

ORDER

In supersession of all previous orders in connection with the delegation of powers the Additional Director (Admn.)/ Joint Director (Admn)/ Admn. Officer, Additional Directors of Agriculture, Joint Directors of Agriculture, Assistant Director (Admn.), Chief Hydrologist(GWC) posted at Head Quarter are hereby authorized to exercise the powers to the extent mentioned against each:-

Item No.	Rules/ instructions	Nature of Powers	Extent of Powers vested in DA	To whom delegated	Extent of Powers re-delegated
PUNJAB FINANCIAL RULES VOL.I					
1.	S.No.1 of Rule 19.6	To sanction non recurring exp. Upto Rs. 1,00,000/- not otherwise provided for in this rule	Upto 100000/- for any one item	i) Head of the Department ii) Controlling Officers iii) Heads of offices	i) Up to Rs. 100000/- in each case ii) Upto Rs. 40000/- in each case. iii) Upto Rs. 10000/- in each case.
2.	S.No.2 of Rule 19.6	To sanction recurring exp. not otherwise provided for in this rule	Upto 50000/- in each case.	i) Head of the Department ii) Controlling Officers iii) Heads of offices	i) Up to Rs. 50000/- in each case ii) Upto Rs. 20000/- in each case. iii) Upto Rs. 5000/- in each case.
3.	S.No.4 of Rule 19.6	To sanction charges for Electricity, gas, water, telephone, postage stamps and taxes levied by statutory body or any other authority	Full Power	Heads of offices	Full Power
4.	S.No.5 of Rule 19.6	To sanction purchase and repairs of fixtures and furniture	Full Power	i) Head of the Department ii) Heads of offices	i) Full Power ii) Upto Rs. 1000/- in each case.
5.	S.No.6 of Rule 19.6	To sanction Payment of Freight, demurrage and wharfage charges	Up to Rs. 5000/- for any one item	i) Head of the Department ii) Controlling Officers iii) Heads of offices	i) Up to Rs. 5000/- in each case ii) Upto Rs. 2000/- in each case. iii) Upto Rs. 500/- in each case. Subject to the conditions that the charges are not levied due to the negligence of any official.
6.	S.No.7 of Rule 19.6	To sanction hire charges of electric fans, heaters, coolers etc.	Full Power	Heads of offices	Full Power

		accommodation. (ii) Godowns (iii) residential purpose etc.	for land.	ii)Controlling Officers iii) Heads of offices	and Rs.2000/- per month for land. ii) Upto Rs.2,000/- per month for office accommodation. iii) Rs.1,000/- per month for office accommodation. Subject to the conditions that the certificate of non- availability and reasonableness of accommodation is obtained from B&R Department and the agreement with the owner is also executed for five years.
8.	S.No.9 of Rule19.6	To sanction the Legal Charges for defense of Government employee's in criminal proceedings Instituted against them while discharging the official duties for employees of Group —C and D service.	Full powers subject to the condition that the actual cost of the Defense shall be reimbursed with the concurrence of Law and Legislative	Head of Deptt. For employees of Group-C and D service.	Full Powers
9.	S.No.10 of Rule19.6	To reimburse the legal expenses to a Government employee whose conduct has been the subject of enquiry for expenditure on account of:- (i) Defense witnesses,	(a) Payment of expenses to non- official witnesses summoned for the prosecution or defense, should be made according to the rates specified in Chapter 5-C of Volume-I of the High Court Rules and orders in respect of witnesses attending Civil Courts. (b) Govt. employees summoned as witnesses should be given the usual certificates of attendance to enable them to draw their normal traveling allowance and the daily allowance to which they are entitled in accordance with the provisions of the Punjab Civil Services Rules, Volume-III, Travelling Allowance Rules; (c) the expenditure on	Head of Deptt. For employees of Group-C and D service.	Full Powers

			<p>non-official witnesses should be debited to the same head of account to which the pay of the delinquent Officer/Official concerned is debitable.</p> <p>(d) payment to non-official witnesses should be made out of the contingent grants of the offices/ departments concerned;</p> <p>(e) the charges of those witnesses only should be paid whom the commission or Inquiry Officer declares to be necessary witnesses.</p> <p>ii) Upto Rs.3,000/-</p> <p>(a) When the Government employee is allowed to be represented by a counsel, reimbursement of the fees of the Counsel should be allowed in cases where the delinquent officer/officials is successful in clearing himself.</p>		
		(ii) Fees of Counsel			
10.	S.No.11 of Rule19.6	To sanction expenditure in connection with civil suits instituted with the sanction of the Controlling Authority as defined in the Haryana Law Department Manual	Full Power	Heads of Offices.	Full powers
11.	S.No.12 of Rule19.6	To grant compensation to Government employees under Workmen's Compensation Act	Full Powers subject to the advice of Legal Remembrance being obtained first.	Heads of Departments	Full Powers
12.	S.No.13 of Rule19.6	To grant cash rewards to meet funeral and other unavoidable expenses to the relations of all Government employees of group "D" service, who are killed or died of injury received as a result of special risk of	Full powers	Head of Office	<p>Full Power subject to the maximum of Rs.5,000/- in each case.</p> <p><i>Note:-</i>The term "special risk" is defined in rule 8.26(7) and (8) of Punjab Civil Services Rules Volume-II</p>

		office in the performance of their duties			
13.	S.No.14 of Rule19.6	To engage upto four hours part time sweeper, water man gardener etc. chargeable to Contingencies.	Full powers	Head of Department	Full powers at the rates fixed by Deputy Commissioner as per policy of Government of Haryana
14.	S.No.15 of Rule19.6	To sanction expenditure for setting departmental examination papers and evaluation of answer books	(i) Rs.500/- for setting of one paper. (ii) Rs.10/- for evaluation of each answer book. (iii) Rs.10/- for practical and viva-voce examination for each candidate	Head of Department	
15.	S.No.17 of Rule19.6	To sanction expenditure for purchase of books, periodicals and newspaper (only three in numbers) Required for official use only.	Full powers	Head of Department	Full Powers
16.	S.No.18 of Rule19.6	(a) To sanction expenditure on New Telephone connections including accessories for the offices and also at the residence of entitled officers approved by the Telephone Board Haryana. (b) To sanction expenditure or temporary installation of telephone in emergent cases only	a) Heads of Department Full powers b) Heads of Department Full powers	Head of Department Head of Department	Full Powers Full Powers subject to the condition the temporary installation should not exceed three months
17.	S.No.19 of Rule19.6	To sanction expenditure on direct purchase of stores from the local market after exhausting all the approved sources of supply mentioned in Appendix 17 of the Punjab Financial Rules, Volume-II and the rate contract arranged by the Director, Supplies and Disposals Haryana, if available		i) Head of the Department ii) Controlling Officers iii) Heads of	i) Upto Rs.75,000/- for anyone item during a financial year in respect of each Head of offices under his control. ii) Upto Rs.25,000/- for any one item during a financial year in respect of each Head of offices under his control. iii) Upto Rs.7,000/- for any one item on

				offices	each occasion subject to the condition that the aggregate purchases relating to such an item during the course of financial year do not exceed the amount of Rs.15,000/-.
18.	S.No.20 of Rule19.6	To sanction expenditure on direct purchases of stores from the local market in emergent circumstances, when it is not possible to exhaust the approved sources of supply		<p>i) Head of the Department</p> <p>ii) Controlling Officers</p> <p>iii) Heads of offices</p>	<p>i) Upto Rs.20,000/- in each case.</p> <p>ii) Upto Rs.10,000/- in each case.</p> <p>iii) Upto Rs.2,000/- in each case Provided emergency is clearly explained in the sanctioning order while exercising these powers.</p>
19.	S.No.21 of Rule19.6	To sanction expenditure on purchase of type-writers, fax machine, dedicated intercom equipments, electronic stencil cutter, Dictaphones, copying machine, duplicator, duplicating machine, franking machine, addressographs, filing and indexing system, etc. for themselves and offices subordinate to them	Heads of Department	Heads of Department	Full powers subject to the scale fixed by the Government and conditions in the Printing and Stationery Manual and to the provisions that replacement of machines is done after consideration by the Board and that condemnation process is completed within 60 days of the receipt of the request for condemnation otherwise the department will presume that the request has been accepted by the Board. After the rate contract has been finalized and circulated by the Controller, Printing and Stationery, the purchases will be effected direct by the department itself
20.	S.No.22 of Rule19.6	To sanction expenditure on repairs of	Full Powers	i) Head of the	i) Full Power

		Government vehicle(s)		Department ii) Heads of offices	ii) Upto Rs.10,000/- at one time subject to the condition that the repair be carried out from authorized dealer of Company as approved by the Government, Building and Road Workshop or Haryana Roadways Workshop
21.	19.6 PFR Vol.I Part-I	Power to sanction expenditure Upto Rs 5000/- to the DDOs	Full Powers and full powers in case if Govt. dues such as Telephone, Electricity, Water/ Sewerage Bill / HUDA dues/ Municipal dues or any other Govt. dues	DDO	Full Powers
22.	Vide Govt. letter No. 02/24/2013-IHB-III dated 19.09.2016	Power to sanction the medical reimbursement bills Upto Rs. 700000/-	Full Power	i) Head of the Department ii) Heads of offices	i) Upto Rs. 700000/- ii) Upto Rs. 300000/-
23.	Vide Govt. letter No. 02/24/2013-IHB-III dated 19.09.2016	Power to sanction the medical advance Upto Rs. 700000/-	Full Power	i) Head of the Department ii) Heads of offices	i) Upto Rs. 700000/- ii) Upto Rs. 300000/-
24.	S. No. 3 of Rule 19.6	To sanction exp. Out of contingencies for the carriage of office record etc.	Upto Rs. 2000/- per annum	Addl. Dir (Admn) /JD (Admn)	Full Powers

Haryana Civil Services (General) Rules, 2016

Item No.	Rules/ instructions	Nature of Powers	Extent of Powers vested in DA	To whom delegated	Extent of Powers re-delegated
25.	8(79)	Power to define the limit of a Govt. servant sphere of duty	Full Power in case his subordinates	Addl.Dir.(Admn. /JD(Admn/ Ad.O	
26.	14(1)	Power to exempt from medical certificate of fitness	Full Power in respect of non gazetted Govt. employees	Addl.Dir.(Admn. /JD(Admn/ Ad.O	
27	27 & 28	Confirmation, crossing of E.B.(except marginal cases) & extension of period of probation of non-gazetted employees	Full Power	Addl.Dir(Admn.) /JD(Admn/ Ad.O	

28	8(40) & 84	Fixation of HQ of the employees under his control during suspension and increase or reduce the substance allowance of non-gazetted employee	Full Power	Addl.Dir.(Admn./JD(Admn/ Ad.O	
29	49	Advance/withdrawal from GPF; HBA, Scooter, Car, Cycle, Moped, Motor cycle advance. Mortgage deed in respect of Scooter, Car, Cycle, Moped, Motor Cycle & HBA	Full Power	Addl.Dir.(Admn)/JD(Admn/ Ad.O	

HARYANA CIVIL SERVICES (LEAVE) RULES, 2016

30.	35 (iii)	Power to grant Earned leave to any Govt. employee under their control	Upto 240 days within or outside India	Addl.Dir.(Admn./JD(Admn/ Ad.O	
31.	37(3)	Power to grant Half Pay leave to any Govt. employee under their control	Upto 240 days	Addl.Dir.(Admn./JD(Admn/ Ad.O	
32.	38(3)	Power to grant Commuted leave to any Govt. employee under their control	Upto 240 days	Addl.Dir.(Admn./JD(Admn/ Ad.O	
33.	39(4)	Power to grant Leave not due to any Govt. employee under their control	Upto 120 days	Addl.Dir.(Admn./JD(Admn/ Ad.O	
34.	42	Power to grant Extraordinary Leave to any Govt. employee under their control	Upto 240 days	Addl.Dir.(Admn./JD(Admn/ Ad.O	
35.	46(12)	Power to grant Child Care Leave to Group 'B' employees under their control	Full Power	Addl.Dir.(Admn./JD(Admn/ Ad.O	
36	75	Full power to sanction the casual leave at a time for the employees under serving him -	Full Power	Addl.Dir.(Admn./JD(Admn/ Ad.O	

HARYANA CIVIL SERVICES (GPF) RULES, 2016

37.	49	To sanction withdrawal from their general provident fund of subscriber	Full Powers subject to conditions laid down in rule 50	Addl.Dir.(Admn)/JD(Admn/ Ad.O	
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HARYANA CIVIL SERVICES (TA) RULES, 2016

		perform a journey in the respect of the public service for any purpose not specified in the rule.			
39.	81(2)	Countersigning of TA bills of Class-I officers of Field offices and all officers of Hq.	Full power	A.O. (HQ)	
40		To sanction tour programmes of the Class-III & IV Officials working at Hq.	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power
41.	8(3and 10)	Power to decide whether a particular absence is absence on duty for the purpose of rules 8 (10)	Full Powers in individual cases provided that the absence is for reason of public nature which should be stated and that the period of absence does not exceed 14 days in each case	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	
42.	80	Power to restrict the duration & frequency of journeys on tours	Full powers	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	
43.		Power to sanction the tour programmes of Officers at the Head Quarter working as Head of Sections	Full Power	-	-
44.		Power to sanction the tour programme of Class-I Officers of field level	Full Power	Concerned ADA/JDA	Full Power
45.		Power to sanction the casual leave beyond 4 days of Class-III & IV employees at H.Q. level	Full Power	Asstt.Dir.(Admn)	Full Power
46.		Power to sanction the investigation of claims	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full Power
47.		Power to forward the application forms to other departments and issue of NOC of all class III&IV employees.	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Asstt. Dir.(Admn.) but approval of Addl.Dir.(Admn.)Ad.O/DA is sought before relieving the official
48.		Power of sanction leave-encashment to all class-II officers and class-III and IV employees of HQ.	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full Power

49.		Power to grant ACP to all Class-III & IV employees whose cases are covered within rules	Full Power	Addl.Dir.(Admn)/JD(Admn/ Ad.O	Full Power except marginal/ denial cases, subject to verification by AO
50.		Power to grant extension in services beyond the age of 55 years to all Class-III & IV employees whose cases fall within the instructions issued by C.S.	Full Power	Addl.Dir.(Admn./ JD(Admn/ Ad.O	Full Power except marginal/ denial cases
51.		Acceptance of resignation of non gazetted employee when no enquiry is pending	Full Power	Addl.Dir.(Admn./ JD(Admn/ Ad.O	Full Power
52.		Permission to do higher studies by all Class-III & IV employees	Full Power	Addl.Dir.(Admn./ JD(Admn/ Ad.O	Full Power
53.		JBJ of gazetted officers in field and non-gazetted staff of Directorate	Full Power	Addl.Dir. (Admn) /JD(Admn/ Ad.O	Full Power
54.	Rule 24 of HCS(Conduct) Rules, 2016	Sale and purchase of property in respect of non-gazetted employee and Class-II officers	Full Power	Addl.Dir. (Admn) /JD(Admn/ Ad.O	
55.		Communication of adverse remarks	Full Power	Addl.Dir. Admn)/ JD(Admn/ Ad.O	Full Power
56.		Granting of additional increment of 8 years or 18 years service and higher standard scale of all class-III&IV employees	Full Power	Addl.Dir. (Admn) /JD(Admn/ Ad.O	Full Power
57.		Grant of Earned Leave, annual increment to Class-II Officer, EB(except stoppage and marginal cases)	Full Power	Addl.Dir.(Admn) /JD(Admn/ Ad.O	Full Power
58.		Grant of annual increment to class-I officers	Full power	Addl.Dir. (Admn) /JD(Admn/ Ad.O	Full power
59.		Countersigning of pension cases	Full power	Addl.Dir.(Admn)/ JD(Admn/ Ad.O	Full power
60.		Power to sanction tour programmes of officers at HQ other than Head of Sections	Full power	Head of Sections	Full power

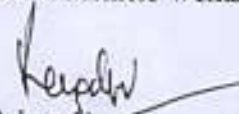
61.		Warning with a copy in the personal file in respect of Asstt./ Jr. Auditor/ Sr. Scale Stenos, Jr. Scale Stenos/ Steno typists, Clerks, Restorers and other Class-III employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full Power
62.		Countersigning of ACRs of Non-gazetted employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full Power
63.		Power to sanction Rs.25000/- as ex-gratia amount	Full Power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full Power
64.		Issue of residence certificate to employees	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power
65.		Approval of pay fixation of class-I officers.	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power
66.	Hr. Govt. letter dt. 31.1.06	Change of option for claiming medical reimbursement in respect of officials/officers of the deptt.	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power
67.		To issue resident Certificate Domicile Certificate, Caste Certificate N.O.C. Passport etc. of the Group 'C' & 'D' employees	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power
68.		To sign on I-card of pensioners working in Agri. Deptt.	Full power	Account Officer.(HQ)	Full power
69.		To grant Children Education Allowance to Group 'A' 'B' 'C' & 'D' employees working at HQ.	Full power	Addl.Dir.(Admn.)/ JD(Admn/ Ad.O	Full power, subject to verification by AO.

Dated:- 16.11.2018

Ajit Balaji Joshi, IAS
Director, Agriculture & Farmers Welfare Department
Haryana, Panchkula.

Endst. No. 18175-205 /E-III(5) dated, Panchkula the:- 20.11.2018

A copy is forwarded to All Officers in Directorate of Agriculture and Farmers Welfare, Haryana, Panchkula for information and necessary action.


Asstt. Director (Admn-I)
for Director, Agriculture & Farmers Welfare Department,
Haryana, Panchkula.

CC:

Computer Programmer for uploading this on the Departmental Website.