Societies unless otherwise prescribed by the State Government.
40.	GAD-Memo No. 713/CR-1710/1(3) dt. 30-01-58 & No.	(i) Sanction purchase of books & publications, news papers for their	(i) Head of Department / Deputy Inspector General of Police / Collector / District	(i) One extra-state English daily newspaper;	Books and technical journals purchased should be such as would add to the efficiency and knowle-

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
	3730/3178-I(V) dt. 09-06-58 & No. 4509/CR-192/1(IV) dt. 01-10-64	own use and sanction such purchase for the use of officers subordinate to them.	Superintendent of Police.	(ii) One State level English and one State level Hindi daily;  (iii) Journals as necessary.	dge of the staff i.e. technical journals etc. These instructions would not apply to the Department of Information and Publicity.
			(ii) Regional/Divisional Heads	(i) One State level daily (English or Hindi);  (ii) One daily published in the Region /Division.	
			(iii) Head of Office	(i) One State level daily (English or Hindi);  (ii) One daily published in the District.	
41.	Transport Department memo no.F-22-/10/2006/viii/dt.	Sanction purchase of consumable stores e.g., petrol oil, lubricants.	Head of Office	(i) 120 litres petrol, 95 litres Diesel in towns	(i) On the dates travelling outside the headquarter, the period of training outside the headquarter

12-12-06 & Home  
Department Memo  
No. 22/61-/82/8 dt.  
31-01-83

Transport Depart-  
ment Memo No. F  
22-157/99/ viii / dt.  
30.12.99.

having of popu-  
lation 1 lakh and  
above for every  
month.

(ii) 80 litres  
petrol, 65 litres  
Diesel in towns  
below 1 lakh  
population for  
every month. The  
limits would be  
subject to  
Government  
orders in force.

and during the period of leave  
whether at headquarter or outside  
the headquarter, petrol/deisel at the  
rate of 3 litres/day should be  
deducted.

(ii) Vehicle will not be allotted to  
the officer who is not on the roll of  
that Department.

(iii) No officer will be allowed to  
more than one vehicle in any case.

(iv) If the vehicle is allotted for the  
maintenance of law and order or  
election work the borrowing  
Department will pay Rs. 100 / day  
and such vehicle will not be  
allowed to run more than 100km.  
in big cities and 50 km. in smaller  
places per day.

(v) These orders will not be  
applicable for trucks, ambulances,  
fire-brigade, vehicle, delivery van  
and buses.

(vi) The officer i/c of the vehicle  
has to deposit Rs. 250/- p.m.  
where population exceeds one lakh  
and Rs. 150/- p.m. where  
population is less than one lakh in

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					lieu of presumed private use of the vehicle.
42 <sup>45</sup> .	MPFC Vol-I rules- 140 & 141	Write off of irrecoverable value of all losses due to deficiencies or depreciation in the value of stores.	(i) Administrative Department (ii) Head of Department  (iii) Divisional Heads / Regional Heads  (iv) Collector / District Head	Full Powers  Upto Rs. 50,000/-  Upto Rs. 20,000/-  Upto Rs. 10,000/-	(i) Subject to any special rules or order applicable to any particular Department, Stores which are reported to be obsolete/surplus or unserviceable may be disposed of by sale or otherwise under the sanction of competent authority.  (ii) Divisional Head / Collector could not write off surplus stores for writing off surplus stores powers could be exercised by the Head of Department only.
43 <sup>46</sup> .		Sanction purchase of computer hardware.	(i) Administrative Department  (ii) Head of Department	Upto Rs. 10.00 lakh  Upto Rs. 5.00 lakh	(i) This does not include furniture, Air-conditioner.  (ii) Subject to specific budget provision.
44 <sup>47</sup> .		Sanction purchase of spares parts, accessories of computer hardware.	(i) Administrative Department	Full Powers	

		(ii) Head of Department	Upto Rs. 5.00 lakh	
45 <sup>48</sup> .	Sanction for upgradation of Computer hardware.	(i) Administrative Department	Upto Rs. 50,000/-	The total cost should not be more than 50% of the new computer.
		(ii) Head of Department	Upto Rs. 25,000/-	
46 <sup>49</sup> .	Hire/Lease of Computer hardware.	Head of Department	Full Powers	(i) Subject to condition that computer is hired/leased against item not purchased/not working.  (ii) . Hiring/lease of a computer will be for a period of not exceeding 2 months in a year.  (iii) Total amount of hire/lease should not be more than 25% of the cost of a new computer.
47 <sup>50</sup> .	Power to incur expenditure on preparation of System/Website design	Administrative Department	Upto Rs. 5.00 lakh	Subject to specific budget provision in the regard.
48 <sup>51</sup> .	1. Internet Charges including payment of registration fees	Head of Department	Full Powers	Subject to 500 hours in a year in an office.
	2. Leased Line	Administrative Department	Full Powers	Subject to approval of the IT Department.
49 <sup>52</sup> .	Power to appoint IT	Administrative Department	Rs.1.00 Lakh	



Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		Consultant			
50 <sup>53</sup> .		Honorarium to IT Experts	Administrative Department	Full Powers	1. Not more than Rs, 1000/- a day should be paid.
51 <sup>54</sup> .		Charges for developing software	(i) Administrative Department	Upto Rs. 5.00 lakh	2. Honorarium should not be more than Rs. 10,000 /-p.m. per person.
			(ii) Head of Department	Upto Rs. 25,000/-	
			***		

**SECTION –III**

**FINANCIAL POWERS**

**DELEGATED IN RESPECT OF BUDGET MATTERS**

## SECTION -III

### FINANCIAL POWERS DELEGATED IN RESPECT OF BUDGET MATTERS

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
1.	FD Memo No. D-1122 IV/B-I/74 dt. 13-12-74 rule-7	Re-appropriation of funds within the same grant.	(i) Finance Department  (ii) Administrative Department	Full Powers.	<p>Administrative Department may sanction any re-appropriation within the grant provided that any re-appropriation from one major head to another major head under the plan schemes shall not be sanctioned without obtaining the specific concurrence of the Planning, Economics and Statistics Department, and the concerned Administrative Department, in-charge of the Plan schemes.</p> <p>(1) Funds allotted for expenditure charged to the consolidated fund of the State may not be re-appropriated to meet other expenditure and vice-versa.</p>

(2) Without the previous consent of F.D., no re-appropriation may be made to meet any expenditure which is likely to involve increased outlays on the scheme in future years.

(3) No re-appropriation should be made from Capital Section to Revenue Section and vice-versa or from one grant to another.

(4) No re-appropriation may be made to meet expenditure upon some new services not contemplated in the budget.

(5) Funds allotted for expenditure on plan schemes may not be re-appropriated to meet non-plan expenditure and vice-versa.

(6) Funds allotted for expenditure under the head suspense in the grants relating to the Water Resources/Public-Works/Public Health Engineering Departments etc., may not be re-appropriated to meet any other expenditure without previous consent of the Finance Department.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6

(7) (i) No re-appropriation shall be made from savings under salary and wages under non-plan to other items.

(ii) No re-appropriation shall be made to add to office expenses.

(iii) Funds provided for expenditure directly related to Revenue generation if saved, shall not be re-appropriated to items not related to such revenue generation.

(iv) No re-appropriation shall be made from non salary/non-wage item to salary/wages except to the extent necessitated by sanction of additional D.A., interim relief etc., not anticipated at the time of preparing the budget estimates.

Note-1- A certificate should be recorded on the re-appropriation statement that the conditions in col.6 are fulfilled in the instant case.

Note-2- Re-appropriation from, one sub-head to another sub-head

specified in the second schedule to the Governor's allowance and privileges order is governed by the provision to paragraph -7 of that order, similarly re-appropriation between sub-heads of the amount for maintenance, improvement of official residences of the Governor paragraph 7 of the orders referred to above.

(iii) Head of Department

Transfer of funds from one unit of appropriation/standard object of expenditure.

**NOTE :-**

(1) A Minister incharge of Department, my delegate to any officer or class of officers the power of re-appropriation conferred above with the previous approval of the Finance Department.

(2) In so far as powers have not been delegated by theses rules, applications for re-appropriation of funds, should be made to the Finance Department and they should be accompanied by an explanation of the necessity for transfer and the reasons for anticipating savings under the

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					primary unit of appropriation from which the re-appropriation of funds is proposed.
					(3) The reasons for excess as well as savings in respect of re-appropriation of sums in excess of Rs. 1,000/- should be communicated to the Accountant General by the sanctioning authority.
					(4) Expenditure on the basis of re-appropriation proposals to Finance Department can be incurred only with the prior concurrence of Finance Department.
2.	FD Memo No. 552/R-397/IV B-I/-79 dt. 7-6-79 & No. 833/-R-638/-IV/B-1/79 dt.13-9-79	New Service / new instrument of service, monetary limits and criteria.	Finance Department	Full Powers	New items defined as per instructions of the Governor in observance of rules and procedures laid down by Finance Department.
3 <sup>55</sup> .		Administrative approval and sanction of plan schemes for implementation on scrutinised items included in the budget.	(i)Administrative Department (ii)Head of Department	Rs. 5 .00 crores.  Rs. 1.00 crore on scrutinised items included in the budget.	Subject to observance of rules and norms.  Subject to observation of rules and norms including those pertaining to economy measures like, ban on creation of new posts, filling up of

					posts by deployment, ban on purchase of new vehicles, appointment on daily wages etc
3{i}	Administrative Approval and sanction of plan schemes for implementation on scrutinised items included in the budget.	Head of Department	Rs. 1.00 crore on scrutinised items included in the budget.	Subject to observation of rules and norms including those pertaining to economy measures like, ban on creation of new posts, filling up of posts by deployment, ban on purchase of new vehicles, appointment on daily wages etc.	
3{ii}	Revised Administrative Approval and sanction of irrigation plan schemes for implementation on scrutinised items included in the budget.	Head of Department	Rs. 1.00 crore on scrutinised items included in the budget.	Subject to observation of rules and norms including those pertaining to economy measures like, ban on creation of new posts, filling up of posts by deployment, ban on purchase of new vehicles, appointment on daily wages etc.	
4.	FD Memo No. 309/6164/R-5/IV/-89 dt. 12-6-90	Continuation of Plan Schemes during plan period.	Administrative Department	Full Powers	Provided the scope of the scheme conditions prescribed are not changed without prior concurrence of the Finance Department.

\*\*\*



**SECTION –IV**

**FINANCIAL POWERS**

**DELEGATED IN RESPECT OF MISCELLANEOUS ITEMS OF  
EXPENDITURE**

**SECTION –IV****FINANCIAL POWERS DELEGATED IN RESPECT OF MISCELLANEOUS ITEMS OF EXPENDITURE**

<b>Sr. No.</b>	<b>Reference to existing rules etc.</b>	<b>Description</b>	<b>Authority competent to exercise the powers</b>	<b>Extent of delegation</b>	<b>Conditions</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	MPFC Vol-II Appendix-6 (3)	Purchase of diaries and calenders.	(i) Head of Department (ii) Controlling Officer	As per prescribed Scales As per prescribed Scales	Subject to the condition that the purchases are made from Government press/Government Stationery Depot only.
2 <sup>58</sup> .	MPFC Vol-II Appendix-6(5)	Destruction of bedding and clothing.	Head of office	Full Powers	If the destruction of these items is ordered as calculated cause of infectious diseases and if on enquiry it is found that disinfection/-sterilization or purification of these items would have been sufficient, the officer ordering such destruction must be held responsible for the loss.  A claim of compensation on account of clothing etc., destroyed in case of infectious diseases should be supported by a certificate from a Government Medical Officer that the destruction was necessary.

3.	MPFC Vol-II Appendix-6(6)	Supply of blankets to permanent and other class IV Government servants.	Head of Office	As per prescribed Scales	<p>(1) Persons who are required to undertake night journeys with touring officers or perform duties of a Choukidar may be supplied one blanket each in cold weather every third year.</p> <p>The blanket supplied should be taken back by the issuing authority at the end of each cold weather and re-issued as is done in respect of warm coats.</p> <p>(2) Head of Department/Collector can allow for a temporary servant accompanying an officer on a cold weather tour. He may supply a blanket and debit the charge to contingency.</p> <p>(3) Purchases of blankets should be made from Jail Department, or from a recognised Khadi Society. Purchase from sources other than Jails should be resorted to only when Jail Department, fails to/expresses its inability to supply before the cold weather starts.</p>
4 <sup>59</sup> .	MPFC Vol-II Appendix-6(7) (i)	Supply of Camp equipments.	Head of Department/Collector	As per prescribed Scales	Collector will exercise the powers in the cases of District only. For cases other than this the power

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					will be exercised by the Head of Department.
5.	MPFC Vol-II Appendix-6(7)(ii)	Purchase of Tents.	Head of Department	Full powers	
6.	MPFC Vol-II Appendix-6(24)	Feed for cats.	Head of Office	Upto Rs. 50 /- per month.	
7.	MPFC Vol-II Appendix-6(29)	Scale of furniture and crockery of Rest Houses attached to Government farms.	Head of Department	As per prescribed Scales	The scales of furniture and crockery prescribed in Works Departments Manual for inspection bungalows of the PWD are to be adopted for all Rest Houses.
8.	MPFC Vol-II Appendix-6(35)	Purchases of law books.	Head of Office	Full Powers	
9.	MPFC Vol-II Appendix-6(36)	Purchase of pad-locks.	Head of Office	Full Powers	Pad locks of the patent type manufactured at Aligarh should be purchased for use in strong room and also for the purpose or replacing unserviceable pad-locks.
10 <sup>60</sup> .	MPFC Vol-II Appendix-6(40)	Purchase of maps.	Head of Office	Full Powers	Provided maps are obtained from survey of India with the previous sanction of Revenue Department.
11.	MPFC Vol-II Appendix-6(41)	Purchase of Mathematical Instruments, etc.	Head of Department	Full Powers	To be purchased from Mathematical Instruments Office, Calcutta.

12.	MPFC Vol-II Appendix-6(44) GAD Memo No. M-23/29/82/2/1 dt. 2-11-82	Payment of wages to the peons and contingent staff for additional works of farrash and waterman at the rates fixed by Government.	Head of Office	As per rates fixed by Government from time to time.	
13.	MPFC Vol-II Appendix-6(50)	1 Postal Charges.	Head of Office	Full Powers	1. The remittance of scholarship at Government expenses will require the sanction of Head of Department.  2. The special sanction of Head of Department will be necessary if the payments are made by money order to suppliers/contractors at Government cost.
	MPFC Vol-II Appendix-6(75)	2 Telegram Charges.	Head of Office	Full Powers	
14.	MPFC Vol-II Appendix-6(54)	Removal of prickly pear and wild growth in the compound of Government building or private building taken on rent/lease for use as office building.	Head of Office	Full Powers	
15.	MPFC Vol-II Appendix-6(59)	Rain guages and their platforms.	1. Collector  2. Director of Land Records	Full Powers  Full Powers	When rain-guage platforms are required for revenue purposes.  For Meteorological purposes.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
			3. Works Departments	Full Powers	For Investigation purposes.
			4. Director, Agriculture	Full Powers	For agricultural operations.
16.	MPFC Vol-II Appendix-6(61-A)	Rewards paid to persons whose names are not disclosed.	1. Collector	Full Powers	A certificate from Collector or Superintendent of Police, as the case may be, in lieu of signature of claimant on the receipt.
			2. District Superintendent of Police	Full Powers	Rewards payable to informers in excise and opium cases, as well as in stamp act or gambling act, whose names police do not think expedient to disclose, a certificate from District Superintendent of Police that the amount drawn for rewards to informers has been duly distributed and that the receipt has been cancelled and filed should be endorsed on the simple receipt.
17.	MPFC Vol-II Appendix-6(63)	Payment of Sales Tax on Government purchases.	Head of Office	Full Powers	Subject to the certificate attached as required in S.R. 289-A of M.P.T.C. Vol.-I and other regulation.
18 <sup>61</sup> .	MPFC Vol-II Appendix-6(63-A)	Sanitary installations.	Head of Office	Full Powers	
19.	MPFC Vol-II Appendix-6(64-A)	Secret Service expenditure.	Head of Office	Full Powers	When an allotment is placed at the disposal of an officer for secret

					services, the officer concerned will maintain a contingent register in the prescribed form in which the date and amount of each contingent bill be entered with a note of the progressive expenditure. With in the allotment the officer may draw bills for such sums as may be necessary. Such bills will not be supported by vouchers. Sanctioning authority should personally ensure strict compliance of instructions contained in MPFC Vol-II, Appendix-6(64-A).
20.	MPFC Vol-II Appendix-6(67) Revenue Department Memo No. 11274/CR- 169/VII/Estt. 63 dt. 29-10-63	Sanction and purchase of stationery and rubber stamps from sources other than Government press.	Head of Office	Upto 50% of Budget allocation for stationery.	The stationery and forms will be supplied by Government printing press and stationery department on indent. In emergency cases stationery upto 50% of the allotment for stationery can be purchased from local market subject to the condition laid down in M.P.F.C. Vol-II Appendix 5.
21.	MPFC Vol-II Appendix-6(72)	Erection of Mural tablet.	Administrative Department	Full Powers	The State Government will bear the cost of a mural tablet erected in acknowledgement of a donation exceeding Rs. 25,000/- and above to any public institution.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
22.	MPFC Vol-II Appendix-6(73)	Payment of Rates and Taxes.	Head of Office	Full Powers	
23.	MPFC Vol-II Appendix-6(76) FD Memo No. 1682/IV B-7 dt. 30-12-81	Telephone charges including telephone rent.	Head of Office	Full Powers	Subject to limits prescribed by Home Department and Finance Department.
24.	MPFC Vol-II Appendix-6(79)	Tour establishment.	Head of Office	Full Powers	
25.	MPFC Vol-II Appendix-6 (81) M.P. Travelling Allowance Rules SR 123-A (ii)	Travelling allowance to private individuals summoned from one station to another for interview by the proper authority before selection.	(i) Head of Department (ii) Head of Office	Full Powers  Actual journey expenses in lowest class.	The concession will be granted only in exceptional cases.  In case of scheduled caste/-scheduled tribes candidates only.
26.	MPFC Vol-II Appendix-6(82) M.P.T.C. rules S.R.136 (a)(c).	Travelling allowance to non-officials who are summoned to attend a departmental enquiry.	Controlling Officer	Full Powers	With due regard to such persons position in life, declare the grade to which he shall be considered to belong by general or special order.
27 <sup>62</sup> .	MPFC Vol-II Appendix-6(86)	Purchase of umbrellas.	Head of Office	Full Powers	
28 <sup>63</sup> .	MPFC Vol-II Appendix-6(87)	Water proof caps and rain coats	Head of Office	Full Powers	Subject to scale and tenure prescribed by Government from time to time. Old ones to be got deposited before issue of new ones.



29.	MPFC Vol-II Appendix-6(83)	Travelling expenses to legal practitioners representing Government.	Head of Office	As per scales prescribed in Law Department manual.	
30.	MPFC Vol-I, Rule-139, MPFC Vol-II Appendix 15 FD Memo No. 8/382-IV-12-V/7 dt.3-1-72 & No. 842 / 156-IV -R-V /72 dt. 3-6-72	Write off of infructuous expenditure due to abandonment of work.	Administrative Department	Full Powers	Report of infructuous expenditure of Rs. 25,000/- and above should in each case be sent to A.G.M.P.
31.	MPTC Vol-I, rule-27 FD Memo No. E- 4/ 8/ 82/ R-5/IV dt 9-11-82	Drawal of money in cases of urgency like flood, draught, fire etc., even when there is no availability of funds.	Collector	Full Powers	
32.	FD Memo No. 199/309/R-5/IV dt 7-3-83	Continuance of temporary plan posts .	Administrative Department	Full Powers	<p>1. Upto the end of the tenure of current five year plan or the completion of scheme whichever is earlier.</p> <p>2. For centrally sponsored schemes for the period sanctioned by the Government of India.</p> <p>3. This does not confer power to create any post of any type.</p> <p>4. Since posts which where created</p>

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
33.	FD Memo No. E-4/5/73/ R-5 / IV dt 24-2-76	Payment of pension anticipatory / provisional pension / Political pension by money order.	Head of office/Treasury Officer	Full Powers	in previous five-year plans and those which have lost its utility long back, are still continuing and a few of these posts have been incorporated in the departmental setup. All new schemes with provision for creation of posts should necessarily absorb those rendered surplus from earlier schemes with simultaneous abolition of the earlier posts. Posts which are not absorbed, should on becoming vacant be treated as surrendered. Subject to observance of rules contained in M.P.T.C.
34.		To dispose off lands which are the property of the State.	Revenue Department	Full Powers	1. , Land sold for full value where such full value does not exceed Rs. 1,00,000/-.  2. Land which is alienated in exchange for land which is private property and is of equal value with the land given up by the State, when the value of each plot of land exchanged does not exceed Rs. 1,00,000/-

3. Land sold on favourable terms for a public purpose but for a price not less than half the full market value and when such full value does not exceed Rs. 50,000/-

4. Land gifted or granted as a site for the construction of schools, hospitals dispensaries or other public works at the cost of recognised local funds when the value of the grants does not exceed Rs. 50,000/-

5. Land gifted or granted for any other public purpose or to a private individual for service to be performed to the State where the value does not exceed Rs. 10,000/-

6. Land gifted or granted to a private individual for services to be performed to the Community when the value of grant does not exceed Rs. 5,000/-

7. The gift of lands of value not exceeding Rs. 500/- to a private person or a village headman or watchman or to his heir or widow in recognition of special service rendered to the police or to the

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
					criminal administration by such person or if an assignment of land revenue not exceeding Rs. 15/- a year for one life or for a term of 25 years, whichever period may be the longer. The grant may be made partly in the form of gift of land and partly in the form of an assignment either of the land revenue of that land or if other land, but the total estimated value of the grant should not exceed Rs. 500/-
35.		To Grant permission to occupy rest houses and circuit houses free of charge.	Public Works Department	Full Powers	
36 <sup>64</sup> .		To sanction loan of famine tools to Government Department	Commissioner / Collector	Full Powers	
37.	FD Memo No. 1986/IV/R-2/69 dt. 18-11-69	To sanction pension to freedom fighters.	General Administration Department	Full Powers	
38.		To write off advances to clerks and menials for purchase of food grains in the event of death before	Head of Office	Full Powers	

39 <sup>65</sup> .		full recovery. To sanction waiver of recovery of amount advanced as travelling expenses in connection with anti-rabic treatment for Government servant and members of his family.	Head of Office	Full Powers	In the case of the Government servant whose pay does not exceed Rs. 1,000/- This concession may be extended to Government servant drawing upto Rs. 1,500/- in special circumstances.
40.		Power for remission of leave allowances irregularly drawn by applicants for pension.	Head of Department	Upto 3 months pay.	
41.	F.D.Memo No. 114/IV/R-3 dt. 24-1-57 and No. 2434-/CR 1354 / IV/V dt. 17-11-61	Conveyance at Government expenses of family and personal effects of Government servant who dies while in service grant of advance to meet travel expenses.	Authority competent to countersign T.A. claims.	Full Powers	Subject to the observance of prescribed conditions and orders.
42.	F.D. Memo No. 1644 / 4109 / 82/ R-I/IV dt. 17-12-82	Travelling allowance to Government servant retiring from service to return to home town or at any other place, whichever is less where he wants to settle down after retirement.	Authority competent to countersign T.A. claims.	Full Powers	Subject to the observance of conditions and limitations given in orders.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
43.		Sanction expenditure for payment of rent, etc. to educational and other institutions for taking hall / furniture / service for conducting examination / seminars, etc.	Head of Office	Full Powers	
44.	MPTC Vol-I Note below SR 224	Permit the remittance of salaries and allowances by money order at Government expense.	Head of Office	Full Powers	In the case where a non-gazetted Government servant is on tour and payment has to be made to him at the station where he is on tour the drawing officer shall remit the amount to him by Bank Draft at par or money order. The charges involved in sending the Bank Draft by registered post or money order shall be charged to office contingencies.
45 <sup>66</sup> .	MPFC. Vol-I, rule 156MPFCVOL-II Appendix-6(12) Works Departments Manual	Carry out minor works on Government premises.	1. Head of Department  2. Collector	Up to Rs. 50,000/-  Up to Rs. 25,000/-	1. Subject to the conditions that the building is under the control of Administrative Department.  2 .Expenditure is charged as contingent expenditure of the Department concerned.  3. Where such petty works exceeds Rs. 25,000/- the expenditure should be treated as "works expenditure" of the Department.

					4. In the case of buildings in the charge of Public Works Department all works should be undertaken by the Public Works Department.
					5. In Forest Department expenditure on Works and repairs is treated as works expenditure irrespective of the limit of Rs. 25,000/-
46.		Purchase of dictating Machine (Cassette tape recorder).	Head of Department	Full Powers	
47 <sup>67</sup>	Commerce and Industry Department memo No.F-23/1/80/N-II dt. 29-6-80	1. Purchase of Stamp franking machine. 2. Hiring of stamps franking machines from Post Offices.	Commissioner/ Divisional /Regional /Officer/ Collector / Head of Office Commissioner/ Divisional /Regional Officer/ Collector / Head of Office	Full Powers Full Powers	Initially franking machine could be installed at commissioner / H.O.D. / Collector /.S.P. Zila Panchayat Offices based on the workload.
48 <sup>68</sup> .	Commerce and Industry memo No. F-23/1/80/N-II dt. 29-6-80	To enter into contract for maintenance of Franking Machines, Computers & Photocopiers.	Head of Department/ Collector /Head of office	Full Powers	Payment should be made after entering into contract.
48A.		Sanction contracting out of security, cleaning &	Head of Department	Full powers.	

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		upkeep, reprography and typing services.			
48B <sup>69</sup> .		To incur expenditure on maintenance of buildings not on the books of works departments.	Head of Department	Full powers.	
49.	F.D.Memo No. B-I-76-R-II-IV dt. 17-4-76	Sanction of honorarium for setting up of papers and valuation of various departmental examinations.	Head of Department	Full Powers	As per prescribed rate.
50.	FR 84 study Leave Rules, 1962 AIS (Study Leave) Regulations, Consent order 53-A FD Notification No. G-22/6/94/C/IV dt. 12-1-95	Sanction of Study Leave	Parent Department	Full Powers	Subject to specific rule on the subject (including grant of study allowance, where admissible).
51.	Consent Order 73 FD Notification No. G-22/6/94/C/IV dt. 12-1-95	Power to depute Government servants for training, seminar or refresher course within India.	(i) Administrative Department (In case of AIS Officers, the parent department)  (ii) Head of Department	Full powers  Powers upto 15 days in respect of Government servant other than Class I Officers.	(a) The trainees would be treated as on duty during training period under F.R. 9(6) (d) and would be entitled to pay and allowances as admissible to them from time to time.  (b) Journeys upto the training centre and back would be treated as on tour and T.A. & D.A.



therefore admissible as per rules.

(c) The period of stay at the training centre and study tour during training will be treated as period on tour.

(d) These powers relate to the courses organised by the State Government and the Government of India and the institution run by them and / or the courses to which the government servants are sponsored regularly and the payment of fee was approved by FD in an earlier instance.

Note:- Where T.A./D.A. / C.A./ Stipend is payable by any institution or Agency or Government of India for training the same would not be separately admissible from the State Government.

- |     |  |   |   |             |
|-----|--|---|---|-------------|
| 52. | Consent Order 74<br>FD Notification No.<br>G-22/6/94/C/IV<br>dt. 12-1-95 | Power to depute Govern-<br>ment servants for training<br>abroad under various<br>schemes. | Administrative<br>Department<br>(In case of AIS Officers,<br>the parent department) | Full Powers |
| 53. |  | Sanction expenditure on<br>redeployment of personnel,                                     | Administrative Department   | Full Powers |

Subject to conditions laid down in the G. A. D. Memo No. E-13 /20 / 2002/ 5 / 1 / dt.18.06.02.

Sr. No.	Reference to existing rules etc.	Description	Authority competent to exercise the powers	Extent of delegation	Conditions
1	2	3	4	5	6
		machinery and other assets rendered surplus from one place to another within the State			
54.		Power to abolish sanctioned posts.	Administrative Department	Full powers.	
55.		Power to declare government servants surplus.	(i)Administrative Department  (ii)Head of Department	Full powers in respect of gazetted officers.  Full powers of non-gazetted government servants	Details of the government servants declared surplus/ to be declared surplus should be submitted to the General Administration Department as early as possible.
56.		Power to incur expenditure on the salaries etc. of government servants declared surplus till they are deployed elsewhere.	(i)Head of Department  (ii)Drawing and Disbursing Officer	Full powers.  Up to 3 months.	
57.		Sanction of expenditure under Externally Aided Projects.	Administrative Department	Full powers.	Subject to itemwise approval by the empowered committee.
58.		Sanction of expenditure under the Rajiv Gandhi Missions.	Administrative Department	Full powers.	Subject to item wise approval by the empowered committee.

59. Sanction of expenditure under the Tenth Finance Commission grants for upgradation of standards of administration. Administrative Department Full powers. Subject to itemwise approval by the empowered committee.

\*\*\*

**SECTION –V**

**FINANCIAL POWERS DELEGATED IN RESPECT OF WORKS TO  
OFFICERS OTHER THAN OFFICERS OF THE WORKS DEPARTMENT**

**SECTION - V****FINANCIAL POWERS DELEGATED IN RESPECT OF WORKS TO OFFICERS OTHER THAN OFFICERS OF THE WORKS DEPARTMENTS**

<b>Sr. No.</b>	<b>Reference to existing rules etc.</b>	<b>Description</b>	<b>Authority competent to exercise the powers</b>	<b>Extent of delegation</b>	<b>Conditions</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	Works Departments Manual	To accord administrative approval for construction of works except residential building.	Administrative Department Commissioner/Head of Department	Upto Rs. 5.00 crores. Upto Rs. 50 lakhs	After approval as a new item of expenditure by the Vidhan Sabha.
2 <sup>70</sup> .	Works Departments Manual	Sanction original electrical installations whether they are in the nature of new works or additions and alterations to the existing installations in office buildings.	1. Head of Department 2. Regional/ Divisional Head/Collector	Full Powers Upto Rs, 25,000/- for each job.	
3 <sup>71</sup> .		To sanction departmental work/ consultancy services for execution by other Government agencies and such registered non governmental organisations whose activities have direct bearing on departmental activities.	Administrative Department	Upto Rs, 20 lakhs	On the advice of Standing Finance Committee.

\*\*\*

# APPENDICES

## APPENDIX-I

### General Conditions to Exercise of Financial Powers Delegated in this Volume

1. Expenditure can be incurred only if budget allotment is available for expenditure in the concerned financial year.
2. Expenditure cannot be incurred in anticipation of budget allotment or re-appropriation of funds.
3. The allocation of the amount has been made by the Administrative Department or the Head of Department to the officer to whom the power has been delegated.
4. The exercise of the powers are subject to the rules concerning new items/schemes of expenditure as laid down by the Vidhan Sabha.
5. Financial Powers may be restricted from time to time by Government Orders.
6. The exercise of the powers are subject to rules and government orders issued in that behalf. For example, powers to purchase certain items are subject to observance of Store Purchase Rules of the Commerce & Industries Department as also orders issued by the Government in the administrative department, the Finance Department or the Commerce & Industries Department.
7. No delegation shall be construed to mean power to create posts or purchase vehicles or power to delegate powers.
8. All financial sanctions, unless revalidated or cancelled remain operative for one year from the date of issue.

\*\*\*

**APPENDIX-2****List of Heads of Departments**

1. Chief Secretary
2. Chairman, Public Service Commission.
3. Secretary, Lok Ayukt.
4. Chief Technical Examiner.
5. Director General, Academy of Administration.
6. Commissioner, M.P. Bhawan.
7. Chairman, Human Rights Commission.
8. Director of Estates.
9. Director, Sainik Kalyan Board.
10. Director General, State Bureau of Investigation of Economic Offences.
11. Director General of Police.
12. Regional Inspector General of Police, Jabalpur Zone.
13. Regional Inspector General of Police, Gwalior Zone.
14. Regional Inspector General of Police, Indore Zone.
15. Regional Inspector General of Police, Bhopal Zone.
16. Director, Medico Legal Institute.
17. Commandant General, Home Guards.
18. Director Prosecution.
19. Inspector General of Prisons.
20. Director, Treasuries and Accounts.
21. Director, Small Savings and State Lotteries
22. Director, Local Fund Audit.
23. Director, Institutional Finance.
24. Director, Pension.



25. Commissioner, Commercial Tax.
26. Excise Commissioner.
27. Inspector General, Registration.
28. All Commissioners (of Divisions).
29. President Board of Revenue
30. Commissioner, Land Records.
31. Controller, Stationery and Printing.
32. Relief Commissioner.
33. Transport Commissioner.
34. Director, Sports and Youth Welfare.
35. Director, National Cadet Corps.
36. Chief Conservator of Forests.
37. Chief Conservator of Forests.(Development)
38. Chief Conservator of Forests. (Production)
39. Chief Conservator of Forests. (Wild Life)
40. Director, Social Forestry.
41. Commissioner, Industries.
42. Registrar, Firms and Societies.
43. Director, Geology and Mining.
44. Electrical Advisor and Chief Electrical Inspector.
45. Commissioner, Agricultural Marketing.
46. Director of Agriculture.
47. Director of Horticulture and Farm Forestry.
48. Cane Commissioner.
49. Commandant General, Land Army.
50. Registrar, Co-operative Societies.
51. President, Industrial Court.

52. Labour Commissioner.
53. Director, E.S.I. Schemes.
54. Director of Medical Education.
55. Director of Medical Services.
56. Director of Public Health and Family Welfare.
57. Director, Epidemic Control.
58. Director of Indian System of Medicines and Homeopathy.
59. Controller, Food and Drugs Administration.
60. Director Danida Project.
61. Director, Rajiv Gandhi Mission for elimination of Iodine Deficiency Disorders.
62. Director, Rajiv Gandhi Mission for Control of Diarrhoea.
63. Commissioner, Urban Administration and Development.
64. Engineer-in-Chief, Public Works Department.
65. Chief Engineer (North), Public Works Department.
66. Chief Engineer (West), Public Works Department.
67. Chief Engineer (East), Public Works Department.
68. Chief Engineer (National Highways), Public Works Department.
69. Chief Engineer (Central), Public Works Department.
70. Chief Architect.
71. Chief Engineer (Design and Investigations), Public Works Department.
72. Commissioner, Public Instructions
73. Director, State Council Educational Research & Training.
74. Director, Adult Education.
75. Legal Rememberancer.
76. President, Arbitration Tribunal.
77. Chief Electoral Officer.
78. Development Commissioner.

79. Director, Panchayat and Social Justice.
80. Director, State Institute of Rural Development.
81. Member Secretary, State Planning Board.
82. Director, Economics and Statistics.
83. Director, Public Relations.
84. Commissioner, Tribal Development.
85. Director, Schedule Caste Welfare.
86. Director, Backward Classes Welfare.
87. Additional Commissioner, Tribal Area Development Planning.
88. Director, Tribal and Harijan Research and Development Institute.
89. Govt. members of M.P. Schedule Caste,. Schedule Tribes and , Backward Classes Commission.
90. Vice-Chairperson, Narmada Development Authority.
91. Rehabilitation Commissioner.
92. Director of Food and Civil Supplies.
93. Controller, Weights and Measures.
94. Director, State Health Management & Communication Centre, Gwalior.
95. Commissioner, Archeology, Archieves and Museums.
96. Director, State Language and Culture.
97. Engineer-in-Chief, Water Resources Department.
98. Commissioner, Land Acquisition and Rehabilitation, Bansagar,
99. Chief Engineer, Irrigation Survey and Investigation.
100. Chief Engineer, Ground Water Survey.
101. Chief Engineer, Bureau of Designs for Hydrel and Irrigation.
102. Chief Engineer, Canal Maintenance.
103. Chief Engineer, Water Resources Department, Seoni Zone.
104. Chief Engineer, Chambal Betwa Basin.

105. Chief Engineer, Narmada Tapti Basin.
106. Chief Engineer, Bansagar, Project
107. Chief Engineer, Bargi Dam.
108. Chief Engineer, Bargi Canal.
109. Chief Engineer, Upper Narmada Zone.
110. Chief Engineer, Lower Narmada Zone.
111. Chief Engineer, Narmada Sagar
112. Chief Engineer, (Electrical/Mechanical), Water Resources Department.
113. Environment Commissioner
114. Administrator, Capital Project Administration.
115. Director, Town and Country Planning.
116. Commissioner, Tourism.
117. Engineer-in-Chief, Public Health Engineering Department.
118. Chief Engineer (East), Public Health Engineering Department.
119. Chief Engineer (West), Public Health Engineering Department.
120. Chief Engineer (Decade), Public Health Engineering Department.
121. Director, Veterinary Services.
122. Milk Commissioner.
123. Director, Fisheries.
124. Commissioner Collegiate Education.
125. Director, Training.
126. Director, Technical Education.
127. Additional Commissioner, Employment and Director of Manpower.
128. Director, Aviation.
129. Director, Urban Welfare.
130. Commissioner, Gas Relief and Rehabilitation, Bhopal.
131. Director, Claims for Bhopal Gas Victims.

132. Commissioner, Women and Child Development and Welfare.
133. Director, Handlooms.
134. Director, Sericulture
135. Director, Small Scale Industries.
136. Commissioner, Wakf.
137. Director, Financial Management Information Systems
138. Secretary to Governor.
139. Secretary, State Election Commission.

\*\*\*

## **APPENDIX-3**

### **Monetary Limits for new Service/new instrument of service**

**(With effect from 1<sup>st</sup> April, 1995)**

#### **1. Establishment**

Proposals having financial implications exceeding Rs. 5.00 lakhs a year.

[**Note** – The above limit is applicable to the cumulative expenditure in a full year on new establishment to be sanctioned for a year in respect of either the establishment of a Head of Department (or if there is no Head of Department, in respect of such expenditure to be incurred by the concerned Department of Government) from a specific budget head to which such expenditure is debitible.]

#### **2. Revision of Scales of Pay**

Proposals having financial implications exceeding Rs. 5.00 lakh a year.

[**Note** – Revision of pay scales in pursuance of Pay Commission/Committee specially appointed for the purpose will not be a new service; however, the acceptance of the recommendations of such Commission/Committee shall be brought to the notice of the Legislative Assembly.]

#### **3. Vehicles**

- A. Purchases of vehicles (i.e. driven by automotive power or by internal combustion engines) for the first time will be a new service.
- B. Replacement of vehicles will not be a new service provided that the sale proceeds of the written off vehicle are deposited in the government account.

[**Note**- Order for replacement of vehicles may be issued with the prior sanction of Finance Department but the actual delivery of the vehicle should not be taken before the sale proceeds of the written off vehicle are deposited in the government account.]

#### 4. Office expenses and equipment

- C. Expenditure exceeding Rs. 1.00 lakh in each case in respect of office expenses as explained in the Note below.
- D. Expenditure exceeding Rs. 4.00 lakh in respect of hospital equipment, teaching equipment, etc and any other equipment not specified in (A) above which are in the nature of special equipment of a particular department as distinct from common office equipment.
- E. Replacement of the above articles will not be a new service provided that the sale proceeds of the written off articles are deposited in the government account

[Note – Office expenses include all contingent expenditure for running an office such as computers, word processors, fax, teleprinters, air conditioners, water coolers, room coolers, photocopiers, furniture, typewriters, duplicators, telephones, intercoms, calculators, electric fans, cycles, steel racks or almirahs, curtains, etc. Order for replacement of articles may be issued with the prior sanction of Finance Department but the actual delivery of the articles should not be taken before the sale proceeds of the written off vehicle are deposited in the government account.]

#### 5. Commissions and Committees

Any Committee / Commission, statutory or otherwise, involving an expenditure of more than Rs. 2 lakh per year will be a new service.

#### 6. Fairs and exhibitions or any other form of publicity

Expenditure in excess of the following limits in each case will be a new service –

District level fair	Rs. 30,000
Division level fair	Rs. 60,000
State level fair	Rs. 3,00,000

Fair outside the State	Rs. 8,00,000
Publications, films, advertisements, cinema Slides etc. in each case.	Rs. 30,000

### 7. Ex-gratia payments

Exceeding Rs. 10,000/- in each case.

### 8- Payment of decretal charges

As an exception, lump-sum provision can be made in the budget for this class of charged expenditure. When the provision is exhausted it cannot be supplemented by re-appropriation in most grants and hence additional expenditure can be incurred only after obtaining a supplementary appropriation or by taking an advance from the contingency fund. In such cases, expenditure exceeding Rs. 5 lakh will be a new item.

### 9. Grant-in-aid, contribution and subsidies

A grant in excess of the following monetary limits will be a new service –

	Plan	Non-plan
Recurring (when given for the first time)	Rs. 50,000/-	Rs. 25,000
Non-recurring	Rs. 1.00 lakh	Rs. 50,000

[Note – A grant of such a nature the like of which has not been given in the past or a grant proposed to be given for a purpose of which it was not given in the past will be a new service irrespective of amount involved. A grant-in-aid to non-government organizations in the social sector could be fixed upto Rs. 5 lakh depending on the needs of certain departments and this will not be new service even when given for the first time.]

### 10. Works

- A. Exceeding Rs. 10 lakh for each individual work or for a collective group of works of the same type/size if taken up together (i.g. construction of 100 quarters). The total outlay on a work/group of works should be taken into account and not the provision required during a year. This will apply to Public Works Department, Forest Department, Agriculture Department, Water Resources Department and Public Health



Engineering Department or works being executed by in any other department. The administrative department and the Finance Department will ensure that –

- (i) New items of expenditure are specifically and clearly shown in the budget being presented before the legislative assembly.
- (ii) A certificate will be recorded by the officer issuing the sanction order under delegated powers to the effect that –
  - (a) No expenditure included in the sanction order is included in this sanction order which constitutes a new item of expenditure as per the latest orders of the Finance Department; or
  - (b) The expenditure (description to be given) sanctioned by this order constitutes a new item of expenditure and for this purpose.
    - (1) Approval of the legislative assembly has been obtained; or
    - (2) An advance has been obtained from contingency fund of the State; and
- (iii) Sufficient budget provision is available for the purpose.

B. No interstate project or externally aided project will be new item of expenditure if the whole of the expenditure on the project has been approved by the legislative assembly. However, if the cost of any portion of the works exceeds Rs. 1 crore, it shall be classified as a new item of expenditure. For these projects, purchase of machinery and construction material shall not be a new item irrespective of the monetary limit. But, purchase of cars, vans, jeeps and office equipment (as in para 4 and note there under) shall be classified as a new item of expenditure.

## **11. Machinery and equipment**

A. In respect of works which are already administratively approved and are in the nature of spill over works, expenditure on tools and plant and any other machinery or construction equipment will not be a new item irrespective of the cost thereof, if itemwise or articlewise provision is made in the main budget or supplementary grants.

- B. In all other cases, excluding cases mentioned in para 10 B above, such purchases will be a new item, if the expenditure is in excess of Rs. 10 lakh. Provision of lump sum in the budget for such purpose without a mention of the type and the number of machines to be purchased is discouraged.
- C. Replacement of machinery and equipment will not be a new service.

**12. Investments in and loans to Government Companies (including Public Sector Undertakings) and departmental undertakings**

- A. Setting up of a new government company or amalgamation of two or more government companies will constitute a new service.
- B. Additional investment in an existing undertakings or public sector undertakings (by way of share capital and / or term loan) will not be a new item if a provision is made in the main budget as per the annual plan.
- C. A short term loans (i.e. the recovery of which is to be made within twelve months from the date of the disbursement) exceeding Rs. 5 lakh shall be a new service.
- D. In cases not covered by the sub-paras above, additional investment will be a new service when it exceeds the following monetary limits –

If the total investment of state government in the unit at the end of the previous financial year	Monetary limit for new service.
(i) is not more than Rs. 5.00 crore	Rs. 1.00 crore
(ii) exceeds Rs. 5.00 crore but does not exceed Rs. 15.00 crore	Rs. 3 .00 crore.
(iii) exceeds Rs. 15.00 crore	15% of the total Government investment (loan and share capital) at the end of the previous financial year.

**13. Investment in and loans to private companies / concerns**

- A. All investments in and loans to private companies / concerns for the first time irrespective of the amount.
- B. Investment in all loans to private companies / concerns in which the government already a share holder in the form of –
- (a) purchase of ordinary share exceeding Rs. 1.00 lakh;
  - (b) loans exceeding Rs. 5.00 lakh.

[Note – Purchase of rights/bonus shares in a private company in which the government is already a share holder shall not be a new item.]

**14 Investment in co-operative societies by way of share capital and / or loans**

- (i) Apex level institutions Above Rs. 1.00 crore.
- (ii) District level banks and trading institutions. Above Rs. 40.00 lakh in each case.
- (iii) All other institutions Above Rs. 5.00 lakh in each case

[Note – Short term loans exceeding Rs. 5.00 lakh other than (i) those which are released after obtaining a corresponding loan from the Government of India, or (ii) which are in the nature of taccavi loans, will be new items.]

**15. Loans and / or Grants to Municipalities or local bodies for water works –**

- A. Loan exceeding Rs. 20.00 lakh in each case.
- B. Grant exceeding Rs. 10 .00lakh in each case.

[Note – Advances/Loans given by state government to a local body/authority for public works shall not be new items of expenditure irrespective of the amount involved.]

**16. Loans and advances to Municipalities, Panchayats, individuals, etc.**

- A. Exceeding Rs. 10.00 lakh in each case when the loan is interest bearing given for the first time.

- B. All cases exceeding Rs. 2.00 lakh when the loan is interest free.
- C. A loan like of which has not been sanctioned in the past will be a new service irrespective of the amount involved.

[**Note** – Loans to individuals for medical treatment/education/housing/conveyance/taccavi purpose will not be a new service. However loans given for the purpose of medical treatment and education above the amount of Rs. 1.00 lakh should be brought to the notice of the legislative assembly.]

#### **17. New schemes-Residuary item**

Any new scheme costing Rs. 2.00 lakh and above which is not covered by paragraphs 1 to 16 above.

#### **18. General**

- A. A scheme for which provision has been made in the budget as a new service but could not be implemented during that year will be treated as a new service only if it is taken up in the following year.

#### **19. Change in classification and character of service**

**A.** Where expenditure has to be incurred on an existing service but the budget provision has been wrongly made under another head or due to a change in accounts classification the expenditure has to be incurred under another head, such expenditure will not be a new service.

**B.** Where provisions under Revenue are surrendered and corresponding expenditure is proposed to be incurred under capital or vice versa, the instructions in Paragraphs 1 to 18 above shall be applied to determine whether the proposed expenditure is a new item or not.

\*\*\*

## APPENDIX-4

मध्यप्रदेश शासन  
वित्त विभाग  
मंत्रालय

क्रमांक जी-3/1/95/सी/चार

भोपाल, दिनांक 8 फरवरी, 1995

प्रति

शासन के समस्त विभाग,  
मध्यप्रदेश, भोपाल

विषय:- स्वर्गीय शासकीय सेवकों को गृह निर्माण/क्रय/भू-खण्ड क्रय अग्रिम और उसके ब्याज की बकाया राशि को माफ करना।

वित्त विभाग के ज्ञापन क्रमांक डी-559/1031/नि-4/85 दिनांक 10 मई, 1985 और ज्ञापन क्रमांक डी-1034/3190/86/नि-4/चार, दिनांक 2 सितम्बर, 1986 को निरस्त करते हुए राज्य शासन ने निर्णय लिया है कि अगर किसी शासकीय सेवक की मृत्यु उसके सेवाकाल में रहते हुए हो जाती है तो उसको स्वीकृत गृह निर्माण/क्रय/भू-खण्ड क्रय अग्रिम राशि में से मृत्यु की दिनांक को बकाया राशि और पूरी राशि पर ब्याज माफ किया जाए बशर्ते शासकीय सेवक की मृत्यु की दिनांक तक की बकाया राशि पूरी वसूल हो गई हो।

2/ चूंकि ब्याज की वसूली अग्रिम की वसूली के बाद शुरू होती है, ऐसे प्रकरणों में जहां केवल ब्याज राशि मृत्यु की दिनांक को बाकी हो, यह ब्याज राशि माफ की जायेगी, बशर्ते अग्रिम की पूरी राशि और मृत्यु की दिनांक तक की ब्याज राशि पूरी वसूल हो गई हो।

3/ अग्रिम/ब्याज की माफी के लिये प्रशासकीय विभाग सक्षम होंगे।

4/ यह निर्देश दिनांक 8 फरवरी, 1994 से लागू होंगे। जिन शासकीय सेवकों की मृत्यु इस तारीख से पहले हुई थी, उनके प्रकरण इन निर्देशों की परिधि में नहीं आयेंगे।

5/ इन निर्देशों का शिथिलीकरण नहीं किया जायेगा। अगर किसी स्रोत से शिथिलीकरण के प्रस्ताव प्राप्त होते हैं ता प्रशासकीय विभाग उन पर विचार नहीं करेंगे।

6/ यह निर्देश उन शासकीय सेवकों पर भी लागू होंगे जिन्होंने राज्य शासन से अखिल भारतीय सेवाएं (गृह निर्माण अग्रिम) नियमों के तहत ऋण लिया हो।

7/ मध्यप्रदेश वित्त संहिता भाग-1 के नियम 240 के नीचे नोट-3 में संशोधन बाबत अधिसूचना दिनांक 8 फरवरी, 1995 संलग्न है।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार  
हस्ता/-  
(ए. एन. अस्थाना)  
सचिव  
मध्यप्रदेश शासन, वित्त विभाग

\*\*\*

**Government of Madhya Pradesh  
Finance Department**

**::NOTIFICATION::**

Bhopal dated the 8th of February, 95  
No. G-3/1/95/C/IV:: In exercise of the powers conferred by the proviso to Article 309 of the constitution, the Governor of Madhya Pradesh hereby directs that the following amendments shall be made to the Madhya Pradesh, Financial Code, Volume1, namely:-

**::AMENDMENTS::**

In the Madhya Pradesh Financial Code, Volume1, the following shall be substituted in place of the existing Note 3 below rule 240:

Note 3: If a Government Servant dies while in service, the amount of House Building/Purchase/plot Purchase advance remaining outstanding at the time of his death together with the interest on the whole amount will be written off by the Administrative Department provided that the amount of advance due for recovery on the date of death is fully recovered. In cases where only the interest was due for recovery, the remaining outstanding interest will be written off provided that the whole amount of the advance and the amount of interest due for recovery on the date of death is fully recovered. This will also apply to government servants who obtain loans from the State Government under the All India Services (House Building Advance) Rules.

By order and in the name of the  
Governor of Madhya Pradesh  
Sd/-  
(A.N. Asthana)  
Secretary to Govt. of M.P. Finance  
Department

## APPENDIX-5

मध्यप्रदेश शासन  
वित्त विभाग  
मंत्रालय

क्रमांक जी-3/2/94/सी/चार  
प्रति

भोपाल, दिनांक 8 दिसम्बर, 1994

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

विषय:- चिकित्सा अग्रिम स्वीकृत करने की प्रक्रिया।

राज्य शासन ने निर्णय लिया है कि चिकित्सा अग्रिम स्वीकृत करने का अधिकार विभागाध्यक्षों को प्रत्यायोजित किया जाय। तदनुसार वित्त विभाग के ज्ञापन क्रमांक जी-3/2/89/नि-4/चार, दिनांक 26 अक्टूबर 1989 एवं जी-3/12/90/नि-4/चार, दिनांक 10 दिसम्बर, 1990 को निरस्त करते हुए निम्नानुसार निर्देश प्रसारित किये जाते हैं:-

- (1) अग्रिम की राशि अनुमानित व्यय के 80 प्रतिशत से अधिक नहीं होगी।
- (2) चिकित्सा व्यय अग्रिम उन्हीं मामलों में स्वीकृत किया जाएगा, जहां रोगी को सरकारी अथवा लोक स्वास्थ्य एवं परिवार कल्याण विभाग से इस प्रयोजन के लिये मान्यता प्राप्त अस्पतालों में इन्डोर रोगी के रूप में उपचार कराया जा रहा हो या कराया जाना हो।
- (3) चिकित्सा व्यय की अनुमानित राशि प्रथम और द्वितीय श्रेणी अधिकारियों के मामले में रुपये 15,000/- अथवा इससे अधिक और तृतीय और चतुर्थ श्रेणी कर्मचारियों के मामले में 7,500/- अथवा इससे अधिक होने पर चिकित्सा अग्रिम की पात्रता हागी।
- (4) अग्रिम की राशि सीधे संबंधित अस्पताल में डाक्टर अथवा मेडिकल सुपरिन्टेन्डेंट से इस्टीमेट प्राप्त होने पर जमा कराई जावेगी। अगर चिकित्सा व्यय की अनुमानित राशि रुपये 25,000/- से अधिक होगी तो अनुमानित राशि की अनुशंसा संचालक, चिकित्सा शिक्षा द्वारा की जाएगी।
- (5) चिकित्सा अग्रिम का पूरा समायोजन, अग्रिम प्राप्तकर्ता शासकीय सेवक के द्वारा रोगी के अस्पताल से डिस्चार्ज होने के एक महीने के अंदर करा लिया जावेगा।
- (6) राशि की आवश्यकता से 15 दिन अधिक पहले अग्रिम का आहरण नहीं किया जायेगा।
- (7) इस संबंध में लोक स्वास्थ्य एवं परिवार कल्याण विभाग द्वारा जारी किये गये निर्देश यथावत रहेंगे।



- (8) यह प्रत्यायोजन विदेशों में की जाने वाली चिकित्सा पर लागू नहीं होगा ।
- (9) इन निर्देशों में किसी प्रकार का शिथिलीकरण नहीं किया जाएगा। प्रशासकीय विभागों से अपेक्षा है कि वे विभागाध्यक्षों को शिथिलीकरण प्रकरण भेजने से हतोत्साहित करेंगे और शिथिलीकरण के प्रस्ताव यदि प्राप्त हों तो उन पर विचार नहीं करेंगे ।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार  
हस्ता/-(ए. एन. अस्थाना)  
सचिव  
मध्यप्रदेश शासन, वित्त विभाग

**APPENDIX-6****List of circulars regarding amendments**

S.No.	Reference No.	Circular Number and date
1	34, 36, 38	No. G-17/1/95/C/IV, 24.1.1997
2	1, 2, 4, 6, 7, 8, 9, 14, 16, 25, 26, 29 30, 31, 32, 33, 35, 37, 39, 40, 43, 45, 50, 52, 53, 54, 55, 58, 60, 61, 62, 63, 64, 65, 67, 70	No. F-17/1//95C/IV, 27.5.1997
3	3	No. 1327/1416/2001/C/IV, 16.7.2001
4	27	No. 1562/1416/2001/C/IV, 21.8.2001
5	46 to 54	No. 2256/2671/2001/C/IV, 1.12.2001
6	56, 57	No. F3-2/02 /IV/R, 16.7.2002
7	42, 71	No. F3-1/2004 /R/IV, 23.4.2004
8	2, 3, 5, 10, 11, 12, 13, 15, 17,18, 20, 22, 23, 24, 28, 41, 44, 47, 51, 59, 66, 68, 69	No. F3-4/2004 /R/IV, 9.7.2004
9	21	No. F1/1/2005 /R/IV, 28.1.2005
10	19	No. F3-1/2006 /R/IV, 2.5.2006

\*\*\*