

Copy of :

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Training – Delegation of Financial and Administrative powers to Heads of Training Institutes – report of the Committee and recommendations thereon – Orders – Issued.

GENERAL ADMINISTRATION (AR&T.III) DEPARTMENT

G.O.Ms.No.561

Dated: 7.10.1989.

1. G.O.Ms.no.188, G.A.(AR&T.III) Dept. dt.29.3.1980.
2. G.O.Rt.No.1153, G.A.(AR&T.III) Dept. dt.7.4.88.
3. From the Commissioner, Institute of Administration, Hyderabad
Lr.No.A3/214/88, dt.24.12.88.

ORDER:-

In Government Order second read above, orders have been issued constituting a Committee with the following members for examining various aspects of delegation of Financial and Administrative powers to the Heads of the Institute of Administration, Andhra Pradesh Police Academy and other Training Institutes:

- | | | | |
|----|--|----|-------------------------|
| 1. | Commissioner
Institute of Administration | .. | Chairman |
| 2. | Secretary to Government (Fiscal)
Finance & Planning (FW) Department | .. | Member |
| 3. | Director
Andhra Pradesh Police Academy, Hyderabad | | Member |
| 4. | Sri S.V. Ramana Murthy
Faculty Member
Institute of Administration, Hyderabad | .. | Secretary &
Convenor |

The Committee has also been authorised to co-opt the Heads of other Government Training Institutions in the state.

2. The Committee, after considering the proposals received from various training institution with reference to the delegation of powers in Andhra Pradesh Financial Code and Manual of Special Pay and Allowance, has submitted its report in the reference third read above, requesting the Government to approve the delegation of powers recommended in favour training institutes training Institutes of Category – I & II institutes in the State classified in the Government Order first read above.

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3. Government have carefully examined the recommendations made by the Committee and have decided to agree to the recommendations subject to certain modifications. Accordingly they delegate the financial and administrative powers to the Heads of Category – I and Category – II training institutes in the State as detailed in Annexures, I, II, III, IV, V and VI to this order. Category – I to open and operate a personal Deposit Account where Grants/monies are received by such institutions from sources other than the State Government.

4. The above delegation of powers shall be exercised subject to availability of budget provision and where approval of the Cabinet is not required.

5. Where higher powers are already delegated on certain items of expenditure etc., such higher powers will continue.

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

7. This order issues with the concurrence of Finance and Planning (FW) Dept. – vide their U.O.No.G 89-2-192-7922-FS/89, dated.30.8.1989.

(BY ORDER AND IN THE MADE OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NATH
CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
The Commissioner, Institute of Administration , Hyderabad
The Heads of all concerned Training Institutes.
The Pay and Accounts Officer, Hyderabad.

Copy to:

The Finance & Planning (F.W.) Department
The Accountant General, Andhra pradesh, Hyderabad.
The Secretary to Government of India, Department of personnel & Training (Trg.Dvn.)
Block No.11, 2nd Floor, CGO Complex, Lodhi Road, New Delhi – 110 003.
(with covering letter)

SF/SC

//FORWARDED BY ORDER//

Sd/-
Section Officer

P.T.O. for annexures.

ANNEXURE - I

DELEGATION OF FINANCIAL POWERS WITH REFERENCE TO THOSE DELEGATED TO HEADS OF DEPARTMENTS IN APPENDIX 28 OF A.P. FINANCIAL CODE VOL.II AS AMENDED IN G.O.MS.NO.102, G.A.(AR&T.DESK) DEPT. DT.24.2.1986.

S.No. in Appendix - 28	Item of Expenditure	Existing Delegation	Enhanced delegation of Powers in respect of Category - I Institutions and Institutions Headed by Heads of Departments	Category - II Institutions
(1)	(2)	(3)	(4)	(5)
1.	(a) Purchase of Steel and Wooden furniture	Rs.20,000/- per annum	Full powers in cases where the purchase is made from a Govt. organisation or state Govt. undertaking or any other organisation which is substantially controlled by Govt.	1 (a) Rs.20,000/- per annum
	(b) Repairs to furniture	Rs.3,000/- per annum	Full Powers	(b) Rs.3,000/- per annum
2.	Rent for office building	Rs.8,000/- per month	<ol style="list-style-type: none"> 1. Full powers for sanctioning rent after assessment of reasonableness by PWD 2. Fully powers for hiring of accommodation for conducting training programmes/workshops/seminars and alike 3. Full powers for hiring accommodation for accommodating participants/ Guest Faculty from outside the state. 	Rs.8,000/- per month
3.	Maintenance and repairs to vehicles: (a) Light Vehicles (b) Heavy vehicles	Rs.10,000/- per annum Rs.20,000/- per annum	Full powers subject to budget provision	Rs.10,000/- per annum Rs.20,000/- per annum

4.	Purchase of stationary	Rs.6,000/- per annum	Full powers to purchase all stationers articles in open market incidental to training activity including Folders, Note Books, Computer stationery like continuous stationery, floppies ribbons, ink for printing press, Aluminium plates, chemicals and alike.	Rs.6,000/- per annum
5.	Books, Maps and periodicals	Full Powers	Full powers for purchase of New Papers to the Training Institutions and also to purchase and supply of printed books both Government and non-Government publications to the participants as a part of course material	As in Column - 4
6.	Purchase of Bulbs, Lamps etc.	Rs.3,000/- per annum	Full Powers	- do -
7.	Crockery, Cutlery and utensils	Rs.750/- initial purchase	Full powers for both initial purchases and replacements of all the kitchen equipment, utensils, wet/dry grinders, washing machines water coolers/water filters, crockery and cutlery and alike	- do -
8.	Repairs to Type Writers	Full powers	No change	Full powers
8.(a)	Repairs to Duplicating machines	Rs.300/- per annum	Full powers	Full powers
9.	Printing & Binding	Full powers	No change	Full powers
10.	Purchase of Wall clocks	Not exceeding one piece for each unit office at a cost not exceeding Rs.350/-	One piece for each Lecture Hall/Seminar Halls/ Faculty Rooms	As in Col. 4
11.	Light Refreshments	Rs.25/- at a time not exceeding Rs.300/- per month	No change	Rs.25/- at a time not exceeding Rs.300/- per month

12.	Purchase of Fans	Rs.3,000/- per annum	Full powers subject to Budget provision	Rs.3000/- per annum
14.	Air coolers	Full powers	No change	Two pieces for each lecture Hall and one each for seminar room/faculty room
16.	Photographic charges	No powers	Full powers including purchase of Video films Audio/Video cassettes, cinematography films, Tapes, 16 MM films slides, transparencies, pens/pencils screening of films, Hire charges for films rented from outside.	As in Column. 4
20.	Apparatus, Instruments and Machinery	Purchase should be ordered in the order of Govt. sanctioning new schemes. Repairs and replacement of parts 5% per annum of original value. Replacement of an item it self 25% of original value after allowing full depreciation.	<p>a) Full powers for incurring expenditure on</p> <p>i) Repairs and replacement of parts;</p> <p>ii) To replenish consumables</p> <p>iii) To enter into contracts and agreements for annual maintenance and servicing</p> <p>b) Full powers for initial purchase or replacement of equipment subject to the existence of budget provision and existing restrictions on reappropriation of funds in case of equipment proposed to be purchased from Non-Plan budget; and subject to approval by project and programme approval committee in case of Plan/Centrally sponsored budget.</p>	Powers as indicated in Col.4 to their respective heads of Depts. In respect of training institutions under their control.

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ANNEXURE - II

LARGER DELEGATION OF FINANCIAL POWERS WITH REFERENCE TO APPENDIX 7 OF A.P. FINANCIAL CODE VOLUME II.

No. of Item in Appendix-7 (1)	Description of the Expenditure (2)	Delegation of the Head of the Training institutes of both Category - I (3)
8	Clothing and Livery	Full powers to supply 4 pairs of livery every year with a badge, belt with the inscription of the name of the Institution to Class IV staff, Drivers and Hostel (including kitchen) staff every year.
19.	Feeding charges	<ol style="list-style-type: none"> 1. Full powers to sanction feeding charges to subordinate officers including Attenders and last grade employees deputed to attend any training camp, sports meet, firing practices and such other purpose as may be relevant to training activity, as per the rates prescribed by the Government 2. Powers to sanction expenditure on animal feed including premixed feed, other concentrates and veterinary medicines for all live stock stationed in the training institutions.
22.	Games and Sports	Full powers to incur expenditure on games/sports events and maintenance of games, sports, courts, fields and stadia etc.
24.	Hospital Charges	<ol style="list-style-type: none"> 1. Full powers to appoint a visiting physician of the cadre of a Civil Surgeon specialist on an honorarium of Rs.1,500/- p.m. and to purchase medicines, first aid equipment, dressing and bandage material as prescribed by him from local market and supply the same free of cost to the participants and guest faculty. 2. In respect of Hospitals/Dispensaries attached to Training Institutes, financial powers on par with Superintendent of Dist. Headquarters Hospital for maintenance.

No. of Item in Appendix-7	Description of the Expenditure	Delegation for both Category – I and Category – II Institutions
(1)	(2)	(3)
25.	Hostel charges (including working lunch, coffee, tea for non-residential training programmes)	Full powers in regard to incurring of expenditure on – (a) Breakfast, coffee, tea, lunch and dinner (including servicing charges) to the participants; (b) Initial purchase and replacement of costs, mattresses, pillows, Bed sheets, blankets, Mosquito nets, towels, soaps and deodorants; (c) Purchase of stores for hostel like provisions, cooking gas, vegetables, fruits etc. (d) Electrical appliances for hostel like gysers, heaters, stoves washing machines, grinders etc. (e) Approval of agreements/contracts for running of hostel/canteen etc.
26.	A) Honorarium <u>Existing powers:</u> Police Academy. Rs. 100/- per hour (G.O.Rt.No.674, Home (Pol.C) dt.21.4.87. SIRD .. Rs.75/- per session of 1 ½ hours duration (G.O.Rt.No.242, PR&RS (RD.III) dt.3.3.88) <u>Institute of Administration :</u> Category 'A' & 'B' Officers – Rs.75/ per hour Category 'C' Officers Rs.35/- per hour (G.O.Rt.No.3674, GA (AR&T.II) dt.6.10.80)	Powers to sanction honorarium at Uniform rate of Rs. 100/- per hour for each guest faculty or visiting faculty for delivering lectures or sharing experiences for all training institutions irrespective of the Category or grade to which a faculty belongs.

26.	Hot and Cold Weather charges	Full powers
31.	Livestock	Full powers
34.	Menials paid from contingencies	Full powers
36.	Motor vehicles - A.Hiring charges	Full powers to hire buses/vans/Autos/Cars for arranging study tours, visits to projects/Institutions and for transporting Faculty and Participants,
37.	Office Expenses	Full powers to incur expenditure on any item incidental to training activity
54.	Telephone charges	Full powers to incur expenditure for shifting of phones, replacement of instruments
56.	Translation charges	Full powers

ANNEXURE - III

DELEGATION OF POWERS WITH REFERENCE TO APPENDIX 12 OF A.P.F.C. VOTURE II TO SANCTION EXPENDITURE ON WORKS

	AUTHORITY	EXTENT OF DELEGATION
1.	Head of Category - I Institutions	Full powers to sanction estimates and to incur expenditure on maintenance including repairs of all buildings under their control (both) excepting for undertaking additions and alterations.
2.	Head of Cat. II Institutions	Up to Rs.25,000/- per annum for the above purpose.

ANNEXURE - IV

DELEGATION OF POWERS WITH REFERENCE TO APPENDIX 14 TO SANCTION ADDITIONS, IMPROVEMENTS AND ALTERATIONS TO EXISTING ELECTRICAL INSTALLATIONS

1.	Heads of Cat. I Institutions	Full powers (for both Non-residential and Residential and Residential buildings)
2.	Heads of Cat. II Institutions	Upto Rs.1000/- at a time - Non-Residential buildings 500/- at a time for each residential buildings.

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ANNEXURE - V

POWER DELEGATION OF POWERS SUGGESTED WITH REFERENCE TO APPENDIX - 15 OF A.P.F.C. VOI - II.

Item No. in Appendix.15	Description of expenditure	Delegation in respect of both category I & II Institutions																																				
7.	Examination charges	<p><u>In respect of A.P. Police Academy</u></p> <table border="0"> <thead> <tr> <th><u>Paper Setting</u></th> <th><u>Valuation</u></th> <th><u>Invigilation</u></th> </tr> <tr> <th>Rs</th> <th>Rs.</th> <th>Rs.(Per day)</th> </tr> </thead> <tbody> <tr> <td>i) DSP's and above part of paper</td> <td>250</td> <td>5/- per script</td> </tr> <tr> <td></td> <td>150</td> <td>a) Chief Rs. 100/- Supdt.</td> </tr> <tr> <td>ii) for Subordinate Officers</td> <td>200</td> <td>4/-</td> </tr> <tr> <td></td> <td>125</td> <td>b) Invigilators Rs.50/</td> </tr> <tr> <td>iii) For constabulary Part of paper</td> <td>150</td> <td>3/-</td> </tr> <tr> <td></td> <td>100</td> <td>c) Attenders Rs.25/-</td> </tr> <tr> <td></td> <td>In respect of Institute of Administration</td> <td>250/-</td> </tr> <tr> <td></td> <td></td> <td>5/-</td> </tr> <tr> <td></td> <td></td> <td>“</td> </tr> <tr> <td></td> <td></td> <td>-do-</td> </tr> </tbody> </table>	<u>Paper Setting</u>	<u>Valuation</u>	<u>Invigilation</u>	Rs	Rs.	Rs.(Per day)	i) DSP's and above part of paper	250	5/- per script		150	a) Chief Rs. 100/- Supdt.	ii) for Subordinate Officers	200	4/-		125	b) Invigilators Rs.50/	iii) For constabulary Part of paper	150	3/-		100	c) Attenders Rs.25/-		In respect of Institute of Administration	250/-			5/-			“			-do-
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15.	Section writing and copying charges	Full powers to supply course material to the participants (e. Typing, duplicating, printing, binding, copying)																																				
18 (I)	(IHSC) Contingent Expenditure in connection with the visits of high personages	Not exceeding Rs.10,000/- per annum																																				
(2)	Entertainment grant	Rs.8,000/- per annum subject to Budget provision																																				
23 (A)	Purchase of contemporary Arts and Paintings	Category. I upto Rs.5000/- per item subject to availability of budget provision To acquire and display objects of arts to improve aesthetic appeal of the Institution.																																				
27.	Departmental Publications	Full powers to publish journals, newsletters (monthly/Quarterly/Annual and standerised course material on various subjects/aspects of training programmes.																																				

