

# J&K KHADI AND VILLAGE INDUSTRIES BOARD, SRINAGAR

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**Order No: KVIB/190 Of 1992**

**Dated: 08 - X - 1992**

**Subject: Delegation of administrative and financial powers to the officer of Khadi and Village Industries Board**

As approved in the Board in its 73<sup>rd</sup> and 74<sup>th</sup> meetings, following administrative and financial powers are hereby delegated to the officers of the Khadi and Village Industries Board at State/Divisional and district level. This is in supersession to all the previous orders issued in this behalf.

<b>Clause</b>	<b>Nature of powers</b>	<b>Officer</b>	<b>Power delegated</b>
1	Drawing & disbursing of pay and other allowances	F.A & C.A.O	Full powers in respect of staff working in the Direction Office.
		Dy. C.E.O I/C Division	Full Powers in respect of staff working in the divisional office.
		E.O/A.E.O I/C District	Full Powers in respect of staff working in the district/sub office.
2	Maintenance of Service records and personal files	Secretary/CEO	Full Powers
		F.A & C.A.O	He will maintain service books of accounts staff working in the Direction office
		Dy. C.E.O I/C Division	He will maintain service books/records of the District Offices and the staff working in the Divisional Offices.
		E.O/A.E.O I/C District	He will maintain service books/records of the staff working in the district/Sub office.
3	To sanction leave	Secretary/CEO	Full powers for sanction of earned leave, maternity leave upto the level of Executive Officers.
		F.A & C.A.O	He will sanction leave in respect of accounts staff working under his control in the Direction Office.

		Dy. C.E.O. Div./Adm.	Full powers for sanction of leave in respect of staff working under his control in the direction office/division upto the level of A.E.O.
		E.O/A.E.O. I/C district	To sanction casual leave only of the staff working under his control in the District/sub office.
4.	i) To sanction tour programme and advance TA for the staff. ii) To sanction pay and TA on transfer iii) To sanction one month's advance pay to those who have remained on tour or for one month deputed outside the state for training iv) To countersign T.A bills.	Secretary/C.E.O	He will be the controlling officer in respect of travelling and D.A allowances of the F.A. & C.A.O and Dy. C.E.Os and other staff working in the Direction Office.
		F.A. & C.A.O	He will be controlling officer in respect of TA, DA bills of the accounts staff working under his control
		Dy. C.E.O I/C division	He will be the controlling Officer in respect of staff working under his administrative control within his jurisdiction.
		E.O/A.E.O I/C district	He will be the controlling officer in respect of staff working under his administrative control within his jurisdiction.
5	To sanction temporary advances from G.P/C.P. Fund	Secretary/C.E.O	Full powers of sanctions subject to the conditions laid down in the provident fund rules.
6	Transfer of subordinate staff and to sanction TA thereon.	Secretary/C.E.O	Full powers upto E.O. only
7	To sanction refund earnest money	Secretary/C.E.O	Full powers
8	To sanction estimates for execution of construction or repairs of building.	Secretary/C.E.O	Upto Rs.50,000/- in each case subject to budget provision.
9	To enter into a contract with building contractors for execution of civil works construction of building	Secretary/C.E.O	Full powers

10	To sanction expenditure on the purchase of maps periodical books and other publications.	Secretary/C.E.O	Full powers
11	To sanction expenditure on the repairs of the Jeep trailers, Vans including replacement of parts, purchase of batteries etc & to meet expenditure on fuel	Secretary/C.E.O	Full powers subject to provision of budget.
		Dy. C.E.O (Div.)	Full powers subject to provision of budget.
12	To sanction expenditure for office godown and other hired accommodations.	Secretary/C.E.O	Upto Rs.1000/-
		Dy. C.E.O (Div.)	Upto Rs.500/-
		E.O. (District)	Upto Rs.250/- to hire any accommodation
13	To sanction expenditure on purchase of repairs of furniture and fixture	Secretary/C.E.O Dy. C.E.O (Div.) E.O. (District)	Full powers subject to availability of budget and on the recommendations of the purchasing committee.
14	To sanction local purchases of stationery articles subject to non-availability certificates by the Supdt. Stationery Depot	Secretary/C.E.O	Full powers Subject to availability of funds
		F.A. & C.A.O	Rs.500/- Subject to availability of funds
		Dy. C.E.O	Rs.400/- Subject to availability of funds
		A.O/Adm. Officer	Rs.200/- Subject to availability of funds
		E.O.	Rs.200/- Subject to availability of funds
		A.E.O	Rs.150/- Subject to availability of funds
15	To sanction purchase of raw materials for departmental schemes.	Secretary/C.E.O	Upto Rs.10,000/ in each item.
		Dy. C.E.O (Div.)	Upto Rs.2000/- in each item. Subject to availability of budget on the recommendation of purchasing committee.
16	To purchase or issue sanction for purchase of equipments.	Secretary/C.E.O	Upto Rs.2000/- in each item or Rs.20,000/- per annum on the recommendation of the purchasing committee.
17	To sanction expenditure on fixture and repairs/ replacements of parts to machinery, equipments and tools, erection or removal of machinery.	Secretary/C.E.O	Upto Rs.2000/- in each item.
18	To sanction expenditure on charge and other incidental charges for transfer of furniture machinery, equipments raw material and finished goods.	Secretary/C.E.O Dy. C.E.O (Div.) E.O/A.E.O District	Full powers subject to availability of funds in the budget.

19	To sanction expenditure towards publicity and programme including propaganda, including fares, expenses, printing of pamphlet, sign boards etc.	Secretary/C.E.O	Full powers
		Dy. C.E.O	Upto Rs.500/- per annum on the recommendation of the committee.
20	To condemn spare parts, tools, furniture and other allied articles as unserviceable.	Secretary/C.E.O	To exercise same powers as are delegated as major head of department of State Government in this respect.
21	To sanction purchase of samples	Secretary/C.E.O	Upto Rs.500/- in each case subject to maximum of Rs.2000/- per annum
22	To sanction law charges including pleader fee and other charges incurred towards filing of suit counter affidavit and getting the copies of judgement	Secretary/C.E.O	Upto Rs.1000/- in each case.
23	To sanction Festival Advance		Full powers to drawing and disbursing officer of the Board
24	To sanction telephone expenditure and electric charges		Full powers to drawing and disbursing officer of the Board subject to Budget provision.
25	To sanction expenditure on addition, improvement or alteration of existing electric installations.	Secretary/C.E.O	Full powers
26	To sanction financial assistance under Village Industries Schemes and disposal of applications	Secretary/C.E.O	i/ Upto Rs.20,000/- in each case in respect of Cooperative Societies. ii/ Upto Rs.10,000/- in each cases in respect of individual under village industries subject to conditions the schemes are approved by the competent authority.
27	To conduct and confirm the auction sales of unserviceable articles.	Secretary/C.E.O	Upto Rs.5000/- only
		Dy. C.E.O	Upto Rs.800/- only of maximum of book value.
		E.O	Upto Rs.500/- only of maximum of book value.
28	To sanction re-appropriation of funds from one head to other in the same scheme.	Secretary/C.E.O	Full powers as per directions of the KVIC/State Government from time to time.

29	To sanction expenditure on hot and cold weather charges (purchase of stoves, coal, firewood, fan and sigrees) etc.		Full powers to the drawing and disbursing officers of the Board subject to availability of budget.
30	To sanction miscellaneous contingent charges for smooth running of the respective office of the Board.	Secretary/C.E.O F.A. & C.A.O Dy. C.E.O E.O	Full powers subject to availability of budget.
31	To sanction refunds of amount collected in excess of due amount towards collection of instalments, cost of goods sold etc. which have to be refunded reasonably and also the amounts credited wrongly.	Secretary/C.E.O	Full powers
32	Appointment of non Gazetted staff	Secretary/C.E.O	Upto the post of AEO on the recommendations of sub committee constituted for the purpose with the approval of Chairman.

The above delegations will come into force with immediate effect.

Sd/-  
Secretary  
J&K Khadi & Village Ind. Board.

No.KVIB/Estt/3563-81

dated 8.10.1992

Copy to the :-

1. Pvt. Secretary to Financial Commissioner, Planning and Dev. Department (Chairman of KVI Board) for perusal of the Chairman.
2. F.A. & C.A.O, KVIB, Srinagar.
3. Dy. C.E.O, Jammu/Srinagar.
4. E.O/A.E.O, KVIB\_\_\_\_\_.
5. Development Officer KVIB\_\_\_\_\_.