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**The Andhra Pradesh  
Financial Code**

**VOLUME III**

**DELEGATION OF FINANCIAL POWERS**

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## DELEGATION OF FINANCIAL POWERS

1. **Delegation of Powers and Simplification of procedures Report of the Committee of the Secretaries and of Sub-Committee's Recommendations thereon.**

*[GO. (P) No. 703, G.A.D, Dt. 4-12-1978]*

**ORDER** :—1. In G.O.Ms.No. 223, General Administration (A.R. & T.I.) Department, dated 16th March, 1978, a Committee of the Secretaries of Government of Andhra Pradesh with the following members was constituted for examining the question of delegation of powers at various levels in the Secretariat, Heads of Departments, and at district levels and simplification of procedures, for speedy disposal of cases :—

1. Second Secretary to Government, Chairman.  
(Sri A. Chandrasekhar, I.A.S.)
2. Secretary to Chief Minister.
3. Secretary to Government, Finance and Planning Department.
4. Secretary to Government, Irrigation and Power Department.
5. Secretary to Government, Services, Training & Administrative Reforms, General Administration Department.

2. The Committee submitted its Report to the Government on 2nd May, 1978.

3. This report was considered in the monthly meetings of Secretaries who felt that some of them could go into it in greater depth (Vide Proceedings of the Meeting of Secretaries, dated 29th September, 1978).

4. The Sub-Committee of the following Secretaries went into the Report in depth:—

1. Second Secretary, Home Department.  
(also Member of the original Committee)
2. Secretary, Finance and Planning Department. (also Member of the original Committee)
3. Secretary, Command Area Development Department.
4. Chief Electoral Officer and Ex-Officio Secretary, General Administration Department.
5. Financial Adviser and Chief Accounts Officer,  
Irrigation and Power (Major Projects) Department.  
(also Member of the original Committee).

5. The Sub-Committee after due consideration submitted its recommendations to the Government on 12th October, 1978. A few of the recommendations now made are an improvement over the ones made earlier. Besides some of the recommendations are of far-reaching nature and involve substantial delegation at appropriate levels. All these suggestions have been made not only with an eye on the expeditious disposal of Government business but also to improve the quality of work. Further, the Sub-Committee has considered as to how best to accelerate the process of consideration, sanction and implementation of schemes intended for the welfare of the weaker sections of society in particular as also for general economic development of the State. It has, therefore, proposed, besides larger financial delegations, a new approach and methodology in the drawing up and sanctioning of schemes. The Sub-Committee, in particular, has suggested the enhancement of the financial powers for recurring expenditure to Rs. 2 lakhs and for non-recurring expenditure to Rs. 10 lakhs in non-plan schemes and recommended that up to these limits the cases need not be placed before the Cabinet for approval. At present the limits are Rs. 10 to 15 thousand for recurring and Rs. 1 lakh for non-recurring. It also suggested that in respect of losses of revenues to be written off by Government, cases involving amounts of Rs. 1 lakh and above per annum recurring, and Rs. 5 lakhs and above non-recurring only, need be brought before the Cabinet for approval as against the present limits of Rs. 25,000/- and Rs. 1 lakh respectively. It was also suggested that cases in respect of alienation, sale, grant or lease of Government property up to Rs. 2 lakhs, should not be referred to the Cabinet as against the existing limit of Rs. 50,000/-.

6. Regarding delegation of financial powers to the Heads of Departments, the Sub-Committee differed with the division of Head of Departments into major and minor as recommended in the Committee Report and suggested uniform enhancement to the limits suggested against major Heads in Annexure H of the Committee Report. However, where higher powers already exist such higher powers will be retained by the concerned.

7. At present too many Officers are looking into a case at every stage before it is finally disposed off. This is time-consuming besides being unnecessary. The Sub-Committee therefore, proposed that not more than two Officers should see a case at any stage of its consideration.

8. The Sub-Committee did not agree with main para 4.4 of the Committee Report regarding the change in the system of confidential Reports. (Summary Item 21 (b) in Appendix II of this G.O.).

9. The Sub-Committee felt that main para 4.3 of the Committee Report regarding radical change in the form of Personal Register required a study in some depth. (Summary Item 18 in Appendix II of this G.O.).

10. The Sub-Committee endorsed all the other recommendations of the Committee Report specifically emphasising the following salient recommendations

(a) Whenever a new scheme or new office is sanctioned, the Head of the Department should be empowered to make all purchases required for the scheme or for setting up of the Office as the case may be, instead of the Head of the Department coming up to the Government for sanctions subsequently.

(b) The Government order sanctioning a new scheme or new office should specify in detail all the items that are authorized to be purchased indicating the estimated cost of each. The Heads of Departments should themselves be competent to purchase the items within the estimated cost of each, following the normal procedure for purchases by the Government Departments.

(c) In the case of major schemes which have been cleared by Finance, execution should not be held up pending approval of the budget each year as the expenditure is committed and in normal course may be expected to be approved in the budget.

(d) To eliminate long delays in sanctions and grounding of works, a bunch or shelf of schemes should be prepared in detail every year, the total value of which should not exceed 25% of the existing budget provision. The Schemes may be got cleared administratively, technically and financially and kept ready and should be grounded as soon as the budget in which they are included is passed.

(e) All schemes prepared by the departments should be complete including the cost of full scheme and should be got cleared by Finance before creating recurring liabilities out of proportion to the likely provision that can be made under the plan.

(f) The practice being followed in the Roads and Buildings (Now Transport, Roads and Buildings) Department, of initiating part schemes in respect of road works should be discouraged.

(g) The Budget proposals of a department should invariably be scrutinized and approved by the Secretary of the Department concerned.

(h) Cases which can be disposed of by lower authorities need not be entertained by higher authorities, such as the Secretariat for reports on matters that can be disposed of by the Collectors or even lower officials, or routine matters like transfers, appointment of Village Officers, Lower Division Clerks etc., and entertaining appeals once rejected by Government also, much of the work of the Commissioners could be disposed of at the district level.

(i) The Sub-Committee also endorsed the recommendation for seriously examining the revival of the Board of Revenue with more statutory powers.

(j) The Sub-Committee also emphasized the recommendation of the Committee that Officers with 8-10 years of service should be posted as District Collectors. It also emphasized the recommendation of the Committee for atleast 3 years of service junior IAS. Officers in the Sub-Divisions.

(k) For the image of the Government as projected by the Officers, the Sub-Committee particularly emphasized the following recommendation in the Committee Report

“A systematic training programme should be conducted for Officers at the ‘Cutting Edge Level’ not only in regard to statutory and Official functions but also for inculcating in them a spirit of courteous service”.

11. The Original summary of the Recommendations in the Report of the Committee of Secretaries submitted in April, 1978 is appended in Appendix II to this order, for ready reference.

12. Government, after careful consideration of the recommendations of the Sub-Committee of Secretaries as embodied in its Report submitted on 12th October, 1978, issues the following orders :—

(1) Policy Advisory Committee with the Secretary of the Department as Chairman and Heads of Departments as Members may be formed for each Department of the Secretariat.

(2) Secretariat Departments should deal only with personnel matters concerning Heads of Departments and regional officers, delegating to Heads of Departments full disciplinary powers over all other officers and staff subordinate to them, except the powers of removal, reduction in rank and dismissal in respect of officers for whom Government are the appointing authority.

(3) All non-statutory powers now being exercised at various levels should be delegated to the officers one stage below.

(4) In all statutory appeals records alone should be called for and not the remarks of the lower authorities.

(5) Monitoring and evaluation cells should be set up in the Secretariat Departments connected with Major Developmental activities.

(6) Monthly staff meetings should be held by senior officers in the Secretariat and offices of Heads of Departments, Regional and District Officers.

(7) A master plan should be prepared for re-building the entire Secretariat complex with adequate accommodation to all sections in such a manner that the Assistant Secretaries concerned are located in the same hall with separate cubicles with the glass partitions to enable effective supervision and control being exercised by them over the sections under their charge.

(8) Administration should be officer-oriented without excessive reliance on clerical cadres as at present.

(9) Officers should spend sufficient time every day for going through the tappals received and for issue of instructions on all important papers at the tappal stage itself.

(10) In routine cases, dealing Assistants/Clerks shall straightway put up drafts.

(11) Dealing Assistants/Clerks should register papers promptly and put up the same with back file, previous correspondence, relevant rules and precedents to the junior-

most officer who alone should indicate the lines on which further action should proceed in each case.

(12) A note file should be opened only in respect of complicated cases and the note should be to the point and analytical and should not duplicate matter available in the current file.

(13) Delays should be checked with reference to the periodical detention lists and abstracts of arrear lists.

(14) The files should be physically checked periodically by the officers and delays should be pointed out.

(15) An effective system of incentives and disincentives should be evolved for curbing delays and for this purpose entries should be made in the Confidential Reports on dealing Assistants/Clerks and Supervisors regarding bad delays if any on their part and red entries should be awarded for good work.

(16) In no instance should any case pass through more than two gazetted officers (excluding the Section Officer) before orders are passed. Each Office should issue the orders immediately to give effect to such level jumping.

(17) Informal meetings of officers of various departments should be held frequently.

(18) In the cases of major schemes which have been cleared by Finance and included in the Budget, execution should not be held up pending approval of the budget each year as the expenditure is committed and in normal course may be excepted to be approved in the budget.

(19) To eliminate long delays in sanctions and grounding of works a bunch or shelf of schemes should be prepared in detail every year, the total value of which should not exceed 25% of the existing budget provision. The schemes may be got cleared administratively, technically and financially and kept ready and should be grounded as soon as the budget in which they are included is passed.

(20) All schemes prepared by the departments should be complete including the cost of full scheme and should be got cleared by Finance before creating recurring liabilities out of proportion to the likely provision that can be made under the Plan.

(21) The practice being followed in some of the Departments, of initiating part-schemes with inadequate provision in the Budget should be discontinued.

(22) To expedite disposal of non-plan cases in respect of new services or schemes or otherwise where recurring expenditure is Rs. 2 lakhs and above, and non-recurring expenditure is Rs. 10 lakhs and above alone, should be placed before the Cabinet.

(23) Cases involving guarantee by the State Government for amounts exceeding Rs. 4 lakhs and above alone should be placed before the Council of Ministers.

(24) The existing financial powers are hereby enhanced on a uniform scale for all the Departments as detailed in Appendix I to this order. However, where higher powers already exist, the concerned Department will continue to retain such higher powers in respect of the particular item.

(25) A Government Order sanctioning a new scheme or a new office should specify in detail all the items that are authorized to be purchased, indicating the estimated cost of each. The Heads of Departments are hereby made competent to purchase such items within the estimated cost of each as indicated in the Government Order, following the normal procedure for purchases by the Government Department.

(26) Recurring losses of revenue to be written off by the Government involving an amount of rupees one lakh and above per annum and non-recurring losses of revenue to be written off by the Government involving an amount of Rs. 5 lakhs and above should alone be brought before the Council of Ministers for approval.

(27) Proposals involving the alienation, either temporary or permanent, or sale, grant or lease, of Government property exceeding Rs. 2 lakhs in value alone should be brought before the Council of Ministers except when such alienation, sale, grant or lease of Government property is in accordance with the rules or with the general scheme already approved by the Council of Ministers.

(28) In the interest of efficiency and better budget control, the budget proposals of a Department should invariably be scrutinized and approved by the Secretary of the Department concerned, before passing on to the Finance Department.

(29) Much of the work that is being turned out by the Commissioners who have replaced the Board of Revenue which can be disposed of at appropriate levels in the district administration should be left to be dealt with at the appropriate District or lower levels.

(30) Government from the Secretariat level will not call for reports on matters which can be disposed of by the Collectors or even lower officials except in cases of extreme urgency and importance.

(31) Government will not be burdened with routine matters like transfers, appointment of Village Officers, Lower Division Clerks, etc., which can be finally decided at lower levels.

(32) Appeals once rejected will not be entertained again by the Government.

(33) District Collectors are hereby empowered to call for any report from any department at the District level and make suggestions to the Head of the Department concerned.

(34) Working Groups or Task Forces will be set up by the Government with experienced officers including retired officers and veteran Public men for each department to study in detail and depth, procedures, methods of work and system obtaining in public officers for suggesting simplification of procedures for improvements and methods of working to give greater citizen satisfaction.

(35) Systematic training programme should be conducted by the Institute of Administration of Andhra Pradesh for officers at the 'cutting-edge' levels not only in regard to statutory and official functions but also to inculcate in them a spirit of courteous service. The Government also order that they avail themselves of the opportunities to depute their officers for training courses offered through the Government or organized by the Government.

(36) Senior officers should pay frequent visits by surprise to the public officers to see whether the citizens are being served without any harassment, and that grievances redressal work is efficiently attended to.

(37) (a) Each department should examine the procedure which will help Scheduled Castes/Scheduled Tribes and Backward Classes students to obtain scholarships in the least possible time and without any difficulty and also to keep vigilance and check on malpractices.

(b) The officers concerned with the grant and disbursement of scholarship to Scheduled Tribes/Scheduled Castes and Backward Classes students, should streamline their procedures so as to facilitate such students getting their scholarships without any hardship. There should also be vigilance by the senior officers to check malpractices at the lower levels.

(c) All the Departments should streamline their procedures.

(38) Civil Servants individually or in groups should not bring extraneous pressure for transfers, furtherance of their prospects, etc.

(By Order and in the name of the Governor of Andhra Pradesh).

## APPENDIX I

### Delegation of Financial Powers to Heads of Departments

<i>Sl.No.</i>	<i>Item of Expenditure</i>	<i>Powers delegated</i>
(1)	(2)	(3)
		<b>Rs.</b>
1.	(a) Purchase of Steel & Wooden Furniture (Per annum)	10,000
	(b) Repairs to Furniture (per annum)	2,000
2.	Rent for Office building (p.m.)	2,500
3.	Maintenance and repairs to vehicles (per annum)	
	(a) Light vehicles	4,000
	(b) Heavy vehicles	8,000
4.	Purchase of stationery (per annum)	
	(a) Secretariat Depts., Heads of Departments & Collectors	2,000
	(b) Unit Officers other than Heads of Departments	400
	(c) All other subordinate officers who are not unit officers	100
5.	Books, Maps and Periodicals Full Powers	Full Powers
6.	Purchase of Bulbs, lamps (per annum)	1,000
7.	Crockery, Cutlery & Utensils (initial purchase)	500
8.	Repairs to typewriters	Full Powers

(1)	(2)	(3)
9.	Printing & binding	Full Powers
10.	Purchase of wall clocks not exceeding one piece for each unit office at a cost not exceeding	250
11.	Light Refreshments (p.m.)	100
12.	Purchase of Fans (p.a.)	2,000
13.	Write off of various kinds	1,000 at a time subject to a maximum of Rs.5,000 p.a.
14.	Air Coolers	Full Powers to those Officers who are entitled to the same, subject to their purchase on rate contract.
15.	Drawal of Amounts on Abstract contingent bills	2,000
<p><i>Note</i> : —Where repayment is insisted upon for services rendered or goods supplied or for items peculiar to certain departments and where expenditure is of a recurring nature, they are authorized to draw 1/12th of the total provision of each item i.e., the amount required for one month subject to recoupment before next bill. To the Departments to which large delegations have been made already in view of the special circumstances, such delegations will continue.</p>		
16.	Photographic Charges	Existing Delegations will continue.
17.	Condemnation of Vehicles.	Will continue to be vested with the Government.
18.	Refund of Revenue	Existing delegations will continue.
19.	Freight Charges	(Full powers to all Heads of Department where goods are transported by Railways, or reputed or authorized Transport Companies. In other cases the freight charges is restricted to the scale charged by reputed recognized or authorized Transport Companies).
20.	Apparatus, Instruments and Machinery.	Purchases should be sanctioned in the order of the Govt. sanctioning the new schemes. Heads of Depts. empowered to make the purchases implicit in the sanction without coming to the Govt. again. In regard to repairs and replacements of parts 5% per annum of the original value is allowed. In case of replacement of an item itself the cost should not exceed 25% of the original value after allowing full depreciation subject to budget provision.

(1)	(2)	(3)
21. Purchases of Stores.		All Heads of Departments may purchase the stores required for a period of three months at a time to avoid dislocation of work.
22. Legal costs		Heads of Depts. are empowered to sanction fees to Govt. Pleaders subject to the scales laid down in the rules. Heads of Depts. are authorized to sanction payment of sums towards decretal amounts straightway without coming to the Govt. if the Heads of Depts. are impleaded. Otherwise they have to come to Govt. for sanction if Govt. are impleaded.
23. Expenditure on Exhibitions.		The existing provisions will continue.

*Note (i)* :—All the above delegations are subject to availability of Budget Provision.

*Note (ii)* —Where already higher powers are delegated, such higher powers will be retained.

## APPENDIX II

### Summary of recommendations of the Committee of Secretaries in its Report Submitted to the Government on 26th April, 1978

(FOR REFERENCE ONLY).

1. Department should implement the recommendations of Lal Committee and Vithal Committee sincerely and fully and quickly.
2. Continuous efforts have to be made by administrative heads to innovate and improve methods of working in the light of fast changing conditions.
3. There is imperative need to change the style of functioning of the Secretariat and its officers. Procrastination must yield to promptness of action and positive decision at every stage.
4. Secretariat Departments should shed some of their existing functions and devote more time and attention to—(a) policy formulation, drafting of legislation, rules and regulations; (b) review of progress of implementation of programmes and policies; (c) development of organizational and personnel competence both in the Secretariat and in the field.
5. Policy Advisory Committee with the Secretary of the Department as Chairman and Heads of Departments as members may be formed for each department of the Secretariat.
6. Secretariat Departments should deal only with personal matters concerning Heads of Departments and regional officers delegating to Heads of Departments full disciplinary powers over all other officers and staff subordinate to them, except the powers of removal, reduction in rank and dismissal in respect of officers for whom Government are the appointing authority.

7. All non-statutory powers now being exercised at various levels may be delegated to the officers one stage below.
8. In all statutory appeals, records alone should be called for and not the remarks of the lower authorities.
9. Secretariat Departments should avoid making needless references to other departments.
10. Monitoring and evaluation cells should be set up in the Secretariat Departments concerned with Major Developmental activities.
11. Monthly staff meetings should be held by Senior Officers in the Secretariat and the offices of Head of Departments, Regional and District Officers.
12. A Master Plan should be prepared for re-building the entire Secretariat complex with adequate accommodation to all sections in such a manner that the Assistant Secretaries concerned, are located in the same hall with separate cubicles with glass partitions to enable effective supervision and control being exercised by the over them sections under their charge. The reconstruction of the Secretariat should be taken up in stages and completed by targeted dates.
13. Administration should be officer oriented without excessive reliance on clerical cadres as at present.
14. Officers should spend sufficient time every day for going through the tappals received and for issue of instructions on all important papers at the tappal stage itself.
15. In routine cases, dealing assistants shall straightway put up drafts.
16. Dealing assistants should register papers promptly and put up the same with back files, previous correspondence, relevant rules and precedents to the senior most officers who alone should indicate the lines on which further action should proceed in each case.
17. A note file should be opened only in respect of complicated cases and the note should be to the point and analytical and should not duplicate matter available in the current file.
18. A lot of scriptory work is at present involved in the registry of papers and maintenance of personal registers. The Personal Register should be simplified by omitting the columns on the right-hand side. Not Accepted.
19. Delays should be checked with reference to the periodical detention lists and abstracts of arrear lists.
20. The files should be physically checked periodically by the Officers and delays should be pointed out.
21. (a) An effective system of incentives and dis-incentives should be evolved for curbing delays and for its purpose, entries should be made in the Confidential Reports on dealing assistants and supervisors regarding bad delays if any on their part and red entries should be awarded for good work.

- (b) The practice of obtaining the signatures of the official reported upon on each Confidential Report, as is done in the Defence Force may be considered by the Government, Not Accepted.
22. Level jumping should be introduced in all departments especially in respect of routine cases.
  23. For speedy clearance of cases pending in the departments of Secretariat for want of opinion or concurrence of other departments periodical inter-departmental meetings should be held at the level of Secretary or Deputy Secretary concerned.
  24. Informal meeting of officers of various departments frequently will also help in clearing most of the misunderstandings.
  25. Finance and G.A. (Services) should evolve detailed questionnaires and check lists to be answered by the departments while referring cases to them.
  26. For drafting Legislation and for framing subordinate Legislation or service rules officers of the administrative departments should normally sit with the officers of Law Department to ensure that the drafts reflect fully the intentions.
  27. In the case of major schemes which have been cleared by Finance, execution should not be held up pending approval of the budget each year as the expenditure is committed and in normal course may be expected to be approved in the budget.
  28. The existing restrictions regarding re-appropriation should be continued as otherwise departments are likely to create recurring liabilities which will be difficult to meet in the future.
  29. To eliminate long delays in sanctions and grounding of works a bunch or shelf of schemes should be prepared in detail every year the total value of which should not exceed 25% of the existing budget provision. The schemes may be got cleared administratively, technically and financially and kept ready and should be grounded as soon as the budget in which they are included is passed.
  30. All schemes prepared by the departments should be complete including the cost of full scheme and should be got cleared Finance before creating recurring liabilities out of proportion to the likely provision that can be made under the plan.
  31. The practice being followed in the R. & B. Department by initiating part schemes in respect of road works should be discouraged.
  32. To reduce work of Council of Ministers non-plan cases in respect of new services or schemes or otherwise where recurring expenditure is Rs. 1 lakh and above and non-recurring expenditure is Rs. 5 lakhs and above alone should be placed before the Cabinet.
  33. Cases involving guarantee by the State Government for amount exceeding Rs. 5 lakhs and above alone should be placed before the Cabinet.
  34. For the purpose of larger delegation of financial powers to the heads of Departments, they may be classified as Major and Minor Departments on the basis of the extent of average annual Budget provision normally available to them.

35. Those departments with a budget provision of Rs. 5 crores and above may be considered as Major Heads of Departments.
36. Major and Minor Heads of Departments may be given further delegation of financial powers as suggested in the Report in respect of 23 items of expenditure which are of common occurrence in the day to day administration.
37. Whenever a new scheme or new office is sanctioned the Head of the Department should be empowered to make all purchases required for the scheme or for setting up of the office as the case may be, instead of Head of the Department coming up to the Government for sanctions subsequently.
38. Much of the work that is being turned out by the Commissioners who have replaced the Board of Revenue can be disposed of at appropriate levels in the district administration.
39. Government from the Secretariat level should not call for reports on matters which can be disposed of by the Collectors or even lower officials.
40. Government should not be burdened with routine matters like transfers, appointment of Village Officers, L.D. Clerks, etc., which can be finally decided at lower levels.
41. Appeals once rejected should not be entertained again by the Government.
42. Government may seriously consider the question of revival of the Board of Revenue which can be delegated with more statutory powers.
43. The existing laws should be revived with a view to delegation of more statutory powers to the Board of Revenue if it is revived and to the District Collectors and even lower authorities.
44. The practice in vogue in the past according to which District Collector could call for any report from any department and make suggestions to the Head of the department concerned may be revived.
45.
  - (a) It is necessary that officers should have required adequate maturity before they are posted as District Collectors. Generally a minimum of 8 to 10 years of seniority should be insisted on.
  - (b) Similarly in order that junior I.A.S. Officers acquire adequate basic experience, they should be in independent charge of subdivisions for atleast 3 years before they are given any other assignment as Under-Secretary to Government or S.F.D.A., etc.
46. Working Groups or Task Forces should be set up by the Government with experienced officers including retired officers and veteran public men for each department to study in detail and depth, procedures, methods of work and systems obtaining in public offices for suggesting simplification of procedures for improvements and methods of working to give greater citizens' satisfaction.
47. A systematic training programme should be conducted for the officers at the 'Cutting Edge Level' not only in regard to statutory and official functions but also inculcating in them a spirit of courteous service.

48. Senior Officers and Ministers should pay frequent visits by surprise to the public officers to see whether the citizens are being served without any harassment.
49. Scheduled Tribe/Scheduled Caste/Backward Class students should not be driven from pillar to post for obtaining scholarships, the procedure for which can be simplified and streamlined.
50. Government should take positive steps to discourage civil servants individually or in groups bringing extraneously pressure for transfers, furtherance of their prospects, etc.
51. Sound and scientific personnel policies have to be evolved for building up healthy traditions.
52. Top Administrators have to set the pace.

*Note* :- (To be read only with reference to the GO. as modified therein).

**2. Delegation of powers and simplification of procedures — Enhancement of delegation of powers.**

[G.O.Ms.No. 215, Fin. & Plg., Dt. 14-7-1983]

*Ref*: 1. G.O.(P).No. 703, G.A. (AR & GI) Dept., Dt. 4-12-1978.

2. U.O.Note No. 68/AP & T.I./79-9, G.A. (AR & T.I.) Dept., Dt. 19-2-1979.

**ORDER** :—1. In the Government Order first read above orders were issued delegating certain financial powers taking into consideration the recommendations of the committee set up for examining the question of increased delegation of powers to Heads of Departments.

2. These financial limits were prescribed with reference to the price levels prevailing in 1978, It was therefore felt that the escalation in prices over the last five years had the effect of limiting the powers of Heads of Departments in real terms as the monetary values of the various items of expenditure have increased. The position has therefore been reviewed and the Government after taking into consideration the escalating in prices of all consumer articles, the following amendment is issued to Appendix I of the Government Order first read above enhancing the financial powers to the heads of Departments with immediate effect.

<i>Sl.No.</i>	<i>Item of Expenditure</i>	<i>Existing limits</i>	<i>Higher limits authorized</i>
(1)	(2)	(3)	(4)
1.	(a) Purchase of Steel and Wooden furniture (per annum)	10,000	15,000
	(b) Repairs to furniture (per annum)	2,000	3,000
2.	Rent for Office Building (per month)	2,500	4,000
3.	Maintenance and Repairs to vehicles (per annum):		

(1)	(2)	(3)	(4)
	(a) Light vehicles	4,000	8,000
	(b) Heavy vehicles	8,000	15,000
4.	Purchase of Stationery (per annum)		
	(a) Secretariat Deptts., Heads of Deptts., Collectors.	2,000	3,000
	(b) Unit officers other than heads of Deptts.	400	600
	(c) All other Subordinate Officers who are not unit officers.	100	150
5.	Books, Maps and Periodicals	Full powers	
6.	Purchase of Bulbs, Lamps (per annum)	1,000	1,500
7.	Crockery, Cutlery & Utensils (Initial purchases)	500	750
8.	Repairs to Typewriters	Full powers	
9.	Printing and Binding	Full powers	
10.	Purchase of wall clocks not exceeding one piece for each unit office at a cost not exceeding.	250	350
11.	Light refreshments (per annum)	100	200
12.	Purchase of fans (per month)	2,000	3,000
13.	Air Coolers	Full powers	
14.	Drawal of amounts on abstract contingent Bills.	2,000	4,000

The above delegation of powers are however subject to availability of budget provision.

### 3. Delegation of Financial powers to certain Heads of Departments, Regional officers, District and Unit officers in respect of uncommon items of Expenditure— Enhancement.

**ORDER** :—I. G.O.Ms.No. 113, G.A. (AR & T.I.) Dept., dated 18-3-1985, orders have been issued constituting a Committee consisting of a team of Secretaries to Government under the Chairmanship of Chief Electoral Officer and Special Chief Secretary to Government, General Administration Department, to go into different aspects of Delegation of Larger Financial power to Heads of Departments, Regional Officers, District and Unit Officers. One of the terms of reference of the committee is to review the adequacy of Administrative and Financial powers vested at various levels and the manner in which the powers could be delegated at appropriate levels viz.,—

- (a) Government to Head of the Department.
- (b) Head of the Department to Regional Officers.
- (c) Regional Officers to the District and Unit Officers.

2. Taking into consideration of the inadequacy of the existing Delegation of Financial Powers due to steep raise in prices after 1983 and considering that the delegation of powers should be extended to Regional Officers, District and Unit Officers also, as a matter of policy of decentralisation of powers to lower ranks of administration, the Committee has recommended in the first instance for delegation of Financial Powers to Heads of Departments, Regional Officers, District and Unit Officers and also District Collectors in respect of common items of expenditure relating to all Government Departments which have been accepted by the Government and orders have been issued in matter in G.O.Ms.No. 102, G.A. (AR & T-DESK) Dept., Dt. 24-2-1986; read with G.O.Ms.No. 317, G.A. (AR & T-DESK) Dept., Dt. 13-6-86.

3. The Committee, after due consideration, has now recommended for Delegation of Powers to Heads of Departments, Regional Officers, District and Unit Officers in respect of the following Heads of Departments in respect of items specific to the needs of various Departments.

1. Director of Fisheries.
2. Director, Bureau of Economics and Statistics.
3. Chief Port Officer, Ports Department.
4. Director of Printing, Stationery and Central Purchase.
5. Director of Women and Child Welfare.

4. The Government accepted the recommendations of the Delegation of Powers Committee and accordingly order for enhancement of the existing delegation of Financial powers to the concerned Heads of Departments as detailed in Annexure I, II, III, IV and V to this order.

5. The above Delegation of Financial Powers are subject to availability of Budget Provisions.

6. Where higher powers are delegated on certain items of expenditure, such higher powers will continue.

7. Where higher powers are not delegated on certain items of expenditure, now existing powers delegated earlier will continue.

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## ANNEXURE I

## Delegation of Financial Powers to Director of Fisheries

Sl. No.	Subject	Extent of delegation given to		Enhanced delegation		
		Head of Dept.	Other Gazetted Officers of the Department	Head of Dept.	Other Gazetted Officers of the Department	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Stores (Condemnation) other than furniture.	Full Powers	Rs.200/- p.a.	Full Powers	(i) Jt. Director (ii) Dy. Director (iii) Asst. Director (iv) Prl. FTI	Rs.2,000/- p.a. Rs.1,000/- p.a. Rs.500/- p.a. Rs.500/- p.a.
2.	Photographic charges (including purchase materials)	Rs.1,500/-p.a.	(i) Dy. Dir. Rs.500/-p.a.  (ii) Asst Dir. Prl. FTI	Rs.5,000/- p.a.  Rs.100/- p.a.	(i) Jt. Director & Dy. Director  (ii) Asst. Director	Rs.1,000/- p.a.  Rs.500/- p.a.
3.	Replacement & Exhibits in each Museum.	Rs.100/-p.a.	-	Rs.1,000/- p.a.	(i) Jt. Director Dy. Director Asst. Director Prl. FTI	Rs.300/- p.a.
4.	Pituitary Glands for induced breeding to be purchased from C.F.C.	Rs.5,000/- at a time subject to maximum of Rs.10,000/-p.a.	(i) Dy. Dir. Rs.2,000/- at a time subject to maximum Rs.5,000/- p.a.	Rs.5,000/- at a time subject to maximum of Rs.20,000/-	(i) Jt. Dir. & Dy. Dir.	Rs.2,000/- at a time subject to maximum of Rs.10,000/- p.a.

(1)	(2)	(3)	(4)	(5)	(6)
			(ii) Ass.Dir. Rs.1000/- at a time subject to maximum of Rs.2500/- p.a.		(ii) Asst.Dir. PrI.FTI Rs.1000/- at a time subject to maximum of Rs.5000/- p.a. for each.
5.	Refund of Revenue (Fishery rentals)	Full powers	(i) Dy.Director Rs.300 at a time.	Full powers	(i) Dy.Dir. Rs.1500/- at a time.
			(ii) Asst.Dir. Rs.200/- at a time.		(ii) Asst.Dir. Rs.1000/- at a time.
6.	Purchase of Fish and Fish seed.	Rs.1000 at a time.	(i) Dy.Director Rs.500 at a time.	Rs.2500 at a time	(i) Jt. Dir. & Dy.Dir. Rs.1500/- at a time.
7.	Disposal of Fishing and its confirmation in the demonstration & other departmental tanks (Lease of Fishery rights).	Rs.3000/- and above.	(i) Dy.Director over Rs.1000/- and below Rs.3,000/-	Rs.5000/- and above.	(i) Jt.Dir. & Dy.Dir. Over Rs.2000/- and below Rs.5000/-
			(ii) Asst. Director and below		(ii) Asst.Dir. Rs.2000/- and below.
8.(a)	Write off of loss of Public moneys included in cash accts. & stores included in the stock or other accts.	Rs.2000/- at a time.	(i) Dy. Director Rs.500 at a time.	Rs.5000/- at a time.	(i) Dy.Dir. (ii) Asst.Dir. The existing powers to continue.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
(b)	Write off of losses on Account of wastage of salt in fish curing yards.	Rs.5000/- p.a. for all yards.	(i) Dy.Dir. Rs.2000/- p.a. for all yards.  (ii) Asst.Dir. Rs.1000/- p.a. for all yards.	Rs.10000/- p.a. for all yards	(i) Dy.Dir. (ii) Asst.Dir.	The existing powers to continue.
9.	Additions improvements and alterations to existing electrical installation of non-residential buildings.	Rs.1000/- p.a. for each building including apartment buildings in the same compound.		Rs.5000/- p.a. for each building including apartment buildings in the same compound.	(i) Jt.Dir. & Dy.Dir.	Rs.1500/- p.a. for each building including apartment buildings in the same compound.
10.	Repairs to Boats (Repairs and replacements of material required for boats/vessels).	Rs.5000/- p.a.	(i) Dy. Director Rs.300/- on occasion.  (ii) Other Gazetted Officers Rs.200/- on each occasion.	Rs.15,000/- p.a. on each boat.	(i) Dy.Dir.  (ii) Other Gazetted Officers.	Rs.5000/- p.a. on each boat.  Rs.3000/- p.a. on each boat.
11.	Write off of irrecoverable loss on account of casualties on fish seed, driage waste, etc., in the stock of fish and preserves).	Rs.1000/- at a time.	(i) Dy. Director Rs.300/- at a time  (ii) Asst. Director Rs.100/- at a time.	Rs.2000/- at a time.	(i) Dy.Dir. & Asst.Dir.	The existing powers may continue.

## ANNEXURE II

## Delegation of Financial Powers to Director of Bureau of Economics and Statistics

Sl. No.	Subject	Existing Powers			Delegation recommended		
		Head of the Dept.	Regional Officer	District level Officer	Head of the Dept.	Regional Officer	District level Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Further Powers to be Delegated :</b>							
1.	Air Conditioners	...	...	...	Full Powers	...	...
2.	Expenditure on Meetings and Conferences	...	...	...	Rs. 2,000/- on District Officers Meetings & also on functions in which the State level or the representatives of other States or Govt. of India participate.	...	...
3.	Contingent Expenditure	...	...	...	Upto Rs. 10,000/-	...	...
4.	Implementation of continuing schemes under Plan	...	...	...	Empowered to implement the continuing schemes under Plan costing less than Rs. 1 lakh.	...	...
5.	Electronic Accessories for compugraphic unit and electronic data processing unit.	...	...	...	Empowered to purchase electronic accessories required for compugraphic unit and electronic data processing unit in the office upto Rs. 5,000/- per annum.	...	...

**ANNEXURE III****A.P. Port Department**

**Statement showing the existing Delegation of Administrative Powers to the Heads of Department/Regional and District Level Officers and Enhanced Delegation Sought for .....**

Sl. No.	Subject	Existing Powers			Delegation recommended		
		Head of the Dept.	Regional Office	District level Officer	Head of the Dept.	Regional Officer	District level Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Administrative approval to estimate for work other than residential buildings and electrical works (Plain areas).	..	..	Executive Engineer/ Mech. Engineer & Dredging Supdt. Rs. 40,000/-.	..	..	Rs.50,000/-
2.	Technical Sanction to detailed estimate of works.	..	..	Rs. 1.00 lakh	..	..	Rs. 1.00 lakh (same powers)
3.	Sanction of estimates for ordinary and special repairs.	..	..	Buildings Rs. 20,000/- Road as per K.M. rates of Irrigation Rs.25,000/-.	..	..	Rs. 1.00 lakh
4.	Passing of excess expenditure over technical sanction.	..	..	5% subject to the limit of the technical sanction.	..	..	10% max. of Rs. 1.10 lakh.
5.	Passing of excess expenditure over technical	..	..	Rs. 2,000/-.	..	..	Rs. 5,000/-.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	sanction irrespective of percentage.						
6.	Write off irrecoverable value of stores.	...	...	Rs. 200/-	...	...	Rs. 500/-.
7.	Blue printing Articles.	...	...	Rs.100 at a time.	...	...	Rs. 500/- at a time.
8.	Purchase of furniture Steel or non-Steel.	...	...	Rs. 300/-	...	...	Rs. 2000 p.a.
9.	Renting of private buildings to local Govt. Offices.	...	...	Rs. 200/- p.m. for SDO's Office Rs. 50/- p.m. for S.O.'s Office.	...	...	Rs. 500/- for SDO's Office. Rs. 100/- for SO's Office.
10.	Books and publications.	...	...	Rs. 200/- for reference books p.a.	...	...	Rs. 500/- p.a.
11.	Printing and binding	...	...	Nil.	...	...	Rs. 1,000/- p.a.
12.	Technical Sanction to Maintenance estimates for tools & plant.	...	...	Rs. 10,000/- p.a.	...	...	Rs. 25,000/- p.a.
13.	Photographic charges	Full Powe rs	...	Nil.	...	...	Rs. 500/- p.a. Mechnl. Engineer Dredging Supdt. only.

**ANNEXURE IV****Delegation of Financial Powers to Director, Printing, Stationery and Stores purchase department**

Sl. No.	Extent of Delegation given to			Enhanced Delegation of Powers proposed			
	Director	Joint Director (Printing)	Unit Officers / Dy. Directors / Printing Press, Kurnool & Vijayawada Asst. Directors / Secretariat Press.	Director	Joint Director	Unit Officers / Dy. Directors / Printing Press, Kurnool & Vijayawada Asst. Directors / Secretariat Press.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Annual Indent consists of raw materials & printing requirements.	No Powers.	..	..	Full Powers	..	..
2.	Medicines.	No Powers.	..	..	Full Powers.	..	..
3.	Labour charges for recasting of types.	No Powers.	..	..	Rs.20,000 /- at a time.		
4.	Requisitioning the services of the mechanics.	No Powers.	Rs.1,000/-	Rs.500/-	Full Powers	Rs.5,000/-	Rs.2,000/-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
5.	Repairing of machinery & equipment, i.e. Compressors, Motors, Fans and other Electrical equipment connected to the machineries.	No Powers	..	..	Full Powers.	..	..
6.	Civil works for installation of machinery and equipment (purchase of raw materials and labour charges for foundation work)	No Powers.	..	..	Rs.10,000/- at a time	..	Rs.2,000/- at a time.
7.	Printing Stores.	Rs.10,000/- at a time	Rs.3000/- at a time	Rs.1,500/- at a time	Rs.20,000/- at a time.	Rs.8,000/- at a time.	Rs.3,000/- at a time.
8.	Purchase of Tyres and Tubes.	..	..	Rs.500/-	..	..	Rs.2,000/- p.a.
9.	Purchase of spare parts	Full Powers	Rs.500/-	Rs.500/-	Full Powers	Rs.2,500/-	Rs.2,500/-
10.	To incur expenditure on Games & Sports.	Rs.1,000/- p.a.	Rs.100/- p.a.	Rs.100/- p.a.	Rs.2000/- p.a.	Rs.500/- p.a.	Rs.500/- p.a.
11.	To incur expenditure on Republic Day and Independence Day Celebrations.	Rs.200/- each occasion	..	..	Rs.5000/- each occasion	Rs.200/- each occasion	Rs.200/- each occasion.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12.	To write off irrecoverable losses value of stores or public money lost through fraud, negligence, etc.	Rs.500 at a time.	Rs.200 at a time.	Rs.200 at a time	Rs.2000 at a time	Rs.800 at a time	Rs.800 at a time
13.	Condemnation of old machinery.	No powers.	..	..	Full Powers	..	..
14.	Hiring private bldg. for godowns.	..	..	..	Upto Rs.20,000/- p.m. subject to owners acceptance of rent to be fixed by P.W.D. Dept.	..	..
15.	Monopoly items of Machinery.	No Powers.	..	..	Full powers for purchase of machinery from the fully owned Govt. Undertakings.	..	..

## ANNEXURE V

## Delegation of Financial Powers to Director, Women and Child Welfare Department

Sl. No	Item of delegation	Head of the Dept. (Dir.)	Extent of Delegation given to			Enhanced Delegation of Powers				
			Regional Office / RADs / Ads (St. Homes) W&CW O, Ser. Homes	District / Unit Office Dist. W& CWOs.	Head of the Dept. (Dir.)	Regional Office / RADs / Ads (St. Homes) W&CWO, Ser.Homes	District / Unit Office Dist. W&CW Os.	Head of the Dept. (Dir.)	CPOS	Supdts. I/c. of C.Hs. / WWHs / RHS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Equipment and machinery	Rs. 2000/- p.a.	RADs Rs.500/-	Rs.100/-	Rs. 10,000/- in each case	RADs Rs.2,000/- p.a.	Rs.1000/- p.a.	Rs. 2,000/- p.a.	-	-
			ADs Rs.500/- p.a.			ADs Rs.2,000/- p.a.				
			W&CW O Rs.100/- p.a.			W&CWO Rs.1,000/- p.a.				
2	Medicines	Rs. 500/- p.a.	RADs Rs.100/-	Rs.50/-	Rs. 1000/- in each case	RADs Rs.500/- p.a.	Rs.200/- p.a.	Rs. 500/- p.a.	Rs. 200/- p.a.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
			ADs. Rs. 100/-			ADs. Rs. 200/- p.a.				
			W & CWO Rs. 50/- p.a.			W & CWO Rs. 200/- p.a.				
3.	Clothing and bedding	Rs. 1000/- p.a.	RADs Rs. 500/-	Rs. 200/-	Rs. 20,000/ - in each case.	Rs. 5,000/- p.a.	Rs.2,000/ - p.a.	Rs.5,00 0/- p.a.	-	-
			ADs. Rs. 500/- p.a.			ADs. Rs. 5,000/- p.a.				
			W & CWO Rs. 200/- p.a.			W & CWO Rs.2,000/- p.a.				
4.	Raw materials for productio n-cum- training centres, WWBs, MUCs, St.Homes, RHs., VTCs, DTCs, Ser.Home s, CHs, ICDs, Projects and other instituti ons.	Rs. 4000/- p.a.	RADs Rs. 500/-	Rs. 200/-	Rs. 15,000/ - in each case	Rs. 5,000/- p.a.	Rs. 1,000/- p.a.	Rs. 5000/- p.a.	Rs. 1,000/- p.a.	-
			ADs. Rs. 500/- p.a.			ADs. Rs. 3,000/- p.a.				
			W & CWO Rs. 200/- p.a.			W & CWO Rs. 1,000/- p.a.				

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
5.	Materials for Games & Sports Physical Exercise.	Rs. 1,000/- p.a.	RADs Rs. 200/-	Rs. 50/-	Rs. 5,000/- in each case.	RADs Rs. 1,000/- p.a.	Rs. 250/- p.a.	Rs. 1,000/- p.a.	Rs. 250/- p.a.	-
			ADs. Rs. 200/- p.a.			ADs. Rs. 500/- p.a.				
			W& CWO Rs. 100/- p.a.			W& CWO Rs. 250/- p.a.				
6. (i)	Purchase of TV & Radio	Rs. 800/- p.a.	RADs Rs.50/-	Rs. 25/- p.a.	Rs. 5,000/- in each case.	RADs Rs.500/- p.a.	-	Rs. 5,000/- p.a.	-	-
(ii)	Repairs to Radios TVs & other electrical goods.	Rs. 500/- p.a.	ADs.							
			W& CWO Rs. 25/- p.a.							
(i)	Books, Note Books, Slates, Chalkpieces, other Stationery articles for the inmates locks for 100 AW	Rs. 2,000/- p.a.	RADs Rs. 300/-	Rs. 200/-	Rs. 5,000/- in each case.	RADs Rs. 1,000/- in each case.	Rs. 250/- in each case.	-	Rs. 1,000/- in each case.	-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	centres in each project.		ADs Rs. 300/- p.a.			ADs. Rs. 1,000/- p.a.				
			W& CWO Rs. 200/- p.a.			W& CWO .....				
7.	Purchase of Stainless steel Utensils.	Rs. 500/- p.a.	-	-	Rs. 10,000/- in each case once in 5 years.					
8.	Petty construction & repairs in each case.	Rs. 1,000/- p.a.	RADs Rs. 500/- p.a.	-	Rs. 2,000/- each case.	RADs Rs. 1,000/- p.a.	Rs. 500/- p.a.	Rs. 1,000/- p.a.	Rs. 500/- p.a.	-
			ADs Rs. 500/- p.a.			ADs Rs. 1,000/- p.a.				
			-			W & CWO Rs. 500/- p.a.				
9.	Examination fee, exemption fee, school fees & Special fees.	Superintendents of State Homes, Service Homes and Children Homes can incur expenditure towards payment of fees as per actual demand according to existing orders.				As per actual demand.	As per actual demand.	As per actual demand.	As per actual demand.	-
10.	Education al excursions and outings of inmates	Rs. 500/- p.a.	-	-	Full powers as per demand.	RADs Rs. 500/-	Rs. 200/-	-	-	-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
						ADs Rs. 200/-				
										<i>Note :- Only for Children Homes &amp; Collegiate Homes for excursion.</i>
	To accord sanction for replacement of cooking vessels on expiry of the life time prescribed under the office expenses on materials & supplies subject to the condition that condemnation orders have to be obtained from the competent authorities.					RADs Rs. 2,000/- p.a.				
11.		-	-	-	Rs. 10,000/ - p.a.		-	Rs. 2,000/- p.a.	-	-
						ADs Rs. 2,000/- p.a.				
	Repairs to electrical installations and water taps of Govt. buildings.				Full Powers	RADs Rs. 2,000/- p.a.				
12.		-	-	-			-	-	-	-
						ADs Rs. 1,000/- p.a.				
	Transportation charges for Offices / institutions etc., for shifting from one place to other.				Full Powers	RADs Rs. 500/- p.a.				
13.		Rs. 5,000/-	-	-			Rs. 200/-	Rs. 500/-	-	-
						ADs Rs. 500/- p.a.				

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
14.	Hiring charges for typewriters and sewing machines for the use of inmates of Service Homes, State Homes, VTCs appearing for technical examinations.	Rs. 500/- p.a.	-	-	Full Powers	RADs Rs. 300/- at a time. ADs / W & CWOs Rs. 300/- at a time.	-	-	-	-
15.	Cultivation (of agricultural and kitchen gardens charges in State Home, Hyd., and Service Home, Kannapuram.	-	-	-	Rs. 5,000/- in each case.	-	-	-	-	-
16.	Advaloram charges for UNICEF supplies of the Departmental institutions and ICDs projects.	-	-	-	Full Powers	RADs Rs. 2,000/- at a time.	-	Rs. 2,000/- at a time.	-	-
17.	Flask and crockery, cutlery, etc., thermometers first-aid boxes for AW centres, water bags in each case.	Rs. 750/-	-	-	Full powers	RADs Rs. 500/- ADs Rs. 500/- W & CWOs Rs. 50/-	Rs. 50/-	Rs. 500/-	-	-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
18.	Purchase of cattle & poultry feed.									<i>Note :-</i> Full powers to purchase a feed, to the extent required for 2 months based on the rations fixed by Animal Husbandry Department according to number of the animals maintained.
19.	Purchase of battery cells to torch light, payment of licences to Radios & TVs.	Rs. 100/-								Full powers to the extent required by Regnl. / District / Unit levels.
20.	Purchase of dietary articles including cooking materials like fuel for the inmates without calling tenders as per the rates of food charges prescribed by Govt. to the extent of sanctioned strength or to the extent of number of inmates admitted whichever is less.									Actual expenditure incurred per month is delegated to be incurred by each of the Units at Regional / District / Unit levels.

**4. Delegation of Financial Powers to Heads of Departments, Regional Officers & District Officers and Unit Officers in respect of certain common items of expenditure — Enhancement of Financial Powers on certain Common Items of Expenditure — Orders — Issued.**

*[G. O.Ms.No. 389, G.A.D., Dt. 4-9-1996]*

*Ref:* —1. G.O.Ms.No. 102, GA. (AR & T. 1) Dept., Dt. 24-2-86.

2. G.O.Ms.No. 490, GA. (AR & T. Desk) Dept., Dt. 28-9-94.

3. G.O.Ms.No. 258, GA. (AR & T. I) Dept., Dt. 11-6-96.

**Order** :—Orders were issued in the Govt. Order third read above constituting a Committee consisting of Special Chief Secretary (SCR) as Chairman and Secretary to Government (Services), General Administration Department as Convenor. The Secretary to Government, Home Department and Secretary to Government, Finance Department as members to examine and to suggest further enhancement of delegation of Financial Powers. The said Committee has considered the existing Financial Powers as contained in the Government Orders second read above in respect of some common items of expenditure to Departments of Secretariat, Heads Officers and Unit Officers and made certain recommendations.

2. Government after careful consideration of the recommendations of the Committee for enhancement of the existing Financial Powers on certain common items of expenditure, have agreed to the recommendations of the Committee.

3. Government have accordingly, in pursuance of the decision taken in para 2 above and in modification of the orders issued in the Government Order 2nd read above, fix the revised monetary ceiling limits of Financial Powers to be exercised by each authority as detailed in the Annexure-I, II and III to this order, subject to the following conditions :—

(i) The above delegation of Financial Powers are subject to availability of budget provision.

(ii) Where already higher powers are not delegated on certain common items of expenditure, such higher provision will continue.

(iii) Where higher powers are not delegated on certain Common items of expenditure now, the existing powers delegated earlier will continue.

4. The Departments of Secretariat/Heads of Departments and the Dist. Collectors are requested to communicate these orders to the Regional Officers, Dist./Unit Officers and other Sub-ordinate Officers under their administrative control for taking necessary action.

5. This order issues with the concurrence of the Fin. & Plg. (FW) Dept., vide their U.O.No. 34040/253/A2/TFR96, Dt. 24-8-1996.

## ANNEXURE I

### Delegation of Financial powers to Secretariat Departments, Heads of Departments including Collectors, Regional Officers and District/Unit Officers on Common Items of Expenditure

Sl. No.	Items of Expenditure	Limits authorized as per G.O.Ms.No.490, G.A. (AR & T-I) Dept., Dt.28-9-94			Ceiling Limits now fixed as per Para 3, G.O.Ms.No.389, G.A. (AR&T-Desk) Dept., Dt.4-9-1996		
		Sectt. Depts. / Heads of Deptts. & Dist. Collectors.	Regional Officers.	District (other than Collectors Unit Officers.	Sectt. Depts. / Heads of Deptts. & Dist. Collect ors.	Regional Officers.	District (other than Collecto rs Unit Officers .
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Maintenance of Motor Vehicles (per Annum) :						
	(a) Light Vehicles (p.a.)	Rs. 20,000/-	Rs. 10,000/-	Rs. 10,000/-	-	-	-
	(b) Heavy Vehicles (p.a.)	Rs. 40,000/-	-	-	Rs. 40,000/ -	Rs. 20,000/-	Rs. 10,000/-
2.	Purchase of Stationery (per annum)	Rs. 12,000/-	Rs. 2,400/-	Rs. 1,000/-	Rs. 20,000/ -	Rs. 5,000/-	Rs. 2,500/-
3.	Purchase of Steel & Wooden Furniture (per annum) :						
	(a) Purchase of furniture (p.a.)	Rs. 40,000/-	Rs. 10,000/-	Rs. 2,000/-	Rs. 40,000/ -	Rs. 10,000/-	Rs. 2,000/-
	(b) Repairs to furniture (p.a.)	Rs. 6,000/-	Rs. 1,000/-	Rs. 1,000/-	Rs. 6,000/-	Rs. 1,000/-	Rs. 1,000/-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.	Rent for Office Buildings (per annum)	Upto the ceiling of Rs.16,000/- per month to all Officers according to plinth area values and rent assessment by R&B Dept.	-	-	Upto the ceiling of Rs.16,000/- per month to all Officers according to plinth area values and rent assessment by R&B Dept.	Rs. 2,000/- (per month)	Rs. 1,000/- (per month)
							(Subject to rental valuation certificate of the Roads and Buildings Dept.)

## ANNEXURE II

### Delegation of Financial powers to Secretariat Departments, Heads of Departments, Regional Officers and District/Unit Officers

Sl. No.	Items of Expenditure	Limits authorized as per G.O.Ms.No.490, G.A. (AR & T-I) Dept., Dt.28-9-94			Ceiling Limits now fixed as per Para 3, G.O.Ms.No.389, G.A. (AR&T-Desk) Dept., Dt.4-9-1996		
		Sectt. Depts. / Heads of Deptts. & Dist. Collectors.	Regional Officers.	District (other than Collectors Unit Officers.	Sectt. Depts. / Heads of Deptts. & Dist. Collectors.	Regional Officers.	District (other than Collectors Unit Officers.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Purchase of Bulbs & Lamps (per annum)	Rs. 6,000/-	Rs. 1,000/-	Rs. 500/-	Rs. 6,000/-	Rs. 1,000/-	Rs. 500/-
2.	Light Refreshments	Rs. 50/- at a time not exceeding Rs. 600/- p.m.	-	-	Rs. 50/- at a time not exceeding Rs. 600/- p.m.	-	-

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.	Books, Maps & Periodicals (p.a.)	Full powers	Rs. 100/-	Rs. 400/-	Full powers	Rs. 1,500/-	Rs. 600/-
4.	Repairs to Typewriters (p.a.)	Full powers	Rs. 600/-	Rs. 600/-	Full powers	Rs. 1,000/-	Rs. 1,000/-
5.	Condemnation of Vehicles	Full powers subject to Technical scrutiny by P.W. Workshops or Area Transport Officers.	-	-	Full powers subject to Technical scrutiny by P.W. Workshops or Area Transport Officers.	-	-

### ANNEXURE III

#### Delegation of Financial powers to Collectors, Divisional Officers, Tahsildars/ Mandal Revenue Officers

Sl. No.	Items of Expenditure	Limits authorized as per G.O.Ms.No.490, G.A. (AR & T-I) Dept., Dt.28-9-94			Ceiling Limits now fixed as per Para 3, G.O.Ms.No.389, G.A. (AR&T-Desk) Dept., Dt.4-9-1996		
		Collectors.	Divisional Officers.	Tahsildars Mandal Revenue Officers.	Collectors.	Divisional Officers.	Tahsildars Mandal Revenue Officers.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Repairs to Typewriters & Duplicators :						
	(a) Typewriters	Rs. 1,000/- p.a.	-	-	Full Powers	Rs. 1,000/- p.a.	Rs. 500/- p.a.
	(b) Duplicators	Rs. 2,000/- p.a.	-	-	Full powers	Rs. 1,000/- p.a.	Rs. 1,000/- p.a.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2.	Organisation of Sports & Games.	Rs. 1,000/- p.a.	-	-	Rs. 1,000/- p.a.	-	-
3.	Electrical Installations:						
	(a) For addl. improvements & alterations to the existing electrical installations for each building appurtenant in the compound.	Rs. 20,000/- p.a.			Rs. 20,000/- p.a.	Rs. 1,000/-	Rs. 1,000/-
	(b) Improvements & alterations and new installation to new Buildings.	Rs. 10,000/- p.a.			Rs. 10,000/- p.a.	Rs. 1,000/-	Rs. 1,000/-
4.	Printing locally without referring to Govt. Press.	Rs. 20,000/- p.a.	Rs. 5,000/- p.a.	Rs. 1,000/- p.a.	Rs. 20,000/- p.a.	Rs. 5,000/- p.a.	Rs. 1,000/- p.a.
5.	Visits of High Personages.	Rs. 1,000/- on each occasion.	-	-	Rs. 1,000/- on each occasion subject to a ceiling of Rs. 12,000	Rs. 200/- on each occasion subject to a ceiling of Rs. 2,500	Rs. 200/- on each occasion subject to a ceiling of Rs. 2,500
6.	Purchase of Non-Govt. Publications relevant to Law & Administrative Management.	Rs. 3,000/-			Rs. 3,000/-		

## 5. Clearance of continuing plan schemes.

[G. O.Ms.No. 26, Fin. & Plg., Dt. 8-5-1985]

- Ref :— 1. G.O.Ms.No. 189, Finance (Accounts) Department, Dt. 25-6-1970.  
 2. U.O.Note No. 4646/Plg. AP-1184-1, Fin. & Plg. (Plg.Wing) Dept.,  
 Dt. 23-2-1984.  
 3. G.O.Ms.No. 113, G.A.D., Dt. 18-3-1985.

**ORDER** :—In the reference first cited, Heads of Department have been delegated powers to sanction the continuance of Plan Schemes, where Budget provision exists in respect of expenditure failing within the first quarter of the year during which period the sanction of Government will have to be obtained for such continuing plan schemes for the remaining period of the financial year subject to the conditions enumerated therein.

2. The Finance & Planning (Plg. Wing) Department in their U.O. Note second cites while issuing instructions for taking advance action for sanction of schemes included in the Annual Plan for the year 1984-85 in order to ground the schemes right from 1-4-1984, suggested that based on the proposals submitted by the Heads of Departments regarding details of the continuing and new schemes for which approvals are required, the Secretary to Government in the administrative department will take a meeting with the concerned Heads of Departments, representatives of Planning and Finance Departments and draft orders of the proposals for individual schemes as financial in those meetings can be straight away sent to Finance Wing for acceptance before issue of orders following the due financial procedure.

3. The Committee of Secretaries constituted in the reference third cited to go into the matters relating to delegation of more administrative and financial powers at various levels of administration has gone into these matters in detail in its first meeting and made an interim recommendation that the ongoing plan schemes should be cleared before the last week of the March every year and orders issued before the 1st April of the succeeding financial year, so that schemes could be grounded right from 1st April by constituting "Departmental Clearance Committees for Plan Schemes". It was also suggested that the Committee may be convened by the Secretary of the administrative department while representatives of the Planning and Finance Departments and the concerned Heads of Departments will be the members of the Committee and the Planning Department will indicate well in advance the department-wise schedule of discussions.

4. The Committee also suggested the following procedure in this regard :—

(i) For a quick evaluation of the schemes by the Committee, the concerned Departments will have to furnish scheme-wise appraisal note to the Planning Department as well as Finance Department well in advance and in any case atleast one week before the scheduled date of the meeting in the prescribed proforma (Annexure I).

(ii) After clearance by the Committee, sanction can be accorded for the entire year and in case where only an "Vote on Account" is obtained, the expenditure under each major head shall be limited to 50% of the outlay provided for the major head till the end of September of that year by which time the budget for that year is expected to be passed by the Legislature.

(iii) In cases where any scheme is not cleared by the said Committee, such cases will be referred to a Committee which will be headed by the Chief Secretaries of Finance and Planning Departments and the Secretary of the administrative department concerned as Members and a decision taken in the matter before 30th April. However, for the current year, the work should be completed by 31st May, due to the late issue of these orders.

(iv) To expedite the sanctions, the Secretaries of administrative departments may bring the draft of the Government Orders before the Clearance Committee meetings which could be sent straight away to Finance Wing for formal acceptance before issue of orders. As far as possible, for each Department only a single order need be issued listing the details of the scheme/programme in the annexure to that order which may be in the proforma appended (Annexure-II).

(v) It is to be ensured that the Head of the Department and the field level functionaries start implementing all the sanctioned schemes from 1st April subject to the existing delegation of financial powers.

(vi) The Committee will review the non-plan schemes and budgetary provisions as a prelude to the clearance of ongoing plan-schemes.

5. The Government after careful consideration of the above recommendations, consider that the same be accepted and implemented with effect from the year 1985-86.

6. The Secretaries to Government and Heads of Departments are, therefore, requested to follow the above procedure and ensure sanction of plan scheme for the year 1985-86 before 31st May, 1985.

7. Instructions on the procedure to be followed for new plan-schemes will be communicated separately.

**ANNEXURE - I**  
**Department**  
*APPRAISAL NOTE\**

**1. Scheme and its cost:**

- (a) Name of the Scheme:
- (b) Objective:
- (c) Total Cost:
- (d) Period of completion and year-wise phasing of the expenditure, if any:
- (e) Justification for inclusion as a priority scheme in terms of its total impact on development:
- (f) Whether the scheme attracts any assistance/extra from funds the Government of India? If yes, approximate amount expected:
- (g) A copy of the Government Order sanctioning the scheme should be enclosed with this note:

**2. Employment:**

- (a) Approximate number of persons who would be employed under the scheme (on-site, i.e., persons employed directly under the scheme):
  - (i) Skilled (requiring educational training at the Degree level and above) (Nos.):
  - (ii) Education training below Degree level (Nos.):
  - (iii) Approximate number of persons who may get off site employment, i.e., indirect employment as a result of the implementation of the scheme on which direct employment as shown at 2(a). (Nos.):

3. Is there an alternative programme which creates more employment than shown above with the same cost? If there is such a scheme, please mention it:

**Review:**

4. (a) How has the scheme, if it is an on-going one, worked in the past in terms of achievement of target set and the objectives enumerated at 1(b)?

(b) Action taken on the views of the Planning and Finance Depts. indicated, if any, at the time of giving clearance for the scheme during 1984-85

**Who benefits?**

5. To what extent does the scheme help the target groups like Small Farmers, Marginal Farmers, Artisans, SCs, STs, and other weaker Sections of Society. Quantify the number to the extent possible:

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\*Do not answer the questions which are not applicable.

**Outlays and funding implications:**

6. Budget allocation for the Scheme during 1985-86 with head of account (Vol. and page No. to be quoted)

7. What is the proposed increase in outlay, in the case of on-going scheme, during the current year (1985-86) compared to the outlay in the last year (1984-85):

8. What will be the total utilization of the funds allocated to your Department under the head of account from which you propose to meet the expenditure when this proposal is sanctioned?

9. If your proposal is to meet the expenditure on this scheme out of savings, from which scheme! head of account do you expect such savings to accrue?

10. Does this imply that you are dropping some schemes for reducing the targets of another scheme or you expect shortfalls in the implementation of the other scheme?

**Staff Component:**

11. If there is a staff component in the scheme, indicate the rooms applied for the staff proposed! additional staff proposed:

**Consistency:**

12. Is this scheme in conformity with the proposals which were sent at the time of the formulation of the State's Annual Plan for 1985-86? If there is any departure from it, give the reason:

**Special Points:**

13. Any other important points or special consideration which the Planning and Finance Departments should keep in view while processing the scheme for giving clearance:

Date.....

Head of the Department.

**ANNEXURE -II**

Annexure to G.O.Ms.No. . . Department, dated.....

Sl.No.	Name of Scheme / Programme*	Previous Order Sanctioning renewing the Scheme	Amount allocated for the year 199...19... (Rs. in Lakhs)	Head of Account.
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*Give details of posts wherever necessary.

**6. Delegation of Financial Powers to Head of Departments, Regional Officers and District Officers and Unit Officers in respect of certain Common Items of expenditure — Enhancement of Financial Powers on certain Common Items of expenditure — Orders — Issued.**

*(G.O. Ms. No. 148, Fin, and Plg. (FW:ADMN.I.TFR), Dated 21-10-2000)*

- Read:** 1. G.O.(P) No. 703, G.A.(AR&T.1) Dept., Dt. 04-12-1978.  
 2. G.O.Ms.No. 215, F&P (FW.A&L) Dept., Dt. 14-09-1983.  
 3. G.O.Ms.No. 102, G.A.(AR&T.D)Dept., Dt. 24-02-1986.  
 4. G.O.Ms.No. 490, G.A.(AR&T.Desk) Dept., Dt. 28-9-1994  
 5. G.O.Ms.No. 389, GA. (AR&T.I) Dept., Dt. 04-09-1996.  
 6. G.O.Ms.No. 100, G.A. (AR&T.I) Dept., Dt. 18-03-2000.

**Order** :—Orders were issued in the Government Order 6th read above, constituting a Committee consisting of Special Chief Secretary & Chief Commissioner, Land Administration as Chairman and Secretary to Government (Co-ord.), General Administration Department as Convener, Prl. Secretary to Government, Revenue Dept., Prl. Secretary, Finance and Planning (FW) Department and Prl. Secretary to Government, Panchayat Raj & Rural Development (RD) Department as Members, to examine and to suggest further enhancement of delegation of Financial Powers. The said Committee has considered the existing Financial Powers as contained in the Government Orders 1st, 2nd & 6th read above in respect of some common items of expenditure to Departments of Secretariat, Heads of Departments, Regional Officers and District Officers and Unit Officers and made certain recommendations.

2. Government after careful consideration of the recommendations of the Committee for enhancement of the existing Financial Powers on certain common items of expenditure, have agreed to the recommendations of the Committee.

3. Government have accordingly, in pursuance of the decision taken in para 2 above and in modification of the orders issued in the Government Orders 1st, 2nd & 5th read above, fix the revised monetary ceiling limits of Financial Powers to be exercised by each authority as detailed in the Annexure to this order, subject to the following conditions :

(1) The above delegation of financial powers are subject to availability of Budget provision.

(2) Where already higher powers are delegated on certain common items of expenditure, such higher provision will continue.

(3) Where higher powers are not delegated on certain common items of expenditure now, the existing powers delegated earlier will continue.

(4) Eligibility of the expenditure will be determined as per the existing guidelines & orders in force.

4. The Departments of Secretariat/Heads of Departments and the District Collectors are requested to communicate these orders to the Regional and other Sub-ordinate Officers under their administrative control for taking necessary action.

5. No separate concurrence of the Finance & Planning (FW) Department is required to exercise the enhanced financial powers as stated in para (3) above, while issuing proceedings, this should be invariably mentioned by the concerned authority by quoting this G.O.

6. This order comes into force with immediate effect.

#### Annexure

Sl. Item of Expenditure	Ceiling limits for Secretariat Depts. / Heads of Deptts. / Dist. Collectors.	Ceiling limits for Regional Officers	Ceiling limits for Dist. (other than Collectors) Unit Officers
1. Maintenance of Motor Vehicle:			
(a) Light Vehicles	Full powers (subject to guidelines vide G.O.Ms.No.333, G.A.(OP.II) Deptt., Dt.31-07-1997)	20,000/- per vehicle	20,000/- per vehicle
(b) Heavy Vehicles	-do-	40,000/- per vehicle	40,000/- per vehicle
2. Purchase of Stationery	Full powers	Full powers	Full powers
3. Purchase of Steel & Wooden Furniture :-			
(a) Purchase of Furniture	Full powers	50,000	10,000
(b) Repairs to Furniture	Full powers	5,000	5,000
4. Rent for office Building	Full powers according to plinth area values & rent assessment by R&B Dept. (subject to the following instructions issued in G.O.Ms.No.35, F&P (FW.EBS.PWD) Dept., dt.27-2-97 read with Memo.No.127/R&B/97, dt.9-6-97)	Full powers according to plinth area values & rent assessment by R&B Dept.	Full powers according to plinth area values & rent assessment by R&B Dept.
5. Purchase of Bulbs & Lamps	Full powers	10,000	-
6. Light Refreshments	Rs.300/- at a time not exceeding Rs.2000/- p.m.	Rs.200/- p.m.	Rs.200/- p.m.
7. Repairs to Type writers	Full powers.	Full powers.	Full powers.

8. Condemnation of Vehicles	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer	Full Powers subject to technical scrutiny by Public Works Dept. or Area Transport Officer
9. Repairs to Duplicators	Full Powers	Full Powers	Full Powers
10. Organisation of Sports and Games	50,000	10,000	10,000
11. Electrical Installations			
(a) For additional improvements & alternations to the existing electrical installations for each building and apartments in the compound.	Full Powers	5,000	5,000
(b) Improvements. alternations new installations to new buildings	1,00,000	50,000	50,000
12. Printing Locally without referring to Govt. Press	Full Powers	Full Powers	Full Powers
13. Visits of High Personnel	Rs. 5,000/- on each occasion subject to a ceiling of Rs.50,000	No limit on occasion of not exceeding Rs.50,000 p.a.	No limit on occasion of not exceeding Rs.50,000 p.a.
14. Purchase of Non-Govt. publications relevant to law and Administrative Management	Full Powers	5,000	5,000
15. Crockery, Cutlery & Utensils (initial Purchases)	5,000	1,000	1,000
16. Printing and Binding	Full Powers	Full Powers	Full Powers
17. Purchase of wall clocks not exceeding one piece of each unit office at a cost not exceeding	1,000	500	500
18. Purchase of Fans	Full Powers	Full Powers	Full Powers
19. Write off of various kinds	Rs. 5 lakhs	-	-
20. Air Coolers	Full powers	-	-
21. Drawal of amounts on Abstract	10,000	-	-
<b>Contingent bills</b>			
22. Photographic Changes	-	-	1,000

23. Freight charges	Full Powers	Full Powers subject to eligibility	Full Powers subject to eligibility
24. Apparatus, instruments and Machinery	Full Powers	Full Powers	Full Powers
25. Purchase of Stores	Full Powers	-	-
26. Legal Costs	Full Powers	Full Powers	Full Powers
27. Expenditure on Exhibitions	Full Powers	-	-
28. Maintenance of residential and non-residential buildings of Prisons Dept.	Full Powers	-	-
29. Petrol. Oil, Lubricants	Full Powers	Full Powers	Full Powers
30. Maintenance of Computers	Full Powers (through APTS or original manufacturer)	Full Powers (through APTS or original manufacturer)	Full Powers (through APTS or original manufacturer)
31. Maintenance of Xerox Machine	Full Powers	Full Powers	Full Powers
32. Maintenance of Fax Machine	Full Powers	Full Powers	Full Powers
33. Purchase of Computer/ Fax Machine Stationary (Printer Ribbons. Heads, Cartridges, Floppies, CDs & Tapes etc.)	Full Powers	Full Powers	Full Powers
34. Air Coolers Repairs	Full Powers	Full Powers	-
35. Supply of Uniform cloth to Class VI Employees	Full Powers	Full Powers	Full Powers
36. Telephone for Connectivity Purposes	Full Powers	Full Powers	Full Powers
37. Internet Service Charges	Full Powers	1,000	1,000
38. Refreshments expenditure on visits of Officials from other States	Full Powers	Full Powers	Full Powers
39. Purchase of Batteries	Full Powers	Full Powers	Full Powers
40. Pest Control Measures, Fire Alarm and Fire extinguisher maintenance	Full Powers	Full Powers	Full Powers
41. Electrical & Net working works relating to Computer, Air Conditioner and UPS equipment	Full Powers	Full Powers	Full Powers
42. Courier Charges	Full Powers	Full Powers	Full Powers
43. Supply of Uniform cloth for Junior Forest Officers	Full Powers	-	-

*Contd. from page 250*

**Amendment to Article 326 (b) of A.PFC. Volume-I**  
**Preservation of Vouches — Reduction of time limit for**  
**preservation from 6 years to 3 years.**

(G.O. Ms. No. 185, Fin. & Plg. (TFR-1) Department, dated 26-07-2005)

Read the following:

1. G.O. Ms. No. 260, Fin. & Plg. (FW-TFR) Department, dated 25-07-1994.
2. D.O. Letter No. TM-I/III/14-1/2003-04/9, Dated: 07-07-2003 of Accountant General (A & E), A.P., Hyderabad.
3. Lr. No. 60/P.A.C./2005-1, Dated: 24-06-2005 of the Secretary to State Legislature, Andhra Pradesh, Hyderabad.

**Order** :—In the reference 1st read above, orders have been issued reducing the time limit for preservation of vouchers from 6 years to 3 years with the following exceptions:

(i) the records / vouchers relating to Court Cases pending before Public Accounts Committee embezzlement cases.

(ii) such other vouchers that may be required by the Departments for special reasons where specific requisition for retention of records sent to Accountant General's Office well in time before the destruction of records and;

(iii) all records / vouchers pertaining to the Land Acquisition.

In the reference 2nd read above, the Accountant General (A & E), A.P., Hyderabad has stated that their Office has been reaching 15 lakhs vouchers every month. Given the constraints of space, it has become very difficult to store these records and retrieve records required for any purpose and has proposed that in respect of vouchers which have crossed the period of preservation, but have not been examined by Public Accounts Committee, if there are no Audit Paras pending relating to those vouchers and if no other irregularities have been noticed requiring reference to these vouchers, such vouchers can be destroyed even if the account for the year has not been examined by Public Accounts Committee.

In the reference 3rd read above, the Secretary to State Legislature has stated that the suggestions of the Accountant General, A.P., Hyderabad has been placed before the Committee on Public Accounts at its meeting held on 06-06-2005. After taking into consideration of the difficulties explained for preserving vouchers in Accountant General's Office and in order to overcome the present difficulties and after holding deliberations among members, the Committee has accepted the following proposals which were submitted by the Accountant General.

(i) The Vouchers may be retained in the normal course till the prescribed period of preservation before weeding out with the exceptions mentioned in item (ii) and (iii) below. The period of preservation of vouchers may be delinked from the examination of a given year's account by the Public Accounts Committee.

(ii) Vouches that may be required by the Departments for special reasons or in connection with cases of misappropriation / fraud I embezzlement or Court Cases may be preserved if the requisitions are sent to Accountant General by the Department / Government within the prescribed period of preservation.

(iii) Vouchers pertaining to the Land Acquisition may be preserved permanently.

After careful consideration, Government hereby order that

(i) The Vouchers may be retained in the normal course till the prescribed period of preservation before weeding out with the exceptions mentioned in item (ii) and (iii) below. The period of preservation of vouchers may be delinked from the examination of a given year's account by the Public Accounts Committee.

(ii) Vouches that may be required by the Departments for special reasons or in connection with cases of mis-appropriation I fraud I embezzlement or Court Cases may be preserved if the requisitions are sent to Accountant General by the Department I Government within the prescribed period of preservation.

(iii) Vouchers pertaining to the Land Acquisition may be preserved permanently.

Necessary amendment shall be issued to Article 326 (b) of A.P.F.C. Volume-I separately.

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