

J&K KHADI AND VILLAGE INDUSTRIES BOARD SRINAGAR

ORDER

As approved by the Board in its 14th meeting held on 20th and 21st December 1967, sanction is hereby accorded to the delegation of the Administrative and Financial powers to the officers of the Board as shown below:-

S. No.	Nature of powers	To whom delegated	Extent Delegated
1	Appointment of non-gazetted staff with the approval of the Chairman	Secretary F.A & C.A.O	Upto and in the grade of 200-400 Upto and in the grade of 100-200 in respect of Accts and Audit wing
		E.O	Upto and in the grade of 100-200 in respect of Administration wing;
		A.E.O	Upto and in the grade of 70-130
2	Drawal & disbursement of pay and other allowances	F.A & CAO	Full powers in respect of all non-gazetted subordinate staff under his control in Accts. Wing.
		E.O	Full powers in respect of all subordinate staff under his control in Administration wing
		A.E.O's	Full powers in respect of all non-gazetted subordinate staff under their control at Provincial level
3	Maintance of service records & personal files	Secretary F.A & CAO	Full Powers Full powers in respect of non-gazetted staff under his control in accounts wing
		E.O	Full powers in respect of non-gazetted subordinate staff under his control in Adm. Wing.
		A.E.O's	Full powers in respect of non-gazetted subordinate staff under their control at provincial level
4	To sanction leaves	Secretary F.A & CAO	Full powers Full powers in respect of staff under his control
		E.O	Same as above
		A.E.O's	Same as above in case of staff under provincial setup
		Secretary F.A & CAO	Full powers Full powers in respect of staff under his control
5	To sanction tour programmes and tour advances for gazetted and non-gazetted staff	E.O	Full powers in respect of

			staff under his control
		A.E.O's	Full powers in respect of staff under their control at provincial

6	To sanction advance of pay and T.A on transfer	Secretary	Full powers
7	To sanction one month's advance pay to those who have to remain on tour for month or deputed outside the state for training	Secretary	Full powers
8	To sanction temporary advance from C.P. Fund G.P. Fund	Secretary	Full powers of sanction subject to the conditions laid down in the Provident Fund Scheme
9	To countersign the T.A bills and contingent vouchers	Secretary	Full powers in respect of F.A & CAO and E.O
		F.A & CAO	Full powers in respect of staff under his control
		E.O	Same above
		A.E.O's	Full powers in respect of T.A bills of non-gazetted staff under their control or the staff of the subordinate offices under their jurisdiction
10	To transfer the subordinate staff and allow T.A thereon	Secretary	Full powers in respect of gazetted officers
		F.A & CAO & E.O	All non-gazetted staff working under their control
		A.E.O's	Staff working under their administrative control
11	To sanction refund of earnest money	Secretary	Full powers
12	To sanction estimates for execution of the construction or repairs of the building subject to budget provision	Secretary	Upto Rs.10,000/- in each case
13	To enter into a contract with building contractors for execution of civil works construction of buildings	Secretary	Full powers
14	To enter into an agreement and execute contract deeds etc. On behalf of the Board	Secretary	Full Powers
15	To sanction expenditure on the purchase of maps, periodicals, books, publications subject of budget provision	Secretary	Full Powers
		F.A & CAO	Rs. 100/- P.A
		E.O	Rs. 100/- P.A
		A.E.O's	Rs. 50/- P.A
16	To sanction expenditure on the repairs to jeep, trailers, vans including replacement of parts, purchasing Batteries subject to budget provisions	Secretary	Full powers
		E.O	Upto Rs.200/- at a time
		A.E.O's	Upto Rs.75/- at a time
17	To sanction rents for offices godowns, worksheds, main centres, sub-centres, Ind. Units and emporiums etc. Subject to budget provision	Secretary	Office Sale Depots, godowns and emporiums upto Rs.200/- P.M. 2. Main centres upto Rs.150/- 3. Sub-centres upto Rs.75/- P.M.
		E.O	1. Office upto Rs.150/- P.M.

			2. Sale deposits, emporiums and godowns upto Rs.100/- P.M. 3. Main centres Rs.50/- PM 4. Sub Centres Rs.25/- P.M.
18	To sanction expenditure on purchase of and repairs to furniture and fixture subject to budget provision	A.E.O's	Rs. 50/- per mansion per building subject to the leave being taken on a year to year basis
		Secretary	Rs. 500/- at a time

19	To sanction local purchase of stationery articles subject to budget provisions and non-availability certificate by the Suptt. Stationery depot	Secretary	Rs. 50/- in each item
		F.A & CAO	Upto Rs.30/- in each item.
		E.O	In respect of their respective
		A.E.O	Upto Rs. 20/- in each item
20	To purchase of sanction to purchase of raw-material for departmental schemes subject to budget provisions	Secretary	Upto Rs.5000/- in each item
		E.O	Upto Rs.1000/- in each item
		A.E.O	Upto Rs.500/- in each item
21	To purchase or sanction to purchase equipments subject to budget provisions	Secretary	Upto Rs.500/- in each case and Rs. 10,000/- P. A
		E.O	Upto Rs.200/- at a time subject to maximum of Rs.5000/- P.A.
22	To sanction expenditure on fixtures and repairs replacement of parts of machinery equipments and tools, erection or removal of machinery and equipments	A.E.O's	Upto Rs.100/- at a time in each single item subject to the maximum of Rs.2000/- P.A
		Secretary	Upto Rs.500/- in each case
23	To sanction expenditure on collie charges & other incidental charges for transport of furniture machinery, equipments, raw materials & finished goods	Secretary	Full Powers
		E.O	Rs.100/- in each case
		A.E.Os	Rs.50/- in each case
24	To sanction expenditure towards the publicity and propaganda including fairs exhibitions, printing of pamphlets, sign boards etc. Subject to budget provisions	Secretary	Full powers
25	To condemn spare parts tools implements furniture and other allied articles as un-serviceable	Secretary	The Secretary is delegated with the powers of Major Head of Department of the Government in this respect.
26	To sanction purchase of samples	Secretary	Upto Rs.100/- in each case subject to maximum of Rs.500/- P.A
27	To sanction law charges including the pleader fee & other charges incurred towards filing of suits, counter affidavits and getting judgement copies etc.	Secretary	Upto Rs.200/- in each case
28	To sanction Festival Advance	Secretary	Full powers
29	To sanction telephones and electric charges subject to budget provisions	Secretary	Full Powers
		E.O	Full powers
		A.E.Os	Full Powers
30	To sanction expenditure on addition improvement, alterations to existing	Secretary	Full Powers

	electrical installation		
31	To sanction individual village Industries schemes and disposal of applications for the financial assistance	Secretary	1. Upto Rs.10,000/- in each case in respect of schemes to be executed departmentally. 2. Upto Rs.5000/- in each case in respect of Co-op societies, subject to the condition that the schemes are approved by the competent authority
32	To Conduct & confirm auction sales of unserviceable articles, packing material and other wastes	Secretary	Full Powers
		E.O	Upto maximum book value of Rs.500/-
		A.E.Os	Upto maximum book value of Rs.100/-

33	To sanction re-appropriation of funds from one head to other in the same scheme	Secretary	Upto Rs.12000/- in each case only regarding grant – in-aid received from the State Government in respect of schematic funds received from the Commission formal/prior approval of the Commission is necessary
34	To sanction periodical increments to subordinate staff	Secretary	Full powers
		E.O. F.A	Upto the grade of 140-250 in respect of their respective staff
35	To sanction expenditure on hot and cold whether charges (purchase of stoves, coal, fire wood, fans, sigaries etc) subject to budget provision	Secretary	Full powers
		E.O	Upto Rs.500/- P.A
		F.A & CAO	Upto Rs.500/- P.A
		A.E.Os	Upto Rs.200/- P.A
36	To sanction the refund of amounts collected in excess of the due amounts towards the collection of instalments cost of goods sold etc. Which have to be refunded reasonably and also the amounts credited wrongly to the Board funds	Secretary	Full powers

Sd/-

(G. N. Naik)

J&K Khadi & Village Industries Board

Dated 7.3.68

No.KVIB/ 5723-28

Copy to

- 1) F.A & C.A.O
- 2) E.O
- 3) A.E.O, Jammu Kashmir
- 4) P. A. To Chairman
- 5) Office order file.