

**THE DELEGATION OF FINANCIAL POWERS  
RULES, 2022 (as amended)**

**GOVERNMENT OF ASSAM**

**FINANCE DEPARTMENT**

**ASSAM SACHIVALAYA**

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**GOVERNMENT OF ASSAM,  
FINANCE (ESTABLISHMENT – B) DEPARTMENT**

**ORDER BY THR GOVERNOR**

**NOTIFICATION**

**FEB.136/2022/1:** Whereas, the Delegation of Financial Power Rules, 1999 as amended was published in the Government Gazette on 8<sup>th</sup> October 1999 and came into force from that date.

And

Whereas, with the passage of time several provisions of the Rules have been modified and updated from time to time to suit the needs,

And

Whereas, further modification and updating and amendment of the rules is felt necessary, now, therefore, the Governor of Assam in pursuance of clause (3) of Article 166 of the Constitution of India is pleased to make the following Rules, namely,

**THE DELEGATION OF FINANCIAL POWERS RULES, 2022**

**RULE 1.     SHORT TITLE AND COMMENCEMENT**

- (1) These Rules may be called “The Delegation of Financial Power Rules, Assam, 2022”.
- (2) They shall come into force with immediate effect.
- (3) Save as otherwise provided in these rules, these rules shall apply to Government Departments as well as Government Undertakings as defined under **Rule 3 (xviii)**.

## **RULE 2.POWER TO AMEND**

Notwithstanding anything contained in these Rules, Government in Finance Department may, by general or special order, modify, amend, withdraw or relax any provision in these Rules.

## **RULE 3.DEFINITIONS**

The terms and expression used in these Rules and not defined below but defined in Assam Financial Rules, Assam Contingency Manual, Assam Treasury Rules, Assam Budget Manual shall have the same meaning assigned to them in the respective Rules.

- i. **“Administrative approval”** – This term denotes the formal acceptance, by the administrative department concerned of the proposals based on preliminary plans for incurring any expenditure in the Public Works or any other department of Government on a work initiated by, or connected with, the requirements of such administrative department. It is, in effect, an order to the Public Works or such other Department of Government to execute certain specified works at a stated sum to meet the administrative needs of the department requisitioning / requiring the work.
- ii. **“Administrative Department”** - means the Secretariat Department to which the subject under consideration is assigned for disposal under the Assam Rules of Executive Business, 1968.
- iii. **“Administrator”**- includes Head of an Autonomous organization / Board / Commission etc.
- iv. **“Acceptance of bid / tender”**– means a formal **acceptance** of an offer; it constitutes a legal agreement or contract between the procuring authority and vendor/ supplier;
- v. **“Competent Authority”**- means, in respect of the power to be exercised under any of these provisions, the Governor or such other authority to which the power is delegated by or under the Assam Financial Rules, Delegation of Financial Powers Rules, or any other general or special orders issued by the Government of Assam.
- vi. **“Contingent Expenditure”**- means all incidental and other expenditure including expenditure on stores, which is incurred for management of an office, or for the working of a technical establishment, such as laboratory, workshop, industrial installation, store depot but does not include

any expenditure which has been specifically classified as falling under some other detailed head of expenditure, such as “Works”, “Tools and Plant”.

- vii. **“Continuing Scheme”** is one which has been administratively and/or financially approved in the previous year and continues to be under implementation under revenue or capital budget.
- viii. **“Drawing and Disbursing Officer” (DDO)**– means a Head of Office and also any other Officer so designated by the Finance Department of the State Government, to draw bills and make payments on behalf of the State Government. The term shall also include a Head of Department where he himself discharges such function.

**D.D.O who is not a Head of Office shall not exercise any statutory or delegated power to sanction which are vested with the Head of Office.**

- ix. **“Department”** means all Administrative Departments of the Secretariat to which subject under consideration has been assigned under the Executive Rules of Business, 1968 as amended and Department of the State Government as notified from time to time.
- x. **“Deemed Department”** will be one as notified by Finance Department and will have delegated power equivalent to that of an Administrative Department.\*

For the purpose of these Rules and provisions, includes Gauhati High Court, the Governor's Secretariat, and other Tribunals, Boards, Commissions. Finance Department, by notification, as it considers necessary, may include/modify or delete from the list the deemed department as the exigency demands.

\*Amended vide Notification No. 485917/5 dated 14/08/2024.

- xi. **“Each Case”** - means in respect of non-recurring expenditure — expenditure incurred at a given point of time and in respect of recurring expenditure — each type of expenditure of a recurring nature;

Explanation:

- a. If on a particular occasion a number of items of stores are to be purchased, the powers of the sanctioning authority should be exercised on that occasion for the entire lot and not with reference to individual articles constituting the lot.

- b. Purchases arising out of the same indent should not be split and made separately on different dates with a view to avoid the sanction of higher authority.
- c. An authority empowered to sanction expenditure on any recurring item, say up to Rs. 5000/- per annum, will be competent to sanction expenditure on the item on a number of occasions subject to the limit of Rs. 5000/- per annum.

- xii. **“Establishment expenditure”**- means the expenditure required to meet the day-to-day expenditure of an organization of intermittent or occasional character and met from revenue receipt of the Government.
- xiii. **“Financial sanction”** - means the sanction of Government or of an authority to which power has been delegated, to expenditure of public money for a specified purpose, and is subject to appropriation of funds.
- xiv. **“Finance Department”** means the Finance Department of the Government of Assam.
- xv. **“Financial year”** - Financial year of the Government shall commence on the 1st day of April of each year and end on the 31st day of March of the following year.
- xvi. **“Governor”** means the Governor of Assam
- xvii. **“Government”** means the State Government of Assam.
- xviii. **“Government Undertaking”** means Statutory Commissions, Societies, and all other autonomous bodies including Boards, Agencies, Grants-in Aids Institutions that are fully or partly financed or assisted by the State Government.
- xix. **“Heads of Department”**—means an officer declared as such by the Government. List of such declared HoD is given in these rules (Annexure-X)  
**“Deemed Heads of Department”**- For the purpose of these rules and provisions, it includes
  - a) other State Head Quarter offices and
  - b) entities like Commissions, Tribunals, Board etc. headed by in-service officer at the rank of Secretary and above but below the rank of Additional Chief Secretary

- c) similarly, Commissions, Tribunals, Board etc. headed Retired. Govt. officers of the rank of Secretary and above will be treated as deemed Heads of Department.

The Finance Department may by notification include/ exclude / delete the Deemed HoD as the exigency demands.

**“Head of an Office”** means a Gazetted Government servant recognized as such by Government or the Head of the Department under whom he may be employed.

- xx. “Miscellaneous Expenditure”** means all expenditure other than expenditure falling under the category of pay and allowances of Government servants leave salary, pension, contingencies, grants-in-aid, contributions, works, stock, tools and plant and the like.
- xxi. “Recurring expenditure”**-means the expenditure which is incurred at periodical intervals for the same purpose.
- xxii. “Non-recurring expenditure”**- means expenditure other than recurring expenditure, ie. expenditure sanctioned as a lump sum charge, whether the money be paid as a lump sum or by installments.
- xxiii. “New Scheme”** is a Scheme which is not a Continuing Scheme.
- xxiv. “Pay”**- means the amount monthly drawn by a Government servant as defined in Fundamental Rule 9(21) (a) (i) .
- xxv. “Primary Units of appropriation”** means the lowest accounting units used for classifying appropriations under major heads.
- xxvi. “Principal”** for purpose of these rules includes Principal of all Government Allopathic colleges, Homoeopathic colleges, Ayurvedic Colleges, Nursing Colleges, Dental Colleges, Engineering colleges, and other government colleges and Institutes.
- xxvii. “Works Department”** includes Public Works, Public Health Engineering, Irrigation and Water Resource Department.
- xxviii. “Re-appropriation”** means the transfer, by a competent authority, of savings/funds from one unit of appropriation to another unit of appropriation within the same Grant.
- xxix. “Subordinate authority”** means any authority subordinate to the Governor or the State Government and includes a Department of Government.

For the purpose of these rules, it means all the State Government Departments and other authorities to whom Finance Department delegated financial power.

- xxx. “Technical sanction”** -is the approval to the detailed designs, plans, specifications and quantities by the competent Engineering authority, which is required to be given to any work (other than petty works, petty repairs, and other repairs for which a lump sum provision has been sanctioned by the Competent Authority) before its commencement.

#### **RULE 4. PROVISION OF FUNDS BY LEGISLATURE**

Demands for grants and appropriations for charged & voted expenditure are presented to the Legislature on behalf of the appropriate Department or authority concerned. After the Demands have been voted and the necessary Appropriation Act passed by the Legislature, the amounts so authorized by law becomes available to the Department or authority concerned only after being communicated by the Finance Department through the Finance Department software (finassam) for appropriation to meet sanctioned expenditure.

#### **RULE 5. GENERAL LIMITATIONS ON POWER TO SANCTION EXPENDITURE**

- i) It is a primary condition that no Financial Sanction / Administrative Approval may be accorded without specific budget provision to meet the expenditure.**
- ii) The financial power under these rules is to be exercised only for legitimate object of public expenditure.**
- iii) No expenditure shall be incurred against a sanction unless funds are made available by appropriation or re-appropriation**
- iv) Funds should ordinarily be drawn only when the expenditure is imminent.**
- v) That there is specific authority or sanction to incur the expenditure or make the payment or advance the money.**
- vi) The sanctioning authority should also indicate on the body of the sanction irrespective of issue of the sanction physically or digitally, as to how the fund is to be provided showing the proper budgetary classification.**

- vii) **Any authority vested with financial powers under these Rules should not re-delegate his financial powers in whole or in part to any Government servant without prior concurrence of the Finance Department.**

## **RULE 6. GENERAL GUIDELINE**

Finance Department will be at liberty to put in place MIS or suitable IT module to ensure process of approval / sanction etc. are digitized in requisite formats.

## **RULE 7. POWER TO SUB-ORDINATE AUTHORITY TO SANCTION EXPENDITURE**

- A. Subordinate authority may sanction expenditure or advances of public money in those cases only in which it is authorized to do so by –
- (i) the provision of any legislative enactment for the time being in force or of rules made under such an enactment  
or
  - (ii) the codes, manuals and regulations issued by the Governor or the Government of Assam  
or
  - (iii) any order of the Governor or the Government of Assam delegating their powers with reference to the provisions of a legislative enactment or to rules approved or orders issued by the Governor or the Government of Assam
  - (iv) any order of the Governor or the Government of Assam laying down as scale or maximum scale of expenditure  
or
  - (v) delegated financial power incorporated in the “Schedule of Power to Sub-ordinate Authority” under these Rules.

Provided that, every sanction issued by a competent authority under these rules or under the provision of any other Acts and Rules as stated in Rule 7A or with concurrence of the Finance Department wherever necessary, must invariably quote the authority under which sanction have been accorded.<sup>1</sup>

**B.** Nothing contained in Rule (7A) shall empower any subordinate authority to sanction without the previous consent of the Finance Department, any expenditure which involves the introduction of new scheme, programme, principle or practice or modification of the existing scheme, programme, principles or practices, likely to lead to increase in expenditure or financial liability in future.<sup>2</sup>

1. Provision of appropriate Acts and Rules under which the sanction is issued must be quoted on the body of the communication.
2. No new expenditure can be incurred or liability created without prior concurrence of Finance Department.

**C.** The exercise of power by a subordinate authority is subject to the observance of any general or special direction which the authority delegating power (Finance Department) may issue at any time, whether generally or in reference to a particular case as a measure of economy or otherwise.

**D.** In case of exigency, power delegated to subordinate office can also be exercised by the Senior most Secretary of the Administrative Department in case of Establishment Expenditure.

**E.** Power delegated to subordinate authority can also be exercised by a higher authority in relation to such subordinate authority.

#### **RULE 8. SPECIAL POWER TO SANCTION OF ENTERTAINMENT CHARGES DELEGATED TO GAD**

**A.** Sr. most Secretary of General Administration Department (GAD) may incur expenditure up to a maximum amount of Rs. 100,000/- per month at his level for providing tea & snacks in meetings / conference etc held in the Secretariat Conference halls and Minister's chambers.

**B.** Utmost economy shall be observed in incurring expenditure on entertainment which shall ordinarily be restricted to tea/coffee only. GAD shall maintain separate record relating to each department and shall include requisition, order, besides other relevant documents in record keeping.

**C.** The ceiling on expenditure as provided shall not in any case be exceeded without concurrence of Finance Department. Non-entitled officers must not incur any expenditure on entertainment at Government expense.

**D.** The sanction order accompanying the bill to be presented before the Treasury/ Sub Treasury shall clearly indicate the category of entitlement and the period to which the amount relates.

**RULE 9. SPECIAL POWER TO THE SENIOR MOST SECRETARY TO THE GOVERNOR**

The Senior most Secretary to Governor will exercise full power in respect for implementation of provisions of “Governors (Allowances and Privileges) Rules, 1987” as amended from time to time subject to budget provision and further subject to compliance of all Rules and procedures. However, for creation of posts and purchase of vehicle, concurrence of Finance Department will be a pre-requisite.

**RULE 10. RESIDUARY FINANCIAL POWERS**

Financial powers, not specifically delegated to any authority by these rules, shall vest in the Finance Department. In case of emergencies due to natural calamities or any other unforeseen circumstances, Finance Department shall issue appropriate orders to remove any such difficulties in dealing with those circumstances.

**RULE 11. CLASSIFICATION OF OFFICES IN GROUPS**

- A. For the purpose and convenience of Delegation of financial powers under these Rules, all the Heads of Offices of Govt. Departments and sub-ordinate offices under them have been arranged in groups.
- B. These groups have been created only to exercise of financial powers under these Rules and do not prejudice the administrative status of officers among different Departments and offices.
- C. Heads of Offices of identified organization have been grouped in the following functional set up -

|                           |                                                                                       |              |               |                 |                       |
|---------------------------|---------------------------------------------------------------------------------------|--------------|---------------|-----------------|-----------------------|
| Administrative Department | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Zonal Office | Circle Office | District Office | Sub-Divisional Office |
|---------------------------|---------------------------------------------------------------------------------------|--------------|---------------|-----------------|-----------------------|

The list of identified offices under this functional set up, for the sole purpose of Delegation of Financial Power is enclosed (Annexure- X)

**D.D.O who is not a Head of Office shall not exercise any statutory or delegated power to sanction which are vested with the Head of Office.**

**D.** As and when any change comes in the administrative set up, the respective Administrative Department should immediately bring it to the notice of Finance Department for suitable amendment in these Rules and facilitate to accommodate the changes in the Finance Department software, as may be necessary -

- i. Pursuant to creation / amalgamation / bifurcation / renaming of Department and offices
- ii. If any post is abolished/upgraded/downgraded/ renamed.

## **RULE 12. CONCURRENCE OF THE FINANCE DEPARTMENT**

**A. Prior concurrence of Finance Department shall be required in respect of the items mentioned below:**

- 1. Creation of posts.
- 2. Filling up of vacant posts by direct recruitment where such power has not been expressly delegated already.
- 3. Engagement of Muster Roll Worker / Contingent worker/Contractual employees including re-appointment/re-engagement etc.
- 4. Outsourcing of services.
- 5. On terms and condition of appointment of persons in the State Government or Government Undertakings on deputation from Central Government / other State Governments/ Central Government Undertakings / other State Government Undertakings.
- 6. Revision of pay scales/wages or of any service benefits and up-gradation of any post.
- 7. Sanction of allowance/ special pay/ honorarium/ overtime allowance etc. unless covered under any specific order issued by the Finance Department.
- 8. Sanction of rent-free accommodation, unless covered under any specific order issued by the Finance Department.
- 9. Purchase of Vehicles.
- 10. Re-drawal of lost cash.
- 11. Creation of any new office/establishment.

12. Opening of Bank/Postal Account and investment in any term/fixed deposit.
  13. Contribution of equity capital to Public Sector Undertakings, other than fund released from Finance Department.
  14. Grants- in-aid where specific delegation have not been made under these Rules or covered by any other orders / rules framed by the Government.
  15. Participation of officials abroad at State Government cost.
  16. Stipend/Scholarship not covered by Rules approved by the Government with the concurrence of the Finance Department and modification of rates of scholarship/stipend.
  17. Subsidy not covered by Rules
  18. Acceptance of loan by any Department from Financial Institutions/ Financial Undertakings etc.
  19. Furnishing of guarantee by the State Government against any loan to be taken by any State Government Department / PSUs and other State-owned bodies, corporations etc.
  20. **An officer holding current charge of a higher post, and allowed to perform routine /current duties of that post in addition to his own duties shall not exercise the statutory power or financial power vested to such higher post. In such circumstances his power will be limited to drawal of monthly salary and such other cases of drawals where sanction already exists or is accorded by higher authority.**
  21. Any other item where the approval of the Finance Department is required under any other rules or Rules of Executive Business including matters having financial implications.
- B.** Provided that in all cases mentioned under Sub-Rule (12A) no action shall be taken without obtaining the prior approval of the Finance Department and under no circumstances ex-post-facto concurrence of the Finance Department shall be sought. The reference number and date by which the Finance Department concurred to the proposal must be indicated on the sanction order issued by the Department.

- C. The rates and terms of contract /supply recommended / approved by the Procurement Entity constituted under the provision of Assam Public Procurement Act 2017 & Assam Public Procurement Rules, 2020, at different levels does not absolve requirement of concurrence of Finance Department, wherever the rules require so.

### **RULE 13. PARTICIPATION OF OFFICIALS IN THE EVENTS / TRAINING OUTSIDE STATE**

- A. Subject to budget provision Administrative Departments will be competent to decide deputation of individual or team to participate in any cultural, sports or similar programme outside the State but within India, with prior approval of the Chief Minister.
- B. Similarly, Administrative Departments will be competent to decide deputation of person to abroad on training/tour etc. if it is sponsored by Externally Funded Agency or under Externally Aided Project, with prior approval of the Chief Minister.

### **RULE 14. RELAXATION IN REGARD TO CONCURRENCE OF FINANCE DEPARTMENT**

Once the Finance Department has concurred for purchase of goods and services, and the corresponding sanction issued by the Department lapses due to non-release of fund by the Finance Department, the concerned Department will be competent to issue fresh sanction during immediate next financial year without any further concurrence by the Finance Department provided that, there is no change in scope and scale as agreed upon originally and there is adequate budget provision.

- A. If concurrence for administrative approval has been granted by Finance Department under Establishment Expenditure (EE), then concurrence for financial sanction will not be required again from Finance Department, within validity period of AA, if scope/scale of work and Price remains same. \*

\*Inserted vide Notification No. 566979/174 dated 04/07/2025

## **RULE 15 GUIDELINES FOR AWARD OF CONTRACT / WORK ORDER/ PURCHASE ORDER ETC.**

In compliance with the existing Rules, procedures and guidelines and further rules, procedures and guidelines that may be prescribed from time to time as provided under Section 7(2) of the Assam Fiscal Responsibility and Budget Management Act 2005 :

- i) Before awarding any work or starting a construction work which creates liability on the Consolidated Fund of the State, the State Government or the authorities exercising delegated financial powers shall first issue Administrative Approval.
- ii) Before awarding an order for supply of goods and services which create liability on the Consolidated Fund of the State, the State Government or the authorities exercising delegated financial powers shall first issue financial sanction for the supply of goods and services, as the case may be, including procurement on GeM portal.

Provided that -

- (a) In according administrative approval, it is to be ensured that Schedule of Rates (SOR) is not more than 3 years old and
- (b) Procurement is made following the provision of Assam Public Procurement Act 2017 and Assam Public Procurement Rules, 2020 and instructions issued by Government from time to time.

**No bill on expenditure may be raised unless it has been specifically authorized either by issue of Administrative Approval or by Financial Sanction**

## **RULE 16. PROCEDURE FOR COMMUNICATION OF SANCTION**

- A.** All Orders conveying the sanction of expenditure or advance of public money issued by a competent authority shall be communicated to the Accountant General (A&E), Assam and the Accountant General (Audit), Assam.
- B.** Every sanction issued by a competent authority with concurrence of the Finance Department must invariably quote the number and date of the concurrence of Finance Department.

- C. All Orders conveying the sanction of expenditure or advance of public money issued by Department shall be communicated to the Accountant General (A&E), Assam and the Accountant General (Audit), Assam by the Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary of the Department or any other officer as may be specifically empowered under Rule 12 of the Assam Rules of Executive Business.
- D. All other sanctioning authority (not the Department of State Government) to whom the power has been delegated under these rules shall accord sanction in the form of an order and to be communicated by self or by the sub-ordinate officer assigned for the purpose or by any gazetted officer authorized with the approval of the Finance Department to sign for him.

**Provided that the copy of the sanctioning order, Memorandum for the Accountant General, Assam and concerned Treasury Officer shall be forwarded by the Assam Finance Service officer discharging duties in the respective department / offices as the case may be.**

**Provided further that, views of the Assam Finance Service officer discharging duties in the respective department/ offices should be obtained beforehand where the officials are required to forward the sanctioning order Memorandum to the Accountant General, Assam and concerned Treasury Officer.**

- E. Order of the Governor, relating to his own establishment should be communicated by the Officers of the Governor's Secretariat not below the rank of Deputy Secretary.

## **RULE 17. EFFECT OF SANCTION**

- (i) Sanction to any given expenditure becomes operative as soon as funds have been appropriated to meet expenditure and does not become operative until funds have been so appropriated.
- (ii) In the case of a **recurring expenditure / liability**, sanctions become operative when fund for the first year is made available by appropriation / re-appropriation or by an advance from the Contingency fund, as the case may be, and it remains effective for each subsequent years subject to appropriation in such years and subject to the terms of the sanction.

For eg: An Annual Maintenance Contract (AMC) has been agreed upon by for 3 (three) years with terms and conditions applied that there will be no change in the rate of AMC during these 3 years, then sanction can be accorded for 3 (three) years. This sanction shall remain operative

subject to appropriation of the fund for the first year and shall remain effective for each subsequent 2 (two) years subject to appropriation of fund in those years.

- (iii) **No expenditure shall be incurred until the budget has been communicated for regular and authorized expenditure, except in specific cases specially authorized by the Finance Department.**

## **RULE 18 RESPONSIBILITY OF SUB-ORDINATE AUTHORITY ON CONTROL OF EXPENDITURE AGAINST BUDGET**

### **A. Department**

The Senior most Secretary of the Department shall arrange to be kept informed not only what has actually been spent from the grant or appropriation, but also what commitments and liabilities have been created and will be incurred against them. He shall have the overall responsibility for the departmental expenditure.

### **B. Budget Controlling Officer**

The Budget Controlling Officer (B.C.O) in respect of Heads of Accounts placed under his control, shall monitor that no excess or irregular expenditure is resorted to by disbursing authority against the allotted fund at their disposal. He shall have the overall responsibility to place an adequate control mechanism for prevention of excess or irregular expenditure against the allotted fund.

### **C. Head of the Office**

- i. The Head of the Office shall maintain record of commitments and liabilities that have been created and expenditure incurred out of the grant or appropriation. He shall be responsible for the expenditure in respect of his office.
- ii. The Head of Office (who himself discharges function as DDO) or the acting DDO in respect of that office, shall ensure that each bill irrespective of the amount involved (excepting salary bills) to be presented to the Treasury/ Sub-Treasury shall be accompanied with the sanction orders(s) by the authority empowered under these rules.

- iii. For drawal of money the Drawing and Disbursing Officer shall
  - (a) Prepare and present bills for “charged” and “voted” expenditure separately.
  - (b) Enter on each bill the 20 digits accounts classifications.
  - (c) Enter on each bill the progressive total of expenditure up-to-date under the primary unit of appropriation to which the bill relates, including the amount of the bill on which the entry is made.

## **RULE 19 CONSULTATIONS WITH FINANCE SERVICE OFFICER POSTED IN HEAD OF DEPARTMENT AND OTHER OFFICES**

It shall be incumbent upon the Heads of Department/Head of Office to consult the Finance Service Officer in all matters having financial implications.

Senior Financial Advisor / Financial Advisor are to be consulted in all matters pertaining to the listed items and their opinion/ advice to be obtained in writing:

- (i) All financial matters;
- (ii) All budgetary matters;
- (iii) All procurement matters and auction cases;
- (iv) Important service matters;
- (v) All pension matters;
- (vi) Formulation of Schemes/Projects from the very beginning;
- (vii) Creation, up- gradation and abolition of posts;
- (viii) Enforcement of economy measures;
- (ix) Internal controls;
- (x) Negotiations;

- (xi) Entering into an agreement / contract / MoU;
- (xii) Evolving appropriate monitoring systems and
- (xiii) Matters being referred to the Finance Department.

## **RULE 20. ADMINISTRATIVE APPROVAL AND SANCTION OF EXPENDITURE IN CONNECTION WITH GOVERNMENT FUNDED SCHEMES AND PROJECTS.**

The operations of Works Departments fall under two categories—**original works** and **repairs**. The first includes new works, alterations, additions and purchases; the second repairs and maintenance. All works necessary to bring in to use newly purchased or previously abandoned structures fall in the first category.

Works are classified under the two categories – a) original works and b) repairs

Original works are described as major, minor and petty works.

Major Works - when the cost is over Rs.5,00,000/-

Minor Works - when the cost is over Rs.1,00,000/- and up to Rs. 5,00,000/- and

Petty Works - when the cost is Rs.1,00,000/- or less

Financial powers are delegated to the Administrative Departments/ Heads of Departments/ Heads of Office as indicated in Schedule of Powers to Subordinate authorities or any legislative enactment or regulation or rules or any order issued by the competent authority subject to the following conditions:

20.1 Issue of administrative approval and sanction of works expenditure by competent Officers of P.W.D, and other Works Departments and civil departments having Engineering Wing will be governed by the financial powers delegated to them under these Rules.

20.2 Administrative approval in accordance with the rules in respect of works to be executed by P.W.D. on behalf of other Departments will be accorded by the respective Administrative Department if the budget is available in their functional head.

If the fund is budgeted under P.W.D on behalf on any Department for execution of any work then the Administrative Approval will be accorded by the P.W. Department.

20.3 All the scheme / projects under State Own Priority Development (SOPD), **except for PWD (Roads and Building & National Highways)** will be appraised by the designated committee as mentioned in **Rule 22** of these rules. **Project above Rs. 100.00 crore will be approved by the Cabinet on the recommendation of the designated Empowered Committee constituted as follows:**

**i) Senior Most Secretary of the Concerned Administrative Department- Chairman**

**ii) Commissioner and Secretary, Finance Department – Member**

**iii) Representative from PWD in case the project is not from PWD - Member**

**iv) Senior Financial Advisor /Financial Advisor – of the concerned administrative department–Member**

**v) Special Invitee, if nominated by the Chairman**

Subject to approval by the Cabinet / respective committee –

A. Administrative approval will be issued by the concerned Administrative Department for the works component and subsequent Financial Sanction against the AA will be issued by the concerned HoD.

B. In respect of procurement of goods and services, the Financial Sanction will be issued by the concerned HoD

C. In respect of the Administrative Departments having no Heads of Department under their control, the Administrative Departments itself will act as HoD for issue of Financial Sanction.

20.4 The delegations are also subject to observance of the instructions contained in Assam Public Procurement Act 2017 and Assam Public Procurement Rules, 2020 framed there under **and** other formalities to be complied with in respect of each item of expenditure.

20.5 No Department of the State Government will levy any agency charge/ supervision charge upon any other Department of the State Government for execution of any work or providing of any service.

- 20.6 However, agency charge/ supervision charge shall be levied by the concerned State Government Department where any work is entrusted upon them by any Organization/ Agency outside State Government. Similarly cost/ reimbursement also to be realized where manpower/ service is provided by any State Government Department to any Organization/ Agency outside the State Government.
- 20.7 Wherever agency charge/ supervision charge/ service reimbursement charge is realized by the Department as **per Sub-Rule 20.6** above, it must be deposited in appropriate **Revenue Head of the State Government**. No expenditure can be incurred out of this realized fund (agency/ supervision charge and reimbursement received for providing service) without channelizing the same through Consolidated Fund under State Budget.
- 20.8 At an interval of every 3 years PWD shall prepare common Analysis of rates i.e. Schedule of Rates (SOR) for preparation of works estimates for Civil, Electrical and Sanitary items applicable to all works department, civil department having Engineering wings including all Housing Boards and autonomous bodies. For this purpose, an Inter Departmental Committee shall be formed headed by Sr. Most Secretary, PWD, where besides Chief Engineer of all works department shall also include one member each from the Commissioner of Taxes, the Principal Chief Conservator of Forest and from the Directorate of Economics and Statistics and one independent external expert from renowned technical institution. However, such SoR shall come into effect only after concurrence of Finance Department.

**RULE 21      LIMIT OF ADMINISTRATIVE APPROVAL BASED ON BUDGET PROVISION FOR SOPD FUNDED PROJECTS/ SCHEMES**

- 21.1 In case of projects/schemes under SOPD, other than that specified in Para 21.3, Administrative Departments will accord such approval to amounts limited to double the budgetary allocation under the concerned head of account. This pool/ bank of Administrative Approvals should be separately maintained by the Administrative Departments.
- 21.2 In case there is additional budget allocation in the same financial year, the scope of granting Administrative Approval will increase by two times the additional fund allocation.

For example, if the budgetary allocation under a particular Head of Account is Rs. 100.00 crores, in case of projects/schemes as in Para 20.3, the Administrative Department will limit issue of Administrative Approvals up to Rs. 200.00 crores only during the first year.

If additional allocation is made in that particular Head of Account through Supplementary Demand route or re-appropriation, the same principle will apply.

For example, if Rs. 20.00 crores is provided through Supplementary Demand/ re-appropriation, then the total Administrative Approval can go up to Rs. 240.00 crores under that Head of Account in that year.

For subsequent years Administrative approval will vary depending upon the expenditure made against the AAs issued in previous year(s) and budgetary provisions of the current F.Y. Thus, the pool of Administrative Approval will not, at any moment be more than the budgetary sanction of that year.

#### **Illustration 1:**

| Year                 | Budget Provision | AA limit        | Expenditure incurred | Remarks                                                                                                                                                                                                                                                                |
|----------------------|------------------|-----------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Year | Rs.100.00 Crore  | Rs.200.00 Crore | Rs.50.00 Crore       | Since the budgetary provision is Rs.100.00 Crore, AA equal to or less than double the budgetary provision, that is Rs.200.00 Crore can be accorded.                                                                                                                    |
| 2 <sup>nd</sup> Year | Rs.100.00 Crore  | Rs.50.00 Crore  |                      | In the 2 <sup>nd</sup> year, the Department will be eligible to accord AAs for an amount of Rs.50.00 Crore (100.00 Crore X 2 - 150.00 Crore). Since out of the total AA of Rs.200.00 Crore , some schemes may have been completed freeing the space for additional AA. |

#### **Illustration 2:**

| Year                 | Budget Provision | AA limit        | Expenditure | Remarks                                                                                                                         |
|----------------------|------------------|-----------------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Year | Rs.100.00 Crore  | Rs.200.00 Crore | Nil         | The Department will have a balance pool of AAs worth Rs.200.00 Crore at the end of 1 <sup>st</sup> year.                        |
| 2 <sup>nd</sup> Year | Rs.100.00 Crore  | Nil             | Nil         | In the 2 <sup>nd</sup> year, the Department will not be eligible to accord any fresh AAs (100.00 Crore X 2 - 200.00 Crore = 0). |

21.3 In case of special projects, where decisions have been taken about the project based on budgetary announcement or cabinet decisions or at the level of Honorable Chief Minister, the principles referred to in Para 21.2 above would not apply. In that case, Administrative Approval may be accorded for the full amount of the cost of the project irrespective of the amount provided in the budget. For example, in case of establishment of a new stadium as announced in the budget, Administrative Approval for the entire estimated amount may be given. Normal limit of 200 percent of the budgetary allocation will not apply in such cases. A separate pool / bank of Administrative Approval will be maintained for all such cases of special projects.

## **RULE 22      INSTITUTIONAL FRAMEWORKS FOR APPRAISAL AND APPROVAL FOR SOPD FUNDED PROJECTS/ SCHEMES**

As prescribed under Rule 20. 3 above the composition of the Departmental Finance Committee (DFC), Standing Finance Committee (SFC) and Special Standing Finance Committee (SSFC) will be as laid down below.

For obtaining in-principle approval of the work the project estimate shall be placed before the notified Committees below:

| Sl. No. | Committee                            | Project / Work Estimate | Composition of the Committee                                                                                                                                                                                                |                                                                                                                                                              | Competent Authority on Approval of the estimate |
|---------|--------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|         |                                      |                         | From requisitioning Department (client)                                                                                                                                                                                     | From Executing Department                                                                                                                                    |                                                 |
| 1       | Departmental Finance Committee (DFC) | Up to Rs.5.00 Crore **  | i. Chairperson- Senior Most Secretary of the Department<br>ii. Member Secretary -Desk Officer of Administrative Department<br>iii. Member -Head of the Department<br>iv. Member- Senior Financial Advisor of the Department | i. Member- Concerned Director of The Executing Agency or his representative not below the rank of Officer as defined in 'Circle Office group' of these Rules | Departmental Minister                           |
|         |                                      |                         | Any other officers as may be nominated by the Chairperson                                                                                                                                                                   |                                                                                                                                                              |                                                 |

|   |                                    |                                             |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                             |                                                |
|---|------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 2 | Standing Finance Committee (SFC) * | > Rs.5.00 Crore and up to Rs.25.00 Crore ** | i. Chairperson – Chief Secretary<br>ii. Member Secretary – Senior Most Secretary of the Administrative Department<br>iii. Member – Secretary, Concerned Finance (Expenditure Control) Department<br>iv. Member – Desk Officer of Administrative Department<br>v. Member – Head of the Department<br>vi. Member – Senior Financial Advisor of the Department | i. Member- Concerned Director of the Executing Agency or his representative not below the rank of Officer as defined in 'Zonal Office group' of these Rules | Chief Minister (through Departmental Minister) |
|   |                                    |                                             | Any other officers as may be nominated by the Chairperson                                                                                                                                                                                                                                                                                                   |                                                                                                                                                             |                                                |

\*Amended vide Notification No. 282231/21 dated 15/05/2024

\*\*Amended vide Notification No. 279767/135 dated 28/03/2023

| Sl. No. | Committee                                 | Project / Work Estimate                    | Composition of the Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                             | Competent Authority on Approval of the estimate |
|---------|-------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|         |                                           |                                            | From requisitioning Department (client)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | From Executing Department                                                                                                                                   |                                                 |
| 3       | Special Standing Finance Committee (SSFC) | > Rs.25.00 Crore and up to Rs.100.00 Crore | i. Chairperson- Finance Minister<br>ii. Member Secretary -Sr. Most Secretary of the Administrative Department<br>iii. Member-Desk Officer of Administrative Department<br>iv. Member -Head of the Department<br>v. Member- Commissioner& Secretary Of the concerned Expenditure Control Branch of the Finance Department<br>vi. Member- Commissioner & Secretary or his Representative not below the rank of Joint Secretary of the Transformation and Development Department<br>vii. Member - Director, Budget<br>viii. Member- Senior Financial Advisor of the Department | i. Member- Concerned Director of the Executing Agency or his representative not below the rank of Officer as defined in 'Zonal Office group' of these Rules | Chief Minister (through Departmental Minister)  |
|         |                                           |                                            | Any other officers as may be nominated by the Chairperson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                             |                                                 |

- Note 1.** In case of schemes of the departments other than WPT&BC, having TSP and SCSP components, nominee from the WPT&BC department in the rank of Joint Secretary and above shall be member of all the above three appraisal Committees.
- Note 2.** In case of special scheme / project of the department for creation of assets under Hill Areas, one nominee from the Hill Areas Department in the rank of Joint Secretary and above shall be member of all the above three appraisal Committees.
- Note 3.** **Revised Estimate, Re-validation / Cost escalation proposals will be approved by the committee which has accorded the original concurrence for AA. But, if the revised amount exceeds the financial power of the committee, then the proposal with all details will be placed before the committee of appropriate level for appraisal.**
- Note 3 (a).** **In case of issue of Revised Administrative Approval due to change of budget head, the Senior Most Secretary of all Administrative Department, has been entrusted with full power subjected to budget provision and availability of fund and all Statutory requirement**

### **RULE 23. MODALITIES FOR FUNCTIONING OF THE COMMITTEES**

- 23.1 Administrative Department will submit proposals to the Chairperson of the Standing Finance Committee or the Special Standing Finance Committee, as the case may be at least 7 (seven) days before the meeting of the concerned Committee along with checklist at **Annexure Y**.
- 23.2 In the meetings of the Committee, member Secretary will elaborate the proposals before the Committee, and make presentation, if required.
- 23.3 The Standing Finance committee and Special Standing Finance committee will be provided with secretarial assistance by a cell titled 'Finance Committee Cell', which will be headed by an officer not below the rank of Secretary. The cell will be manned by officers from Civil Service, Finance Service, Technical Services along with domain experts/consultants and other support staff. The function of the cell will include the following:
- 23.3.1 The cell will be constituted under the aegis of Finance (Estt B) Department but it will be functionally autonomous
- 23.3.2 The cell will be custodian of all records pertaining to the functioning of the two Committees.

23.3.3 The cell will receive proposal from Administrative Departments on behalf the Chairperson of the Committees. The cell will not seek any clarification from the Administrative Department and will process the proposals on the basis of checklist submitted by

23.3.4 The department only and furnish its observation to the Chairperson of the committee for consideration, in a consolidated manner, two days before the meeting.

23.3.5 The in-charge of the cell or his/her representative will be a special invitee to the meetings of the Committee and will prepare draft record note of the meetings of the respective Committees and place the same before the Chairperson for approval.

23.4 The Chairperson of the Committee after obtaining views of the members of the committee may either agree to accord concurrence to a proposal or reject the proposal or ask the Department to resubmit the proposal after necessary modification/ clarification. **Concurrence will be accorded only after the committee is fully satisfied.**

23.5 Procedure to follow before submission of proposal by the Departments to the Standing Finance Committee and Special Standing Finance Committee

23.5.1 The proposal will be minutely scrutinized by the Administrative Department prior to submission to the concerned committee.

23.5.2 The proposal will include all components of a project/scheme including civil work, equipment, human resources etc. So that scheme can be appraised by the committee in holistic manner. However, Committee will consider concurrence of those components where initial one-time expenditure is involved. However, creation of post along with other items enlisted in Rule 12 of this Rules shall require prior concurrence of the Finance Department.

For example, in case of establishment of a new medical college, Health and Family Welfare Department will indicate the total cost on both civil, electrical works as well as equipment, along with the number of posts to be created. However, Department will have to seek concurrence of the committee only for civil/electrical works and equipment.

23.5.3 The Senior most Secretary will certify that the project/scheme is essential and that it has been examined and found to be feasible along with being administratively prudent and financially cost effective.

- 23.6 The Senior most Secretary will also certify that, all provisions of the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020 and Assam Fiscal Responsibility and Budget Management (AFRBM) Act, 2005 will be strictly complied with during the implementation of the project/scheme.
- 23.7 Each project proposal should indicate the targets given in Table below.

Table: Physical & Financial targets

| Component                | Year     |           |                  |           | Total          |                 |
|--------------------------|----------|-----------|------------------|-----------|----------------|-----------------|
|                          | Year 1   |           | Year 2 and so on |           | Physical Total | Financial Total |
|                          | Physical | Financial | Physical         | Financial |                |                 |
| Components 1,2,3 & so on |          |           |                  |           |                |                 |

- 23.8 The outcome of the proposal to be achieved should be indicated. These outcomes should be in the form of measurable indicators which can evaluate the proposal on quarterly/ half yearly and annual basis.
- 23.9 Officer identified/appointed for being directly in-charge and responsible for the progress of the proposal should be mentioned in respect of both implementing department and executing department/ agency.
- 23.10 The checklist, in respect of a project/scheme as stipulated for submission to the committee from time to time will be signed by the Senior most Secretary.

**RULE 24    SOCIAL SECTOR SCHEMES**

In case of Social Sector Schemes, which does not require issuing an Administrative Approval like Civil Works, the concerned Administrative Department will obtain the concurrence from the committee of the appropriate level and issue Financial Sanction, except in cases where specific delegation has been made by Finance Department.

## **RULE 25 SANCTION OF GRANTS-IN-AID**

**A. FOR CREATION OF CAPITAL ASSETS** -For sanction of Grants-in-aid for creation of Capital Assets, Administrative Department will obtain concurrence of the appropriate Finance committee as constituted under Rule 23 of these rules before according Administrative Approval subject to fulfillment of the requirement as specified under Rule and further subject to the following conditions:

- i) New proposal must accompany with an approved plan and estimate prepared by competent authority
- ii) In case of continuing scheme, Audited expenditure statement and Utilization Certificate duly countersigned by the Sr. most Secretary of the concerned Administrative Department for previous Grant to be submitted along with the proposal.

**B. FOR SANCTION OF SALARY AND OTHER NON-SALARY COMPONENTS** - Where Finance Department has not expressly delegated the power to accord sanction to the sub-ordinate authority, the proposal should come to the Finance Department for concurrence.

**C.** Central Sector Schemes (CSS), Centrally Sponsored Schemes (CSS), North-East Council (NEC) Schemes, Non-Lapsable Central Pool of Resources (NLCPR) Schemes, Rural Infrastructure Development Fund (RIDF) Schemes and Warehouse Infrastructure Fund (WIF) Schemes will be governed by Sl. 135(a) to 135(d) of the Schedule of Power to Sub-ordinate Authority of Delegation of Financial Power Rules, 2022.\*

\*Inserted vide Notification No. 374443/1 dated 29/12/2023

## **RULE 26 PROCUREMENT OF GOODS AND SERVICES ON GeM**

Issue of Financial Sanction of the Competent Authority shall be prerequisite for Award of Contract / Work Order/ Purchase Order as it may be, for procurement on GeM platform.

During procurement on GeM portal, due diligence may be made to ensure procurement of quality goods and services. Finance (Budget) Department should be intimated before awarding any contract on GeM.

No bills on expenditure can be raised unless it had been specifically sanctioned by an order to incur the expenditure.

## **RULE 27 ANNUAL MAINTENANCE CONTRACT (A.M.C)**

Annual Maintenance Contract may be in respect of office equipment (which are booked under office expenses head) and for other machineries and equipment acquired for functional purposes of the Department (which are booked under Maintenance head.)

- i. For Sanction of A.M.C in respect of office equipment, the rules may be followed as indicated in schedule annexed.
- ii. For Sanction of A.M.C in respect of machineries and equipment acquired for functional purposes of the Department, Finance Department's concurrence would not be mandatory where the A.M.C is a part of the original contract.

Otherwise, prior concurrence of Finance Department would be necessary for the 1<sup>st</sup> year. Sanction for the subsequent years will be accorded by the Sr. most Secretary of the Department where the rate is at par or below the rate concurred by the Finance Department.

## **RULE 28 FUND TRANSFER TO AUTONOMOUS COUNCILS**

### **A. KARBI ANGLONG AUTONOMOUS COUNCIL AND NORTH CACHAR HILLS AUTONOMOUS COUNCIL**

In Pursuance of the Memorandum of Understanding (MOU) reached between various organisations of Karbi Anglong and North Cachar Hills and the Chief Minister, Assam and also in accordance with paragraph 6 (2) of the Sixth Schedule to the Constitution of India, the functions relating to subjects/ Departments were entrusted and delegated to Karbi Anglong Autonomous Council, Diphu (vide Notification No. HAD.57/95/63-64, dated 29-06-1995) and North Cachar Hills Autonomous Council, Haflong (vide Notification No HAD.57/95/268, dated 25-09-1996).

In order to enable the Autonomous Councils to finance the expenditure of the entrusted and delegated functions of the entrusted Departments, the State Government made non-Salary funds available as Advance under the Head – **“K- Deposits & Advances, Part – III Advances not bearing interest – Departmental Advance – Special Advance”**. Entire funds (both ceiling and non-ceiling component) would be sanctioned for the budgeted amount in one go and release of fund would be made in two (2) instalments - in the month of April and October each year by the Administrative Departments. The Advance has to be adjusted by debit to the appropriate Head of Account through monthly Expenditure Account furnished by the Councils to the Accountant General (A & E) Assam as laid down in Finance (Budget) Department letter No. BB.121/97/170, dated 03/02/2000.

Against the funds so received from State Government and other sources, the legislature of the Council shall pass the Budget. It shall be incumbent on the Council authorities to take requisite approval from the Legislature before making any amendment in this approved Budget.

The salary budget can be directly distributed by the Principal Secretary of the both the councils as like as Administrative Department to their respective drawing and disbursing officers through their council heads for smooth uploading of the online salary bill.

In case of special GIA for creation assets under Autonomous councils the proposal shall be appraised by the appropriate committee as mentioned in Rule 22 of these Rules.

The Council authorities shall provide all necessary assistance to the Accountant General for audit and other purposes.

## **B. BODOLAND TERRITORIAL COUNCIL**

Similarly, the Non-Salary funds for Bodoland Territorial Council, Kokrajhar in respect of transferred subjects/ Departments, would also be drawn by the Council for deposit in P. L. Account, which would be sanctioned for the budgeted amount in one go and release of fund would be made in two (2) instalments - in the month of April and October each year by the Administrative Department.

The salary budget can be directly distributed by the Principal Secretary of the BTC as like as administrative department to their respective drawing and disbursing officers through their council heads for smooth uploading of the online salary bill.

In case of special GIA for creation assets under Autonomous councils the proposal shall be appraised by the appropriate committee as mentioned in Rule 22 of these Rules.

Against the funds so received from State Government and other sources, the legislature of the Council shall pass the Budget. It shall be incumbent on the Council authorities to take requisite approval from the Legislature before making any amendment in this approved Budget.

The Council authorities shall provide all necessary assistance to the Accountant General for audit and other purposes.

## **C. Release of fund under CSS/ CS/ NEC/ EAP to Autonomous Councils**

Funds under Centrally Sponsored Schemes/ Central Sector Schemes/ NEC Schemes/ Externally Aided Projects would also be released to the Councils by the State Govt. as per extant procedure of Government of India and Government of Assam.

## **RULE 29. INSTRUMENT & CONTRACT**

Authorities under these Rules delegated with financial power are competent to sign the Contract and instruments to the extent of power delegated to them. However, before entering contract or signing of instrument they will be required to obtain the advice of the Government pleader or Judicial Department wherever deemed necessary to safe guard the interest of the Government.

## **RULE 30. REPEAL AND SAVINGS**

**(1) THE DELEGATION OF FINANCIAL POWER RULES, 1999 AS UPDATED UP TO 2016 IN FORCE IMMEDIATELY BEFORE THE COMMENCEMENT OF THESE RULES IS HEREBY REPEALED.**

**(2) NOTWITHSTANDING SUCH REPEAL OF THE SAID RULES, ANYTHING DONE, ANY ACTION TAKEN, ORDER ISSUED, NOTIFICATION PUBLISHED, PROCEEDING STARTED, LEGAL EFFECT PRODUCED, BY OR UNDER PROVISIONS OF THE SAID RULES, SHALL BE DEEMED TO HAVE BEEN RESPECTIVELY DONE, TAKEN, ISSUED, PUBLISHED, STARTED, PREFERRED OR PRODUCED BY OR UNDER THE CORRESPONDING PROVISIONS OF THE RULES.**

## **RULE 31. INTERPRETATION**

**IF ANY QUESTION ARISES RELATING TO THE INTERPRETATION OF ANY PROVISIONS OF THESE RULES, IT SHALL BE REFERRED TO THE FINANCE DEPARTMENT OF THE GOVERNMENT OF ASSAM FOR DECISION.**

**Sd/- Samir K. Sinha, IAS  
PRINCIPAL SECRETARY TO THE GOVERNMENT OF ASSAM  
FINANCE DEPARTMENT**

## APPENDIX – I

### STANDING CONDEMNATION BOARD FOR VEHICLE / MACHINE

1. There will be three level of **standing condemnation** board for condemnation and disposal of Government vehicle/ machine etc.

2. Administrative Department Level

| Sl. No. | Constituent                                                                                                   |             |
|---------|---------------------------------------------------------------------------------------------------------------|-------------|
| 1       | Sr. most Secretary or his representative not below the rank of Secretary                                      | Chairperson |
| 2       | Motor Vehicle Inspector (MVI) / Official of Mechanical Branch not below the rank of Asstt. Executive Engineer | Member      |
| 3       | HOD and or one technical officer nominated by Chairman                                                        | Member      |
| 4       | Sr. Financial Advisor                                                                                         | Member      |

3. Head of Department Level

| Sl. No. | Constituent                                                                         |                  |
|---------|-------------------------------------------------------------------------------------|------------------|
|         | Head of Dept or his representative                                                  | Chairperson      |
| 2       | MVI / Official of Mechanical Branch not below the rank of Asstt. Executive Engineer | Member           |
| 3       | One technical officer nominated by Chairman                                         | Member           |
| 4       | Sr. Finance Accounts Officer / FAO                                                  | Member Secretary |

4. District level

| Sl. No. | Constituent                                                                         |                  |
|---------|-------------------------------------------------------------------------------------|------------------|
| 1       | Deputy Commissioner or his representative not below the rank of ADC                 | Chairperson      |
| 2       | Head of office whose vehicle / machine to be condemned                              | Member Secretary |
| 3       | MVI / Official of Mechanical Branch not below the rank of Asstt. Executive Engineer | Member           |
| 4       | One technical officer nominated by Chairman                                         | Member           |
| 5       | Finance Accounts Officer                                                            | Member           |

5. Head of office shall submit detail particulars of vehicle/ machine to be condemned to the standing condemnation Board as required in the proforma in addition to any existing guidelines issued by Government and or any further guidelines that may be issued from time to time.
6. In case the proposal is approved, should be written with an Undertaking by Head of Office in the proforma itself.

**PROFORMA- I**

**FOR OLD VEHICLE/ MACHINE TO BE CONDEMNED AND DISPOSED OFF**

**(CUSTOMIZE THE INFORMATION IN RESPECT OF MACHINE)**

|                                         |  |
|-----------------------------------------|--|
| Name of the office –                    |  |
| Particulars of vehicle/ machine –       |  |
| Types of vehicle/ machines –            |  |
| Registration number –                   |  |
| Engine No –                             |  |
| Chassis No -                            |  |
| Petrol / diesel engine –                |  |
| RAC Horse power –                       |  |
| Purchase/cost of the vehicle/ machine - |  |
| Date of induction in to service –       |  |
| Whether of road or off the road –       |  |
| Date from which off the road –          |  |

|                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------|--|
| Current fuel consumption –                                                                                                          |  |
| Mileage expected per liter for a Vehicle in good condition (Km/Liter)                                                               |  |
| Total Km / hours run                                                                                                                |  |
| Kilometer/ hours run after last overhaul –                                                                                          |  |
| Total expenditure incurred in spares and                                                                                            |  |
| Maintenance of the vehicle/ machine –                                                                                               |  |
| Date of last major repairs –                                                                                                        |  |
| Cost of last major repairs-                                                                                                         |  |
| Justification where vehicle is proposed to be Condemned before completion of 7 years of Service or distance covered below 120000 km |  |

### **Undertaking**

“As the proposal for condemnation of vehicle / information is approved

- i. the condemned vehicle/machine now off the road/ service will be disposed off within three months from the date of condemnation or
- ii. the condemned vehicle/machine now in running condition will be disposed off within three months from the date of receipt of new vehicle/ machine.

The report of disposal will be submitted to the higher authority within a week from the date of disposal.”

**Head of Office**

## ANNEXURE - Y

A comprehensive checklist as mentioned in Rule 23.1 is given below. Finance Department may make necessary changes as the necessity demands as and when such exigency arises.

Checklist to be submitted before the Committee

|    |                                                                                                                |  |
|----|----------------------------------------------------------------------------------------------------------------|--|
| 1  | Name of Administrative Department                                                                              |  |
| 2  | Name of the of project / Scheme                                                                                |  |
| 3  | Total cost of project/ scheme                                                                                  |  |
| 4  | Purpose of the scheme                                                                                          |  |
| 5  | Budget provision (Current F.Y)                                                                                 |  |
| 6  | Total number of targeted beneficiaries                                                                         |  |
| 7  | Brief synopsis of the project/scheme                                                                           |  |
| 8  | Sector to which scheme belongs (Social/General/Economic)                                                       |  |
| 9  | Remarks on feasibility Report                                                                                  |  |
| 10 | Any dispute pertaining to land, environment, organization or stake holder of the Scheme                        |  |
| 11 | In case of land to be acquired, details of cost of land and cost of rehabilitation/resettlement to be provided |  |

|                             |                                                                                                                                                                               |          |           |                  |           |          |           |  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|------------------|-----------|----------|-----------|--|
| 12                          | Mode of Implementation:<br>Departmental /Turnkey / Contract / EPC/PPP etc. with justification                                                                                 |          |           |                  |           |          |           |  |
| 13                          | Name of Executing Agency                                                                                                                                                      |          |           |                  |           |          |           |  |
| 14                          | Remarks of HOD on outcome of the scheme                                                                                                                                       |          |           |                  |           |          |           |  |
| 15                          | Subsidy component if any, to be specified                                                                                                                                     |          |           |                  |           |          |           |  |
| 16                          | Specific targets proposed to be achieved are indicated. These targets should be necessarily measurable and monitorable against base line data. The baseline may be indicated. |          |           |                  |           |          |           |  |
|                             | Targets should be in tabular form as indicated below.                                                                                                                         |          |           |                  |           |          |           |  |
|                             |                                                                                                                                                                               |          |           |                  |           |          |           |  |
|                             | Component                                                                                                                                                                     | Year     |           |                  |           | Total    |           |  |
|                             |                                                                                                                                                                               | Year 1   |           | Year 2 and so on |           | Physical | Financial |  |
|                             |                                                                                                                                                                               |          |           |                  |           | Total    | Total     |  |
|                             |                                                                                                                                                                               | Physical | Financial | Physical         | Financial |          |           |  |
| Components<br>1,2,3 & so on |                                                                                                                                                                               |          |           |                  |           |          |           |  |
| 17                          | Specific view of F&AO, Sr. F&AO, FA/ Sr.FA                                                                                                                                    |          |           |                  |           |          |           |  |
| 18                          | Whether such proposal was earlier submitted and rejected by the Committee? If yes reasons may be furnished.                                                                   |          |           |                  |           |          |           |  |

|    |                                                                                                                                                                                                                                                                                                                                            |  |
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| 19 | Certification by the Senior most Secretary of Administrative Department /HOD that - All provisions of the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020 and Assam Fiscal Responsibility & Budget management (AFRBM) Act 2005 will be strictly complied with during the implementation of the project/scheme. |  |
| 20 | Certification by the Senior most Secretary of Administrative Department that- no diversion of fund will be allowed.                                                                                                                                                                                                                        |  |
| 21 | Certification by the Senior most Secretary of Administrative Department/ HOD that- project scheme is essential and that, it has been examined and found to be feasible, along with being administratively prudent and financially cost effective.                                                                                          |  |
| 22 | Certification by the Senior most Secretary of Administrative Department/HOD that- scheme will be implemented within the stipulated time.                                                                                                                                                                                                   |  |

| <b>ANNEXURE – Z</b>                                                                                                                                                                                                                                                                                                                  |                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Authority to execute instrument</b>                                                                                                                                                                                                                                                                                               |                                                                                             |
| <b>A-General</b>                                                                                                                                                                                                                                                                                                                     |                                                                                             |
| <b>Nature of instruments</b>                                                                                                                                                                                                                                                                                                         | <b>By whom to be executed</b>                                                               |
| 1. All deeds and instruments relating other than those specified in the resolution                                                                                                                                                                                                                                                   | By a Secretary to Government                                                                |
| 2. Contracts and other instruments in matters connected with the lease of land                                                                                                                                                                                                                                                       |                                                                                             |
| (a) If the lease be permanent                                                                                                                                                                                                                                                                                                        | By Deputy Commissioners                                                                     |
| (b) If otherwise                                                                                                                                                                                                                                                                                                                     | By settlement Officers, Deputy Commissioners and Sub-Divisional Officers.                   |
| 3.(a) Contracts and other instruments in matters connected with the hire purchase of land or building or with the sale of Government land or with the lease or sale of Government building or with prospecting and exploring licenses and mining leases.                                                                             | By Deputy Commissioners                                                                     |
| (b). Contracts instruments and engagements specified above when the value or amount of such contract Instruments or engagement does not exceed Rs. 500                                                                                                                                                                               | By Assistant Commissioners and Sub-Divisional Officers                                      |
| 4. Contracts and other instruments not included in Article 3 in matters connected with the lease of ferries, Fisheries and other benefits arising out of land.                                                                                                                                                                       | By Deputy Commissioners and Sub-Divisional Officers.                                        |
| 5. Contracts for the supply of article required for the use of any Department or for the sale of articles Produced or manufactured by the Department and for the execution of Public Works otherwise than through agency of the Public.<br>Works Department and other instrument connected with the Administrative of the Department | By the Head of the Department                                                               |
| 6. Contracts and other instruments not included in Article 3 for the sale, purchase, supply carriage or conveyance of stores and building materials and for the provision of labour and for the execution of Public Works Department and such like engagements etc.                                                                  | By Deputy Commissioners and Director of Fisheries Assam, as the case may be.                |
| 7. Contracts for supply of articles produced in the local markets for hospitals, lunatics or Asylums, etc.                                                                                                                                                                                                                           | By the Joint Director, Sub-Divisional Medical Officer or Superintendent as the case may be. |
| 8. Contracts and other instruments relating to house building and other advances.                                                                                                                                                                                                                                                    | By authorities granting the advances.                                                       |
| 9. Bonds executed by a Government Stipendiary.                                                                                                                                                                                                                                                                                       | By a Deputy Commissioner or Secretary to the Government of Assam.                           |
| 10. Deeds and instruments relating to supply of food and drinks by contractors in Circuit Houses and Dak Bungalows.                                                                                                                                                                                                                  | By a Deputy Commissioner or a Sub-Divisional Officers as the case may be.                   |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                               |                        |                                                          |                                                                                                                                                                                                                                                                                    |             |              |                |                    |                                                                                                                                                   |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                           | Department Concerned   | Extent of power conferred to diiferent levels of offices |                                                                                                                                                                                                                                                                                    |             |              |                |                    | Condition / Remarks                                                                                                                               |
|                                                                                                          |                                                                                                                                                                               |                        | Administrative Department                                | Heads of Department                                                                                                                                                                                                                                                                | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                   |
| 1                                                                                                        | Sanction reimbursement for medical facilities to the Governor his family and staff as prescribed by Government of India's letter No.F.2/81/78 States dated 25th January 1983. | Governor Sectt.        | <u>Sr. most Secretary to the Governor</u><br>Full Power  | NA                                                                                                                                                                                                                                                                                 | NA          | NA           | NA             | NA                 |                                                                                                                                                   |
| 2                                                                                                        | Medical Re-imburement<br>(a) Medicines<br>(b) Hospitalisation charges                                                                                                         | Labour Welfare         |                                                          | Administrative Medical Officer under ESI Schemes<br>a) Up-to Rs. 1000/-<br>b) Up-to Rs 10,000/                                                                                                                                                                                     | NA          | NA           | NA             | NA                 |                                                                                                                                                   |
| 2 (a) <sup>1</sup>                                                                                       | i. Re-imburement of bills of IPs                                                                                                                                              | Labour Welfare         |                                                          | <b>Administrative Medical Officer under ESI Schemes:</b><br>i. Up to Rs, 50,000/- in each case                                                                                                                                                                                     | NA          | NA           | NA             | NA                 |                                                                                                                                                   |
|                                                                                                          | ii. Re-imburement to tie-up Hospitals                                                                                                                                         |                        |                                                          | ii. Up to Rs. 2,00,000/- in each case as per CGHS rates                                                                                                                                                                                                                            |             |              |                |                    |                                                                                                                                                   |
|                                                                                                          | iii. Purchase of CRC medicines / dressings                                                                                                                                    |                        |                                                          | iii. Up to Rs. 5,00,000/- in each case as per ESIC approved Central Rate Contract                                                                                                                                                                                                  |             |              |                |                    |                                                                                                                                                   |
| 3                                                                                                        | Sanction of Medical Reimbursement bills in respect of officer and staff posted at Assam House / Bhawan                                                                        | General Administration | Full Power                                               | <b>Principal Resident Commissioner, New Delhi</b> -Rs. 1.50 lakh<br><b>Trade Adviser Assam House Kolkata</b> - Rs. 1.00 lakh<br><b>Deputy Resident Commissioner, Mumbai</b> - Rs. 1.00 lakh<br><b>Resident Commisioner (Chennai, JRC, Vellore)</b> - Upto Rs 1 lakh <sup>140</sup> |             | NA           | NA             | NA                 | As per provisions of Assam Medical Attendance Rules<br>Treatment to be done in Referral Hospital subject to recommendation of the Resident Doctor |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |                                                          |                           |             |              |                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                                                                                                                                                                                                                                                             | Department Concerned | Extent of power conferred to different levels of offices |                           |             |              |                                                                                  |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      | Administrative Department                                | Heads of Department       | Zonal Level | Circle Level | District Level                                                                   | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4 <sup>2</sup>                                                                                                         | Sanction of Medical Reimbursement bills for:<br>i) Govt. Official and their family<br>ii) Govt. Pensioner and their family                                                                                                                                                                                                                                                                                                      | All                  | Full Power                                               | NA                        | NA          | NA           | NA                                                                               | NA                 | As per provisions of Assam Medical Attendance Rules<br>i) In case of treatment in referral hospital, approval of the Referral Medical Board is necessary<br>ii) Independent verification of the genuineness report of the claim from the concerned referral hospital<br>iii) Sanction of the the admissible amount to be accorded with approval of the District referral Board / and State referral Board as the case may be |
| 5 <sup>139</sup>                                                                                                       | Grant of Honorarium to the staff (up-to the level of Superintendent) working in any Department of Secretariat                                                                                                                                                                                                                                                                                                                   | All                  | Full power                                               | NA                        | NA          | NA           | NA                                                                               | NA                 | i) Up to Rs.5,000/- per individual subject to the limit of 20 per cent of staff in a financial year.<br>In case of Governor Secretariat- upto Rs. 10,000/-only per individual subject to the limit of 20 per cent of staff in a financial year.<br>ii) The power to be exercised by Sr. Most Secretary of the Deptt. only in extra-ordinary situation to be recorded in writing.                                             |
| 5 (a) <sup>3</sup>                                                                                                     | Grant of Honorarium to the staff (up-to the level of Head Assistant) including data entry operators                                                                                                                                                                                                                                                                                                                             |                      |                                                          |                           |             |              | District Commissioner (Rs. 2,000/- in each case with annual limit of Rs. 50,000) |                    | The power is to be exercised by DC only in extra-ordinary situation to be recorded in writing                                                                                                                                                                                                                                                                                                                                |
| 5 (b) <sup>148</sup>                                                                                                   | To accord Financial Sanction for the payment of honorarium to the Empanelled Inquiry Officers under H/A"2052-00-090-6301-000-05-01-EE"                                                                                                                                                                                                                                                                                          | Personnel Department | Full power                                               |                           |             |              |                                                                                  |                    | The rate of Honorarium and the period of engagement of the Inquiry Officer shall be fixed with the approval of the HCM.                                                                                                                                                                                                                                                                                                      |
| 6                                                                                                                      | Wages (incentives) to the inmates of Jail                                                                                                                                                                                                                                                                                                                                                                                       | Home                 |                                                          | IG, Prisons<br>Full Power | NA          | NA           | NA                                                                               | NA                 | As per terms of the provisions of the Assam Prisons Act, 2013 & Departmental guidelines                                                                                                                                                                                                                                                                                                                                      |
| 7                                                                                                                      | Tour expenses of the Governor                                                                                                                                                                                                                                                                                                                                                                                                   | Governor Sectt.      | <u>Sr. most Secretary to the Governor</u><br>Full Power  | NA                        | NA          | NA           | NA                                                                               | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                        | <b>General Instruction on Expenditure under Office Expenses</b> as listed from Sl. 8 to Sl. 29<br><b>i) The expenditure in each Quarter shall be limited to 25% of Yearly budget provision plus the carry forward of the unspent balance of the previous quarter</b><br><b>ii) In any case the Quarterly expenditure should not exceed beyond its stipulated provision , except with prior approval from Finance department</b> |                      |                                                          |                           |             |              |                                                                                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                       |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                        |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                   | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                    |
|                                                                                                                        |                                                                                       |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                        |
| 8                                                                                                                      | Expenditure on Postage Stamp                                                          | All                  | Full power                                               | Full power          | Full power  | Full power   | Full power     | Full power         | i) Purchase of Postage Stamps should be based on the average of last three (3) years to ensure that there is no excess purchase.<br>ii) Stock entry and issue thereof should be monitored from time to time by the Head of the Office. |
| 9                                                                                                                      | Payment on Telephone Charges (Landline & Broadband)                                   | All                  | Full power                                               | Full power          | Full power  | Full power   | Full power     | Full power         | Annual expenditure limit will be fixed by Administrative departments on the basis of usage requirement , budget availability and actual average expenditure in last three years.                                                       |
| 9 (i) <sup>4</sup>                                                                                                     | Payment of Mobile/Telephone bills whose bills are reimbursed by the GA(SA) Department | GA (SA) Department   | Full Power                                               |                     |             |              |                |                    | 1. Subject to Budget provision<br>2. As per norms prescribed by the Government                                                                                                                                                         |
| 10                                                                                                                     | Payment on Electricity and Water Charge                                               | All                  | Full power                                               | Full power          | Full power  | Full power   | Full power     | Full power         | Annual expenditure limit will be fixed by Administrative departments on the basis of usage requirement , budget availability and actual average expenditure in last three years.                                                       |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                       |                      |                                                           |                     |             |              |                                                                                                                                                                              |                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                   | Department Concerned | Extent of power conferred to diifferent levels of offices |                     |             |              |                                                                                                                                                                              |                                                                                                     | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                                                                                                       |                      | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level                                                                                                                                                               | Sub-Division Level                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11                                                                                                       | Purchase of Scanner /Printer                                                                                          | All                  |                                                           | Full power          | NA          | NA           | <u>District Commissioner</u> <sup>5</sup><br>/<br><u>Superintendent of Police / Commandant</u> <sup>6</sup><br>Rs. 15,000/- in each case with annual limit of Rs. 1,00,000/- | <u>CDC / SDO(C)</u> <sup>7</sup><br>Rs. 15,000/- in each case with annual limit of Rs. 75,000/-     | i) New Purchase may be preferred after replacement of Obsolete and unserviceable (electrical and electronic) items to be disposed off by either availing<br>a) Buy-back / exchange offers wherever viable or<br>b) Auction / sell in compliance with eWaste Management Rules, 2016 and Pollution Control Board, Assam Notification No. WB/OTWA/E-WASTE13/16-17/69 dated 30/11/2017<br>ii) Register for each Office Machinery & Equipment to be maintained by all offices and Inspection certificate should be obtained from the DC on Quarterly basis.<br>iii) AMC should be executed immediately after warranty period for necessary equipment, keeping in view cost benefit analysis and economy in expenditure. |
| 12                                                                                                       | Purchase of Computer accessories as a replacement to unserviceable items (includes keyboard, cable, mouse, etc.)      | All                  |                                                           | Full power          | NA          | NA           | <u>District Commissioner</u> <sup>8</sup><br>Up to Rs.50,000/- per annum                                                                                                     | <u>CDC / SDO(C)</u> <sup>9</sup><br>Upto Rs.50,000/- per annum                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 13                                                                                                       | Purchase of office equipments such as time pieces, table / wall mounted /ceiling fans / Water purifier / Water cooler | All                  |                                                           | Full power          | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u> <sup>10</sup><br>Up to Rs.2,000/- in each case with annual limit of Rs.50,000/-                         | <u>CDC / SDO(C)</u> <sup>11</sup><br>Up to Rs.2,000/- in each case with annual limit of Rs.20,000/- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                          |                      |                                                          |                                                             |             |              |                                                                                                                                   |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                  |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                      | Department Concerned | Extent of power conferred to different levels of offices |                                                             |             |              |                                                                                                                                   |                                                                                                                                       | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                          |                                                                                          |                      | Administrative Department                                | Heads of Department                                         | Zonal Level | Circle Level | District Level                                                                                                                    | Sub-Division Level                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |
| 14                                                                                                       | Purchase of External Hard Disc, Pen Drive                                                | All                  |                                                          | Full power                                                  | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u><br>Up to Rs.10,000/- per annum                               | <u>CDC / SDO(C)</u> <sup>12</sup><br>Up to Rs.10,000/- per annum                                                                      |                                                                                                                                                                                                                                                                                                                                                                                  |
| 15                                                                                                       | Purchase of Computer (Laptop, Desktop, Tablet)                                           | All                  | Full power                                               | Full Power, provided unit price does not exceed Rs.50,000/- | NA          | NA           | NA                                                                                                                                | NA                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |
| 16                                                                                                       | Purchase of Photocopier                                                                  | All                  |                                                          | Full power                                                  | NA          | NA           | NA                                                                                                                                | NA                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |
| 17                                                                                                       | Purchase of office stationeries and consumables for Computer, Printer & Photocopier etc. | All                  | Full Power                                               | Full power with annual limit of Rs.50,000/-                 | NA          | NA           | <u>District Commissioner / Superintendent of Police</u><br><br>Up to Rs.50,000/- per annum                                        |                                                                                                                                       | In case of Printing of Forms & stationery including cost of paper, at local press<br>(i) where P&S Directorate fails to supply the materials within 7 days of submission of the indent.<br>(ii) Subject matter to be printed is not confidential.<br>(iii) Subject to budget availability and compliance with Assam Public Procurement Act & Rules framed there under and norms. |
|                                                                                                          |                                                                                          |                      |                                                          |                                                             |             |              | <u>Treasury Officer District Treasuries</u> <sup>138</sup><br>Power up to Rs. 5,000/- per month with annual limit of Rs. 30,000/- | <u>Treasury Officer Sub District Treasuries</u> <sup>138</sup><br>Power up to Rs. 3,000/- per month with annual limit of Rs. 20,000/- |                                                                                                                                                                                                                                                                                                                                                                                  |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                |                                   |                                                           |                                                                                                                                                                                                                         |             |              |                                                                                                                                                                                         |                                                                                                                        |                                                                                                                                              |
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| Sl. No.                                                                                                  | Item of Expenditure                                                            | Department Concerned              | Extent of power conferred to diifferent levels of offices |                                                                                                                                                                                                                         |             |              |                                                                                                                                                                                         |                                                                                                                        | Condition / Remarks                                                                                                                          |
|                                                                                                          |                                                                                |                                   | Administrative Department                                 | Heads of Department                                                                                                                                                                                                     | Zonal Level | Circle Level | District Level                                                                                                                                                                          | Sub-Division Level                                                                                                     |                                                                                                                                              |
|                                                                                                          |                                                                                | Home                              |                                                           | i. DGP <sup>140</sup> : Full Power      ii. PCCF <sup>14</sup> : Full Power<br>ii. RC, Delhi <sup>15</sup> : Up to Rs. 5 Lakh per annum      iii. RC, Chennai, JRC, Vellore <sup>140</sup> : Upto Rs. 50000/- per annum |             |              | <u>Commandant</u> <sup>16</sup><br><br>Up to Rs. 50,000/- per annum                                                                                                                     | <u>CDC / SDO(C)</u> <sup>17</sup><br><br>Up to Rs.50,000/- per annum                                                   |                                                                                                                                              |
| 18 <sup>18</sup>                                                                                         | Purchase of office furniture for opening new office or extension of old office | General Administration Department | Full power                                                | NA                                                                                                                                                                                                                      | NA          | NA           | <del>District Commissioner - In case of extension of old office , up to Rs.1.00 Lakh per annum</del>                                                                                    | NA                                                                                                                     |                                                                                                                                              |
| 19                                                                                                       | Purchase of office furniture in replacement of unserviceable ones              | All                               | Full power                                                | Full Power provided unit price of each item does not exceed Rs.50,000/- with annual limit of Rs. 2 Lakh                                                                                                                 | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u> <sup>19</sup><br><br>Power up to Rs. 1 Lakh per annum provided unit price of each item does not exceed Rs.30,000/- | SDO (C )<br><br>Full Power provided unit price of each item does not exceed Rs.20,000/-,with annual limit of 50000 Rs. | Before new purchase the Obsolete and unserviceable furniture are to be condemned and sold by auction by following the provisions of Disposal |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                             |                          |                                                           |                                                                                                                                             |             |              |                                                                                                            |                                                                                                                               |                                                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                         | Department Concerned     | Extent of power conferred to diifferent levels of offices |                                                                                                                                             |             |              |                                                                                                            | Condition / Remarks                                                                                                           |                                                                                                                                                                                        |
|                                                                                                          |                                                                                                                                             |                          | Administrative Department                                 | Heads of Department                                                                                                                         | Zonal Level | Circle Level | District Level                                                                                             |                                                                                                                               | Sub-Division Level                                                                                                                                                                     |
|                                                                                                          |                                                                                                                                             | Home <sup>20</sup> / GAD |                                                           | 1. Full Power (DGP)<br>2. (RC, Delhi) 21 :- Power up to Rs. 50 lakh per annum provided unit price of each item does not exceed Rs. 50,000/- |             |              |                                                                                                            | <u>CDC</u> <sup>22</sup><br><br>Power up to Rs. 1 Lakh per annum provided unit price of each item does not exceed Rs.30,000/- | i) Subject to Budget Provision<br>ii) Before new purchase the obsolete and unserviceable furniture are to be condemned and sold by auction by following the provisions of the Disposal |
| 20                                                                                                       | Purchase of Liveries for eligible employees                                                                                                 | All                      |                                                           | Full power                                                                                                                                  | NA          | NA           | <u>District Commissioner / Superintendent of Police/Divisional Forest Officer</u><br><br>Full Power        | <u>CDC / SDO(C)</u> <sup>23</sup><br><br>Up to Rs.50,000/- per annum                                                          | As per the norms fixed by General Administration Department                                                                                                                            |
| 21                                                                                                       | Purchase of toiletries, electrical consumables, mosquito repellants, etc. and other miscellaneous items such as Curtains, Towels etc.       | All                      |                                                           | Full Power                                                                                                                                  | NA          | NA           | <u>District Commissioner / Superintendent of Police</u><br><br>Full Power with annual limit of Rs.50,000/- | <u>CDC / SDO(C)</u> <sup>24</sup><br><br>Power up to Rs. 50,000/- per annum                                                   |                                                                                                                                                                                        |
| 22                                                                                                       | Purchase of Books and Periodicals in both digital and printed forms (including newspapers) for office use only<br>(e Books newly proposed ) | All                      | Full Power                                                | NA                                                                                                                                          | NA          | NA           | NA                                                                                                         | NA                                                                                                                            | Subject to Budget provision                                                                                                                                                            |
|                                                                                                          |                                                                                                                                             | Home <sup>25</sup>       |                                                           | Full Power (DGP)                                                                                                                            |             |              |                                                                                                            |                                                                                                                               |                                                                                                                                                                                        |
|                                                                                                          |                                                                                                                                             | Judicial <sup>26</sup>   |                                                           | Power up to Rs.5000/- per month (District Judge)                                                                                            |             |              |                                                                                                            |                                                                                                                               |                                                                                                                                                                                        |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                    |                      |                                                          |                                                                                                   |             |              |                                                                                                          |                                                                                                                 |                                                                                                                                                                                                                                                   |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                | Department Concerned | Extent of power conferred to diiferent levels of offices |                                                                                                   |             |              |                                                                                                          |                                                                                                                 | Condition / Remarks                                                                                                                                                                                                                               |
|                                                                                                                        |                                                                                                                                                                                    |                      | Administrative Department                                | Heads of Department                                                                               | Zonal Level | Circle Level | District Level                                                                                           | Sub-Division Level                                                                                              |                                                                                                                                                                                                                                                   |
| 23                                                                                                                     | Printing at local presses including standardized forms and other office stationeries (such as letter Head / Pad , visiting card, stamp pad, seal etc.) <b>except money receipt</b> | All                  |                                                          | Full Power                                                                                        | NA          | NA           | <u>District Commissioner</u><br>Full Power with annual limit of Rs.50,000/-                              | <u>CDC / SDO (C)</u> <sup>27</sup><br>Power up to Rs. 50,000/- per annum                                        | In case of Printing of Forms & stationery including cost of paper, at local press<br>(i) where P&S Directorate fails to supply the materials within 7 days of submission of the indent.<br>(ii) Subject matter to be printed is not confidential. |
| 24                                                                                                                     | <b>A) Annual Maintenance Contract (A.M.C) or full service maintenance contracts</b>                                                                                                |                      |                                                          |                                                                                                   |             |              |                                                                                                          |                                                                                                                 |                                                                                                                                                                                                                                                   |
| 25 (a)                                                                                                                 | a) through authorized dealer of the manufacturer / service centre (includes turnkey service provider / system integrator)                                                          | All                  | Full power                                               | Full power subject to condition that the amount of A.M.C is not more than 7% of the original cost | NA          | NA           | NA                                                                                                       | NA                                                                                                              |                                                                                                                                                                                                                                                   |
| 25 (b)                                                                                                                 | b) other than authorized dealer of the manufacturer / service centre (includes turnkey service provider / system integrator)                                                       | All                  | Full power                                               | Upto Rs.10,000/- annually for each Machine                                                        | NA          | NA           | NA                                                                                                       | NA                                                                                                              |                                                                                                                                                                                                                                                   |
| 25                                                                                                                     | <b>B) Petty repairing of equipmenst in urgent cases (which is not covered under A.M.C)</b>                                                                                         | All                  | Full power                                               | Upto Rs.10,000/- annually for each Machine                                                        | NA          | NA           | NA                                                                                                       | NA                                                                                                              |                                                                                                                                                                                                                                                   |
| 26                                                                                                                     | Repairing of office furniture                                                                                                                                                      | All                  | Full power                                               | Rs.10,000/- in each case, with annual limit of Rs. 2 Lakh.                                        | NA          | NA           | <u>District Commissioner</u> <sup>28</sup><br>(Rs. 10,000/- in each case with annual limit of Rs. 2 Lakh | <u>CDC / SDO (C)</u> <sup>29</sup><br>Power up to Rs. 10,000/- in each case with annual limit of Rs. 1,00,000/- |                                                                                                                                                                                                                                                   |
|                                                                                                                        |                                                                                                                                                                                    | Home                 |                                                          | DGP (Full Power) <sup>140</sup>                                                                   |             |              |                                                                                                          |                                                                                                                 |                                                                                                                                                                                                                                                   |
|                                                                                                                        |                                                                                                                                                                                    | GAD                  |                                                          | RC, Delhi 30 ; Power up to Rs. 50 Lakh per annum                                                  |             |              |                                                                                                          |                                                                                                                 |                                                                                                                                                                                                                                                   |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                 |                      |                                                          |                                                                                                                                                                                            |             |              |                                                                                                 |                                                              |                                                                                                                                                         |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                             | Department Concerned | Extent of power conferred to diiferent levels of offices |                                                                                                                                                                                            |             |              |                                                                                                 |                                                              | Condition / Remarks                                                                                                                                     |
|                                                                                                          |                                                                                                 |                      | Administrative Department                                | Heads of Department                                                                                                                                                                        | Zonal Level | Circle Level | District Level                                                                                  | Sub-Division Level                                           |                                                                                                                                                         |
| 27 <sup>31</sup>                                                                                         | Sanction of the expenditure on refreshments served in Inter / intra -departmental meetings etc. | All                  | Power up to Rs. 10 Lakh per annum                        | Power up to Rs. 5 Lakh per annum                                                                                                                                                           | NA          | NA           | <u>District Commissioner / Superintendent of Police</u><br><br>Power up to Rs. 2 Lakh per annum | <u>CDC / SDO (C)</u><br><br>Power up to Rs. 1 Lakh per annum | GAD may spend upto Rs.1.00 Lakh per month for inter / intra departmental meeting organised by other Departments                                         |
|                                                                                                          |                                                                                                 | Home / GAD           |                                                          | 1. Power up to Rs. 10 Lakh per annum (DGP)<br>2. Power up to Rs. 10 Lakh per annum (RC, Delhi)<br>3. Resident Commisioner, Chennai, JRC, Vellore - Upto Rs 2 lakh per annum <sup>140</sup> |             |              |                                                                                                 |                                                              | Subject to Budget Provision                                                                                                                             |
|                                                                                                          | Expenditure Sanction on POL Bills for Departmental / Hired Vehicles, Generators etc.            |                      | Full power                                               | Up to Rs. 50,000/- per month                                                                                                                                                               | NA          | NA           |                                                                                                 | NA                                                           | Subject to maintenance of log books against each vehicle to be inspected by the Higher Authority Quarterly and Inspection note recorded in the Log Book |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                     |                      |                                                           |                     |             |              |                                                                                                                                                                     |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure | Department Concerned | Extent of power conferred to diifferent levels of offices |                     |             |              |                                                                                                                                                                     |                                                                                                                                       | Condition / Remarks                                                                                                                                                                                                                                                                                                    |
|                                                                                                          |                     |                      | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level                                                                                                                                                      | Sub-Division Level                                                                                                                    |                                                                                                                                                                                                                                                                                                                        |
| 28                                                                                                       |                     | All                  |                                                           |                     |             |              | <u>District Commisioner</u> <sup>32</sup><br>/ <u>Superintendent of Police</u> <sup>33</sup><br><br>(Rs. 1,00,000/- per month with annual limit of Rs. 12,00,000/-) |                                                                                                                                       | 1. The unutilised amount in a month shall not be carried forwarded to the next month.<br>2. DCs shall upload FoC in the system and draw money for payment to supplier.<br>3. Subject to maintenance of log books against each vehicle to be inspected by the DC Quarterly and Inspection note recorded in the Log Book |
|                                                                                                          |                     |                      |                                                           |                     |             |              | <u>Treasury Officer District Treasuries</u> <sup>138</sup><br>Power up to Rs. 4,000/- per month with annual limit of Rs. 25,000/-                                   | <u>Treasury Officer Sub District Treasuries</u> <sup>138</sup><br>Power up to Rs. 3,000/- per month with annual limit of Rs. 20,000/- |                                                                                                                                                                                                                                                                                                                        |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                          |                                    |                                                                       |                                                            |             |              |                |                                                                                                     |                                                                                                                                                                                                                                                                                |
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| Sl. No.                                                                                                  | Item of Expenditure                      | Department Concerned               | Extent of power conferred to diiferent levels of offices              |                                                            |             |              |                |                                                                                                     | Condition / Remarks                                                                                                                                                                                                                                                            |
|                                                                                                          |                                          |                                    | Administrative Department                                             | Heads of Department                                        | Zonal Level | Circle Level | District Level | Sub-Division Level                                                                                  |                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                          | Home <sup>34</sup>                 |                                                                       | Full Power (DGP)                                           |             |              |                |                                                                                                     | i) Subject to Budget Provision<br>ii) Subject to observance of 1/20 <sup>th</sup> monthly limit of the budget<br>iii) Subject to maintenance of log books against each vehicle to be inspected by the Higher Authority Quarterly and Inspection note recorded in the Log Book. |
|                                                                                                          |                                          |                                    |                                                                       |                                                            |             |              |                |                                                                                                     |                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                          | GAD <sup>35</sup>                  |                                                                       | Full Power (Resident Commisioner, Assam Bhawan, New Delhi) |             |              |                | <u>CDC / SDO (C)</u><br><sup>36</sup><br>Rs. 50,000/- per month with annual limit of Rs. 6,00,000/- |                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                          | Political (B) <sup>37</sup>        |                                                                       | Full Power (Members, Foreigner Tribunal)                   |             |              |                |                                                                                                     |                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                          | Environment & Forest <sup>38</sup> |                                                                       | Full Power (PCCF)                                          |             |              |                |                                                                                                     |                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                          | Finance <sup>39</sup>              |                                                                       | Power up to Rs. 20 Lakh per annum (DoAT)                   |             |              |                |                                                                                                     |                                                                                                                                                                                                                                                                                |
| 29                                                                                                       | Expenditure on hiring of office Vehicles | All                                | Power with an overall limit of 90 vehicle <sup>40</sup> days in a F.Y | NA                                                         | NA          | NA           | NA             | NA                                                                                                  | i) Only in urgent cases when Govt vehicle is not available<br>ii) In compliance with the approved rate and statutory guidelines of Transport Deptt.<br>Iii) In case of Tour outside Head Quarter, working day includes a holiday                                               |
|                                                                                                          |                                          | Home <sup>41</sup>                 |                                                                       | Full Power (DGP)                                           |             |              |                |                                                                                                     | i) Subject to Budget Provision<br>ii) Only in urgent cases when Govt vehicle is not available<br>iii) In compliance with approved rate and statutory guidelines of the Transport Department.<br>iv) In case of Tour outside Head Quarter, working day includes a holiday       |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                        |                                          |                                                                            |                                                             |             |              |                                                                                                                            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                    | Department Concerned                     | Extent of power conferred to different levels of offices                   |                                                             |             |              |                                                                                                                            |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                          |                                                                                                                                        |                                          | Administrative Department                                                  | Heads of Department                                         | Zonal Level | Circle Level | District Level                                                                                                             | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                                        | GAD / Environment & Forest <sup>42</sup> |                                                                            | RC, Delhi / PCCF : Power up to 90 vehicle days in a FY      |             |              | <u>District Commissioner</u> <sup>43</sup><br><br>Power to hire vehicles up to 45 vehicle days per year                    |                    | 1. Hiring may be done only with prior permission of General Administration Department.<br>2. Only in urgent cases when Govt vehicle is not available<br>3. In compliance with the approved rate and statutory guidelines of Transport Department.<br>4. In case of Tour outside Head Quarter, working day includes a holiday.<br>5. DCs shall upload FoC in the system and draw money for payment to vendor                                                                                                                                                                                                                                 |
| 30                                                                                                       | Expenditure on hiring of Vehicles for Department's functional activities                                                               | All                                      | Full Power with an overall limit of 90 vehicle <sup>41</sup> days in a F.Y | NA                                                          | NA          | NA           | NA                                                                                                                         | NA                 | i) Subject to Budget Provision<br>ii) Only in urgent cases when Govt vehicle is not available<br>iii) In compliance with approved rate and statutory guidelines of the Transport Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                                                                                                                        | Home <sup>44</sup>                       |                                                                            | Full Power (DGP)                                            |             |              |                                                                                                                            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                                        | Environment & Forest <sup>45</sup>       |                                                                            | PCCF : Power up to 90 vehicle days in a FY                  |             |              |                                                                                                                            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 31                                                                                                       | Repair / Maintenance of office vehicles including purchase of batteries, spare parts, tyre & tubes <b>without fixture/ furnishings</b> | All                                      | Full power                                                                 | Power up to Rs. 2 Lakh per annum                            | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u> <sup>46</sup><br><br>Power up to Rs. 2 Lakh per annum | NA                 | i) Prior to repair the Vehicles must be examined by the M.V.I or Mechanical Engineer of any Department.<br>ii) A history sheet should be maintained for each Vehicle showing the mileage run, major and minor repairs the Vehicle has undergone, spare parts purchased, and cost incurred in respect of each item of expenditure. Purchase of Tyre/ Tubes and spare parts should conform to Standard type as per provisions of the Motor Vehicles Act. 1988 and Motor Vehicle Rules 1989 as amended.<br>iii) The History sheet is to be inspected by the Higher Authority Quarterly and Inspection note to be recorded in the History Sheet |
|                                                                                                          |                                                                                                                                        | GAD <sup>47</sup>                        |                                                                            | Full Power (Resident Commissioner, Assam Bhawan, New Delhi) |             |              |                                                                                                                            |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                            |                                                         |                                                          |                                             |             |              |                                                                                                     |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                        | Department Concerned                                    | Extent of power conferred to diiferent levels of offices |                                             |             |              |                                                                                                     |                                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                          |                                                                                                                                            |                                                         | Administrative Department                                | Heads of Department                         | Zonal Level | Circle Level | District Level                                                                                      | Sub-Division Level                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                                            | Home <sup>48</sup> / Environment & Forest <sup>49</sup> |                                                          | 1. Full Power (DGP)<br>2. Full Power (PCCF) |             |              |                                                                                                     |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 32                                                                                                       | Repair / Maintenance of Functional vehicles including purchase of batteries, spare parts, tyre & tubes <b>without fixture/ furnishings</b> | All                                                     | Full power                                               | NA                                          | NA          | NA           | NA                                                                                                  | NA                                 | i) Prior to repair the Vehicles must be examined by the M.V.I or a Mechanical Engineer of any Department<br>ii) A history sheet should be maintained for each Vehicle showing the mileage done, major and minor repairs the Vehicle has undergone, spare parts purchased, and cost incurred in respect of each item of expenditure. Purchase of Tyre/ Tubes and spare parts should conform to Standard type as per provisions of the Motor Vehicles Act. 1988 and Motor Vehicle Rules 1989 as amended.<br>iii) The History sheet is to be inspected by the Higher Authority Quarterly and Inspection note to be recorded in the History Sheet<br><b>In Case of Agriculture Department-</b> Except in case of urgency and incapacity to cope with, all repairs must be done in their Departmental Workshops.<br><b>In Case of Inland Water Transport</b> - HoD can sanction upto Rs.2.00 Lakh per vessel annually and Divisional Engineer can sanction upto Rs.50,000/- per vessel annually. |
|                                                                                                          |                                                                                                                                            | Home <sup>50</sup>                                      |                                                          | Full Power (DGP)                            |             |              |                                                                                                     |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 33                                                                                                       | Installation of telephone at new office / install temporary telephones for VVIPs/VIPs                                                      | All                                                     |                                                          | Full power                                  | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u><br><sup>51</sup><br>Full Power | <u>CDC / SDO (C)</u><br>Full Power | <b>Deputy Commisssioner / SDO (C)</b> will exercise Full Power in case of Election / Natural calamity etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                      |                      |                                                           |                                                  |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                  |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                  | Department Concerned | Extent of power conferred to diifferent levels of offices |                                                  |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                        |                                                                                                                                                                                      |                      | Administrative Department                                 | Heads of Department                              | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                  |
| 34                                                                                                                     | Sanction for payment of remuneration / fees in <b>District / Sub-division court for</b> cases dealt with by Govt. Pleader / Advocates                                                | Judicial             | Full Power                                                | Full Power<br>(District & Session Judge)         | NA          | NA           | NA             | NA                 | i) The bills of the Govt. Pleader / Advocates will be supported by order of the Court / Tribunal for each date of hearing<br>ii) Subject to Guidelines issued by L.R with prior concurrence of Finance Department.<br>iii) The bills will be supported by Cause List , order of the Court / Tribunal and / or Status Report of the Case for each date of hearing |
| 35                                                                                                                     | Sanction for payment of remuneration / fees in <b>High court</b> cases dealt with by Govt. Pleader / Advocates                                                                       | Judicial             | Full Power                                                | NA                                               | NA          | NA           | NA             | NA                 | i) Concerned Pleader/Advocate is to furnish an undertaking about correctness of the bills<br>ii) ) Subject to Guidelines issued by L.R with prior concurrence of Finance Department<br>iii) Verification from Sr. Government Advocate or from the O/o the Advocate General, Assam as the case may be, for authentication of the bills <sup>52</sup>              |
|                                                                                                                        |                                                                                                                                                                                      |                      | NA                                                        | Full Power<br>(Sr. Govt. Advocate) <sup>53</sup> | NA          | NA           | NA             | NA                 | 1. The bills will be supported by order of the court / tribunal for each date of hearing.<br>2. Subject to guidelines issued by LR with prior concurrence of Finance Department<br>3. Following due verification process from Competent Authority, as the case may be.                                                                                           |
| 36                                                                                                                     | Sanction for payment of fees for contesting contempt cases before the Hon'ble High Court supposed to have been committed by Government servants while discharging official duties    | All                  | Up to Rs.20,000/- in each case                            | Up to Rs. 20,000/- in each case                  | NA          | NA           | NA             | NA                 | As per Guidelines / rates etc. issued by L.R with prior consultation with Finance Department.                                                                                                                                                                                                                                                                    |
| 37                                                                                                                     | Sanction for payment of fees for contesting contempt cases before the Hon'ble Supreme Court supposed to have been committed by Government servants while discharging official duties | All                  | Full power                                                | NA                                               | NA          | NA           | NA             | NA                 | As per Guidelines / rates etc. issued by L.R with prior consultation with Finance Department.                                                                                                                                                                                                                                                                    |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                         |                                                     |                                                          |                               |             |              |                                                                                   |                                              |                                                                                                                                                                                                                                                                                                             |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                     | Department Concerned                                | Extent of power conferred to diiferent levels of offices |                               |             |              |                                                                                   |                                              | Condition / Remarks                                                                                                                                                                                                                                                                                         |
|                                                                                                          |                                                                                                                                                                         |                                                     | Administrative Department                                | Heads of Department           | Zonal Level | Circle Level | District Level                                                                    | Sub-Division Level                           |                                                                                                                                                                                                                                                                                                             |
| 38                                                                                                       | Sanction for payment of Professional Fee to <b>Standing Counsels and Advocates of Departments</b> except AG (Advocate General) & Additional AG (Addl. Advocate General) | All                                                 | Full power                                               | NA                            | NA          | NA           | NA                                                                                | NA                                           | The payment is subject to the condition that the -<br>i) Department has issued the appointment letter to the Standing Counsel (SC) with prior concurrence of Finance Department followed by an agreement                                                                                                    |
|                                                                                                          |                                                                                                                                                                         | Home <sup>54</sup>                                  | NA                                                       | Upto Rs. 50000/- (DGP)        | NA          | NA           | NA                                                                                | NA                                           | ii) The Selection of SC has been made following the APP Rules, 2020<br>iii) Rates are as fixed by the L.R in consultation with Finance Department.<br>iv) Verification from Learned Advocate General, Assam or Sr. Government Advocates, as the case may be, for authenticaiton of the bills. <sup>55</sup> |
| 38 (a) <sup>56</sup>                                                                                     | Sanction for payment of professional fee bills of Advocate General and Additional Advocate General, Assam                                                               | Judicial                                            | NA                                                       | Full Power (Advocate General) | NA          | NA           | NA                                                                                | NA                                           | 1. The bills will be supported by order of the court / tribunal for each date of hearing.<br>2. Subject to guidelines issued by LR with prior concurrence of Finance Department<br>3. Following due verification process from Competent Authority, as the case may be                                       |
| 39                                                                                                       | Sanction Advances for Law suits to which Government is a party                                                                                                          | All                                                 | Full power                                               | NA                            | NA          | NA           | NA                                                                                | NA                                           | As per guidelines issued by Judicial Department                                                                                                                                                                                                                                                             |
| 40                                                                                                       | Sanction for release of monthly remuneration to Gaon Pradhans                                                                                                           | Environment & Forest, Revenue & Disaster Management | Full Power                                               | NA                            | NA          | NA           | District Commissioner / Divisional Forest Officer <sup>57</sup><br><br>Full Power | CDC / SDO(C) <sup>58</sup><br><br>Full Power | As per Departmental guidelines and rates etc. issued in consultation with Finance Department                                                                                                                                                                                                                |
| 40 (a) <sup>137</sup>                                                                                    | To accord financial sanction for release of monthly remuneration to Gao Pradhans under Bodoland Territorial Council (BTC)                                               | Welfare of Bodoland Department                      | Full Power                                               |                               |             |              |                                                                                   |                                              | As per Departmental guidelines and rates fixed with prior consultation with Finance Department                                                                                                                                                                                                              |
| 41                                                                                                       | Transportation charges of PDS                                                                                                                                           | Food Civil Supplies & Consumer Affairs              |                                                          | Full Power                    | NA          | NA           | NA                                                                                | NA                                           | As per Departmental guidelines and norms fixed by Central / State Government                                                                                                                                                                                                                                |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                  |                               |                                                          |                                               |             |              |                                                                                                                 |                    |                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                              | Department Concerned          | Extent of power conferred to diiferent levels of offices |                                               |             |              |                                                                                                                 |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                        |                                                                                                  |                               | Administrative Department                                | Heads of Department                           | Zonal Level | Circle Level | District Level                                                                                                  | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                            |
| 42                                                                                                                     | Commission of Mouzadars                                                                          | Revenue & Disaster Management |                                                          | Full Power                                    | NA          | NA           | NA                                                                                                              | NA                 | As per Govt. guidelines in addition to a report to be submitted by the District Commissioner to the effect that there is no pending Govt. revenue lying with the concerned Mouzadar                                                                                                                                                                                                                        |
| 43                                                                                                                     | Sanction of fund for payment of service charges to National Securities Depository Limited (NSDL) | Finance                       |                                                          | Director, Accounts & Treasuries<br>Full Power | NA          | NA           | NA                                                                                                              | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                            |
| 44                                                                                                                     | Payment for submission of IT / GST returns                                                       | All                           |                                                          | Full power                                    | NA          | NA           | District Commissioner / Superintendent of Police / Commandant <sup>59</sup><br><br>Up to Rs. 25,000/- per annum | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                            |
| 45                                                                                                                     | Sanction of Rent for hired land and building leased to the Government                            | All                           | Full Power                                               | Full Power                                    | Full Power  | Full Power   | Full Power                                                                                                      | Full Power         | Incuse of 1st sanction of rent for a newly hired building, concurrence of Finance Department will be necessary.<br>(a) In Urban areas rent is to be fixed by Ex. Engr (Building) under AUARC Act, 1972<br>(b) In rural areas reasonableness of rent to be certified by concerned Circle officer<br>(c ) Agreement is to be signed with the owner of land / building in consultation with the Govt. pleader |
| 46                                                                                                                     | Payment of Local Bodies (Municipal / Panchayat) Rates & Taxes                                    | All                           | Full Power                                               | Full Power                                    | Full Power  | Full Power   | Full Power                                                                                                      | Full Power         | As per demand submitted by the Local Authority                                                                                                                                                                                                                                                                                                                                                             |
| 47                                                                                                                     | Expenditure on Printing of Periodicals/ Acts, Rules & Manuals etc.                               | All                           | Full Power                                               | Full Power                                    | NA          | NA           | NA                                                                                                              | NA                 | Printing could be made through Govt. Press and all versions should be priced                                                                                                                                                                                                                                                                                                                               |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                                                    |                                                      |                                                          |                                                                   |             |              |                |                    |                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                                                | Department Concerned                                 | Extent of power conferred to diiferent levels of offices |                                                                   |             |              |                |                    | Condition / Remarks                                                                                                                                    |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                    |                                                      | Administrative Department                                | Heads of Department                                               | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                        |
| 48                                                                                                       | Commission to Agents in connection with sale of Govt. Publications                                                                                                                                                                                                                                                 | All                                                  | Full Power                                               | NA                                                                | NA          | NA           | NA             | NA                 | i) Book depot will buy books on actulas less commisssion cost<br>ii) Stock and issue register to be miantained by the HOD or by his authorised officer |
| 49                                                                                                       | Expenses incurred on advertisements in electronic and print media (Expenses incurred on Media Publicity)                                                                                                                                                                                                           | Information, Public Relations, Printing & Stationery |                                                          | <u>Director, Information &amp; Public Relations</u><br>Full Power | NA          | NA           | NA             | NA                 | As per the guidelines and approved rates of I&PR Department                                                                                            |
| 50                                                                                                       | Expenses incurred on Printing of Publicity Materials (Leaflet, Pamphlet / Brochure / Hoarding / Banners etc.)                                                                                                                                                                                                      | All                                                  | Full Power subject to an annual limit of Rs.1.00 Lakh    | NA                                                                | NA          | NA           | NA             | NA                 | As per the guidelines and approved rates of I&PR Department as the case may be                                                                         |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                    | Home <sup>60</sup>                                   |                                                          | Up to Rs. 80000/- (DGP)                                           |             |              |                |                    |                                                                                                                                                        |
| 51                                                                                                       | Commission /Payment to hired Agents for distribution of Publicity materials (hired for advertising / publicity)                                                                                                                                                                                                    | All                                                  |                                                          | Full Power subject to Rs.50,000/- per annum                       | NA          | NA           | NA             | NA                 | As per the guidelines and approved rates of I&PR Department                                                                                            |
| 52                                                                                                       | Incur expenditure in connection with<br>i) Production of Documentary / Telefilms for showcasing of departmental activities &<br>ii) organisation and conduct of Events, Exhibitions, Shows , Functions, Fairs, Rally, Street Play , Mock-drill etc.which are a part of promotional activity and Awareness Campaign | All                                                  | Full Power                                               | NA                                                                | NA          | NA           | NA             | NA                 | With the concurrence of Finance Department only                                                                                                        |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                    | Home <sup>61</sup>                                   |                                                          | Upto Rs. 2,00,000/- (DGP)                                         |             |              |                |                    | Subject to budget provision and availability of fund.                                                                                                  |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                              |                                                                                       |                                                          |                            |             |              |                                                                                                                                                                            |                    |                                                                                                                   |
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| Sl. No.                                                                                                  | Item of Expenditure                                                          | Department Concerned                                                                  | Extent of power conferred to different levels of offices |                            |             |              |                                                                                                                                                                            |                    | Condition / Remarks                                                                                               |
|                                                                                                          |                                                                              |                                                                                       | Administrative Department                                | Heads of Department        | Zonal Level | Circle Level | District Level                                                                                                                                                             | Sub-Division Level |                                                                                                                   |
| 53                                                                                                       | Expenditure sanction in connection with participation in Fairs & Exhibitions | All                                                                                   | Power up to Rs.5 Lakh per annum                          | NA                         | NA          | NA           | NA                                                                                                                                                                         | NA                 | Above 5 lacs, the concurrence of Finance Department must be availed.                                              |
|                                                                                                          |                                                                              | Home <sup>62</sup>                                                                    |                                                          | Up to Rs. 5,00,000/- (DGP) |             |              |                                                                                                                                                                            |                    |                                                                                                                   |
| 54                                                                                                       | Sanction of Scholarship / Stipends / Book Grant                              | Education;<br>Medical Education & Research;<br>Skill, Employment and Entrepreneurship |                                                          | Full power                 | NA          | NA           | Principal of Medical College / All Govt. Colleges / All Govt. Academic & Technical Institutes<br>Director, State Cancer Institute and Director CN center<br><br>Full Power | NA                 | As per Departmental Rules or guidelines and orders of the Deptt. prepared in consultation with Finance Department |
| 55                                                                                                       | Sanction of stipends to trainees / apprentices                               | All                                                                                   |                                                          | Full power                 | NA          | NA           | NA                                                                                                                                                                         | NA                 | As per Departmental Rules or guidelines and orders of the Deptt. prepared in consultation with Finance Department |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                |                                               |                                                          |                                                   |             |              |                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                            | Department Concerned                          | Extent of power conferred to different levels of offices |                                                   |             |              |                                                             |                                                                       | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                          |                                                                                                                                                                |                                               | Administrative Department                                | Heads of Department                               | Zonal Level | Circle Level | District Level                                              | Sub-Division Level                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 56                                                                                                       | Expenditure on entertainment, accommodation, gifts, souvenirs etc. and travel arrangements (including hiring of vehicles) of State Guest and other dignitaries | All                                           | Full Power                                               | Full power subject to annual limit of Rs.25,000/- | NA          | NA           | <u>District Commissioner</u><br>Up to Rs.20,000/- per annum | <u>CDC / SDO (C)</u><br><sup>63</sup><br>Up to Rs.20,000/- per annum. | i) In case of State Guest and other dignarities expenditure should be as per guidelines /norms fixed by GAD with approval of Finance Department<br>ii) <b>Hiring of vehicle</b> should be as per approved rate and guidelines of Transport Deptt. - <b>Only Administrative Department and HoD will exercise this power in urgent cases when Govt vehicle is not available for the purpose</b><br>iii) Veracity of the expenditure is to be certified by the spending authority                                                                      |
|                                                                                                          |                                                                                                                                                                | <b>Environment &amp; Forest</b> <sup>64</sup> |                                                          | PCCF (HoF) : Power up to Rs. 5 Lakh per annum     |             |              |                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                          |                                                                                                                                                                | <b>Home</b> <sup>65</sup>                     |                                                          | Full Power (DGP)                                  |             |              |                                                             |                                                                       | i) Subject to Budget provision<br>ii) Subject to annual limit of Rs. 3,00,000/-<br>iii) In case of State Guest and other dignarities expenditure should be as per guidelines /norms fixed by GAD with approval of Finance Department<br>iv) Hiring of vehicle should be as per approved rate and guidelines of Transport Deptt. - Only Administrative Department and HoD will exercise this power in urgent cases when Govt vehicle is not available for the purpose<br>v) Veracity of the expenditure is to be certified by the spending authority |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                             |                                                                          |                                                           |                     |             |              |                |                    |                                                                                                                                                                                         |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                         | Department Concerned                                                     | Extent of power conferred to diifferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                     |
|                                                                                                          |                                                                                                                                                                             |                                                                          | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                         |
| 57                                                                                                       | Expenditure on light refreshment to the guests of the Governor/ Chief Minister , purchase of gift articles for dignitaries to be presented by the Governor / Chief Minister | Governor Sectt<br>CM Sectt ,GAD (in case of Chief secretary office only) | Full Power                                                | NA                  | NA          | NA           | NA             | NA                 | Subject to the rate as decided by Senior Most Secretary of CM's Secretariat and Governor Secretariat and GAD.GAD will exercise this power only for Chief secretary office requirements. |
| 58                                                                                                       | Sanction of Secret Service money                                                                                                                                            | Home & Political <sup>66</sup>                                           |                                                           | Full power          | NA          | NA           | NA             | NA                 |                                                                                                                                                                                         |
| 59                                                                                                       | Expenditure sanction on secret service and intelligence gathering services                                                                                                  | Environment & Forest                                                     | Full Power                                                | NA                  | NA          | NA           | NA             | NA                 | For protection of wild life and forest resources. Subject to concurrence of Finance Department                                                                                          |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                          |                                                            |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                      | Department Concerned                                       | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                          |                                                                                                                                                                                          |                                                            | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 60                                                                                                       | Accord Administrative Approval of new scheme under SOPD including purchase of equipment and machineries provided those are part of the scheme.                                           | PWD (Roads, Bldg. & NH, Health & Education <sup>67</sup> ) | Upto to Rs. 15.00 crore                                  |                     |             |              |                |                    | i. The Schedule of Rates of PWD, as applicable, shall not be more than two years old from the financial year of publication.<br>ii. Estimate to be prepared by appropriate officer of the PWD or Public Sector Undertaking.<br>iii. Wherever acquisition / purchase of land is involved, this should precede Administrative Approval<br>iv. Validity period of Works up to Rs.5.00 Crore will be three (3) years and beyond Rs.5.00 Crore will be 5 years.<br>v. Any works not started within two (2) years of accordance of Administrative Approval shall be treated as cancelled / lapsed.<br>vi. For re-validation of works not completed within the stipulated period mentioned at<br>(iv) above, Finance Department concurrence is to be obtained.<br>vii. The scheme is approved by Dev. Commissioner of Hills / Tribal Affairs (Plain) Department wherever applicable.<br>viii. Financial sanction against the administrative approval will vest FD-21/301/2025-ESTT_B-FIN-Finance Department<br>I/1162036/2025 with the concerned Chief Engineer, PWD.<br>ix. Subject to Approval of Minister, PWD |
| 61                                                                                                       | Accord revised Administartive approval when exceeded by 10% of the original AA                                                                                                           | All Works Department                                       | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | Provided that the total of the estimate is within his power of according AA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 62                                                                                                       | Procurement and Installation of Internal security & surveillance Installation such CCTV & Cameras, fire extinguishers, sprinkler, smoke detectors etc & Bio-metrics, Access Control etc. | All                                                        | Full power                                               | NA                  | NA          | NA           | NA             | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                        |                      |                                                          |                                                                         |             |              |                |                    |                                                                                                                                                                                     |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                    | Department Concerned | Extent of power conferred to different levels of offices |                                                                         |             |              |                |                    | Condition / Remarks                                                                                                                                                                 |
|                                                                                                                        |                                                                                                                                                                                        |                      | Administrative Department                                | Heads of Department                                                     | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                     |
| 63                                                                                                                     | Sanction of expenditure for repairing and maintenance of departmental buildings                                                                                                        | Home                 |                                                          | NA                                                                      | NA          | NA           | NA             | NA                 | Home Department will continue with as per existing procedure.                                                                                                                       |
|                                                                                                                        |                                                                                                                                                                                        | Home <sup>68</sup>   |                                                          | Full Power (DGP)                                                        |             |              |                |                    | Subject to budget provision and availability of fund.                                                                                                                               |
| 64                                                                                                                     | Annual Maintenance Contract (A.M.C) or full service maintenance contracts for elevators/ escalators through authorized dealer of the manufacturer                                      | All                  | Full power                                               | NA                                                                      | NA          | NA           | NA             | NA                 | As per clause of the A.M.C contract executed during initial procurement and subsequent renewal                                                                                      |
|                                                                                                                        |                                                                                                                                                                                        | All                  |                                                          | Full Power <sup>69</sup>                                                |             |              |                |                    | (i) As per clause of the AMC contract executed during initial procurement & subsequent renewal.<br>(ii) Amount for AMC is not more than 7% of original cost of elevators/escalators |
| 65                                                                                                                     | Annual Maintenance Contract (A.M.C) or full service maintenance contracts of Machinery and Equipment / Tools and Plants through authorized dealer of the manufacturer / service centre | All                  | Full power                                               | Full Power <sup>70</sup>                                                | NA          | NA           | NA             | NA                 | (i) Following the APP Act, 2017 and rules<br>(ii) Amount of AMC is not more than 7% of original cost of machinery and Equipment / Tools and Plants                                  |
|                                                                                                                        |                                                                                                                                                                                        | All                  |                                                          |                                                                         |             |              |                |                    |                                                                                                                                                                                     |
| 66                                                                                                                     | Annual Maintenance Contract (A.M.C) or full service maintenance contracts of Machinery and Equipment / Tools and Plants other than authorized dealer of the manufacturer               | All                  | Full power                                               | NA                                                                      | NA          | NA           | NA             | NA                 |                                                                                                                                                                                     |
| 67                                                                                                                     | Petty repairing of Machinery and Equipment / Tools and Plants in urgent cases (not covered under A.M.C)                                                                                | All                  | Full power                                               | Rs.20,000/- for each Machine annually with annual limit of Rs.2.00 Lakh | NA          | NA           | NA             | NA                 | Subject to maintenance of Audit History sheet of repairing in respect of each machine / equipment                                                                                   |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                |                         |                                                           |                                                                                            |             |              |                                                                                                                                                                                                                                                                                                                                                                                   |                    |                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                            | Department Concerned    | Extent of power conferred to diifferent levels of offices |                                                                                            |             |              |                                                                                                                                                                                                                                                                                                                                                                                   |                    | Condition / Remarks |
|                                                                                                          |                                                                                |                         | Administrative Department                                 | Heads of Department                                                                        | Zonal Level | Circle Level | District Level                                                                                                                                                                                                                                                                                                                                                                    | Sub-Division Level |                     |
| 68                                                                                                       | Purchase of Stores (including medicines) instruments appliances and apparatus. | Health & Family Welfare | Full Power                                                | DHS,<br>Full power subject to limit of monthly allotment and upto Rs.20.00 Crore per annum | NA          | NA           | Principal / Superintendent of Medical College / Pricipal, Regional Dental College<br>Upto Rs.25,000/- in each case with a limit of Rs.20.00 lakh in a year Lakh<br><br>Joint DHS,<br>Upto Rs.10,000/- in each case with a limit of Rs.2.00 lakh in a year Lakh<br><br>Superintemndent, Civil Hospital<br>Upto Rs.1,000/- in each case with a limit of Rs.2.00 lakh in a year Lakh | NA                 |                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                |                      |                                                           |                                                                                                                                                                                                                                                                 |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Sl. No.                                                                                                  | Item of Expenditure                                                            | Department Concerned | Extent of power conferred to diifferent levels of offices |                                                                                                                                                                                                                                                                 |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                          |                                                                                |                      | Administrative Department                                 | Heads of Department                                                                                                                                                                                                                                             | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 68 (a) <sup>71</sup>                                                                                     | Purchase of Stores (including medicines) instruments appliances and apparatus. | Labour Welfare       |                                                           | Administrative Medical Officer under ESI Scheme :-<br>i. Full Power when Purchase is made through Central Stores Depot or on Rate Contract of ESIC.<br>ii. Otherwise, up to Rs. 8,000/- in each case provided the cost of each item does not exceed Rs. 1,000/- |             |              |                |                    | 1.Subject to adequate budget provision and availability of fund.<br>2.Health & Family Welfare Department will take periodical review of sanction orders issued as per this delegation and will take suitable action, whenever necessary.<br>3. First preference should be given to local manufacturers of the state of Assam within limit of price preference prescribed by the Govt. from time to time.<br>4. If medicines / stores are not available with other local manufacturers within price preference, orders should be placed with the Government Medical Stores of Govt. of India.<br>5. If medicines are not available with local manufacturers or Govt. Medical Stores, then purchase should be made from other dealers duly approved by the Health & Family Welfare Department.<br>6.The purchase may be made only of such items of Stores which are approved by the Director of Health Services from time to time.<br>7.As regards the purchase of medical stores other than drugs and medicines, indent should have prior approval of the Director of Health Services, Assam.<br>8.Copies of sanctioning orders for purchase of medicines / stores must be endorsed to Health & Family Welfare Department. |
| 69                                                                                                       | Purchase of dogs and their training outside the State / Purchase of horses     | Home                 |                                                           | DGP<br><br>Full power                                                                                                                                                                                                                                           | NA          | NA           | NA             | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                 |                                                                       |                                                          |                     |             |              |                                                                 |                    |                                                                                                                                             |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                             | Department Concerned                                                  | Extent of power conferred to different levels of offices |                     |             |              |                                                                 |                    | Condition / Remarks                                                                                                                         |
|                                                                                                          |                                                                                                                                                                                                                                                 |                                                                       | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level                                                  | Sub-Division Level |                                                                                                                                             |
| 70                                                                                                       | Sanction for expenditure on Diet Money for the patient of all<br>i) Govt. Medical Colleges & Hospitals, all Govt. Ayurvedic Colleges, all Govt. Homeopathic Medical College Hospitals of Assam<br>ii) Govt. hospitals across districts of Assam | Health & Family Welfare, Medical Education and Research <sup>72</sup> | Full Power                                               |                     |             |              |                                                                 |                    | Adherence to the rate of Diet Money fixed.                                                                                                  |
| 71                                                                                                       | Fund for maintaining the Under Trial Prisoners (UTP) in the police lockup                                                                                                                                                                       | Home                                                                  |                                                          |                     |             |              | Full Power                                                      | NA                 | As per rates and guidelines approved by Home Department                                                                                     |
| 71 (a) <sup>73</sup>                                                                                     | Fund for transportation of Under Trial Prisoners (UTP)                                                                                                                                                                                          | Home & Political                                                      | Full Power                                               |                     |             |              | <u>District Commissioner</u><br><br>Up to Rs. 10 Lakh per annum |                    | Subject to Budget Provision and compliance with existing Assam Public Procurement guidelines                                                |
| 72                                                                                                       | Drawal of matching Govt. share of contribution towards NPS (including NPS Lite, Swavalamban)                                                                                                                                                    | Finance                                                               |                                                          |                     | NA          | NA           | Treasury Officer<br><br>Full Power                              | NA                 | Subject to the condition that Budget provision exists and deducted employees' monthly contributions have been deposited into Public Account |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                     |                      |                                                          |                     |             |              |                                                                                                                                                                 |                    |                                                                                                                                                                                                                 |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                 | Department Concerned | Extent of power conferred to different levels of offices |                     |             |              |                                                                                                                                                                 | Sub-Division Level | Condition / Remarks                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                                     |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level                                                                                                                                                  |                    |                                                                                                                                                                                                                 |
| 73                                                                                                       | Drawal of Employees' contribution and matching Govt. contribution from respective Head of Public Account to be paid to Trustee Bank | Finance              |                                                          |                     | NA          | NA           | Treasury Officer<br><br>Full Power                                                                                                                              | NA                 | Subject to the condition that the Govt. share and deducted employees' monthly contribution have already been deposited into respective Head of Public Account                                                   |
| 74                                                                                                       | Affiliation fees for all Academic Institutes payable to regulatory authorities.                                                     | All                  | Full Power                                               | Full Power          | NA          | NA           | Principal of all Medical College / Superintendent , State Cancer Institute, Director, CN Centre / AYUSH Institutes and Technical Institutions<br><br>Full Power | NA                 | i) The course of education must be a recognised one.<br>ii) Prior approval of Govt. must be obtained for starting a new Academic Course<br>iii) For renewal of affiliation of fees, HoD may exercise full power |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                      |                               |                                                           |                                |             |              |                                                    |                    |                                                                                                                                                                                                                                                                                                                                                          |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                  | Department Concerned          | Extent of power conferred to diifferent levels of offices |                                |             |              |                                                    |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                          |                                                                                                                                                      |                               | Administrative Department                                 | Heads of Department            | Zonal Level | Circle Level | District Level                                     | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                          |
| 75                                                                                                       | Expenditure sanction on Disaster Management                                                                                                          | Revenue & Disaster Management | Full Power                                                |                                | NA          | NA           | NA                                                 | NA                 | As per guidelines of R&DM Department and NDRF / SDRF                                                                                                                                                                                                                                                                                                     |
| 75 (a) <sup>74</sup>                                                                                     | Issue of concurrence of AA/FS proposal under NDRF / SDRF / SD MF schemes only (based on sharing pattern of 90:10 between Union and Assam Government) | Revenue & Disaster Management | Full Power                                                |                                |             |              |                                                    |                    | i) The State level committee, chaired by Chief Secretary has concurred to the proposal, following extant norms.<br>ii) The scheme/project value is 100 cr. or less.<br>iii) Sufficient Budget is available in that particular Financial Year.<br>iv) For Schemes and Projects over Rs 100.cr, proposals shall be processed as per Rule 20.3 of DFPR 2022 |
| 76                                                                                                       | Incur expenditure in connection with organisation and celebration of National Day                                                                    | All                           | Full Power                                                | Full Power                     | Full Power  | Full Power   | Full Power                                         | Full Power         | As earmarked and as per guidelines issued by Govt.                                                                                                                                                                                                                                                                                                       |
| 77                                                                                                       | Expenditure sanction in connection with State Delegation                                                                                             | All                           | Full Power                                                | NA                             | NA          | NA           | NA                                                 | NA                 | State Delegation should be declared by respective Department as per guidelines of Administrative Department in consultation with Finance Department                                                                                                                                                                                                      |
| 78                                                                                                       | Expenditure sanction on V.D.P Pocket Money                                                                                                           | Home                          | Full Power                                                | Full Power (DGP) <sup>75</sup> | NA          | NA           | NA                                                 | NA                 | (i) As per the rates and scale approved by the Finance Department and in conformity with the Village Defence Organisation Act, 1966 and rules made thereunder, as amended up to date.<br>(ii) Revision of rates shall be done with prior concurrence of Finance Department only.                                                                         |
| 79                                                                                                       | Accommodation of outside forces for Election purposes                                                                                                | Home                          | Full Power                                                | NA                             | NA          | NA           | NA                                                 | NA                 | Estimates to be prepared by the concerned Divisional officer of P.W.D                                                                                                                                                                                                                                                                                    |
|                                                                                                          |                                                                                                                                                      | Home <sup>76</sup>            |                                                           | Full Power (DGP)               |             |              |                                                    |                    | Estimate to be prepared by the concerened Divisional officer of the P.W.D                                                                                                                                                                                                                                                                                |
| 80                                                                                                       | Security related temporary and petty construction including contingent expenditure                                                                   | General Administration        |                                                           |                                |             |              | District Commissioner<br>Rs.5.00 Lakh in each case | NA                 | Estimates to be prepared by the concerned Divisional officer of P.W.D                                                                                                                                                                                                                                                                                    |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                        |                                  |                                                          |                                                                |                                         |              |                                                                                                                               |                                                                                                                |                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                    | Department Concerned             | Extent of power conferred to diiferent levels of offices |                                                                |                                         |              |                                                                                                                               |                                                                                                                | Condition / Remarks                                                                                                                    |
|                                                                                                          |                                                                                                        |                                  | Administrative Department                                | Heads of Department                                            | Zonal Level                             | Circle Level | District Level                                                                                                                | Sub-Division Level                                                                                             |                                                                                                                                        |
| 81                                                                                                       | i) For shifting of office and / or<br>ii) and movement of goods relating to<br>Departmental activities | All                              | Up to Rs.30,000/-<br>in each case                        | Up to Rs.10,000/- in each case                                 | Up to<br>Rs.10,000/-<br>in each<br>case |              | Up to<br>Rs.10,000/- in<br>each case                                                                                          | <u>CDC / SDO(C)</u> <sup>77</sup><br>Up to Rs.10,000/-<br>in each case                                         |                                                                                                                                        |
|                                                                                                          |                                                                                                        | Home                             |                                                          | DGP (Full Power upto Rs. 30000 in each<br>case) <sup>140</sup> |                                         |              |                                                                                                                               |                                                                                                                |                                                                                                                                        |
| 82                                                                                                       | Sanction expenditure in connection with<br>survey/ demarcation                                         | Environment &<br>Forest          | Up to Rs.10.00<br>Lakh annually                          | Up to Rs.5.00 Lakh annually                                    | NA                                      | NA           | NA                                                                                                                            | NA                                                                                                             | Wherever necessary, Revenue & Disaster Management Department<br>/ Authorities will be involved in such cases of demarcation            |
| 83                                                                                                       | Sanction expenditure in connection with<br>eviction of encroachers from Govt. land                     | Revenue & Disaster<br>Management | Up to Rs.10.00<br>Lakh annually                          | NA                                                             |                                         |              | Up to Rs.2.00<br>Lakh annually                                                                                                | <u>CDC / SDO(C)</u> <sup>78</sup><br>Up to Rs. 50,000/-<br>in each case with<br>annual limit of Rs.<br>20 Lakh | Approval of the competent authority on an estimate prepared by<br>Deputy Commisioner is required                                       |
|                                                                                                          |                                                                                                        |                                  |                                                          |                                                                |                                         |              | <b>Distret<br/>Commissioner</b> <sup>79</sup><br>(Up to Rs. 1<br>Lakh in each<br>case with annual<br>limit of Rs. 50<br>Lakh) |                                                                                                                | Maximum economy in expenditure shall be ensured by District<br>Commissioner and eviction be done only following due process of<br>law. |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                               |                                                                                                |                                                           |                                 |                       |                      |                                |                            |                                                                                                                                                                                                              |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                           | Department Concerned                                                                           | Extent of power conferred to diifferent levels of offices |                                 |                       |                      |                                |                            | Condition / Remarks                                                                                                                                                                                          |
|                                                                                                                        |                                                                                                                                                                               |                                                                                                | Administrative Department                                 | Heads of Department             | Zonal Level           | Circle Level         | District Level                 | Sub-Division Level         |                                                                                                                                                                                                              |
| 84                                                                                                                     | Sanction expenditure in connection with maintenance of Nursery and Plantations including replantation where necessary                                                         | Environment & Forest;<br>Agriculture;<br>Sericulture (under Handloom , Textiles & Sericulture) | Full Power                                                | Full Power (PCCF) <sup>80</sup> |                       |                      |                                | Up to Rs.50,000/- annually | On the basis of estimnates prepared by the executing authority, to be approved by the sanctioning authority                                                                                                  |
| 85                                                                                                                     | Forestry & Wildlife Protection major, minor maintenance works                                                                                                                 | Environment & Forest                                                                           | Full Power <sup>81</sup>                                  | Up to Rs.1.00 Lakh in each case | NA                    | NA                   | NA                             | NA                         | i) Subject to availibilty of Budget<br>ii) Compliance with existing guidelines / procurement framework of Govt. of Assam.                                                                                    |
| 86                                                                                                                     | Sanction expenditure in connection with rescue and release of wildlife including stray and distressed animals                                                                 | Environment & Forest                                                                           | Up to Rs.2.00 Lakh in each case                           | Up to Rs.1.00 Lakh in each case | NA                    | NA                   | Up to Rs 30,000/- in each case | NA                         | As per guidelines issued by Environment & Forest Department & Forest Manual                                                                                                                                  |
| 87                                                                                                                     | Sanction expenditure in connection with translocation / exchange of wildlife                                                                                                  | Environment & Forest                                                                           | NA                                                        | NA                              | NA                    | NA                   | NA                             | NA                         | i) Translocation within the state as per guidelines issued by Environment & Forest Department & Forest Manual<br>ii) Exchange of Wildlife will be with the permission of concerned regulatory authorities.   |
| 88                                                                                                                     | Sanction of contingencies arising out of events such as Forest fire/ wildlife depredation/ disasters/ eviction/ accidents and casualties/ poaching/ straying of wildlife etc. | Environment & Forest                                                                           |                                                           | Rs.3.00 Lakh in a year          | Rs.2.00 Lakh annually | Rs.50,000/- annually | Rs.30,000/- annually           | NA                         | i) As per guidelines issued by Environment & Forest Department & Forest Manual<br>ii) Wherever necessary, Revenue & Disaster Management Department / Authorities will be involved in such cases of eviction. |
| 89                                                                                                                     | Hiring of Elephants for normal purposes like training, tourism etc.                                                                                                           | Environment & Forest                                                                           |                                                           | Full power                      | NA                    | NA                   | NA                             | NA                         | Only in urgent cases.<br>Details of training will be reported to the higher authority<br>In case of use of hired elephants in tourism , net revenue earned must not be less than hire charges.               |
| 90                                                                                                                     | Sanction of fund under GOI scheme for surrender-cum-rehabilitation of militants in the State under SRE                                                                        | Home                                                                                           | Full Power                                                | NA                              | NA                    | NA                   | NA                             | NA                         | Admissibility as specified in O.M. issued by Finance Department from time to time.                                                                                                                           |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                  |                                          |                                                          |                     |             |              |                                                                               |                                                                      |                                                                                                                                                                                |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                              | Department Concerned                     | Extent of power conferred to different levels of offices |                     |             |              |                                                                               |                                                                      | Condition / Remarks                                                                                                                                                            |
|                                                                                                          |                                                                                                                                                  |                                          | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level                                                                | Sub-Division Level                                                   |                                                                                                                                                                                |
| 91                                                                                                       | Expenditure on account of Training feeding, grooming, Medical and other incidental charges etc. on Dog and Horse Squad and Departmental Elephant | Home & Political<br>Environment & Forest |                                                          | Full Power          | NA          | NA           | NA                                                                            | NA                                                                   | Training will be conducted in Govt. Recognised Training centres or by Govt. Recognised trainers and Departmental guidelines regarding grooming , feeding etc. will be followed |
| 92                                                                                                       | Sanction for disposal of unclaimed unidentified dead bodies                                                                                      | Home                                     |                                                          | D.G.P<br>Full power |             |              | S.P<br>Up to Rs. 10000/- each case                                            | S.D.P.O<br>Up to Rs. 10000/- each case                               | Subject to production of autopsy report                                                                                                                                        |
|                                                                                                          |                                                                                                                                                  | GAD                                      |                                                          |                     |             |              | <u>District Commissioner</u> <sup>82</sup><br>Up to Rs. 10000/- each case     | <u>CDC / SDO(C)</u> <sup>83</sup><br>Up to Rs. 10,000/- in each case |                                                                                                                                                                                |
| 93                                                                                                       | Expenditure on video recording of dead body for Post mortem                                                                                      | Home                                     |                                                          |                     |             |              | Superintendent of Jail / Suprintendent of Police<br><br>Rs.5000/-in each case | NA                                                                   |                                                                                                                                                                                |
|                                                                                                          |                                                                                                                                                  | GAD                                      |                                                          |                     |             |              | <u>District Commissioner</u> <sup>84</sup><br>(Rs. 5000/- each case)          | <u>CDC / SDO(C)</u> <sup>85</sup><br>Up to Rs. 5000/- in each case   |                                                                                                                                                                                |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                |                               |                                                          |                                          |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                            | Department Concerned          | Extent of power conferred to diiferent levels of offices |                                          |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                          |                                                                |                               | Administrative Department                                | Heads of Department                      | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 94                                                                                                       | Sanction of decreetal amount                                   | All                           | Full power                                               | NA                                       | NA          | NA           | NA             | NA                 | i) Wherever the Cour's order indicts any Govt. official, DP is to be instituted against the erring officer<br>ii) There is no scope for appeal or review by the Higher Court<br>iii) The expenditure should be debited to the concerned detailed head ( <b>charged</b> ) of account of the respective Department<br>iv) Where the amount could not be booked under proper detailed head, it will be booked under 26-Other charges ( <b>Charged</b> )<br><br>With concurrence of Finance Department only                                                                                                                                                                                                                                |
| 95                                                                                                       | Sanction Land compensation                                     | Revenue & Disaster Management | Full power                                               | NA                                       | NA          | NA           | NA             | NA                 | As per Land Reforms Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 96                                                                                                       | All expenditure in connection with conduct of Recruitment Exam | Personnel                     |                                                          | <u>Secretary, APSC</u><br><br>Full Power | NA          | NA           | NA             | NA                 | i) Examination is to be conducted by a Committee so constituted in conformity with the respectice Service Rules or guidelines issued by the Govt.<br><br>ii) <b>In respect of Assam public Service Commission</b> -Secretary will exercise Full Power subject to following conditions:<br><br>Fund will be drawn through A.C Bills until further orders to the contrary<br><br>a) Fund will be drawn only after the schedule of examination has been notified<br>b) The AC drawal will be regularised within 6 month from the date of drawal<br>c) With every bill for AC drawal a certificate will be furnished to the treasury stating that no AC drawal is pending for regularization for more than 6 month from the date of drawal |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                          |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                      | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                        |                                                                                                                                                                          |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 97                                                                                                                     | Sanction deputation to undergo training for in-service Government servants (temporary or permanent) - <b>As per service Rule -- Adminstrative Power</b>                  | All                  | Full power                                               | NA                  | NA          | NA           | NA             | NA                 | Sanction is to accorded by the respective Appointing Authority                                                                                                                                                                                                                                                                                                                                                                     |
| 98                                                                                                                     | Sanction expenditure for training in a designated Training Centre within State                                                                                           | All                  |                                                          | Full power          | NA          | NA           | NA             | NA                 | It is to be certified that the Training will benefit the Govt. in extending public service                                                                                                                                                                                                                                                                                                                                         |
| 99                                                                                                                     | Sanction expenditure for training in a designated Training Centre in other States                                                                                        | All                  | Full power                                               | NA                  | NA          | NA           | NA             | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 100                                                                                                                    | Sanction expenditure for in-house training                                                                                                                               | All                  |                                                          | Full power          | NA          | NA           | NA             | NA                 | An estimate will be prepared by the concerned HoD based on the norms of the AASC                                                                                                                                                                                                                                                                                                                                                   |
| 101                                                                                                                    | Sanction expenditure on Training Need Analysis (TNA)                                                                                                                     | All                  | Full power                                               | NA                  | NA          | NA           | NA             | NA                 | Each Deptt. is to conduct TNA in collaboration with AASC and finalize the requirement for training with approval of AR&T Deptt. except in case of training programme conducted by AASC itself                                                                                                                                                                                                                                      |
| 102                                                                                                                    | <b>Sanction expenditure in connection with training for in-service Government servants (temporary or permanent) - when specifically not provided under Service Rules</b> |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 103                                                                                                                    | a) Short term training of more than 1 week but less than 3 weeks and sanction of expenditure                                                                             | All                  | Full power                                               |                     | NA          | NA           | NA             | NA                 | i) TNA has been conducted in collaboration with AASC and requirements for training have been finalized with the approval of AR&T Deptt. except in case of training programme conducted by AASC itself                                                                                                                                                                                                                              |
| 104                                                                                                                    | b) Short term training of 1 week and less and sanction of expenditure                                                                                                    | All                  |                                                          | Full power          | NA          | NA           | NA             | NA                 | ii) Training Calendar for a F.Y in advance have been prepared by each Department<br><br>iii) The rates of remuneration/ honoraium etc. to the hired resource person/ examiner/ invigilators etc. shall be as per the rates determined by AR& T Department<br><br><b>However, when any Training Programme is initiated by the Central Government or any Central Agency, the above two conditions (ii) and (iii) will not apply.</b> |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                                                                                        |                                                    |                                                          |                     |             |              |                                                         |                                          |                                                                                                                                                                                                     |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                                                                                    | Department Concerned                               | Extent of power conferred to different levels of offices |                     |             |              |                                                         |                                          | Condition / Remarks                                                                                                                                                                                 |
|                                                                                                                        |                                                                                                                                                                                                                                                        |                                                    | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level                                          | Sub-Division Level                       |                                                                                                                                                                                                     |
| 105                                                                                                                    | Sanction expenditure for N.C.C. training / camping                                                                                                                                                                                                     | Sports & Youth Welfare                             |                                                          | Full power          | NA          | NA           | NA                                                      | NA                                       | As per scale laid down in NCC Act & Rules.                                                                                                                                                          |
| 106                                                                                                                    | Sanction expenditure relating to training of beneficiaries like farmer, fisher-man etc., un-employed youth for skill development                                                                                                                       | All                                                | Full power                                               | NA                  | NA          | NA           | NA                                                      | NA                                       | As per schematic guidelines of respective Departments. Executing Agency is to submit Impact assessment of training to the Government as per guidelines. Concurrence of Finance Department required. |
| 107                                                                                                                    | Sanction expenditure in connection with vehicle requisition (including hiring charges, wages of driver & handyman engaged) for Counter Insurgency, Law & Order, Election etc. (includes expenditure incurred on maintenance of requisitioned vehicles) | General Administration; Election; Home & Political | Full Power                                               |                     |             |              | <u>District Commissioner / Superintendent of Police</u> | NA                                       | As per rate and scale fixed by the Transport Department.                                                                                                                                            |
|                                                                                                                        |                                                                                                                                                                                                                                                        | Home <sup>86</sup>                                 |                                                          | Full Power (DGP)    |             |              | With overall limit of 30 days at a time                 |                                          | As per rate and scale fixed by the Transport Department                                                                                                                                             |
| 108                                                                                                                    | Ex-Gratia, Relief , Gratuitous Relief & Rehabilitation grant for providing relief to the victims of :                                                                                                                                                  |                                                    |                                                          |                     |             |              |                                                         |                                          |                                                                                                                                                                                                     |
| 109                                                                                                                    | a) Natural disasters as notified by the State Disaster Management Authority                                                                                                                                                                            | Revenue & Disaster Management                      |                                                          |                     |             |              | <u>District Commissioner</u><br>Full Power              | CDC / SDO(C) <sup>87</sup><br>Full Power | As per norms, guidelines and rates of NDRF / SDRF issued by the Revenue & Disaster Management Department                                                                                            |
| 110                                                                                                                    | b) Other than natural disasters as notified by the Revenue & Disaster Management Department                                                                                                                                                            | Revenue & Disaster Management                      |                                                          |                     |             |              | <u>District Commissioner</u><br>Full Power              | CDC / SDO(C) <sup>88</sup><br>Full Power | As per norms, guidelines and rates issued by the Revenue & Disaster Management provided the rates have been finalised with concurrence of Finance Department                                        |
| 111                                                                                                                    | Sanction of ex-gratia grant to the next of kin of the Govt. employees who has been killed by extremists, miscreants, wild animals, while discharging their duty                                                                                        |                                                    |                                                          |                     |             |              |                                                         |                                          |                                                                                                                                                                                                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                  |                      |                                                           |                                                  |             |                                                             |                                                                    |                    |                                                                                                                                                                                                                                             |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                              | Department Concerned | Extent of power conferred to diifferent levels of offices |                                                  |             |                                                             |                                                                    |                    | Condition / Remarks                                                                                                                                                                                                                         |
|                                                                                                          |                                                                                                                                                                                                                                                                                  |                      | Administrative Department                                 | Heads of Department                              | Zonal Level | Circle Level                                                | District Level                                                     | Sub-Division Level |                                                                                                                                                                                                                                             |
| 112                                                                                                      | (a) Gazetted officers of Department                                                                                                                                                                                                                                              | All                  | Full Power as per approved guidelines of the day          | NA                                               | NA          | NA                                                          | NA                                                                 | NA                 | i) As per norms and rates fixed by the Finance Department<br>ii) Report of D.C and S.P together with Autopsy Report                                                                                                                         |
| 113                                                                                                      | (b) Non-gazetted Officer                                                                                                                                                                                                                                                         | All                  |                                                           | Full Power as per approved guidelines of the day | NA          | NA                                                          | NA                                                                 | NA                 |                                                                                                                                                                                                                                             |
| 114                                                                                                      | Medical treatment for person injured in extremist / terrorist / ethnic /communal /group clashes                                                                                                                                                                                  | Home                 |                                                           |                                                  |             |                                                             | <u>District Commissioner</u><br><br>Up to Rs.25,000/- in each case | NA                 | i) As per norms, guidelines and rates issued by the Home Department provided the rates have been finalised with concurrence of Finance Department<br>ii) D.C & S.P's report on the incident to be furnished.                                |
| 115 <sup>89</sup>                                                                                        | Sanction of ex-gratia to victims of wildlife depredation                                                                                                                                                                                                                         | Environment & Forest |                                                           | Full Power                                       | NA          | NA                                                          | NA                                                                 | NA                 | i) As per norms, guidelines and rates issued by the Environment & Forest Department provided<br>ii)The rates have been finalised with concurrence of Finance Department<br>iii) Report of the D.F.O to be furnished alongwith Police report |
| 116                                                                                                      | Ex-gratia to the following persons who sustained injury while on law and order duty by the extremists, anti social elements, dacoits, smugglers etc.<br>a) State Home Guards<br>b) Drivers and Handyman or others engaged with the requisitioned vehicle at the time of incident | Home                 |                                                           |                                                  |             | <u>Deputy Inspector General of Police</u><br><br>Full Power | NA                                                                 | NA                 | i) As per norms, guidelines and rates issued by the Home & Political provided the rates have been finalised with concurrence of Finance Department<br>ii) Report of S.P accompanied by Autopsy report                                       |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                             |                                                                                                     |                                                           |                     |             |              |                                            |                    |                                                                                                                                                                                                                                 |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                         | Department Concerned                                                                                | Extent of power conferred to diifferent levels of offices |                     |             |              |                                            |                    | Condition / Remarks                                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                                                                                                                                                                                             |                                                                                                     | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level                             | Sub-Division Level |                                                                                                                                                                                                                                 |
| 117                                                                                                      | Ex-gratia grant (other than state police and Army personnel), engaged for internal security/ anti insurgency operation / maintenance of law and order duty :<br><br>a) to the next of kin of security personnel who are killed while on duty<br>b) to security personnel who sustain injury | Home                                                                                                |                                                           |                     |             |              | Superintendent of Police<br><br>Full Power | NA                 | i) As per norms, guidelines and rates issued by the Home & Political provided the rates have been finalised with concurrence of Finance Department<br><br>ii) Report of S.P accompanied by Autopsy report in the event of death |
| 118                                                                                                      | Ex-gratia grant to the next of kin for person killed in extremist / terrorist / ethnic / communal / group clashes                                                                                                                                                                           | Home                                                                                                |                                                           |                     |             |              | District Commissioner<br><br>Full Power    |                    | i) As per norms, guidelines and rates issued by the Home & Political provided the rates have been finalised with concurrence of Finance Department<br><br>ii) Report of S.P accompanied by Autopsy report                       |
| 119                                                                                                      | Sanction grants for games and common room expenditure of Government Colleges, polytechnics and Industrial Training Institutions.                                                                                                                                                            | Education (Higher & Technical) / Skill, Employment & Entrepreneurship; Medical Education & Research |                                                           | Full Power          | NA          | NA           | NA                                         | NA                 | For colleges, Rs.100/- per student per annum<br>For Polytechnic, Rs.50/- per student per annum<br>For Industrial Training Institutes (I.T.I), Rs.50/- per trainee per annum                                                     |
| 120                                                                                                      | Sanction grants for ‘games’ and ‘Common-room’ expenditure of Schools                                                                                                                                                                                                                        | Education                                                                                           |                                                           | Full Power          | NA          | NA           | NA                                         | NA                 | As per allotment for each school                                                                                                                                                                                                |
| 121                                                                                                      | Purchase of Arms & Ammunition                                                                                                                                                                                                                                                               | Home / Environment & Forest                                                                         | Full Power                                                | NA                  | NA          | NA           | NA                                         | NA                 | Arms & Ammunitions are purchased from Govt. of India’s ordnance factories as per allotment of Govt. of India (Ministry of Home affairs/ defense Ministry.                                                                       |
| 122                                                                                                      | Sanction of deployment charges of CRPF/outside forces.                                                                                                                                                                                                                                      | Home & Political <sup>90</sup>                                                                      | Full power                                                | NA                  | NA          | NA           | NA                                         | NA                 |                                                                                                                                                                                                                                 |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                |                         |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                            | Department Concerned    | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                        |                                                                                                                                                                |                         | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 123                                                                                                                    | Sanction of Deficit Grants-in-Aid (Salary) to teaching and non-teaching staff of provincialised colleges who have opted for to remain under under G-I-A system | Education               |                                                          | Full Power          | NA          | NA           | NA             | NA                 | i) Admissibility as specified in O.M. issued by Finance Department from time to time.<br><br>ii) Audited expenditure statement and UC for previous Grant to be submitted alongwithh new proposal.<br><br>iii) Principal of all provincialised colleges to deposit 70% of the tuition fee to the State exchequer<br><br>iv) In the first year the concurrence is to be obtained from Finance Depaertment. During subsequent years where there is no change in the approvd incumbency list and the sancioned amount. |
| 124                                                                                                                    | Grants under TG/EE specifically provided in the Budget in favour of a named individual or Non-Statutory, Non-Government institution or Organisation            | All                     | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | i) Provided all such Grants are sanctioned as per Rules and scales framed in consultation with Finance Deptt.<br><br>ii) In case of second or successive Grant to the same individual / institution audited expenditure statement and UC for previous Grant to be submitted alongwith new proposal                                                                                                                                                                                                                 |
| 125                                                                                                                    | Expenditure under 3604 Compensation and Assignment to Local bodies and PRIs i.e. Sanction for payment of Local Bodies including Sixth Schedule Areas           | Finance (EA) Department | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | Subject to Budget Provision and fulfillment of all formalities.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                          |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                      | Department Concerned                        | Extent of power conferred to diifferent levels of offices |                            |             |              |                |                    | Condition / Remarks                                                                                                                 |
|                                                                                                          |                                                                                                                          |                                             | Administrative Department                                 | Heads of Department        | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                     |
| 125 (a)                                                                                                  | Repayment for Institutional Loan with Interest                                                                           | Finance (EA) Deptt.                         | Full Power                                                | NA                         | NA          | NA           | NA             | NA                 | Subject to Budget provision and fulfillment of all formalities                                                                      |
| 125 (b)                                                                                                  | Payment for Chief Ministres Samgra Gramya Unnayan Yojana (CMSGUY)                                                        |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
| 125 (c )                                                                                                 | Assam Financial Corporation                                                                                              |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
| 125 (d)                                                                                                  | Payment of VRS and other Closure Liabilities of PSUs                                                                     |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
| 125 (e)                                                                                                  | Payment of OTS dues against Govt. guaranteed loans                                                                       |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
| 125 (f)                                                                                                  | Normal Establishment Expenditures & petty expenditure                                                                    |                                             |                                                           |                            |             |              |                |                    |                                                                                                                                     |
| 126                                                                                                      | Sanction of grants-in-aid to State / National Games                                                                      | Sports & Youth Welfare                      | Full power                                                | NA                         | NA          | NA           | NA             | NA                 | As per guidelines, rate and scale fixed by concerned Department with concurrence of Finance Department                              |
| 127                                                                                                      | To sanction proposals with regard to Central Investment Subsidy and Transport Subsidy on behalf of State Level Committee | Industries & Commerce                       | Full Power                                                | NA                         | NA          | NA           | NA             | NA                 | As per Govt. of India directives & guidelines and as per approval of SLC                                                            |
| 128                                                                                                      | To sanction proposals with regard to State Investment Subsidy                                                            | Industries, Commerce & Public Enterprise    | Full Power                                                | NA                         | NA          | NA           | NA             | NA                 | As per existing guidelines & on recommendation of the State level Committee                                                         |
| 129                                                                                                      | Sanction of input subsidy for crops to flood affected farmer                                                             | Revenue & Disaster Management ; Agriculture | Full power                                                | NA                         | NA          | NA           | NA             | NA                 | As per SDRF guideline and SEC approval                                                                                              |
| 130                                                                                                      | Expenditure sanction on formulation of a new IT / e-Governance project (including DPR) taken up by Department            | All                                         | Full Power                                                | NA                         | NA          | NA           | NA             | NA                 | i) Subject to Budget Provision and availability of fund<br>ii)Subject to follow the provisons of Assam Public Procurement Act/Rules |
|                                                                                                          |                                                                                                                          | Home <sup>91</sup>                          |                                                           | Up to Rs. 5,00,000/- (DGP) |             |              |                |                    |                                                                                                                                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                      |                                                         |                                                          |                                             |             |              |                                                                                                                     |                    |                                                                                                                                                                                          |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                  | Department Concerned                                    | Extent of power conferred to different levels of offices |                                             |             |              |                                                                                                                     |                    | Condition / Remarks                                                                                                                                                                      |
|                                                                                                          |                                                                                                                                                                                                                      |                                                         | Administrative Department                                | Heads of Department                         | Zonal Level | Circle Level | District Level                                                                                                      | Sub-Division Level |                                                                                                                                                                                          |
| 131                                                                                                      | Administrative approval and Expenditure sanction in connection with implementation of an IT / e-Governance project                                                                                                   | All                                                     | Full Power                                               | NA                                          | NA          | NA           | NA                                                                                                                  | NA                 | With concurrence from Finance Department only                                                                                                                                            |
|                                                                                                          |                                                                                                                                                                                                                      | Home <sup>92</sup>                                      |                                                          | Up to Rs. 5,00,000/- (DGP)                  |             |              |                                                                                                                     |                    | i) Subject to Budget Provision and availability of fund<br>ii) Subject to follow the provisions of Assam Public Procurement Act/Rules                                                    |
| 132                                                                                                      | Expenditure sanction in connection with an existing / continuous IT / e-Governance project                                                                                                                           | All                                                     | Full Power                                               | NA                                          | NA          | NA           | NA                                                                                                                  | NA                 | As agreed upon with the vendor at the time of initial procurement                                                                                                                        |
|                                                                                                          |                                                                                                                                                                                                                      | Home <sup>93</sup>                                      |                                                          | Up to Rs. 5,00,000/- (DGP)                  |             |              |                                                                                                                     |                    |                                                                                                                                                                                          |
| 133                                                                                                      | Administrative approval and Expenditure sanction in connection with Software Development, Purchase of Hardware., IT Consumable , License of Software / Hardware, Network or Bandwidth cost, Facility Management etc. | All                                                     | Full Power                                               | NA                                          | NA          | NA           | <u>District Commissioner / Superintendent of Police / Commandant</u><br><sup>95</sup><br>Up to Rs. 1 Lakh per annum | NA                 | Subject to condition that concept note is<br>i) A detailed project report is prepared with a detailed component wise break up<br>ii) Concurrence of Finance Department has been obtained |
|                                                                                                          |                                                                                                                                                                                                                      | Home <sup>94</sup>                                      |                                                          | DGP/PCCF:<br>Up to Rs. 5,00,000/- Per Annum |             |              |                                                                                                                     |                    |                                                                                                                                                                                          |
| 134                                                                                                      | Sanction expenditure on Renewal of License of Software/Hardware and Annual Maintenance Cost of the IT , Facility Management etc and IT related expendire which are part of the e-Governance project                  | All                                                     | Full Power                                               | NA                                          | NA          | NA           | NA                                                                                                                  | NA                 | i) As per terms and conditions finalised during procurement for the IT project with no additional cost beyond the original terms & conditions                                            |
|                                                                                                          |                                                                                                                                                                                                                      | Home <sup>96</sup> / Environment & Forest <sup>97</sup> |                                                          | DGP / PCCF : Up to Rs. 5,00,000/- per annum |             |              |                                                                                                                     |                    |                                                                                                                                                                                          |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                                                                                         |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                                                                                     | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                         |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| CS/CSS & Central Agency Funded Schemes (including NEC / NLCPR)                                           |                                                                                                                                                                                                                                                                                                                                                         |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 135                                                                                                      | Issue sanction / Administrative Approval to a Scheme including purchase of equipment and machineries etc. provided those are part of the scheme, but except for<br>(i) Creation of posts<br>(ii) Engagement of Work Charged /MR/Ad-hoc and Casual Workers<br>(iii) Purchase of vehicle<br>(iv) where specific provision has been made under any scheme. |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 135 (a)                                                                                                  | Against Central Share of a new or continuing<br>Central Sector Scheme/ Centrally Sponsored Scheme                                                                                                                                                                                                                                                       | All                  | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | a) The Fund from Govt. of India / NABARD / Other Central Agency's share has already been credited into the State Exchequer or the Bank Account of the authorized implementing Agencies, as the case may be.<br>b) That the detailed project report (DPR) / estimate of the scheme has been prepared and technically approved by the competent authority, wherever necessary<br>c) That the Site plan has been approved by the appropriate authority and possession of the land has been taken over by the implementing authority, wherever necessary.<br>d) Financial Sanction against the Administrative Approval shall be issued by the HoD<br>e) In respect of scheme where Administrative Approval is not necessary, Financial Sanction will be accorded by Administrative Department<br>f) in case of equipment and machinery, subject to observance of procurement norms as notified by FD from time to time. |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                |                                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                            | Department Concerned                 | Extent of power conferred to different levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                          |                                                                                                                                                                                                                                                                                |                                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 135 (a) (i) <sup>98</sup>                                                                                | Against Central Share of 2 (Two) Centrally Sponsored Schemes viz. Supplementary Nutrition Programme (SNP) and Integrated Child Development Services (ICDS) for amount equal or upto requirement of two quarters (maximum of 6 month period) of the state in any Financial Year | Women & Child Development Department | Full Power                                               |                     |             |              |                |                    | a. Full utilization of fund released in previous year by GoI including admissible state share.<br>b. Annual Programme Implementation Plan (APIP) is approved by Govt. of India, equal to or more than proposed AA/FS amount<br>c. Any such AA/FS issued earlier, in lieu of APIP only but before release of Central Share by GoI to Assam, is fully regularized with receipt of Central share in Consolidated fund of State<br>d. Fund earmarked for other schemes / projects / HoA shall not be utilised for these two schemes.<br>e. That the detailed project report (DPR)/Estimate of the the scheme has been prepared and technically approved by the competent authority, wherever necessary.<br>f . That the Site plan has been approved by the appropriate authority and possession of the land has been taken over by the implementing authority, wherever necessary.<br>g. In case of equipment, machinery and other goods/services, subject to observance of Assam Government extant procurement norms.<br>h. FoC proposals in such cases shall be uploaded only when full Central share is credited into State exchequer |
| 135 (b)                                                                                                  | Against Central Share of a new or continuing NEC Scheme/ NLCPR Scheme                                                                                                                                                                                                          | All                                  | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | Subject to conditions at (a), (b) , (c) , (d) (e) and (f) above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 135 (c)                                                                                                  | Against Agency's Share of a new or continuing RIDF / WIF Scheme / NABARD Infrastructure Development Assistance Fund                                                                                                                                                            | All                                  | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | Subject to conditions at (a), (b) , (c) , (d) (e) and (f) above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                 |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                             | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                          |                                                                                                                                                 |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 135 (d) <sup>144</sup>                                                                                   | Against State Share of CS/CSS & Central Agency Funded Schemes (including NEC/NLCPR)                                                             | All                  | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | <div>i) Proportionate share to be sanctioned as envisaged in the approved scheme.</div> <div>ii) The Fund from Govt. of India / NABARD share as applicable, has already been credited into the State Exchequer or the Bank Account of the authorized implementing Agencies, as the case may be.</div> <div>iii) Financial Sanction against the Administrative Approval shall be issued by the HoD</div> <div>iv) In respect of scheme where Administrative Approval is not necessary, Financial Sanction will be accorded by Administrative Department</div> <div>In case of -<br/>Education Department for Mid-day meal and<br/>FCS &amp; CA Dept. under NFS Act and Home &amp; Political<br/>Department for e-Foreigner's Tribunal Project,</div> <div>Upto 25 per cent of total budget provision under central / state share once in the beginning of financial year irrespective of credit of fund into the State exchequer from Govt. of India in favour of implementing authorities.</div> <div>Adjustment to be made on receipt of fund from Govt of India as first charge against the release made by GOI</div> <div>Except where the specific provision has been given to HoD</div> |
| 135(e) <sup>141</sup>                                                                                    | Against Agency’s Share of a new or continuing SIDBI Cluster Development Fund (SCDF) funded projects and Urban Infra Development fund's schemes. | All                  | Full Power                                               |                     |             |              |                |                    | Subject to the conditions as stipulated at SI 135 (a) of DFP Rules 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                 |                      |                                                                      |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                             | Department Concerned | Extent of power conferred to diiferent levels of offices             |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                                                                                                                                                                 |                      | Administrative Department                                            | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 136                                                                                                      | To accord sanction of fund/ schemes in connection with effective implementation of various measures relating to <b>counter insurgency / Modernization of Police Force (MPF)</b> | Home & Political     | Full Power                                                           | NA                  | NA          | NA           | NA             | NA                 | Approval of High Power Committee where necessary<br>i) As per guidelines issued by Finance Department from time to time.<br>ii) Fund released by GOI.<br>iii) Does not involve creation & up-gradation of post.<br>iv) Beyond Rs.5.00 crore to be approved by Departmental Committee                                                                                                                                                                                                                                                                                               |
| 136 (a) <sup>147</sup>                                                                                   | Government of India reimbursement scheme – eForeigners Tribunal                                                                                                                 |                      |                                                                      |                     |             |              |                |                    | i) Subject to concurrence of Finance Department.<br>ii) Assam Public Procurement Act & Rules to be followed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 137                                                                                                      | Sanction expenditure in connection with updating National Register of Citizens (NRC)                                                                                            | Political            | Full Power to be exercised by the Sr. Most Secretary (in charge NRC) | NA                  | NA          | NA           | NA             | NA                 | 1) Approval of Empowered committee headed by the Chief Secretary Assam<br>2) Release of fund by GOI<br>3) Activity should be as per norms and scale prescribed and approved by Registrar General of India (RGI)<br><br>District Commissioner will exercise Full power in respect of all recurring expenditure to carry out day to day activities related to NRC as per guidelines as well as rates and scale approved by Home & Political Department (including hiring of Biometric Data collection Machines from UIDAI certified vendors as per existing approved rates of G.A.D) |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                           |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                       | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                          |                                                                                                                                                                                                                                                                                           |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Externally Aided Projects                                                                                |                                                                                                                                                                                                                                                                                           |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 138                                                                                                      | Issue Financial Sanction / Administrative Approval against both Central Share and corresponding counterpart funding (similar to State share) of a new or continuing Externally Aided Project (EAPs) including purchase of equipment and machineries provided those are part of the scheme | All                  | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | a) The detailed project report (DPR) / estimate of the scheme has been prepared and technically approved by the competent authority, wherever necessary<br>b) The Site plan has been approved by the appropriate authority and possession of the land has been taken over by the construction agency, wherever necessary<br>c) The amount of counterpart funding to be released shall be proportionate to the actual Central share released as per the approved funding pattern of the particular EAP<br>d) Concurrence of Finance (EA) Deptt. is obtained<br>e) Financial Sanction against the Administrative Approval shall be issued by the HoD<br>f) In respect of scheme where Administrative Approval is not necessary, Financial Sanction will be accorded by Administrative Department<br>g) Once concurrence for AA is accorded by Finance (EA) Department, concurrence for corresponding FS may not be sought again from Finance (EA) Department subject to conditions that:<br>i. Amount reflected in AA issued for the Project is not changed.<br>ii. AA issued for the Project is valid and FS is being issued within valid period only.<br>iii. There has been no change in scope of work of the Project that existed when the AA was issued.<br>iv. There is appropriate Budget available to issue FS in that particular Financial Year. |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                        |                              |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                   |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                    | Department Concerned         | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                               |
|                                                                                                          |                                                                                                                                                                                                                                                                                        |                              | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                   |
| SOPD schemes / projects                                                                                  |                                                                                                                                                                                                                                                                                        |                              |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                   |
| 139                                                                                                      | Issue sanction / Administrative Approval to a Scheme including purchase of equipment and machineries etc. provided those are part of the scheme, but except for<br>(i) Creation of posts<br>(ii) Engagement of Work Charged /MR/Ad-hoc and Casual Workers<br>(iii) Purchase of vehicle |                              |                                                          |                     |             |              |                |                    | As per provision of the DFP Rule 20.3 read with DFP Rule 21, 22                                                                                                                                                   |
| MLALAD / Untied Fund                                                                                     |                                                                                                                                                                                                                                                                                        |                              |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                   |
| 140                                                                                                      | Sanction fund under MLALAD and Untied Fund                                                                                                                                                                                                                                             | Transformation & Development | Full Power                                               |                     |             |              |                |                    | As per guidelines of the respective funds                                                                                                                                                                         |
| 140 (a) <sup>99</sup>                                                                                    | To issue Administrative Approval / Financial Sanction under Axom Adarxo Gram Yojana                                                                                                                                                                                                    | Transformation & Development | Full Power                                               |                     |             |              |                |                    | As per guidelines of the fund.                                                                                                                                                                                    |
| Finance Commission                                                                                       |                                                                                                                                                                                                                                                                                        |                              |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                   |
| 141                                                                                                      | Sanction of Grants under Central / State Finance Commission award                                                                                                                                                                                                                      | All                          | Full Power                                               |                     |             |              |                |                    | Approval of Finance (EA) Department (SFC Cell) to be obtained under State Finance Commission award. However, concurrence of Finance Department is not required for grants under Central Finance Commission award. |
| Grant of Advances                                                                                        |                                                                                                                                                                                                                                                                                        |                              |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                   |
| 142                                                                                                      | Sanction Advances to Patients proceeding to any referral hospital within or outside state                                                                                                                                                                                              | All                          | Full Power                                               | NA                  | NA          | NA           | NA             | NA                 | As per provisions of Assam Medical Attendance Rules                                                                                                                                                               |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                    |                               |                                                          |                                                                                                                                                                                                                                                      |                            |               |                |                    |                                                                                                                                                                                                                                               |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                | Department Concerned          | Extent of power conferred to different levels of offices |                                                                                                                                                                                                                                                      |                            |               |                |                    | Condition / Remarks                                                                                                                                                                                                                           |
|                                                                                                                        |                                                                                                                                                    |                               | Administrative Department                                | Heads of Department                                                                                                                                                                                                                                  | Zonal Level                | Circle Level  | District Level | Sub-Division Level |                                                                                                                                                                                                                                               |
| 143                                                                                                                    | Sanction of advances to Khalasis of the Surveys Department                                                                                         | Revenue & Disaster Management |                                                          | <b>Director, Land Records &amp; Surveys</b><br><br>(a) Up-to Rs. 50,000/- in each year for Fare and one months pay before they take the field<br><br>(b) Up to Rs. 25,000/- in each year for paying of Traverse charge and their squads pay and fare | NA                         | NA            | NA             | NA                 | An estimate of probable expenditure for the survey operation is to be prepared by the DLR with a certificate to the effect that the fund is essential in advance in order to meet the expenditure for the survey operation                    |
| <b>Receipt of Revenue</b>                                                                                              |                                                                                                                                                    |                               |                                                          |                                                                                                                                                                                                                                                      |                            |               |                |                    |                                                                                                                                                                                                                                               |
| 144                                                                                                                    | Auction/tender/ bids for sale of minor minerals/ salvaged or siezed timbers and other forest produce                                               | Environment & Forest          | Full Power                                               | Rs.1.00 Crore                                                                                                                                                                                                                                        | Rs.50.00 Lakh              | Rs.25.00 Lakh | NA             | NA                 | This will be done in most transparent manner by giving wide publicity and in observance of all provisions of existing Rules of Forest & Environment Department for sales of Forest produces etc.                                              |
| 145                                                                                                                    | Auction of confiscated property (other than forest produce / minor minerals)                                                                       | Environment & Forest          | Full Power                                               | Rs.50.00 Lakh                                                                                                                                                                                                                                        | Rs.25.00 Lakh              | Rs.10.00 Lakh | NA             | NA                 | Auction to be done as per order of the Court and in a transparent manner by giving wide publicity and in observance of all provisions of existing Acts & Rules under Forest & Environment Department                                          |
| 146                                                                                                                    | Selling of surplus stock of seeds, plants and grafts , manures, green manures, Oil-cakes, phosphatic fertilizers, Bone meal etc. at a reduced rate | Agriculture                   |                                                          |                                                                                                                                                                                                                                                      | Jt. Director<br>Full Power |               | NA             | NA                 | i) As per recommendation of a 4(four) member committee constituted by HoD<br>ii) Disposal will be done through spot auction where estimated value is less than Rs 50, 000/-. Otherwise by auction inviting tender after giving wide publicity |
| <b>Deposit Works</b>                                                                                                   |                                                                                                                                                    |                               |                                                          |                                                                                                                                                                                                                                                      |                            |               |                |                    |                                                                                                                                                                                                                                               |
| 147                                                                                                                    | Undertake deposit works                                                                                                                            | Public Works                  |                                                          | Full Power                                                                                                                                                                                                                                           | NA                         | NA            | NA             | NA                 | As per PWD rules and manuals of Construction Works                                                                                                                                                                                            |
| <b>DPR / Quality Control - undertaken by concerned Department</b>                                                      |                                                                                                                                                    |                               |                                                          |                                                                                                                                                                                                                                                      |                            |               |                |                    |                                                                                                                                                                                                                                               |
| 148                                                                                                                    | Sanction expenditure for preparation of a Detailed Project Report (DPR)                                                                            | All                           | Full Power                                               | Upto Rs.30.00 Lakh annually                                                                                                                                                                                                                          | NA                         | NA            | NA             | NA                 | DPR should start with acceptance of concept paper by the appropriate authority and on receipt of feasibility report                                                                                                                           |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                      |                        |                                                           |                                                       |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                  | Department Concerned   | Extent of power conferred to diifferent levels of offices |                                                       |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                        |                                                                                                      |                        | Administrative Department                                 | Heads of Department                                   | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 149                                                                                                                    | Sanction expenditure in connection with Quality Control of Works & procurement of goods and services | All                    | Full Power                                                | Upto Rs.20.00 Lakh annually                           | NA          | NA           | NA             | NA                 | Quality Control Certificate is required when value is Rs.10.00 Lakh and above                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Miscellaneous Administrative nature functions</b>                                                                   |                                                                                                      |                        |                                                           |                                                       |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 150                                                                                                                    | Execute contracts and instruments                                                                    | All                    |                                                           |                                                       |             |              |                |                    | As indicated in Annexure - Y                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 151                                                                                                                    | Sanction of Grants-in-aid /subsidies under EE schemes                                                | All                    | Up-to Rs.5.00 Lakh for each Grant / Subsidy               | NA                                                    | NA          | NA           | NA             | NA                 | i) That the Grants / Subsidies are in conformity with the general objective, eligibility and procedure for Grants / Subsidies as per Departmental Rules.<br>ii) The scheme is approved by T&D/WPT&BC/Hill Areas Development Deartment as the case may be.<br>iii) In case of second or successive Grant, audited expenditure statement and Utilisation Certificate for previous Grants / Subsidies to be submitted alongwith new proposal<br>iv) The Grant is to sanctioned with concurrence of Finance Department |
| 152                                                                                                                    | To declare State Guest                                                                               | General Administration | Full Power                                                | NA                                                    | NA          | NA           | NA             | NA                 | As per existing Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 153                                                                                                                    | Grant of timber or other forest produce at subsidised rates                                          | Environment & Forest   | Full Power                                                | NA                                                    | NA          | NA           | NA             | NA                 | As per Departmental Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 154                                                                                                                    | Sanction remission of disallowances by Audit Officers                                                | All                    | Full power                                                | Rs.2,000/- per case pertaining to subordinate offices | NA          | NA           | NA             | NA                 | As per decision of the Audit Objection Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                 |                      |                                                                   |                                                                   |                                                                   |              |                                                                   |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                             | Department Concerned | Extent of power conferred to diifferent levels of offices         |                                                                   |                                                                   |              |                                                                   |                                                                                  | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                          |                                                                                                                                                 |                      | Administrative Department                                         | Heads of Department                                               | Zonal Level                                                       | Circle Level | District Level                                                    | Sub-Division Level                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 155                                                                                                      | Sanction of pre-audit claims up-to 6 years                                                                                                      | All                  | Full power                                                        | NA                                                                | NA                                                                | NA           | NA                                                                | NA                                                                               | Provided it is certified that, the amount has not been drawn previously.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 156                                                                                                      | Power to fix rates on Entry fee / visitors' fee in National Parks, Sanctuaries, Zoo, Reserved Forests, Social forestry Parks, Tourist Spot etc. | All                  | Full Power                                                        | NA                                                                | NA                                                                | NA           | NA                                                                | NA                                                                               | i) Rates are to be fixed in prior consultation with Finance Department<br>ii) Rates to be revised every 2 (two) years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 157                                                                                                      | Power to fix rates on Accommodation charges of Govt. Guest House / Circuit House / IB etc.                                                      | All                  | Full Power                                                        | NA                                                                | NA                                                                | NA           | NA                                                                | NA                                                                               | i) Rates are to be fixed in prior consultation with Finance Department<br>ii) Rates to be revised Rates every 2 (two) years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 158                                                                                                      | Power to fix rates of Departmental produce for sale (such as seedlings, milk products, sericulture/ handloom products etc. etc.)                | All                  |                                                                   | Full Power                                                        | NA                                                                | NA           | NA                                                                | NA                                                                               | As per guidelines and norms prepared by Department, However, to reduce the rates, concurrence of Finace Department will be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Sale / Disposal of unserviceables which have lost utility</b>                                         |                                                                                                                                                 |                      |                                                                   |                                                                   |                                                                   |              |                                                                   |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 159                                                                                                      | Dismantlement and / or sale of state building / structure (excluding Land)                                                                      | All                  |                                                                   | Full power                                                        | NA                                                                | NA           | NA                                                                | NA                                                                               | <b>(Appendix I of Rules)</b><br>i) Recommendation from the condemnation committee<br><b>In case of time expired medicines,vaccines -</b><br>i) An enquiry report from the next higher authority should be placed before the condemnation committee<br>ii) Process of disposal is to be initiated by the Authority under whose Books of Account it is booked.<br>iii) Disposal to be done by Auction where the sale price is equal or more than the value fixed by the Condemntaion Committee<br>iv) If Auction value is less than sale value fixed by the condemnation committee, approval of the next higher authority is to be obtained |
| 160                                                                                                      | Sale/ Disposal of unserviceable vehicles which have lost utility                                                                                | All                  | If the original cost of the vehicle does not exceed Rs.30.00 Lakh | If the original cost of the vehicle does not exceed Rs.20.00 Lakh | If the original cost of the vehicle does not exceed Rs.15.00 Lakh |              | If the original cost of the vehicle does not exceed Rs.15.00 Lakh | If the original cost of the vehicle does not exceed Rs.15.00 Lakh <sup>100</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                              |                      |                                                           |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                          | Department Concerned | Extent of power conferred to diifferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                          |                                                                                                                                                                                                              |                      | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 161                                                                                                      | Sale/ Disposal of Furniture, time expired medicines, vaccines, Tools & Plants, Machineries & Equipments including office equipments and machineries such Computers etc. and other stores including Livestock | All                  | Full power                                                | Full power          | Full power  | Full power   | Full power     | Full power         | In case of dismantlement / sale of the abandoned or dilapidated building/ structure, it is to be certified by the CE concerned that the building / structure has lost its utility for safe use<br>Besides above-<br>In case of time expired medicines,vaccines -<br>The store will be destroyed in the presence of the Director / Additional Director or his authorized representative and the same is to be intimated to the Govt.<br>In case of condemnation / disposal of Livestock -<br>A Veterinary Officer, not below the rank of District Veterinary officer will be one of the memebers of the condemnation committee<br>In case of condemnation/disposal of Tools & Plants and Machineries & Equipments and other related articles booked under Machineries & Equipments-<br>Certificate from Technical officer not below the rank of Executive Engineer (Mechanical) of any Govt. Department to the effect that the Tools & Plants and Machineries & Equipments etc. going to be condemned have lost their utility.<br>Necessary certificate in all the above cases should be recorded and the cost of the same is to be written off by the competent authority, wherever necessary |
| Write off / Losses                                                                                       |                                                                                                                                                                                                              |                      |                                                           |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                                                               |                      |                                                           |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                                                           | Department Concerned | Extent of power conferred to diifferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                               |                      | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 162                                                                                                      | Write off of the irrecoverable value of any Government Property or public money / revenue / Furniture, time expired medicines, vaccines, Tools & Plants, Machineries & Equipments including stores stocks and Timber, Livestock etc. due to fire, theft, fraud or any other accident                                          | All                  | Full power                                                | NA                  | NA          | NA           | NA             | NA                 | <p>The loss does not disclose-</p> <p>(a) defect of the system</p> <p>(b) a serious negligence on the part of a particular Government servant or servants which might call for disciplinary action requiring a reference to the Finance Department</p> <p>All losses due to suspected fire, theft, fraud, etc., shall be invariably reported to the Police for investigation as early as possible. Once the matter is reported to the Police Authorities, all concerned should assist the Police in their investigation. A formal investigation report should be obtained from the Police.</p> <p>Provided further that all cases of defect in system, the embezzlement, fraud or serious negligence should be brought to the notice of the Finance Department</p> |
| 163                                                                                                      | Writing off of losses arising from stores of any kind due to natural decaying process like losses due to driage in plants, weighments and transit losses of saleable implements due to breakage, Silk Worm, seeds, Eggs and any other losses due to unusual occurrence e.g. damage by weevils, rats, white ants and rain etc. | All                  |                                                           |                     | Full power  | NA           | NA             | NA                 | As per guidelines framed by the Department within standadrd permissible limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                         |                              |                                                          |                                          |             |                                                         |                                                 |                                                      |                                                                                                                                                                                                                                                                              |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                     | Department Concerned         | Extent of power conferred to diiferent levels of offices |                                          |             |                                                         |                                                 |                                                      | Condition / Remarks                                                                                                                                                                                                                                                          |
|                                                                                                          |                                                                                                                                                                         |                              | Administrative Department                                | Heads of Department                      | Zonal Level | Circle Level                                            | District Level                                  | Sub-Division Level                                   |                                                                                                                                                                                                                                                                              |
| Remission / Refunds                                                                                      |                                                                                                                                                                         |                              |                                                          |                                          |             |                                                         |                                                 |                                                      |                                                                                                                                                                                                                                                                              |
| 164                                                                                                      | Remission of all types of irrecoverable revenue / Refund of all types of Revenue except where specifically mentioned in these rules                                     | All                          | Full Power                                               |                                          |             |                                                         | Up to Rs.5,000/- in each occasion in a district | NA                                                   | i) As per Departmental Rules and procedures<br>ii) The speaking order should be issued justifying the reason for remission / refund<br>iii) Or supported by an Order of the Court                                                                                            |
| 165                                                                                                      | Refund of value of Stamp (Judicial / Non-judicial)                                                                                                                      | Revenue & Diaster Management |                                                          |                                          |             |                                                         | Full Power                                      | <u>CDC / SDO (C)</u><br><sup>101</sup><br>Full Power | As per Stamps Act                                                                                                                                                                                                                                                            |
| 166                                                                                                      | Refund of fees paid by the Student of the Govt. colleges or institution                                                                                                 | All                          |                                                          | Full Power                               |             | Principal of Technical & Higher Education<br>Full Power | NA                                              | NA                                                   | If the Students are subsequently awarded scholarships or free studentships with retrospective effect or are granted Government scholarships, which carry privilege of free tuition with it.                                                                                  |
| 167                                                                                                      | Refund of fees paid in excess and of fees paid for inspections which for any reason not due to any fault or omission of the owners or persons in-charge of the boilers. | Labour Welfare               |                                                          | Chief inspector of Boilers<br>Full Power | NA          | NA                                                      | NA                                              | NA                                                   | Provided under Rule 5 of the Rules framed under section 29 of the Indian Boiler Act. 1923 (V of 1923) refunds are applied for within one year from the date of payment. Such refunds due may also be set against fees or inspections of any other boilers of the same owner. |
| 168                                                                                                      | Reduction of land revenue assessment                                                                                                                                    | Revenue & Diaster Management | Full Power                                               |                                          |             |                                                         |                                                 | NA                                                   | With concurrence of Finance Department                                                                                                                                                                                                                                       |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                |                      |                                                          |                                 |             |              |                                                                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                            | Department Concerned | Extent of power conferred to different levels of offices |                                 |             |              |                                                                                                                                                                        |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                          |                                                                                                                |                      | Administrative Department                                | Heads of Department             | Zonal Level | Circle Level | District Level                                                                                                                                                         | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 169                                                                                                      | Refund under the Assam General sales Tax Act, 1993 and Rules framed thereunder (Section 30 and Rule 36)        | Finance (Taxation)   |                                                          | Upto Rs.10.00 Lakh in each case |             |              | <u>District Commissioner of Taxes</u><br>Up to Rs.2.00 Lakh in each case<br><br><u>Sr. Superintendent / Superintendent of Taxes</u><br>Up to Rs.50,000/- in each case  | NA                 | <b>A)</b> Refund is admissible in cases only if -<br>i) it is not time barred<br>ii) supported by order of the Appellate Authority or<br>iii) supported by order of the court                                                                                                                                                                                                                                                   |
| 170                                                                                                      | Refund under the Assam Taxation (On Luxuries) Act. 1997 and the Rules framed thereunder Section 10 and Rule 18 | Finance (Taxation)   |                                                          | Upto Rs.10.00 Lakh in each case |             |              | <u>District Commissioner of Taxes</u><br>Up to Rs.2.00 Lakh in each case<br><br><u>Sr. Superintendent / Superintendent of Taxes</u><br>Up to Rs. 50,000/- in each case | NA                 | <b>B)</b> All refunds have become due under the provisions of the Act/ Rules. Each refund sanctioned should be adjusted against any other dues of the assessee. Under the provision of the Act and only where there is no scope for such adjustment or the refundable amount can only partially be adjusted, the amount sanctioned for refund or the part thereof as the case may be. Should be refunded by transfer of credit. |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                  |                      |                                                           |                                  |             |              |                                                                                                                                                                       |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                              | Department Concerned | Extent of power conferred to diifferent levels of offices |                                  |             |              |                                                                                                                                                                       |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                          |                                                                                                                                  |                      | Administrative Department                                 | Heads of Department              | Zonal Level | Circle Level | District Level                                                                                                                                                        | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 171                                                                                                      | Refund under the Central Sales Tax Act. 1956 and the Central Sales Tax (Assam Rules 1957 Rule 17) As per & ST Act & Rules        | Finance (Taxation)   |                                                           | Up to Rs.50.00 Lakh in each case |             |              | <u>District Commissioner of Taxes</u><br>Up to Rs.2.00 Lakh in each case<br><br><u>Sr. Superintendent / Superintendent of Taxes</u><br>Up to Rs.50,000/- in each case | NA                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 172                                                                                                      | Refund under the Assam Tax on Luxuries (Hotel and Lodging Houses) Act,1989 and the Rules framed thereunder Section 16 and Rule 9 | Finance (Taxation)   |                                                           |                                  |             |              | <u>Sr. Superintendent / Superintendent of Taxes</u><br><br>Full power                                                                                                 | NA                 | A) Refund is admissible in cases only if -<br>i) it is not time barred<br>ii) supported by order of the Appellate Authority or<br>iii) supported by order of the court<br><br>B) All refunds have become due under the provisions of the Act/ Rules. Each refund sanctioned should be adjusted against any other dues of the assessee. Under the provision of the Act and only where there is no scope for such adjustment or the refundable amount can only partially be adjusted, the amount sanctioned for refund or the part thereof as the case may be. Should be refunded by transfer of credit. |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                               |                      |                                                          |                              |             |              |                                                                                                                                                        |                    |                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                           | Department Concerned | Extent of power conferred to different levels of offices |                              |             |              |                                                                                                                                                        |                    | Condition / Remarks |
|                                                                                                          |                                                                                                                                               |                      | Administrative Department                                | Heads of Department          | Zonal Level | Circle Level | District Level                                                                                                                                         | Sub-Division Level |                     |
| 173                                                                                                      | Refund under the Assam Profession Trades, Ceilings and Employments Taxation Act, 1947 and the Rules framed thereunder. Section 14 and Rule 31 | Finance (Taxation)   |                                                          |                              |             |              | Sr. Superintendent / Superintendent of Taxes<br>Full power                                                                                             | NA                 |                     |
| 174                                                                                                      | Refund under the Assam Electricity Duty Act. 1964 and the Rules framed thereunder. Rule 13                                                    | Finance (Taxation)   |                                                          |                              |             |              | Sr. Superintendent / Superintendent of Taxes<br>Full power                                                                                             | NA                 |                     |
| 175                                                                                                      | Refund under the Assam Taxation (On Specified Lands) Act, 1990 and the Rules framed thereunder, Rule 24                                       | Finance (Taxation)   |                                                          | Upto Rs.5,000/- in each case |             |              | <u>District Commissioner of Taxes</u><br>Up to Rs.2,500/- in each case<br>Sr. Superintendent / Superintendent of Taxes<br>Up to Rs. 500/- in each case | NA                 |                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                         |                      |                                                          |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                     | Department Concerned | Extent of power conferred to diiferent levels of offices |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                          |                                                                                                                         |                      | Administrative Department                                | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 176                                                                                                      | Refund under the Assam Amusements and Betting Tax Act. 1939 and the Rules framed thereunder. Section 9 and Rule 25B.    | Finance (Taxation)   |                                                          | Full Power          | NA          | NA           | NA             | NA                 | <p><b>A)</b> Refund is admissible in cases only if -<br/>           i) it is not time barred<br/>           ii) supported by order of the Appellate Authority or<br/>           iii) supported by order of the court</p> <p><b>B)</b> All refunds which have become due either as a result of excess payment of tax in case under Section 3(3) of or 3A or under Section 4(a) or due to payment of tax in advance before the order of exemption is passed under section 8 or under rules 22 and 23.</p>                                                                                                             |
| 177                                                                                                      | Refund under the Assam Agricultural Income Tax Act. 1939 and the Rules framed thereunder Section 39 and Rules 26 and 28 | Finance (Taxation)   |                                                          | Full Power          | NA          | NA           | NA             | NA                 | <p><b>A)</b> Refund is admissible in cases only if -<br/>           i) it is not time barred<br/>           ii) supported by order of the Appellate Authority or<br/>           iii) supported by order of the court</p> <p><b>B)</b> All refunds under Section 24,25,26,27 and 31 or due to excess payment of tax in advance by the assesseees as per the provision of section 25A of the Assam Agricultural Income Tax Act, 1939. Such refunds due may also be set off or adjusted as per provision of law, wholly or partially, against demands payable by the same assesseees in respect of any other year.</p> |
| 178 <sup>102</sup>                                                                                       | AS-CFMS                                                                                                                 | PD, AS-CFMS          |                                                          | Full Power          |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 179                                                                                                      | Issuance of AA/FS for implementation of projects taken up under NIDA                                                    | PD, AIFA             |                                                          | Full Power          |             |              |                |                    | Subject to issuance of sanction from NABARD and approval from Governing Body chaired by Hon'ble Chief Minister.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                 |                                                                                                                             |                                                          |                                                                                                                                                   |                                       |                                        |                                                 |                    |                                                                                                                                                                          |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                             | Department Concerned                                                                                                        | Extent of power conferred to different levels of offices |                                                                                                                                                   |                                       |                                        |                                                 |                    | Condition / Remarks                                                                                                                                                      |
|                                                                                                          |                                                                                                                                                                 |                                                                                                                             | Administrative Department                                | Heads of Department                                                                                                                               | Zonal Level                           | Circle Level                           | District Level                                  | Sub-Division Level |                                                                                                                                                                          |
| 180 <sup>103</sup>                                                                                       | Issue of Financial Sanction for<br>i. Freedom Fighter's pension<br>ii. Literary Pension<br>iii. Cultural Pension<br>iv. Journalist Pension<br>v. Sports Pension | Home & Political /<br>Education /<br>Cultural Affairs /<br>Information &<br>Public Relations /<br>Sports & Youth<br>Welfare | Full Power                                               |                                                                                                                                                   |                                       |                                        |                                                 |                    | Subject to budget provision and availability of fund.                                                                                                                    |
| 181 <sup>104</sup>                                                                                       | Repairing / Maintenance of Lift / Elevator                                                                                                                      | Assam Public<br>Service Commission                                                                                          | Full Power                                               |                                                                                                                                                   |                                       |                                        |                                                 |                    | 1. Subject to Budget provision and availability of Fund<br>2. Repairing/maintenance should be done by the authorised dealer/<br>manufacturer                             |
| 182 <sup>105</sup>                                                                                       | Sanction of Reward Money                                                                                                                                        | Home                                                                                                                        |                                                          | DGP - Up to Rs. 25,000/- in each case                                                                                                             | IGP - Up to Rs. 15,000/- in each case | DIGP - Up to Rs. 10,000/- in each case | SP/Commandant - Up to Rs. 10,000/- in each case |                    | Subject to budget provision and availability of fund.                                                                                                                    |
| 183 <sup>106</sup>                                                                                       | a) To accord AA / sanction expenditure on works to be executed departmentally                                                                                   | Home                                                                                                                        |                                                          | Full power (DGP) for according AA in connection with the Original Works residential (SOPD). Non-residential (SOPD) to be carried out through APHC |                                       |                                        |                                                 |                    | 1. Subject to budget provision and availability of fund.<br>2. Subject to plans & estimates to be drawn up by the Civil Engineering staff attached to Police Department. |
|                                                                                                          | b) Original works                                                                                                                                               |                                                                                                                             |                                                          | Full Power (DGP) for according AA for all other building (Establishment expenditure) subject to Rs. 5.00 L in each case.                          |                                       |                                        |                                                 |                    |                                                                                                                                                                          |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                     |                                         |                                                           |                                                                   |             |              |                |                    |                                                                                                                                                                                                                                                                                        |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                 | Department Concerned                    | Extent of power conferred to diifferent levels of offices |                                                                   |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                    |
|                                                                                                          |                                                                                                     |                                         | Administrative Department                                 | Heads of Department                                               | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                        |
| 184 <sup>107</sup>                                                                                       |                                                                                                     | All                                     | Rs. 25000/- per month                                     |                                                                   |             |              |                |                    | 1. Subject to Budget provision<br>2. Subject to Annual limit of Rs. 200000/-                                                                                                                                                                                                           |
|                                                                                                          | a) Sanction of Miscellaneous Expenditure including House Keeping for all Admininstrative Department | Judicial                                |                                                           | Guwahati High Court <sup>143</sup> : Upto Rs. 1.5 Crore per annum |             |              |                |                    | This power is delegated, subject to following conditions:-<br>1. Subject to Budget availability in particular Financial year.<br>2. Housekeeping work shall be allotted through GeM only.<br>3. There shall not be any duplicity in expenditure on Housekeeping in Gauhati High Court. |
|                                                                                                          | b) Sanction of Miscellaneous Expenditure including House Keeping for all Heads of Departments (HoD) | All                                     |                                                           | Rs. 10000/- per month                                             |             |              |                |                    | 1. Subject to Budget provision<br>2. Subject to Annual limit of Rs. 100000/-                                                                                                                                                                                                           |
|                                                                                                          | c) Expenditure on House keeping, dry cleaning and washing of linen items <sup>108</sup>             | GAD                                     |                                                           | Up to Rs. 50 Lakh per annum (RC, Delhi)                           |             |              |                |                    | Subject to budget provision and compliance with existing guidelines                                                                                                                                                                                                                    |
| 185 <sup>109</sup>                                                                                       | Purchase of all Medical Equipements                                                                 | Medical Education & Research Department | Full power                                                |                                                                   |             |              |                |                    | 1.Subject to Budget Provision and availability of Fund<br>2. Subject to following the conditions of Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020                                                                                                        |
| 186 (a) <sup>110</sup>                                                                                   | Construction of temporary sheds in connction with the election / revision of electoral rolls        | Election Department                     | Full Power (State Election Commissioner)                  |                                                                   |             |              |                |                    | 1. Subject to Budget provision and availability of Fund<br>2. Observance of Section 7(2) of AFRBM Act, 2005<br>3. Estimates are to be scrutinized by PWD and works to be done as per norms prescribed by EC                                                                            |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                             |                      |                                                                                                                        |                     |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                         | Department Concerned | Extent of power conferred to diiferent levels of offices                                                               |                     |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                                        |                                                                                                                                                                             |                      | Administrative Department                                                                                              | Heads of Department | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 186 (b) <sup>111</sup>                                                                                                 | Sanction of Misc Expenditure on contingencies (Local purchase of stationeries in emergent cases in connection with the conduct of election and revision of electoral rolls) | Election Department  | Upto Rs. 50,000/- if non recurring in any single case and upto Rs. 20,000/- if recurring (State Election Commissioner) |                     |             |              |                |                    | 1. Subject to Budget provision and availability of Fund<br>2. Observance of Section 7(2) of AFRBM Act, 2005<br>3. Subject to procedural and other general directions laid down in the Assam Contingency Manual and special orders by the Government from time to time.                                                                                                                                                                                                                                                                                                            |
| 186 (c) <sup>112</sup>                                                                                                 | Rent on land and building leased out to Government                                                                                                                          | Election Department  | Full Power (State Election Commissioner)                                                                               |                     |             |              |                |                    | 1. Subject to Budget provision and availability of Fund<br>2. Observance of Section 7(2) of AFRBM Act, 2005<br>3. Not exceeding Rs.10000/- in each case<br>4. Subject to condition that :<br>i)The rent is fixed by the competent authority under the Urban Areas Rent Control Act in Urban areas.The Executive Engineer certifies that a suitable public building is not available.<br>ii) The District Commissioner certifies that as to reasonableness of rent outside urban areas.<br>iii) The floor area is in accordnace with the standard prescribed by the GA Department. |
| 186 (d) <sup>113</sup>                                                                                                 | Purchase of type writers / Duplicating machines and calculating machines                                                                                                    | Election Department  | Full Power (State Election Commissioner)                                                                               |                     |             |              |                |                    | 1. Subject to Budget provision and availability of fund.<br>2. Subject to Purchase is made from suppliers approved by GA department or from the Manufacturer                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                      |                      |                                                           |                                    |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                  | Department Concerned | Extent of power conferred to diifferent levels of offices |                                    |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                          |                                                                                                                                                      |                      | Administrative Department                                 | Heads of Department                | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 186 (e) <sup>114</sup>                                                                                   | Repairs to Govt. vehicles including purchase of tyres tubes and spare parts in connection with the conduct of election and revision electoral rolls. | Election Department  | Full Power (State Election Commissioner)                  |                                    |             |              |                |                    | 1. Subject to Budget provision and availability of fund<br>2. Prior to repair the vehicles must be examined by the MVI or Mechanical Emgineer of any department<br>3. A History sheetsould be maintained for each vehicle showing the mileage run, major and minor repairs the Vehicle has undergone, spare parts purchased and cost incurred in respect of each item of expenditure. Purchase of Tyre/Tubes and Spare parts should conform to standard type as per provisions of the Motor Vehicles Act 1988 and Motor Vehicle Rules 1989 as amended.<br>4.The History sheet is to be inspected by the Higher Authority Quarterly and Inspection note to mbe recorded in the History Sheet. |
| 186 (f) <sup>115</sup>                                                                                   | Purchase of furniture and office equipments etc for new office or expansion of existing office or in replacement of old furniture.                   | Election Department  | Full Power (State Election Commissioner)                  |                                    |             |              |                |                    | 1. Subject to Budget provision and availability of fund.<br>2. Subject to the scales and types of entitlement of furniture as prescribed by GAD for various pay grades and all formalities are observed before purchase and the furniture should be of the approved types<br>3. Subject to follow the conditions of Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020                                                                                                                                                                                                                                                                                              |
| 187 <sup>116</sup>                                                                                       | Sanction of reimbursement of Assam state GST under Industrial exemption scheme with waiver of ceiling                                                | Finance (Taxation)   |                                                           | Full Power (Commissioner of Taxes) |             |              |                |                    | Subject to Budget provision and availability of fund.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 188 <sup>117</sup>                                                                                       | Issuing sanction for drawal of monthly remuneration during the already approved period of engagement, against contractual or re-employed employee    | All                  | Full Power                                                |                                    |             |              |                |                    | This power is delegated, subject to following conditions:<br>i) Annual Budget Provision<br>ii) Contractual engagement or reemplment, along with its duration, is done with the prior approval of SEC and HCM<br>iii) Fixation of monthly remuneration has been done with prior approval of Finance Department                                                                                                                                                                                                                                                                                                                                                                                |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                                                                                                                                                                                             |                               |                                                           |                     |             |              |                                                      |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                                                                                                                                                                                         | Department Concerned          | Extent of power conferred to diifferent levels of offices |                     |             |              |                                                      |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                             |                               | Administrative Department                                 | Heads of Department | Zonal Level | Circle Level | District Level                                       | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 188 (a) <sup>118</sup>                                                                                   | Sanction of Remuneration to the retired officials on re-engagement or any consultants                                                                                                                                                                                                                                       | All                           |                                                           | Full Power          |             |              |                                                      |                    | 1. Terms & conditions of re-engagement, specifically remuneration and tenure to be fixed with prior concurrence of Finance Department.<br>2. Any revision in the terms & conditions also to be done with concurrence of Finance Department.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 189 <sup>119</sup>                                                                                       | Issuing Administrative Approval / Financial Sanction against the schemes for Special Assistance to States For Capital Investment, 2023-24 and purchase of equipment & machineries, provided these are part of the Scheme but except<br>(a) Creation of Post<br>(b) Engagement of work charged / MR / Adhoc & Casual workers | All                           | Full Power                                                |                     |             |              |                                                      |                    | i) Subject to budget provision<br>ii) Observation of relevant sections of AFRBM Act and Assam Public Procurement Act, and related rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 191 <sup>120</sup>                                                                                       | Issuing Administrative approval and sanction for undertaking Petty / Minor works due to Disaster, i.e. temporary nature of works, repairing of infrastructure like damaged School, Primary health center, Electric pole and wires, Anganwadi, Panchayat Ghar, Community Hall and other Public assets                        | Revenue & Disaster Management |                                                           |                     |             |              | Full Power (District Commisioner cum Chairman, DDMA) |                    | a. Subject to Budget Provision<br>b. The power is delegated only for petty/minor works within the stipulated monetary limits, as reflected in Rule 20 of DFPR, 2022<br>c. Subject to observation of criteria as laid down in the guidelines of the State Disaster Response Fund (List of items & Norms of Assistance)<br>d. Approval of circle level Task Force Committee<br>e. Approval of DDMA<br>f. The District Commissioner will disburse fund to concerened beneficiaries through DBT only.<br>g. This delegation of Financial power will be applicable only in case of flood related works for the period from 1st, April to 31st, October every year. |
| 192 <sup>121</sup>                                                                                       | Issue of Revised Administrative Approval due to change of budget head                                                                                                                                                                                                                                                       | All                           | Full Power                                                |                     |             |              |                                                      |                    | Subject to budget provision and availability of fund and all statutory requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 193 <sup>122</sup>                                                                                       | Purchase of Brass Band Instrument, Dinner set, Clothing items, National Flag & Unit Flag.                                                                                                                                                                                                                                   | Home                          |                                                           | Full Power (DGP)    |             |              |                                                      |                    | Subject to budget provision and compliance with Assam Public Procurement Rule framework of Govt. of Assam.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                                               |                      |                                                          |                                   |             |              |                                                                                                      |                    |                                                                                                                                                                                                                                                       |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                                                           | Department Concerned | Extent of power conferred to diiferent levels of offices |                                   |             |              |                                                                                                      |                    | Condition / Remarks                                                                                                                                                                                                                                   |
|                                                                                                          |                                                                                                                                                               |                      | Administrative Department                                | Heads of Department               | Zonal Level | Circle Level | District Level                                                                                       | Sub-Division Level |                                                                                                                                                                                                                                                       |
| 194 <sup>123</sup>                                                                                       | For petty works (Up to Rs. 1 Lakh) and minor works (Up to Rs. 5 Lakh) under detailed head "17-Maintenance"                                                    |                      |                                                          |                                   |             |              |                                                                                                      |                    |                                                                                                                                                                                                                                                       |
| (a)                                                                                                      | Accord AA / FS for repairing & renovation works under minor civil works for departmental execution from establishment expenditure                             | Home                 |                                                          | Up to Rs. 5 Cr per annum (DGP)    |             |              |                                                                                                      |                    | Subject to budget provision and compliance with Assam Public procurement Rule framework / existing guidelines etc                                                                                                                                     |
| (b)                                                                                                      | Expenditure for Maintenance and repairing works of Assam State Zoo and various National Parks and Wildlife Sanctuaries under Environment & Forest Department. | Environment & Forest |                                                          | Up to Rs. 5 Cr per annum (PCCF)   |             |              |                                                                                                      |                    |                                                                                                                                                                                                                                                       |
| 195 <sup>124</sup>                                                                                       | Purchase of Medical items for Dist. / Unit / Organisation Hospitals of Assam Police                                                                           | Home                 | Full Power                                               | Up to Rs. 20 Lakh per annum (DGP) |             |              |                                                                                                      |                    | Subject to Budget Provision and compliance with Assam Public Procurement Rule framework of Govt. of Assam.                                                                                                                                            |
| 196 <sup>125</sup>                                                                                       | Expenditure for Nagarik Committees under Police Stations                                                                                                      | Home                 |                                                          | Full Power (DGP)                  |             |              |                                                                                                      |                    | Revision of rates shall be done only with prior concurrence of Finance Department.                                                                                                                                                                    |
|                                                                                                          |                                                                                                                                                               |                      |                                                          |                                   |             |              | District Senior Superintendent Of Police (Full Power) <sup>145</sup>                                 |                    | 1.Remuneration/Honorarium and revision of rates, if any, shall be fixed with prior concurrence of Finance Dept.<br>2.Any expenditure shall be subject to Budget availability in the particular financial Year and compliance with extant norms/Rules. |
| 197 <sup>126</sup>                                                                                       | Expenditure for testing of Forensic Samples and any other laboratory testing inside or outside state laboratories                                             | Home                 |                                                          | Full Power (DGP)                  |             |              | <u>Superintendent of Police / Commandant</u><br><br>Up to Rs. 1 Lakh with annual limit of Rs. 5 Lakh |                    | Subject to budget provision and compliance with existing guidelines                                                                                                                                                                                   |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                                                                                                                              |                                                            |                                                             |                                                         |             |              |                |                    |                                                                                                                                                                     |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                                                                                                                          | Department Concerned                                       | Extent of power conferred to diiferent levels of offices    |                                                         |             |              |                |                    | Condition / Remarks                                                                                                                                                 |
|                                                                                                                        |                                                                                                                                                                                              |                                                            | Administrative Department                                   | Heads of Department                                     | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                     |
| 198 <sup>127</sup>                                                                                                     | Sanction of remuneration of Members of Foreigner’s Tribunal                                                                                                                                  | Home & Political                                           | Full Power                                                  |                                                         |             |              |                |                    | Subject to condition that there is commensurate fund flow from Union Govt. in this regard and State govt contribution is reimbursed from time to time as per norms. |
| 199 <sup>128</sup>                                                                                                     | Expenditure for Organizing Cabinet meetings in Districts                                                                                                                                     | GAD                                                        | Full Power with a limit of Rs. 500000/- per cabinet meeting |                                                         |             |              |                |                    | Subject to the condition that no repair and renovation work shall be carried out for conduct of Cabinet meetings other than those of routine nature                 |
| 200 <sup>129</sup>                                                                                                     | Power to accord Administrative Approval / Financial Sanction against Schemes taken up under NIDA- I, for the remaining works being implemented with support of the State Budget directly now | Project Director, Assam Infrastructure Financing Authority | Full Power                                                  |                                                         |             |              |                |                    | With prior approval of Hon’ble Chief Minister, Assam only                                                                                                           |
| 201 <sup>130</sup>                                                                                                     | Dry Ration                                                                                                                                                                                   | Home                                                       |                                                             | Full Power (Directorate of Civil Defence & Home Guards) |             |              |                |                    | Subject to prior concurrence of Finance Department for fixing rate of ration allowance and thereafter, for any revision in it at a later stage.                     |
| 202 <sup>131</sup>                                                                                                     | Expenditure related to purchase of dietary articles and medicines in the jails of the state                                                                                                  | Home & Political                                           | Full Power                                                  |                                                         |             |              |                |                    | Subject to budget availability, compliance with procurement framework and reasonableness of price fixed.                                                            |
| 203 <sup>132</sup>                                                                                                     | Miscellaneous expenditures incurred in connection with visit and stay of Hon'ble Governor / Hon'ble Chief Minister of Assam by the O/o the Resident Commissioner, Assam Bhawan, New Delhi    | GAD                                                        |                                                             | Up to Rs. 2 Lakh per annum (RC, Delhi)                  |             |              |                |                    | Subject to budget provision and compliance with existing guidelines                                                                                                 |
| 204 <sup>133</sup>                                                                                                     | DTH monthly charges / cooking gas connection charges                                                                                                                                         | GAD                                                        |                                                             | Full Power (RC, Delhi)                                  |             |              |                |                    | Subject to budget provision and compliance with existing guidelines                                                                                                 |
| 205 <sup>134</sup>                                                                                                     | Gardening expenditures incurred in Assam House, New Delhi                                                                                                                                    | GAD                                                        |                                                             | Up to Rs. 2 Lakh per annum (RC, Delhi)                  |             |              |                |                    | Subject to budget provision and compliance with existing guidelines                                                                                                 |

| <b>Schedule of Power to Sub-ordinate Authority</b><br><b>(numbers in superscript denote the respective amendments)</b> |                                                                                              |                                                                     |                                                          |                                                                                          |             |              |                |                    |                                                                                                                                                                                                           |
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| Sl. No.                                                                                                                | Item of Expenditure                                                                          | Department Concerned                                                | Extent of power conferred to different levels of offices |                                                                                          |             |              |                |                    | Condition / Remarks                                                                                                                                                                                       |
|                                                                                                                        |                                                                                              |                                                                     | Administrative Department                                | Heads of Department                                                                      | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                           |
| 206 <sup>135</sup>                                                                                                     | Dietary and non-dietary articles in respect of Homes / Institutions / Schools                | Women & Child Development Department / Social Justice & Empowerment | Full Power                                               |                                                                                          |             |              |                |                    | Subject to budget allocation and ensuring that rates will be fixed strictly as per Assam Public Procurement rule framework keeping in view reasonableness of price.                                       |
| 207 <sup>136</sup>                                                                                                     | State zoo ration                                                                             | Environment & Forest                                                |                                                          | Full Power (PCCF)                                                                        |             |              |                |                    | Subject to<br>(i) budget provision<br>(ii) condition that rates will be fixed strictly as per Assam Public Procurement Act, 2017 and Assam Public Procurement Rule, 2020<br>(iii) reasonableness of price |
| 208 <sup>142</sup>                                                                                                     | Accord financial sanction in respect of Mukhya Mantrir Sulav Indhan Achoni                   | Food Civil Supplies & Consumer Affairs                              |                                                          | Commissioner, Food, Public Distribution, Consumer Affairs & Legal Metrology (Full Power) |             |              |                |                    | 1.Prior concurrence of Finance Department has been obtained.<br>2.Compliance with extant Govt. rules & guidelines. 3.Subject to availability of fund.<br>4.The amount may be transferred through DBT.     |
| 209 <sup>140</sup>                                                                                                     | Purchase of water drum, dragon light, LED street light, inverter with battery and mega phone | Home                                                                |                                                          | DGP (Full Power)                                                                         |             |              |                |                    | Only in case of procurement of these items subject to compliance with Public Procurement Act and Rules framed there under norms and budget availability                                                   |

| Schedule of Power to Sub-ordinate Authority<br>(numbers in superscript denote the respective amendments) |                                                                                                                                   |                                        |                                                           |                                                                                          |             |              |                |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Sl. No.                                                                                                  | Item of Expenditure                                                                                                               | Department Concerned                   | Extent of power conferred to diifferent levels of offices |                                                                                          |             |              |                |                    | Condition / Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                          |                                                                                                                                   |                                        | Administrative Department                                 | Heads of Department                                                                      | Zonal Level | Circle Level | District Level | Sub-Division Level |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 210 <sup>146</sup>                                                                                       | Sanction of funds for the scheme of distribution of Masur Dal, Salt and Suger at subsidized rate to the beneficiaries of the NFSA | Food Civil Supplies & Consumer Affairs |                                                           | Commissioner, Food, Public Distribution, Consumer Affairs & Legal Metrology (Full Power) |             |              |                |                    | 1. This delegation shall be applicable for implementation of the scheme from Oct, 2025 to April 2026 only.<br>2. Commissioner shall be personally responsible for drawing only that sum of money for the scheme from state treasuries and otherwise, that is required for payments for running this scheme. No money shall be kept in bank accounts for more than 15 days.<br>3, Procurement of perishable items shall be made strictly as per field demand and no wastage shall be allowed under the scheme.<br>4. Commissioner shall ensure that after sale of subsidized items GPSS/FPS concnerened shall deposit the sale proceeds in to the Government exchequer immediately. Further he will ensure reimbursement of funds to state treasuries in lieu of advantage given from CMSGUY.<br>5. Additional Chief Secretary, FPD&CA Department will monitor the implementation of Scheme strictly as per Cabinet Decision and ensure economy in expenditure on all accounts. |
| 211 <sup>140</sup>                                                                                       | Issue of sanction under SNA Sparsh schemes in CSS                                                                                 |                                        |                                                           | All DDOs of Implementing Agencies (IAs)<br>: Full Power                                  |             |              |                |                    | Subject to issuing sanction within approved Budget and only in accordance with Mother Sanction issued by concerned Ministry in Govt. of India, maintaining Central & State commitment ratio and other guidelines of the Scheme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 212 <sup>147</sup>                                                                                       | Remuneration of Data Entry Operator (DEO)                                                                                         | Home                                   |                                                           | DGP (Full Power)                                                                         |             |              |                |                    | Subject to the condition that prior concurrence of Finance Department is obtained for engagement and remuneration rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>List of references</b> | <b>Notification No.</b>                  |
|---------------------------|------------------------------------------|
| 1                         | No. 673590/21 dated 11/07/2025           |
| 2                         | No. 292397/1 dated 13/04/2023            |
| 3                         | No. FEB.626861/1 dated 11/03/2025        |
| 4                         | No. 245029 dated 15/12/2022              |
| 5                         | No. FEB.626861/1 dated 11/03/2025        |
| 6                         | No. 566979/174 dated 04/07/2025          |
| 7                         | No. 566979/174 dated 04/07/2025          |
| 8                         | No. FEB.626861/1 dated 11/03/2025        |
| 9                         | No. 566979/174 dated 04/07/2025          |
| 10                        | No. 566979/174 dated 04/07/2025          |
| 11                        | No. 566979/174 dated 04/07/2025          |
| 12                        | No. 566979/174 dated 04/07/2025          |
| 13                        | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 14                        | No. 566979/174 dated 04/07/2025          |
| 15                        | No. 566979/174 dated 04/07/2025          |
| 16                        | No. 566979/174 dated 04/07/2025          |
| 17                        | No. 566979/174 dated 04/07/2025          |
| 18                        | No. 566979/174 dated 04/07/2025          |
| 19                        | No. 566979/174 dated 04/07/2025          |
| 20                        | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 21                        | No. 566979/174 dated 04/07/2025          |
| 22                        | No. 566979/174 dated 04/07/2025          |
| 23                        | No. 566979/174 dated 04/07/2025          |
| 24                        | No. 566979/174 dated 04/07/2025          |
| 25                        | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 26                        | No. 386190/20 dated 04/02/2024           |
| 27                        | No. 566979/174 dated 04/07/2025          |
| 28                        | No. FEB.626861/1 dated 11/03/2025        |
| 29                        | No. 566979/174 dated 04/07/2025          |
| 30                        | No. 566979/174 dated 04/07/2025          |
| 31                        | No. 566979/174 dated 04/07/2025          |
| 32                        | No. FEB.626861/1 dated 11/03/2025        |
| 33                        | No. 566979/174 dated 04/07/2025          |
| 34                        | No. FEB.136/2022/20 dated 01/09/2022     |
| 35                        | No. FEB.136/2022/19 dated 01/09/2022     |

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| 36 | No. 566979/174 dated 04/07/2025          |
| 37 | No. 348331/7 dated 03/11/2023            |
| 38 | No. 566979/174 dated 04/07/2025          |
| 39 | No. 566979/174 dated 04/07/2025          |
| 40 | No. 566979/174 dated 04/07/2025          |
| 41 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 42 | No. 566979/174 dated 04/07/2025          |
| 43 | No. FEB.626861/1 dated 11/03/2025        |
| 44 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 45 | No. 566979/174 dated 04/07/2025          |
| 46 | No. 566979/174 dated 04/07/2025          |
| 47 | No. FEB.136/2022/19 dated 01/09/2022     |
| 48 | No. FEB.136/2022/20 dated 01/09/2022     |
| 49 | No. 566979/174 dated 04/07/2025          |
| 50 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 51 | No. 566979/174 dated 04/07/2025          |
| 52 | No. 227452 dated 16/12/2022              |
| 53 | No. 522441/116 dated 03/10/2024          |
| 54 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 55 | No. 566979/174 dated 04/07/2025          |
| 56 | No. 522441/116 dated 03/10/2024          |
| 57 | No. 566979/174 dated 04/07/2025          |
| 58 | No. 566979/174 dated 04/07/2025          |
| 59 | No. 566979/174 dated 04/07/2025          |
| 60 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 61 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 62 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 63 | No. 566979/174 dated 04/07/2025          |
| 64 | No. 566979/174 dated 04/07/2025          |
| 65 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 66 | No. 650943/8 dated 22/05/2025            |
| 67 | No. 672565/88 dated 16/07/2025           |
| 68 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 69 | No. 566979/174 dated 04/07/2025          |
| 70 | No. 566979/174 dated 04/07/2025          |
| 71 | No. 673590/21 dated 11/07/2025           |
| 72 | No. 566979/174 dated 04/07/2025          |

|     |                                          |
|-----|------------------------------------------|
| 73  | No. 566979/174 dated 04/07/2025          |
| 74  | No. 549058/28 dated 17/01/2025           |
| 75  | No. 566979/174 dated 04/07/2025          |
| 76  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 77  | No. 566979/174 dated 04/07/2025          |
| 78  | No. 566979/174 dated 04/07/2025          |
| 79  | No. FEB.626861/1 dated 11/03/2025        |
| 80  | No. 566979/174 dated 04/07/2025          |
| 81  | No. 566979/174 dated 04/07/2025          |
| 82  | No. FEB.626861/1 dated 11/03/2025        |
| 83  | No. 566979/174 dated 04/07/2025          |
| 84  | No. FEB.626861/1 dated 11/03/2025        |
| 85  | No. 566979/174 dated 04/07/2025          |
| 86  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 87  | No. 632672/21 dated 15/06/2025           |
| 88  | No. 632672/21 dated 15/06/2025           |
| 89  | No. 538147/103 dated 28/08/2024          |
| 90  | No. 660498/130 dated 26/06/2025          |
| 91  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 92  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 93  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 94  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 95  | No. 566979/174 dated 04/07/2025          |
| 96  | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 97  | No. 566979/174 dated 04/07/2025          |
| 98  | No. 515109/38 dated 27/08/2024           |
| 99  | No. 555729/191 dated 13/01/2025          |
| 100 | No. 566979/174 dated 04/07/2025          |
| 101 | No. 566979/174 dated 04/07/2025          |
| 102 | No. 485917/5 dated 14/08/2024            |
| 103 | No. FEB.131/2011/139 dated 17/07/2022    |
| 104 | No. FEB.220/2021/5 dated 10/08/2022      |
| 105 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 106 | No. FEB.42/2022/1 (U/O) dated 21/11/2022 |
| 107 | No. 228884/60 dated 09/11/2022           |
| 108 | No. 566979/174 dated 04/07/2025          |
| 109 | No. 251720 dated 06/12/2022              |

|     |                                        |
|-----|----------------------------------------|
| 110 | No. 268218/6 dated 27/01/2023          |
| 111 | No. 268218/6 dated 27/01/2023          |
| 112 | No. 268218/6 dated 27/01/2023          |
| 113 | No. 268218/6 dated 27/01/2023          |
| 114 | No. 268218/6 dated 27/01/2023          |
| 115 | No. 268218/6 dated 27/01/2023          |
| 116 | No. 278754/1 dated 22/02/2023          |
| 117 | No. 337800/16 dated 14/08/2023         |
| 118 | No. 566979/174 dated 04/07/2025        |
| 119 | No. 293030/19 dated 24/08/2023         |
| 120 | No. 337800 dated 08/08/2023            |
| 121 | No. 227452 dated 28/11/2022            |
| 122 | No. 566979/174 dated 04/07/2025        |
| 123 | No. 566979/174 dated 04/07/2025        |
| 124 | No. 566979/174 dated 04/07/2025        |
| 125 | No. 566979/174 dated 04/07/2025        |
| 126 | No. 566979/174 dated 04/07/2025        |
| 127 | No. 566979/174 dated 04/07/2025        |
| 128 | No. 429904/1 dated 03/02/2024          |
| 129 | No. 596822/4 dated 26/12/2024          |
| 130 | No. 566979/174 dated 04/07/2025        |
| 131 | No. 566979/174 dated 04/07/2025        |
| 132 | No. 566979/174 dated 04/07/2025        |
| 133 | No. 566979/174 dated 04/07/2025        |
| 134 | No. 566979/174 dated 04/07/2025        |
| 135 | No. 566979/174 dated 04/07/2025        |
| 136 | No. 566979/174 dated 04/07/2025        |
| 137 | No.FEB. 727329/25: dated 28-11-2025    |
| 138 | No. FEB.681895/81: dated 14-08-2025    |
| 139 | NO:FEB.759157/103: dated 19-02-2026    |
| 140 | No. FEB. 693801/358,dated 12-02-2026   |
| 141 | No. FEB.757120/06 Dated: 13-02-2026    |
| 142 | No. FEB. 723526 / 0 3 Dated 19-12-2025 |
| 143 | No. FEB. 386190/128 Dated 13-02-2026   |
| 144 | No. FEB. 711178/21 Dated 19-12-2025    |
| 145 | No. FEB. 716592/83 Dated 18-12-2025    |
| 146 | No. FEB.667654/267, dated 25-06-2025   |

|     |                                      |
|-----|--------------------------------------|
| 147 | No. FEB. 693801/363 Dated 02-03-2026 |
| 148 | No.FEB.766360/106 Dated 18-03-2026   |
| 149 | No:FEB.768505/114 Dated 24-03-2026   |

| Rule 11 (C) Delegation of Financial Power 2022 - CLASSIFICATION OF OFFICES IN GROUPS (Heads of Offices holding independent charge) |                                                                |                                                                 |                                                                |                                                                                       |                                          |                                               |                                                               |                                                                    | Annexure- X |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------|-------------|
| SI No.                                                                                                                             | Name of the Administrative Departments                         | Deemed to be Department                                         | State Head Quarter Office (Commisionerates /Directorates etc.) | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Regional Administrative set-up           |                                               | District Office                                               | Sub-division Office                                                | Remarks     |
|                                                                                                                                    |                                                                |                                                                 |                                                                |                                                                                       | Zonal Office                             | Circle Office                                 |                                                               |                                                                    |             |
| 1                                                                                                                                  | Act East Policy Affairs                                        |                                                                 | Nil                                                            | Nil                                                                                   | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
| 2                                                                                                                                  | Administrative Reforms, Training , Pension & Public Grievances |                                                                 | Assam Administrative Staff College                             | Director of Training, Assam Administrative Staff College                              | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
|                                                                                                                                    |                                                                |                                                                 | Bodoland Administrative Staff College <sup>1</sup>             | Director of Training, Bodoland Administrative Staff College <sup>1</sup>              |                                          |                                               |                                                               |                                                                    |             |
|                                                                                                                                    |                                                                | Assam Information Commission, Guwahati                          |                                                                | Secretary, Assam Information Commission                                               |                                          |                                               |                                                               |                                                                    |             |
|                                                                                                                                    |                                                                | Assam State Commission for Right to Public Service <sup>2</sup> |                                                                |                                                                                       |                                          |                                               |                                                               |                                                                    |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Pension, Assam                                  | Director of Pension, Assam                                                            | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
| 3                                                                                                                                  | Agriculture                                                    |                                                                 | Directorate of Agriculture                                     | Director of Agriculture, Assam                                                        | Chief Engineer, Agriculture              | Joint Director, Agriculture                   | District Agricultural Officer                                 | Sub-divisional Agricultural Officer                                |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Horticulture & Food Processing                  | Director of Horticulture & Food Processing                                            | Nil                                      | Nil                                           | District Horticultural Officer                                | Nil                                                                |             |
| 4                                                                                                                                  | Animal Husbandry & Veterinary Department                       |                                                                 | Directorate of Animal Husbandry & Veterinary                   | Director, Animal Husbandry & Veterinary, Assam                                        | Nil                                      | Joint Director, Animal Husbandry & Veterinary | District Veterinary Officer                                   | Sub-divisional Veterinary Officer                                  |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Dairy Development, Assam                        | Director of Dairy Development, Assam                                                  | Nil                                      | Joint Director, Dairy Development             | Deputy Director, Dairy Development                            | Asstt. Director, Dairy Development                                 |             |
| 5                                                                                                                                  | Border Protection & Development                                |                                                                 | Directorate of Border Protection and Development, Assam        | Director of Border Protection and Development, Assam                                  | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
| 6                                                                                                                                  | CM Secretariat                                                 |                                                                 | Nil                                                            | Nil                                                                                   | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
| 7                                                                                                                                  | Co-operation                                                   |                                                                 | Registrar, Cooperative Societies Assam                         | Registrar, Cooperative Societies Assam                                                | Nil                                      | Joint Registrar, Co-operative societies       | Deputy Registrar, Co-operative societies                      | Asstt. Registrar, Co-operative societies                           |             |
| 8                                                                                                                                  | Cultural Affairs                                               |                                                                 | Directorate of Cultural Affairs, Assam                         | Director of Cultural Affairs, Assam                                                   | Nil                                      | Nil                                           | Principal, LKRBS College of Music / Govt. Craft & Art College | Nil (run by Non-gazetted officer, so no delegation of power of FS) |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Library Services, Assam                         |                                                                                       | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
| 9                                                                                                                                  | Election                                                       |                                                                 | O/o Chief Electoral Officer, Assam                             | Chief Electoral Officer, Assam                                                        |                                          |                                               | District Election Officer (Deputy Commissioner)               | Sub-divisional Election Officer (SDO (Civil))                      |             |
| 10                                                                                                                                 | Elementary Education                                           |                                                                 | Directorate of Elementary Education, Assam                     | Director of Elementary Education, Assam                                               | Nil                                      | Nil                                           | District Elementary Education Officer                         | Deputy Inspector of Schools                                        |             |
| 11                                                                                                                                 | Environment and Forest                                         |                                                                 | Principal Chief Conservator of Forest & Head of Forest Force   | Principal Chief Conservator of Forest & Head of Forest Force                          | Addl. PCCF / Chief Conservator of Forest | Conservator of Forest                         | Divisional Forest Officer                                     | Nil                                                                |             |
| 12                                                                                                                                 | Excise                                                         |                                                                 | Commissionerate of Excise, Assam                               | Commissioner of Excise, Assam                                                         | Nil                                      | Deputy Commissioner of Excise                 | Superintendent of Excise                                      | Nil                                                                |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Accounts & Treasuries, Assam                    | Director of Accounts & Treasuries, Assam                                              | Nil                                      | Nil                                           | Treasury Officer/ SubTreasury Officer                         |                                                                    |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Audit (Local Fund)                              | Director of Audit (Local Fund)                                                        | Nil                                      | Nil                                           | Asstt. Director                                               | Nil                                                                |             |
|                                                                                                                                    |                                                                |                                                                 | Directorate of Financial Inspection, Assam                     | Director of Financial Inspection, Assam                                               | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |
|                                                                                                                                    |                                                                |                                                                 | O/o Registrar, Firms & Societies                               | Registrar, Firms & Societies                                                          | Nil                                      | Nil                                           | Nil                                                           | Nil                                                                |             |

| SI No. | Name of the Administrative Departments   | Deemed to be Department | State Head Quarter Office (Commisionerates /Directorates etc.)                         | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Regional Administrative set-up                                                                                           |                                                                                                                                                                      | District Office                                          | Sub-division Office                                       | Remarks |
|--------|------------------------------------------|-------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|---------|
|        |                                          |                         |                                                                                        |                                                                                       | Zonal Office                                                                                                             | Circle Office                                                                                                                                                        |                                                          |                                                           |         |
|        |                                          |                         | Commissionerate of Taxes, Assam                                                        | Commissioner of Taxes, Assam                                                          | Nil                                                                                                                      | Deputy Commissioner of Taxes                                                                                                                                         | Asstt. Commissioner of Taxes / Superintendent of Taxes   | Nil                                                       |         |
| 14     | Fishery                                  |                         | Directorate of Fisheries, Assam                                                        | Director of Fisheries, Assam                                                          | Nil                                                                                                                      | Nil                                                                                                                                                                  | District Fishery Officer                                 | Sub-divisoional Fishery Officer                           |         |
| 15     | Food, Civil Supplies & Consumers Affairs |                         | Directorate of Food, Civil Supplies & Consumer Affairs, Assam                          | Director of Food, Civil Supplies & Consumer Affairs, Assam                            |                                                                                                                          | Joint Director, Food, Civil Supplies & Consumer Affairs                                                                                                              | Deputy Director, Food, Civil Supplies & Consumer Affairs | Superintendent, Food, Civil Supplies & Consumer Affairs   |         |
|        |                                          |                         | Controller of Legal Metrology, Assam                                                   | Controller of Legal Metrology, Assam                                                  | Nil                                                                                                                      | Deputy Controller of Legal Metrology                                                                                                                                 | Asstt. Controller of Legal Metrology                     | Nil                                                       |         |
| 16     | General Administration                   |                         |                                                                                        | Commissioner of Division                                                              | Nil                                                                                                                      | Nil                                                                                                                                                                  | District Commissioner                                    | Co-District Commissioner / Sub-divisional Officer (Civil) |         |
|        |                                          |                         | Directorate of Sainik Welfare                                                          | Director, Sainik Welfare                                                              | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
|        |                                          |                         | Assam House, Mumbai                                                                    |                                                                                       | Officer-in-Charge (Addl Resident Commssioner)                                                                            | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
|        |                                          |                         | Assam House, Chennai                                                                   |                                                                                       | Officer-in-Charge (Joint) (Resident Commssioner)                                                                         |                                                                                                                                                                      |                                                          |                                                           |         |
|        |                                          |                         | Assam House, New Delhi                                                                 | Principal Resident Commissioner (Resident Representative, Assam Bhavan, New Delhi )   | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
|        |                                          |                         | Assam House, Kolkata                                                                   | Trade Adviser & Director of Movements, Assam , Kolkata                                | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
|        |                                          |                         | Assam House, Shillong                                                                  | Nil                                                                                   | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Superintendent, Assam House, Shillong                     |         |
|        |                                          |                         | Director, State Archives                                                               | Nil                                                                                   | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
| 17     | Handloom, Textiles & Sericulture         |                         | Directorate of Handloom &Textiles, Assam                                               | Director of Handloom &Textiles, (State Textile Commissioner)                          | Nil                                                                                                                      | Nil                                                                                                                                                                  | Asstt. Director, Handloom &Textiles                      | Superintendent, Handloom &Textiles                        |         |
|        |                                          |                         | Directorate of Sericulture, Assam                                                      | Director of Sericulture, Assam                                                        | Nil                                                                                                                      | Nil                                                                                                                                                                  | Asstt. Director, Sericulture                             | Superintendent, Sericulture                               |         |
| 18     | Health and Family Welfare                |                         | Director, Health Services                                                              | Director, Health Services, Assam                                                      | Nil                                                                                                                      | Nil                                                                                                                                                                  | Joint Director                                           | Sub-divisional Health & Medical Officer                   |         |
|        |                                          |                         | Directorate of Health Services (Family Welfare)                                        | Director of Health Services (Family Welfare), Assam                                   | Nil                                                                                                                      | Nil                                                                                                                                                                  | Addl. Chief Medical & Health Officer                     | Nil                                                       |         |
|        |                                          |                         | Directorate of Ayurveda, Yoga & Naturopathy, Unani, Siddha, Homoeopathy (AYUSH), Assam | Director of AYUSH                                                                     | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
| 19     | Higher Education                         |                         | Directorate of Higher Education, Assam                                                 | Director of Higher Education, Assam                                                   | Nil                                                                                                                      | Nil                                                                                                                                                                  | Principal, Govt. Colleges                                | Nil                                                       |         |
|        |                                          |                         | Directorate of Technical Education, Assam                                              | Director of Technical Education, Assam                                                | Nil                                                                                                                      | Nil                                                                                                                                                                  | Principal, Engineering Colleges / Institutes             | Nil                                                       |         |
| 20     | Hill Areas                               |                         | Development Commissioner, Hills                                                        |                                                                                       | Nil                                                                                                                      | Nil                                                                                                                                                                  | Nil                                                      | Nil                                                       |         |
|        |                                          |                         | Assam Police Head Quarters                                                             | Director General of Police, Assam                                                     | Commissioner of Police<br>i) Addl Director General of Police, SB / Communication/ CID/ TAP/ BORDER/ STF<br>ii) IGP, BTAD | iv) DIG,, CWR / ER/ SR/ NR/ WR/ TAP / CR<br>v) DIG (B), River Police Organisation<br>vi) Asst. IGP (T),. Assam<br>vii) Principal, PTC<br>viii) Chief Controller, VDO | Superintendent of Police / Commandant                    | Sub-divisional Police Officer                             |         |
|        |                                          |                         | Assam Prison Headquarters                                                              | Inspector General of Prisons, Assam                                                   | Nil                                                                                                                      | DIG, Prisons                                                                                                                                                         | Superintendent of Jails                                  | Nil                                                       |         |

| SI No. | Name of the Administrative Departments               | Deemed to be Department | State Head Quarter Office (Commisionerates /Directorates etc.)      | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Regional Administrative set-up |                                                                                                                 | District Office                                                                                                                                         | Sub-division Office                                                                                                                                                                                                                                        | Remarks |
|--------|------------------------------------------------------|-------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|        |                                                      |                         |                                                                     |                                                                                       | Zonal Office                   | Circle Office                                                                                                   |                                                                                                                                                         |                                                                                                                                                                                                                                                            |         |
| 21     | Home                                                 |                         | Civil Defense and Home Guards, Assam                                | Director General of Civil Defense and Commandant General of Home Guards, Assam        | Nil                            | Divisional Commandant, Home Guards                                                                              | i) Commandant , ASRF / AISF Battalion<br>ii) Commandant, District Home Guards<br>ii) Principal, Central Training Institute, Civil Defense & Home Guards | Deputy Controller, Civil Defence                                                                                                                                                                                                                           |         |
|        |                                                      |                         | Fire & Emergency Services, Assam                                    |                                                                                       | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
|        |                                                      |                         | Directorate of Forensic Science                                     |                                                                                       | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
|        |                                                      |                         | Directorate of Prosecution <sup>3</sup>                             | Director of Prosecution                                                               |                                |                                                                                                                 |                                                                                                                                                         |                                                                                                                                                                                                                                                            |         |
| 22     | Housing & Urban Affairs                              |                         | Directorate of Town and Country Planning, Assam                     | Director of Town and Country Planning, Assam                                          | Nil                            | Nil                                                                                                             | District Planning Officer                                                                                                                               | Nil                                                                                                                                                                                                                                                        |         |
|        |                                                      |                         | Directorate of Municipal Administration                             | Director of Municipal Administration, Assam                                           | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
| 23     | Implementation of Assam Accord                       |                         | Nil                                                                 | Nil                                                                                   | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
| 24     | Indigenous and Tribal Faith and Culture              |                         | Director, Archaeology                                               |                                                                                       | Nil                            | Nil                                                                                                             | Senior Conservation Officer, Directorate of Archaeology, Assam & Officer-in-Charge Zonal Office, Hojai Directorate of Archaeology, Assam                | Conservation Officer, Zonal Office, Sivasagar Directorate of Archaeology, Assam                                                                                                                                                                            |         |
|        |                                                      |                         | Director, Museum                                                    |                                                                                       | Nil                            | Nil                                                                                                             | Curator, State Museum (Dy. Director level)                                                                                                              | District Museum Officer (Asstt. Director level)                                                                                                                                                                                                            |         |
|        |                                                      |                         | Director, Historical and Antequarian Studies                        |                                                                                       | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
|        |                                                      |                         | Directorate of Indigenous and Tribal Faith and Culture <sup>4</sup> |                                                                                       |                                |                                                                                                                 |                                                                                                                                                         |                                                                                                                                                                                                                                                            |         |
| 25     | Industries, Commerce & Public Enterprise             |                         | Commissionerate of Industries & Commerce, Assam                     | Commissioner of Industries & Commerce, Assam                                          | Nil                            | i) Executive Engineer, Bamunimaidam<br>ii) Engineer i/c, Central Workshop, Guwahti & Manager, Industrial Estate | General Manager                                                                                                                                         | i) Asstt. Director of Cottage Industries & Commerce<br>ii) Superintendent of Industries & Commerce<br>iii) Senior Quality Control Officer<br>iv) Principal, Cottage Industries Institutes<br>v) Manager, Industriual Estate<br>vi) Quality Control Officer |         |
|        |                                                      |                         | Directorate of Tea, Assam                                           | Director of Tea, Assam                                                                | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Nil                                                                                                                                                                                                                                                        |         |
| 26     | Information, Public Relations, Printing & Stationary |                         | Directorate of Information and Public Relations, Assam              | Director of Information and Public Relations                                          | Nil                            | Nil                                                                                                             | Deputy DIPR / District Information and Public Relations Officer                                                                                         | Sub-divisional Information and Public Relations Officer                                                                                                                                                                                                    |         |
|        |                                                      |                         | Directorate of Printing & Stationery, Assam                         | Director of Printing & Stationery, Assam                                              | Nil                            | Nil                                                                                                             | Nil                                                                                                                                                     | Asstt. Director of Printing                                                                                                                                                                                                                                |         |

| SI No. | Name of the Administrative Departments  | Deemed to be Department                                       | State Head Quarter Office (Commisionerates /Directorates etc.)                              | Head of the Department (of State Head Quarter office) / Deemed Head of the Department                                                      | Regional Administrative set-up |                                  | District Office                             | Sub-division Office                                | Remarks |
|--------|-----------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------|---------------------------------------------|----------------------------------------------------|---------|
|        |                                         |                                                               |                                                                                             |                                                                                                                                            | Zonal Office                   | Circle Office                    |                                             |                                                    |         |
| 27     | Information Technology                  |                                                               | Directorate of Information Technology                                                       |                                                                                                                                            | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 28     | Irrigation                              |                                                               | O/o Chief Engineer, Irrigation, Assam                                                       | Chief Engineer, Irrigation, Assam                                                                                                          | Addl. Chief Engineer           | Superintending Engineer          | Executive Engineer                          | Asstt. Executive Engineer                          |         |
| 29     | Judicial                                | Gauhati High Court <sup>5</sup>                               | i) Advocate General, Assam<br>ii) District & Session Judge                                  | i) Registrar (Judicial) , High Court<br>ii) Advocate General, Assam<br>iii) District & Session Judges<br>iv) The Legal Remembrancer, Assam | Nil                            | Nil                              | Nil                                         | Sub-divisional Judicial Magistrate                 |         |
| 30     | Labour & Welfare                        |                                                               | Commissionerate of Labour                                                                   | Labour Commissioner, Assam                                                                                                                 | Nil                            | Nil                              | Asstt. Labour Commissioner                  | Labour Officer                                     |         |
|        |                                         |                                                               | Inspectorate of Boilers, Assam                                                              | Chief Inspector of Boilers, Assam                                                                                                          | Nil                            | Sr. Inspector of Boilers, Assam  | Inspector of Boilers, Assam                 | Nil                                                |         |
|        |                                         |                                                               | Inspectorate of Factories                                                                   | Chief Inspector of Factories, Assam                                                                                                        | Nil                            | Sr.Inspector of Factories, Assam | Inspector of Factories, Assam               | Nil                                                |         |
|        |                                         |                                                               | Administrative Medical Officer (AMO)                                                        |                                                                                                                                            |                                |                                  |                                             |                                                    |         |
| 31     | Legislative                             |                                                               | Member Secretary, Assam State Legal Services Authority, Gauhati High Court Campus, Panbazar |                                                                                                                                            | Nil                            | Nil                              | Chairman, District Legal Services Authority | Chairman, Sub-divisional Legal Services Committees |         |
| 32     | Medical Education & Research Department |                                                               | Directorate of Medical Education, Assam                                                     | Director of Medical Education, Assam                                                                                                       | Nil                            | Nil                              | Principal, Medical Colleges                 | Nil                                                |         |
| 33     | Mines and Minerals                      |                                                               | Directorate of Geology & Mining, Assam                                                      | Director of Geology & Mining, Assam                                                                                                        | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 34     | Panchayat & Rural Development           |                                                               | Commissionerate of Panchayat & Rural Development, Assam                                     | Commissioner of Panchayat & Rural Development, Assam                                                                                       | Nil                            | Nil                              | Chief Executive Officer, Zilla Parishad     | Nil                                                |         |
|        |                                         |                                                               | Director, State Institute of Panchayat & Rural Development (SIPRD)                          |                                                                                                                                            | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
|        |                                         | Assam State Election Commission                               |                                                                                             | Secretary, Assam State Election Commission                                                                                                 |                                |                                  |                                             |                                                    |         |
| 35     | Parliamentary Affairs                   |                                                               | Nil                                                                                         | Nil                                                                                                                                        | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 36     | Personnel                               | Assam Public Service Commission (APSC)                        |                                                                                             | Secretary, Assam Public Service Commission                                                                                                 | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
|        |                                         | Assam Administrative and Pension Tribunal (AAPT) <sup>6</sup> |                                                                                             | Registrar <sup>6</sup> , Assam Administrative Tribunal                                                                                     | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 37     | Political <sup>7</sup>                  |                                                               | Directorate of Vigilance & Anti Corruption, Assam                                           | Additional Director General of Police (ADGP), Directorate of Vigilance & Anti-Corruption, Assam                                            | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 38     | Power (Electricity)                     |                                                               | Nil                                                                                         | Chief Electrical Inspector cum Adviser (CEIA) <sup>8</sup>                                                                                 | Nil                            | Nil                              | Nil                                         | Nil                                                |         |
| 39     | Public Health Engineering               |                                                               | O/o The Chief Engineer, Public Health Engineering, Assam                                    | Chief Engineer, Public Health Engineering, Assam                                                                                           | Addl. Chief Engineer           | Superintending Engineer          | Executive Engineer                          | Asstt. Executive Engineer                          |         |
| 40     | Public Works (Roads)                    |                                                               | O/o The Chief Engineer, Public Works (Roads), Assam                                         | Chief Engineer, Public Works (Roads), Assam                                                                                                | Addl. Chief Engineer           | Superintending Engineer          | Executive Engineer                          | Asstt. Executive Engineer                          |         |
|        |                                         |                                                               |                                                                                             | Chief Engineer (EAP) Assam Resilient Rural Bridges Programme (ARRBP) <sup>13</sup>                                                         |                                |                                  |                                             |                                                    |         |

| SI No. | Name of the Administrative Departments     | Deemed to be Department | State Head Quarter Office (Commisionerates /Directorates etc.)                   | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Regional Administrative set-up |                                                   | District Office                                                      | Sub-division Office            | Remarks |
|--------|--------------------------------------------|-------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------|----------------------------------------------------------------------|--------------------------------|---------|
|        |                                            |                         |                                                                                  |                                                                                       | Zonal Office                   | Circle Office                                     |                                                                      |                                |         |
| 41     | Public Works (Building & NH)               |                         | O/o The Chief Engineer, Public Works (Building & NH), Assam                      | Chief Engineer, Public Works (Building), Assam                                        | Addl. Chief Engineer           | Superintending Engineer                           | Executive Engineer                                                   | Asstt. Executive Engineer      |         |
|        |                                            |                         |                                                                                  | Chief Engineer, Public Works (NH), Assam <sup>9</sup>                                 | Addl. Chief Engineer           | Superintending Engineer                           | Executive Engineer                                                   | Asstt. Executive Engineer      |         |
| 42     | Revenue & Disaster Management              |                         | Directorate of Land Records & Surveys, Assam                                     | Director of Land Records & Surveys, Assam                                             | Nil                            | Joint Director, Land Records & Surveys (Training) | District Registration Officer (Deputy Commissioner)                  | Sub-divisional Officer (Civil) |         |
|        |                                            |                         | Directorate of Registration, Assam                                               | Inspector General of Registration / Superntendent of Stamps                           | Nil                            | Nil                                               | District Registrar (Deputy Commissioner)                             | Nil                            |         |
|        |                                            |                         | Directorate of Land Requisition, Acquisition & Reforms                           |                                                                                       | Nil                            | Nil                                               | Deputy Commissioner                                                  | Sub-divisional Officer (Civil) |         |
| 43     | Science, Technology & Climate Change       |                         |                                                                                  | Director of Science & Technology                                                      | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |
| 44     | Secondary Education                        |                         | Director, Secondary Education                                                    | Director of Secondary Education, Assam                                                | Nil                            | Nil                                               | Inspector of Schools / Principal, Govt. Higher Secondary Schools     | Nil                            |         |
| 45     | Skill, Employment and Entrepreneurship     |                         | Directorate of Employment and Craftsmen Training, Assam                          | Director of Employment and Craftsmen Training, Assam                                  | Nil                            | Deputy Director of Employment                     | Employment Officer                                                   |                                |         |
| 46     | Social Welfare                             |                         | Directorate of Social Welfare (Social Justice & Empowerment Sector), Assam       | Director of Social Welfare (Social Welfare and Probation), Assam                      |                                |                                                   | District Social Welfare Officer / Divisional Programme Officer, ICDS | Nil                            |         |
|        |                                            |                         | Directorate of Social Welfare (Women & Child Development Sector), Assam          |                                                                                       | Nil                            | Nil                                               |                                                                      | Nil                            |         |
| 47     | Soil Conservation                          |                         | Directorate of Soil Conservation, Assam                                          | Director of Soil Conservation, Assam                                                  | Nil                            | Nil                                               | Divisional Soil Conservation Officer / Addl. Director                | Nil                            |         |
| 48     | Sports & Youth Welfare                     |                         | Directorate of Sports & Youth Welfare, Assam                                     | Director of Sports & Youth Welfare, Assam                                             |                                |                                                   | Deputy Director, Sports & Youth Welfare                              |                                |         |
| 49     | Tea Tribes Welfare                         |                         | Directorate of Welfare of Tea & Ex-Tea Garden Tribes (Tea Tribes Welfare), Assam |                                                                                       | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |
| 50     | Transformation and Development             |                         | Directorate of Economics & Statistics                                            | Director of Economics & Statistics, Assam                                             | Nil                            | Nil                                               | Deputy Director of Economics & Statistics                            | Nil                            |         |
| 51     | Transport                                  |                         | Commissionerate of Transport                                                     | Commissioner of Transport, Assam                                                      | Nil                            | Nil                                               | District Transport Officer                                           | Nil                            |         |
|        |                                            |                         | Directorate of Inland Water Transport, Assam                                     | Director of Inland Water Transport, Assam                                             | Nil                            | Nil                                               | Executive Engineer                                                   | Asstt. Executive Engineer      |         |
| 52     | Tourism                                    |                         | Directorate of Tourism, Assam                                                    | Director of Tourism, Assam                                                            | Nil                            | Nil                                               | Deputy Director of Tourism                                           | Nil                            |         |
| 53     | Welfare of Bodoland                        |                         | Nil                                                                              | Nil                                                                                   | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |
| 54     | Welfare of Minorities and Development      |                         | Directorate of Char Areas Development                                            | Director of Char Areas Development                                                    | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |
| 55     | Welfare of Plain Tribes & Backward Classes |                         | Directorate of Welfare of Plain Tribes & Backward Classes, Assam                 | Director of Welfare of Plain Tribes & Backward Classes, Assam                         | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |
|        |                                            |                         | Directorate of Assam Institute of Research For Tribals & Scheduled Castes, Assam | Director of Assam Institute of Research For Tribals & Scheduled Castes                | Nil                            | Nil                                               | Nil                                                                  | Nil                            |         |

| Sl No. | Name of the Administrative Departments                          | Deemed to be Department                              | State Head Quarter Office (Commsionerates /Directorates etc.) | Head of the Department (of State Head Quarter office) / Deemed Head of the Department | Regional Administrative set-up |                         | District Office    | Sub-division Office       | Remarks |
|--------|-----------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------|-------------------------|--------------------|---------------------------|---------|
|        |                                                                 |                                                      |                                                               |                                                                                       | Zonal Office                   | Circle Office           |                    |                           |         |
|        |                                                                 |                                                      | Directorate of Welfare of Scheduled Castes, Assam             |                                                                                       | Nil                            | Nil                     | Nil                | Nil                       |         |
| 56     | Water Resources                                                 |                                                      | O/o Chief Engineer, Water Resources, Assam                    | Chief Engineer, Water Resources, Assam                                                | Addl. Chief Engineer           | Superintending Engineer | Executive Engineer | Asstt. Executive Engineer |         |
| 57     |                                                                 | Governor Secretariat                                 |                                                               | Nil                                                                                   | Nil                            | Nil                     | Nil                | Nil                       |         |
| 58     |                                                                 | Assam Legislative Assembly Secretariat <sup>10</sup> | Nil                                                           | Nil                                                                                   | Nil                            | Nil                     | Nil                | Nil                       |         |
| 59     | Department of Innovation, Incubation and Startups <sup>11</sup> |                                                      | Directorate of Innovation, Incubation and Startups            | Director of Innovation, Incubation and Startups                                       |                                |                         |                    |                           |         |
| 60     | Barak Valley Deveopment Department <sup>12</sup>                |                                                      |                                                               |                                                                                       |                                |                         |                    |                           |         |

The power of HoD will be conferred to the following officers, only for the purpose of DFP Rules, 2022, for smooth implementation of the notification No FEB.129/2021/37 Dtd. 4th Aug, 2021

- 1 CEO, ASDMA
- 2 MD, NHM
- 3 PD, ARIAS Society
- 4 MD, SSA
- 5 MD, RMSA

| List of references | Notification No.                     |
|--------------------|--------------------------------------|
| 1                  | No. 485917/5 dated 14/08/2024        |
| 2                  | No. 493169/89 dated 30/07/2024       |
| 3                  | No. 641139/251 dated 05/05/2025      |
| 4                  | No. 671252/98 dated 02/08/2025       |
| 5                  | No. 485917/5 dated 14/08/2024        |
| 6                  | No. 610584/10 dated 27/03/2025       |
| 7                  | No. 650943/11 dated 03/06/2025       |
| 8                  | No. FEB.136/2015/78 dated 27/09/2022 |
| 9                  | No. 485917/5 dated 14/08/2024        |
| 10                 | No. 515806/80 dated 12/06/2025       |
| 11                 | No. 650415/8 dated 23/05/2025        |
| 12                 | No. 676137/55 dated 07/08/2025       |
| 13                 | No. 710070/114 Dated 22-11-2025      |