

**ANNEXURE-I**

**DELEGATION OF ADMINISTRATIVE POWERS IN THE KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT**

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
01.	To sanction promotion, permanent or officiating and other arrangements involving alterations in the pay of subordinate non-gazetted officials not sanctioned to them within one year from the earliest date on which they could be sanctioned (vide Article 20 (d) of KFC and Rule 20 of KCSRs <i>( with prior approval of the Hon'ble Chairman)</i> )	5 Years	5 Years in the absence of Secy	****	****	****
02.	Promotion to the posts of Joint Secretary and above <b>after approval by the Special Board</b>	Full powers	Full powers in absence of Secy	****	****	****
03	Promotion to the posts below Joint Secretary <b>after approval by the Hon'ble Chairman</b>	Full powers	Full powers in absence of Secy	****	****	****
04	To sanction time bound advancement to all cadres after 10 years of service as per rules.	-	Full powers	Full powers in absence of Addl Secy	****	****
05	To sanction Automatic grant of Special Promotion to senior scale of pay to Group C and D officials who complete 15 years of service in the same post	Full powers	Full powers in absence of Secy	Full powers in absence of Secy/Addl Secy	****	****
06	Declaration of Probationary period after approval by the Hon'ble Chairman	Full powers	Full powers in absence of Secy	Full powers in absence of Secy/Addl Secy	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
07	Making in charge arrangements for the following posts: a) Group A and B Officers with prior approval of the Hon'ble Chairman b) Group C and D Officials with prior approval of the Secretary	Full powers  Full powers	Full powers in absence of Secy  Full powers in the absence of Secy	Full powers in absence of Secy/Addl Secy  Full Powers in absence of Secy/Addl Secy	****	****
08	To sanction the extension of joining Time to subordinate Non-gazetted Government servants (vide Rule 82 of KCSRs)	Full powers	Full powers in the absence of Secy	****	****	****
09	Sanction of LTC and HTC i) Group A and B ii) Group C and D	Full powers	Full powers	Full Powers in absence of Addl Secy	Full Powers in the absence of Addl Secy/Joint Secy.	****
10	Sanction of increments: i) JS and above ii) Other Group A and B Officers iii) Group C & D	Full powers	Full Powers	Full Powers  Full Powers	Full Powers in the absence of Joint Secy.	****
11	To Accord permission to the officers/officials to accompany with committees on tour by Air in relaxation of KCS Rules (with prior approval of the Hon'ble Chairman)	Full powers	Full powers in the absence of Secy	****	****	****
12	To Sanction house building, house purchase or house repair advances to subordinate Gazetted/Non-Gazetted Government Servants (with prior approval of the Hon'ble Chairman)	Full powers	Full powers in the absence of Secy	****	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
13	Sanction of Leave of all kinds and other than Special disability Leave (a) Earned Leave, Half pay Leave to Officers /Officials Group - A Group - B Group - C Group - D	Full powers i.r.o JS and above	Full Powers i.r.o. Group A below Joint Secy.	Upto 90 days in respect of Group B, C and D	Upto 60 days in respect of Group B, C and D	Upto 30 days in respect of Group B, C and D Officials
	(b) Maternity Leave/ Paternity Leave	Full powers	Full powers in the absence of Secy	****	****	****
	(c) Special Casual Leave with prior approval of the Hon'ble Chairman	Full powers	Full powers in the absence of Secy	****	****	****
14	To sanction advance:- i) For the purchase of Car and Computer (with prior approval of the Hon'ble Chairman) ii) For the purchase of Computer iii) Sanction of Festival Advance iv) Bicycle to non-gazetted Government Servants (vide Art.233 of KFC)	All Advances in respect of Joint Secy & Above	All Advances in respect of Group A below Joint Secy	All Advances (except Motor Car) in respect of Group B	All Advances (except Motor Car) in respect of Group C & Group D	****
15	To Sanction to Officers and Staff: 1. Partial Final Withdrawal of GPF 2. Advance form the General Provident Fund	Full powers	Full powers in the absence of Secy	****	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
16	To <b>Permit voluntary retirement</b> and to order <b>retirement on invalid pension</b> of Government servants appointed by them or by a lower authority who by bodily or mental infirmity are permanently incapacitated from public service (Rule 273 of KCSRs) <i>with the approval of the Hon'ble Chairman</i>	Full powers	Full powers in the absence of Secy	****	****	****
17	To sanction disbursement to subordinate Government servants of <b>arrears of leave salary arising</b> as a result of sanction or commutation of leave <b>more than one year</b> from the date of relief (vide Rule 198 of KCSRs)	Full powers	Full powers in the absence of Secy	****	****	****
18	To prescribe <i>with the prior approval of the Hon'ble Chairman</i> the officers to whom the <b>newspapers, periodicals and journals could be subscribed</b>	Full powers	Full powers in the absence of Secy	****	****	****
19	To authorize subordinate Government servants to proceed on duty beyond the limits of their charges but within/Outside the State (Vide Rule 16(a) & 16 (b) KCS Rules) <i>with the prior approval of the Hon'ble Chairman</i>	Full powers	Full powers in the absence of Secy	****	****	****



Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
20	To sanction the acceptance of remuneration by Government Servants under their control for work as examiners for various examinations conducted by Govt Departments/Bodies set up by Government or Universities within the State in accordance with the scales sanctioned (Vide Rule 28 (d) KCS Rules)	Full powers in respect of Joint Secy & above	Full Powers in respect of Officers and Staff below Joint Secy	Full Powers in respect of Officers and Staff below Joint Secy in the absence of Addl.Secy.	****	****
21	To Sanction the acceptance of fees by Government Servants under their control from a private person/private/public body whose funds are administered by Government when not covered by any rules special or local law or orders of Government (Vide Rule 28 & 29 of KCS Rules)	Full powers in respect of Joint Secy & above	Full Powers in respect of Officers and Staff below Joint Secy	Full Powers in respect of Officers and Staff below Joint Secy in the absence of Addl.Secy.	****	****
22	To Sanction pension of Non-gazetted Government servants retired or due to retire (Vide Rule 28 & 29 of KCS Rules)	Full powers	Full powers in the absence of Secy	****	****	****
23	To permit officers to retire and sanction pension and other retirement benefits (with the approval of the Hon'ble Chairman)	Full powers	Full powers in the absence of Secy	****	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
24	To sanction the deputation of Gazetted and non-gazetted Government servants to other departments of Government <i>(with the prior approval of the Hon'ble Chairman)</i>	Full powers	Full powers in the absence of Secy	****	****	****
25	To accord administrative approval to works to be executed by the public Works/Horticulture Department <i>(with the prior approval of the Hon'ble Chairman)</i>	Full powers	****	****	****	****
26	Reconveyance of property mortgaged to Government after obtaining the clearance certificate and release of KGID policies after mortgaging the property in favour of Government	****	****	****	Full powers with prior approval of the Secy.	****
27	Forwarding of applications seeking appointments in other Departments	****	****	****	Full powers	****
28	Issue of identity-cum-buss pass to Ex-Legislators	Full powers	Full powers in the absence of Secy	****	****	****