

**Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, Srinagar.**

**Subject: Delegation of Powers.**

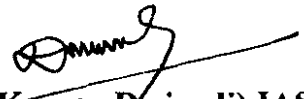
**Government Order No. 810-JK(GAD) of 2020**

**Dated: 01.09.2020**

In exercise of the powers conferred vide Presidential Order S.O No. 3937(E) dated 31<sup>st</sup> October, 2019, read with the third Proviso to Rule 7 of the Transaction of Business of the Government of Union territory of Jammu and Kashmir Rules, 2019, notified vide No. G.S.R. 534(E) dated 27.08.2020 and in supersession of Government Order No. 49-JK(GAD) of 2019 dated 19.11.2019, the Lieutenant Governor is pleased to direct that:-

- i) The Officers mentioned in **Annexure-A** to this Government Order shall exercise the powers of the Minister in respect of the matters indicated thereunder;
- ii) The Administrative Secretaries mentioned in **Annexure-B** to this Government Order shall also exercise the powers of the Minister in respect of the matters indicated thereunder; and
- iii) Any case not specifically mentioned in the **Annexures-“A” & “B”** to this order shall be submitted to the Lieutenant Governor through Chief Secretary.

**By Order of the Lieutenant Governor.**



**(Manoj Kumar Dwivedi) IAS  
Commissioner/Secretary to the Government**

No. GAD(Adm)40/2020-I

Dated:01.09.2020

Copy also to the:-

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
7. All Commissioners/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.

10. Chairperson, J&K Special Tribunal.
11. Director General, J&K Institute of Management & Public Administration & Rural Development.
12. Director Information, J&K.
13. All Deputy Commissioners.
14. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
15. Secretary, Public Service Commission/SSB/BoPEE.
16. Director Estates, J&K.
17. Director, Archives, Archaeology & Museums.
18. Secretary, J&K Legislative Assembly.
19. General Manager, Government Press, Srinagar/Jammu.
20. Private Secretary to the Chief Secretary, J&K.
21. Private Secretary to Advisor (S)/(F)/(B) & (BK) to the Lieutenant Governor.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. Government Order/Stock file/Website, GAD.

**1. Chief Secretary:-**

**A) Financial Powers:**

- i) Cases relating to accord of administrative approval to all kinds of works/projects under plan/non-plan costing over Rs. 7.50 crore upto Rs. 20.00 crore with the concurrence of Planning and Finance Departments.
- ii) Funds authorization in cases under Centrally Sponsored Schemes/Central Mega Flagship Schemes/TFC grants/Plan Scheme having financial implication above Rs. 50 crore in each case.
- iii) Cases where administrative and financial powers have been delegated in various codes/manuals in favour of all departments/Administrative Departments/Specified departments, the same will be exercised by the concerned Administrative Secretaries with the approval of Chief Secretary.
- iv) Cases where administrative and financial powers have been delegated in various codes/manuals, but competent authority(s) have not been specified, the same will be exercised by the Chief Secretary with prior concurrence of Finance Department.
- v) Opening of treasuries/sub-treasuries with the concurrence of the Finance Department.
- vi) Cases of exemption under GST and Toll Tax.
- vii) New Vehicles purchase case, otherwise than under replacement, with prior concurrence of Finance Department subject to availability of purpose-specific provision.

**B) Transfer and postings/adjustment:**

- i) Transfers and postings/adjustments of officers upto and including the Time Scale of the Jammu and Kashmir Administrative Service (Deputy Secretary) and equivalent administered by the General Administration Department, in case of mature stay.
- ii) Premature transfer of the Gazetted Officers borne on the services administered by the General Administration Department upto and including the Under Secretaries/equivalent levels.

**C) Deputations:**

To sanction deputation of officers of the level of Secretaries and above or equivalent for Government business/training outside the Union territory but within the Country.



D) **Relaxations:**

- i) Relaxation cases under the Jammu and Kashmir Civil Services (Medical Attendance-Cum-Allowance) Rules, 1990.
- ii) Relaxation in age/qualification for regularization of daily rated workers and condonation of breaks in qualifying service for regularization in accordance with the provisions of SRO-64 of 1994 within the numbers registered with Finance Department.

E) **Recruitment Rules:**

To approve formulation of departmental Recruitment Rules (Gazetted/Non-Gazetted) after these have been cleared by the designated departments viz; PSC, ARI/Trainings and Law, Justice & Parliamentary Affairs.

F) **Leave:**

To sanction all types of leave of officers of the level of Secretaries and above.

- G) To accord approval to voluntary retirement and acceptance of resignation in respect of officers of the Jammu and Kashmir Secretaries (Gazetted) Service-I, II, Administrative Officers, Private Secretaries (HoD Cadre), Junior Scale of the Jammu and Kashmir Administrative Service and Employees of the Jammu and Kashmir Secretariat (Subordinate) Service.

- G) Appointment of non-gazetted staff of the Jammu and Kashmir Secretariat (Subordinate) Service on the recommendations of the Jammu and Kashmir Services Selection Board.

- H) Deployment of staff with the Advisors

- I) To grant permission for sale/purchase of property by the government employees, in terms of the relevant rules.

- J) To approve issuance of orders to the successful completion of period of probation of Junior Scale KAS Officers.

- K) Study leaves cases within the country.

- L) Constitution of inter-departmental Committees.

- M) To sanction pension covered under rules in respect of IAS Officers.

*Ans*

## II Administrative Secretaries

### A) Financial Powers:

- i) To accord administrative approval in respect of individual works costing upto Rs. 7.50 crore as prescribed in Chapter 4.9, S. No. 1 of Book of Financial Powers.
- ii) Release of funds (Scheme/object wise) authorized by Finance Department in favour of the Departments under their administrative control.
- iii) Sanctioning of advance drawls upto Rs. 25.00 lacs with the concurrence of the FA&CAO.
- iv) Delegation of DDO Powers in respects of Officers of the departments under their administrative control with the concurrence of the FA&CAO.
- v) All advance drawal cases beyond an amount of Rs. 25 lacs with the prior concurrence of the Finance Department.
- vi) Issuance of Government Guarantees with the concurrence of the Finance Department.

### B) Sanctioning of deputation outside the State/Leave/Pensions etc.

- i) To finalize the pension cases in accordance with the Rules.
- ii) Sanctioning deputation of officers/officials under their administrative control in connection with Government business/conferences/training etc. outside the Union territory but within the country.
- iii) To sanction all types of leave in accordance with the provisions of Leave Rules in favour of the officers of the departments under their administrative control.
- iv) No Demand Certificates on account of House Building/Scooter/Car advance to the employees retiring on superannuation.
- v) To grant NOC for obtaining passport/making an application for seeking employment elsewhere.

### C) Jammu and Kashmir Civil Services (Medical Attendance-Cum-Allowance) Rules:

To authorize the medical treatment outside the Union territory in cases covered under the Jammu and Kashmir Civil Services (Medical Attendance-Cum-Allowance) Rules in respect of the employees working in the subordinate departments.

### D) G.P. Fund Cases:

To accord sanction for withdrawal of G.P. Fund in accordance with Rules.



**E) Transfers and Postings:**

Every transfer proposal shall be processed in accordance with the provisions of the Transaction of Business of the Government of Union territory of Jammu and Kashmir Rules, 2019 and Transfer Policy notified vide Government Order No.861-GAD of 2010 dated 28-07-2010;

Provisions that the transfer proposals in respect of item No. I and II of clause D of the aforesaid transfer policy shall be submitted to the Head of the Departments. Proposals in respect of item No. III shall be governed by the Transfer Policy of 2020 and the item No. IV and V shall be submitted to the Administrative Department for decision.

**F) Constitution of Survey/Auction Committee and Condemnation of Vehicles, etc.:**

- i) To approve constitution of Survey Committees and Auction Committees.
- ii) To approve constitution of Purchase Committees as per the standing guidelines of Finance Department.
- iii) To sanction condemnation of old vehicles and also the purchase of new vehicles in replacement of condemned vehicles with the concurrence of Finance Department.
- iv) To sanction under Rule 18.18 of Jammu and Kashmir Financial Code, writing off finally the irrecoverable value of store and livestock lost when there is no fraud or negligence.

**G) Punishments:**

To impose minor punishments in accordance with the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

H) Cases relating to reinstatement of suspendees and settlement of their period of suspension, by departments upto the level of officers/officials they are competent to appoint.

J) Cases requiring prior consultation/opinion/concurrence of Law/Finance/Planning, Development & Monitoring/ General Administration Department before disposing of the same, the concurrence given by the Administrative Secretary-in-Charge of these departments will be construed as the concurrence of the Law/Finance/ Planning, Development & Monitoring/ General Administration Department, as the case be.

**III. Administrative Secretary, General Administration Department:**

- i) To sanction pension covered under rules in respect of officers and officials subordinate to General Administration Department.



- ii) To sanction all types of leave in accordance with the provisions of Leave Rules in favour of officers upto the level of Special Secretaries.
- iii) To make transfers/postings/adjustments of Under Secretaries, Administrative Officers of J&K Administrative Officers (Gazetted) Service and Private Secretaries and equivalent Level Officers, having mature stay.
- iv) To approve officiating promotion of eligible Under Secretaries, Administrative Officers and Private Secretaries for a period not exceeding six months pending regularization with the concurrence of PSC.
- v) To sanction deputation of officers up to the level of Special Secretaries or equivalent for Government business/training outside the Union territory but within the Country.
- vi) To authorize medical treatment outside the Union territory covered under the Jammu and Kashmir Civil Services (Medical Attendance-Cum-Allowance) Rules.
- vii) To impose minor punishment in accordance with the provisions of the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- viii) To release revenue and capital component of funds in favour of subordinate offices within the approved budgetary provisions duly authorized by the Finance and Planning, Development & Monitoring Department.
- ix) To decide case regarding compulsory waiting of officers up to the level of Special Secretaries and equivalent.
- x) To approve payments to the standing counsels of the General Administration Department as per rates approved by the Department of Law, Justice and Parliamentary Affairs.
- xi) Release of funds in favour of Administrative Departments of Civil Secretariat as authorized by the Finance/Planning Development & Monitoring Department.
- xii) Powers to make Compassionate Appointments covered under SRO-43.
- xiii) Inter-departmental transfers/deputation of Non-Gazetted Government/PSU Employees.
- xiv) Sanctioning of advance drawals upto Rs. 25 lacs with the concurrence of the Financial Advisor & Chief Accounts Officer.



**(Manoj Kumar Dwivedi) IAS**  
Commissioner/Secretary to the Government

## **Annexure-B**

### **1. Administrative Secretary, Planning, Development and Monitoring Department:**

- i) Conveying of results of project appraisal to Department.
- ii) Re-appropriation of funds for ongoing schemes under BADP.

### **2. Administrative Secretary, Finance Department:**

- i) To contract all open market borrowings (OMBs) as approved in the 'Scheme of Financing for Annual Plan 2020-21 and subsequent years'.
- ii) To provide for temporary liquidity mismatch by taking the OD route with J&K Bank (under RBI's Ways and Means Facility), within the permissible limit.
- iii) To raise institutional finance as per the approved scheme of financing for Annual Plan 2020-21 and subsequent years as required from time to time during course of the year.
- iv) To authorize funds under Centrally Sponsored Schemes/Central Mega Flagship Schemes/TFC grants /Plan upto a monetary limit of Rs.50 crore in each case and revalidation of such funds authorized previously, without any monetary limit.
- v) To deal with interpretation/opinion cases received from departments and cases requiring relaxation of rules.
- vi) To sanction additionalities under all non-plan object heads of expenditure except under SRE, CRF, Maintenance', 'Wages', 'Outsourcing of Upkeep' and other purpose specific provisions, upto 10% of budgeted provisions for justified reasons as also to make re-appropriations of non-plan funds. There will, however, be no such additionality cap when meeting bonafide demands under 'Elections', 'Salaries', 'Leave Encashment' and 'Medical Reimbursement'.
- vii) To deal with cases of sanctioning of telephones and matters related thereto in respect of all the departments.
- viii) To deal with cases of settlement of Janta Accidental Group Insurance cases.
- ix) To deal with all cases of payments out of 'Contingency Fund of the Union territory.
- x) To accord concurrence in cases of Discretionary Grants pertaining to any of the departments.
- xi) To deal with all matters where prior consultation/opinion/concurrence of Finance Department is required to be obtained under J&K Government Business Rules/Codal Provisions/others standing orders and instructions. This will also





include opinion/concurrence of Finance Department relating to creation/abolition of non-gazetted posts.

- xii) Authorization for release of additionalities upto Rs. 25 lacs in favour of various Departments/DDCs under District Plans (only for ongoing schemes).
- xiii) Authorization for release of additionalities upto Rs. 50 lacs in respect of Union territory Plan (only for ongoing schemes).
- xiv) Authorization for re-appropriation of funds from one approved scheme to another within a sector.
- xv) Approval of Annual Plans after formal adoption.
- xvi) Approval of revised estimates within the sector or district.

**3. Administrative Secretary, Higher Education Department:**

- i) To release Grant-in-Aid to the Universities/Colleges and other institutions strictly in accordance with the authorization of Planning / Finance Department.
- ii) To grant NOC for establishment of Private College/Institution of Higher/Technical Education or addition of courses in accordance with the policy.
- iii) To order release of National Service Scheme grants to the Universities.

**4. Administrative Secretary, Labour & Employment Department:**

Sanction of medical reimbursement claims under ESI Scheme upto an amount of Rs. 2.00 lac in each case.

**5. Administrative Secretary, Department of Food, Civil Supplies and Consumer Affairs:**

- i) Issue of license of Retail Fair Price Shop/Retail Kerosene oil license under the approved policy.
- ii) All transportation cases including carriage of food grains in areas not finalized by HODs, be decided by the Administrative Secretary so that the distribution of ration is not discontinued due to non-finalization of contracts with the transporters. This measure will not replace the normal tendering process of engagement of transport through tendering process but only in cases of emergencies to make stop-gap arrangements, the decision may be taken by Administrative Secretary on the recommendations of the concerned HODs strictly as a stopgap arrangement.

**6. Administrative Secretaries, School Education Department:**

- i) All issues of implementation of SAMAGRA SHIKSHA and other Centrally Sponsored Schemes.
- ii) All issues of Mid-Day Meal Scheme for School going children upto the level of 8<sup>th</sup> Standard.

- iii) All issues of Total Literacy Campaign (TLC/JSS).
- iv) Recognition of Private Schools as per the approved norms.
- v) To release Grant-in-Aid to the Schools and other institutions strictly in accordance with the authorization of Planning/Finance Department.
- vi) To grant NOC for establishment of Private Schools/Institutions or addition of courses in accordance with the policy.

**7. Administrative Secretary, Department of Law, Justice and Parliamentary Affairs:**

- i) Filing of appeals and LPAs.
- ii) To sanction all kinds of counsel fee upto Rs. 50,000/- in the cases before the Hon'ble High Court.
- iii) To sanction all kinds of counsel fee for Subordinate Courts and in the acquittal cases.
- iv) Counsel fee beyond the terms and conditions of the Law Officers.
- v) Appointment of Officers-in-Charge for court cases.



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