

GOVERNMENT OF GUJARAT

FINANCE DEPARTMENT

Resolution No. SSP-1090-1123-Z,

Sardar Bhavan, Sachivalaya, Gandhinagar, Dated the 4th January 1991.

RESOLUTION

A detailed review of the present financial delegation covered by the Delegation of Financial Powers Rules, General financial Rules and orders issued by Government from time to time has been undertaken with a view to stream-line the administrative system for quick and efficient disposal of work particularly at the field/regional offices and also to remove the draw backs, if any, in the existing delegated powers.

2. After careful consideration, Government is pleased to direct that further powers, as shown in the accompanying statement, should be delegated to the various authorities mentioned in column-3 thereof subject to the terms and conditions specified in column 5, with immediate effect.

3. The exercise of powers delegated under these orders is subject to the general provisions contained in the Financial Publications and other Rules, Regulations, Government orders, etc. which are in force and further subject to budget provision made under the various counts during the year.

4. The powers delegated to various authorities under the Delegation of Financial Powers Rules, and 1969 other existing orders issued in this behalf, should be treated as amended/modified/expanded to the extent of powers delegated to various authorities under these orders.

By order and in the name of the Governor of Gujarat,

D. K. RAO,  
Deputy Secretary to the Government of Gujarat,  
Finance Department.

To,

- \* The Secretary to the Governor, Raj Bhavan, Gandhinagar.  
The Secretary to the Chief Minister.  
The Personal Secretaries to all Ministers.  
The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar.  
All Secretariat Department.
- \* The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- \* The Secretary, Gujarat Legislature Secretariat, Gandhinagar
- \* The Secretary, Gujarat Public Service Commission, Ahmedabad.
- \* The Registrar, Gujarat High Court, Ahmedabad.
- \* The Secretary, Gujarat Civil Service Tribunal, Gandhinagar.  
All Heads of Departments.  
All Heads of Offices.

All Collectors.  
 All District Development Officers.  
 The Accountant General (Accounts and Entitlements) Gujarat, P.B.No. 220, Rajkot 360 001.  
 The Accountant General (Accounts and Entitlements) Gujarat, Ahmedabad Branch, Ahmedabad-380 001.  
 The Accountant General (Audit) I, Gujarat, Office of Accountant General, Multistorey Building, 'C' Block, Lal Darwaja, Ahmedabad-380 001.  
 The Accountant General (Audit) -II, Gujarat, Office of the Accountant General-(Audit)-II, Annexe Building, Post Bag No. 27, Rajkot-360 001.  
 The Director of Accounts and Treasuries, Gujarat State, Ahmedabad.  
 All Treasury Officers.  
 All Sub Treasury Officers.  
 All Assistant Examiners (Local Fund Accounts).  
 The Pay and Accounts Officer, Ahmedabad/Gandhinagar/Narmada-Vadodara/Gandhinagar.  
 The Resident Audit Officer, Ahmedabad/Gandhinagar.  
 All Public Undertakings under State Government.  
 All Corporations/Boards/Universities.  
 All Officers in Finance Department.  
 All Branches in Finance Department (including Finance Branches)  
 Select file 'Z' Branch.

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\* By letter.

Accompaniment to G. R. F. D. No. SSP-1090-1123 - Z Dated 4th January 1991.

Sr. No.	Reference to rule, authority, if any	Authority to whom powers delegated.	Nature of powers	Scope	Remarks
1	2	3	4	5	6
1.	Rule 160 of Gujarat Financial Rules, 1971 read with GRFD No. SSP-1076 3242-Z, dt. 21-12-76 & GRFD No SSP 1078-2358-Z, dt. 8.8.78.	(i) Administrative Departments	Write off of irrecoverable loans & Advances including interest accrued.	Rs. 25,000	This power does not include powers to write off loans and advances granted to Government servants.
		(ii) Heads of Department	"	Rs. 5,000	"
2.	Rule 160 of Gujarat Financial Rules 1971-read with GRFD-No. SSP-1071-4890-Z date-31-12-71 and GRFD No. SSP-1080-4396(79)-Z dt. 29-12-80.	(i) Administrative Departments	Write off of Irrecoverable loss of stores, tools & plants, livestock, Public money etc.	Rs. 1,00,000	Provided the loss is not due to theft, fraud, embezzlement or serious negligence.
		(ii) Heads of Departments Regional Heads and Collectors	"	Rs. 10,000	"
		(iii) Heads of Offices.	"	Rs. 500	"
3.	Rule 160 of Gujarat Financial Rules 1971, read with Schedule-6 of the Delegation of Financial Powers Rules, 1969.	(i) Administrative Departments.	Irrecoverable items of departmental revenue	Rs. 25,000	Provided the irrecoverable amount is certified by the Revenue authorities.
		(ii) Heads of Departments Regional Heads and Collectors.	"	Rs. 2,500	"

4. GRFD No. SSP-1083-u.0, 1143(82) dt. 18-1-83	(i) Administrative Department.	Condemnation and write off of un-serviceable articles including vehicles, tools and Plants, equipments etc. which have outlived their utility	Full powers.	1. Procedure prescribed for condemnation of vehicles should be followed. 2. Un-serviceable articles should be disposed off by Public auction in the presence of an officer authorised by competent authority and after fixing the upset price in accordance with the principles prescribed by the Government
(ii) Heads of Departments Regional Heads and Collectors.	(a) Full powers in respect of articles which they are competent to purchase	(b) In other cases, up to Rs. 10,000/-		
(iii) Head of office	(a) Full powers in respect of articles which they are competent to purchase	(b) In other cases, upto Rs. 500/-	Demurrage & Wharfage Full Powers.	In General:-- 1 The demurrage paid should not exceed the value of article. In exceptional cases, approval of the higher authority should be obtained. 2 No negligence or avoidable delay is involved.
5. GRFD No. SSP-1087-202 (3)--Z. dt. 9-2-87.	(i) Administrative Departments.		Rs. 7,500/- in each case.	
(ii) Heads of Departments.				
(iii) Collectors/Regional Heads.				

(iv) Heads of Office,	Demurrage & wharfage	Rs. 250/- in each case.	3 Sanctioning authority should personally satisfy itself and so certify in the body of order that charges where entailed by unavoidable circumstances and not due to negligence of any Govt. servant.
6. GREFD No. SSP-1082-40-182-Z. dt. 4-12-'82.	(i) Administrative Departments. (ii) Heads of Depts./Regional Heads Collectors, Heads of Office.	Full powers. 1st year 15% of purchase value and year 20% of purchase value. Subsequent years 35% of purchase value.	<i>Instructions:</i> -(1) It should be ensured before incurring expenditure on repairs that the warranty in respect of free repairs given by the suppliers/manufacturer is availed of. (2) The monetary limits are for full cost of repairs inclusive of the cost of spare parts.
(i) Administrative Departments.	2. Repairs to Duplicators, Calculating machines, copying machines, Stencil cutters and other mechanically or electrically operated office equipments.	Full powers.	
(ii) Heads of Depts./Regional Heads/Collectors & Heads of Offices.		1st year 15% of purchase value. 2nd Year 20% of purchase value Subsequent years 35% of Purchase value. Full Powers.	
(i) Administrative Departments.	Purchase of office equipments (including computers) furniture and dead stock, including cash boxes.		<i>Instructions:</i> Furniture and other equipments should be purchased subject to standards prescribed by the Govt. and Subject to availability of funds in sanctioned grants.
7. GREFD No. SSP-1076-3242-Z. dt. 21-12-'76			

7 (contd)		(ii) Heads of Depots.	Purchase of office equipments (including computers) furniture and dead stock, including Cash boxes.	Up to Rs. 5 lakhs in a year. The Cost in each case should not exceed Rs. 20,000/-
				Powers may be re-delegated to class-I Heads of Offices to the extent of Rs. 50,000/- in a year each, provided the cost in each case does not exceed Rs. 5,000/- and subject to the overall limit of Rs. 5 lakhs.
		(iii) Regional Heads & Collectors.		Up to Rs. 1 lakh in a year. The cost in each case should not exceed Rs. 5,000/-
		(iv) Heads of Offices.	Purchase of Office equipments (including computers) furniture and dead stock, including Cash boxes.	Up to Rs. 500 in each case subject to limit of Rs. 10,000/- per annum.

8. Rule-140 of the Bombay Contingent Expenditure Rules, 1959 read with GCFD No. NNM-1077-3282-Z dated 18-2-78.

Administrative Departments  
Heads of Depots./ Regional  
Heads, Collectors, Heads of  
Offices.

Books & Periodicals. Full Powers.

Conditions:-  
1 State Govt.'s financial and other priced publications should be obtained only from the Govt. Printing & Stationery Deptt.

2. Regarding purchase of News Papers & Periodicals, for the use of offices as well as for the officers residence, requirements should be finalise after getting approval from the concerned Admn. Deptts. Admn. Deptt. shall have the powers to sanction/restricts purchase of News papers/periodicals etc. for the subordinate offices.

3. Only books and periodicals which are useful in the functioning of the office should be purchased.

Wages of Part-time employees will be regulated by the general or special orders issued by the Govt. from time to time.

Hot weather establishment and fittings. Full Powers. Rs. 5,000/-per annum. Rs. 2000/-per annum. Rs. 1,000/-per annum.

Hot weather establishment and fittings.

Item-27 of GRFD No. SSP-1076-3242 (i) Admn. Deptts, Z, Dated 21-12-76.

(ii) Heads of Deptts.

(iii) Regional Heads, Collectors.

(iv) Heads of Offices.

Heads of Offices.

Full powers.

Servicing of vehicles, typewriters and other office equipments.

Subject to the condition that the suppliers/manufacturer's warranty as regards free servicing is availed of before expenditure is incurred on servicing.

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1	2	3	4	5	6
11.	Items of Statement B of GRMD No. SSP-1076-3242-Z, dt. 21-12-76.	Heads of Offices.	Municipal taxes.	Full powers.	
12.	"	"	Other standing charges like charges for water supply etc.	Full powers.	
13.		Heads of Depts/Regional Heads & Collectors.	Advertisement.	Full powers	subject to standing instructions issued Govt. as regards the channel through which advertisement should be placed etc.