

ANNEXURE-II

DELEGATION OF FINANCIAL POWERS IN THE KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
01.	To sanction arrears claims of subordinate non-gazetted Govt. Servant (vide Article 20 (a) of KFC.	5 years in each case	5 years in each case in the absence of Secy	****	****	****
02	Sanction of encashment of EL once in block period of two years as per Rule 118 of KFC i) Group A ii) Group B iii) Group C and iv) Group D	Full powers (Joint Secy. & above)	Full powers (Group A below Joint Secy and Group B)	Full powers (Group A below Joint Secy and Group B) in the absence of Addl. Secy.	Group C & D- Full powers	****
03	Encashment of earned leave at the time of retirement or at the time of death while in service in accordance with Rule 118 (A) of KCSRs	Full powers	Full powers in the absence of Secy	****	****	****
04	To sanction Expenditure on obsequies of deceased Government servants	****	****	****	Full powers	****
05	Washing allowance	****	****	****	****	Full powers
06	To sanction the charges for the repairs to office bicycles (Vide Rule 55 (7) of MCE)	****	****	****	****	Full powers
07	1. Remuneration to question paper setters and others 2. Honorarium to Officers/Officials of the Legislative Council Secretariat and those on deputation during Sessions of the Legislative Council	Full powers	Full powers in the absence of Secy	****	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
08	To sanction payment of arrears claims on account of contingent charges(including supplies and service)(vide Art, 21 note-1 KFC)	Up to 5 years	Up to 5 years in the absence of Secy	****	****	****
09	To sanction permanent advance for contingent expenditure to drawing officer's sub-ordinate to them up to the amount advised by the Accountant General as appropriate (Vide Art. 24 KFC) <i>(with the approval of the Hon'ble Chairman)</i>	Full powers	****	****	****	****
10	To sanction the hiring of private building including lands for departmental use in consultation with the Executive Engineer of the Division(vide Rule55(46)MCE)) <i>(with the approval of the Hon'ble Chairman)</i>	Full powers	****	****	****	****
11	To sanction write off of the following subject to quarterly statements of such write off being submitted to the Board. i) Values of stores or Govt., money lost other than by fraud or negligence of individual Govt., servant; ii) Irrecoverable items of departmental revenues; iii) Irrecoverable amounts of loans and advances (Vide Art article 306 of KFC)	Rs. 10,000 in each case subject to a maximum of Rs. 1 lakh per annum further <i>subject to approval by the Hon'ble. Chairman</i>	****	****	****	****

Sl. No.	DESCRIPTION OF POWER	SECRETARY	ADDITIONAL SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
12	To declare stores as obsolete, surplus or unserviceable and dispose them off <i>subject to fixing responsibility for the loss</i> where they have become obsolete surplus or unserviceable owing to negligence or fraud, etc., on the part of individual Government servants(vide Art.168 KFC) <i>subject to approval of the Hon'ble Chairman</i>)	Full powers	Full powers in the absence of Secy	****	****	****
13	To prescribe in the case of subordinate staff security for the custody of Government cash or stores and fix the amount in cases non covered by specific provision in the rules or Government orders(vide Art.353 KFC)	Full powers	Full powers in the absence of Secy	****	****	****
14	Sanction of Medical Reimbursement <i>with the approval of the Hon'ble Chairman</i>) i) Members ii) Ex-MLCs	Full powers	Full powers in the absence of Secy	Full powers in the absence of Secy/ Addl Secy	****	****
15	Sanction of Medical Reimbursement of i) Group A officers ii) Group B Officers iii) Group C and D Officials	i) Full powers iro JS & above (<i>with the approval of Hon'ble Chairman</i>)	Full powers iro officers and staff below Joint.Secy	Full powers iro officers and staff below Joint.Secy in the absence of Addl Secy	****	****
16	Sanction of TA to Members To attend meetings during session and Committee meetings	****	****	****	Full powers	Full powers in the absence of Depy Secy

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17	Sanction of TA to Officers and Staff: i) Group A ii) Group B iii) Group C & D	Full powers i.r.o Joint Secy & above	Full powers iro officers and staff below Joint.Secy	Full powers iro officers and staff below Joint.Secy in the absence of Addl Secy	****	****
18	To sanction Advance for payment of advance deposits in respect of Officers and Staff for undergoing treatment in the Recognized Hospitals subject to fulfillment of the conditions stipulated in the KCS (Medical Attendance) Rules 1963 and with the approval of the <i>Hon'ble Chairman</i>)	Full powers	Full powers in the absence of Secy	****	****	Fulle Powers in the absence of Secy/Addl. Secy.
19	To Sanction refund of revenue including fees, fines, etc., admissible under (Vide Article 142 of KFC) with the approval of the <i>Hon'ble Chairman</i>)	Full powers	Full powers in the absence of Secy	****	****	****
20	To sanction re-appropriation between two units of appropriation within the same major head in the departmental budget provided it does not involve, a) a diversion of provision from the plan to non-plan items b) the undertaking of a recurring liability c) an increase in the allotment for secret service expenditure d) expenditure on a New Service e) an increase on an item the provision for which has been specifically reduced by a vote of the Legislative Council(Vide Art.31 of KFC)	Full powers up to Rs 20 lakhs <i>with the approval of the Hon'ble Chairman</i>	****	****	****	****

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21	To sanction refund of wrong or excess credit (Art 142 of KFC) – <i>with the approval of the Hon'ble Chairman</i> provided 1. Each claim is supported by treasury certificate of original credit and its non-payments 2. The claim is preferred within three years of originals credits 3. It is clearly established that it was a case of wrong of excess credit	Full powers	Full powers in the absence of Secy	****	****	****
22	Reimbursement of Telephone Charges	****	****	****	****	Full powers as per norms
23	Reimbursement of refreshment charges of officers (Secretary, Addl. Secretary and Joint Secretary as per scales)	****	****	****	****	Full powers as per norms
24	Reimbursement of Newspapers, Magazines and periodicals expenses as per standing orders	****	****	****	****	Full powers as per norms
25	Home orderly allowances	****	****	****	****	Full powers as per norms
26	Payment from office imprest amount subject to production of vouchers	Full powers	****	****	****	Full powers with the approval of the Secy/ Addl. Secy
27	Other Charges: 1. Transportation charges Hospitality-Lunch, Dinner with the approval of the Hon'ble Chairman) 2. Canteen refreshment Charges of Committees and visiting Committees	Full powers	Full powers in the absence of Secy	****	****	****

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28	Office Expenses a) Monthly payment of rent of the residence of the Presiding Officers and Parliamentary Functionaries b) Water and Electricity charges of Presiding Officers/Parliamentary Functionaries. c) Tele printer news service d) Maintenance charges (Wall clocks, Electronic Typewriter etc.) e) Mike arrangement to committee meetings	****	****	****	****	a) Full powers b) Full powers c) Full powers with the approval of the Secy. d) Full powers e) Full powers
29	To accept tenders for purchase of stores, where the lowest tender is accepted and the prescribed terms of tenders are followed (<i>with the approval of the Hon'ble Chairman</i>) & subject to KTPP Act	Full powers	****	****	****	****
30	To sanction expenditure on publications of official advertisements in news papers (Vide Rule 99(1)MCE)	****	****	****	Full powers	****
31	To sanction charges for repairs for the office bicycles (Vide Rule 55 (7) of MCE)	****	****	****	****	Full powers
32	To Sanction the purchase of office equipment such as Computers and its peripherals, calculators, Copying Machines, Briefcase furniture and fixtures and other articles of (Vide Rule 55(11) and(28) MCE)	Full powers subject to KTPP Act and purchase rules	****	****	****	****

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33	To sanction repair of office equipment such as Computers and its peripherals, calculators, Copying Machines, furniture and fixtures and other articles (Vide Rule 55 (29), (56) and (28) of MCE	Full powers subject to KTPP Act & purchase rules.	****	****	****	****
34	Purchase of bed-sheets, pillow covers, towels, woolen rugs, mosquito curtains, door widows curtains etc required for LH rooms (with the approval of the Hon'ble Chairman)) 1) Other miscellaneous items of contingent expenditure	Full powers subject to KTPP Act & purchase rules.	Full powers subject to KTPP Act and purchase rules in the absence of Secy	****	****	****
35	To sanction the purchase of topo & maps for use in office(vide 55(37))	****	****	****	Full powers	****
36	To sanction local purchase of stationery articles for office use(Vide Rule55(48)MCE when the Department supply is not available)	Full powers	Full powers in the absence of Secy	****	****	****

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37	Other items of contingent expenditure: i) Purchase of Stores, Furniture and Fixtures, Machinery and equipments etc. for the Secretariat ii) Purchase of Stores, Furniture and Fixtures, Machinery and equipments etc. for LH iii) Purchase of uniforms to Table Officers, Drivers, Group D officials, Marshall, and police personnel deputed for work during session and others. iv) Purchase of Diesel, Petrol, oil etc for LH v) Purchase of Tyres and Tubes	(i) (ii) & (iii) Full powers (subject to KTPP Act & purchase rules). <i>with the approval of Hon'ble Chairman</i> iv) & v) Full powers (subject to KTPP Act & purchase rules). <i>with the approval of Hon'ble Chairman wherever necessary</i>	****	****	****	****
38	To sanction charges for shifting telephones from one office building to another (vide Rule 55(53) MCE)	****	****	****	****	Full powers
39	To sanction charges in connection with the publications of hand books and leaflets	Full powers	Full powers in the absence of Secy	****	****	****
40	To order the causal and emergent purchase of stores which should normally be as per procurement rules	Full powers <i>with the approval of the Hon'ble Chairman.</i>	****	****	****	****

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41	To sanction charges for insurance on special goods of Government such as mathematical and scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport (vide Rule 55 (32) of MCE)	Full powers	Full powers in the absence of Secy	****	****	****
42	Payment of Uniform washing allowance at prescribed rates	****	****	****	****	Full powers
43	Vehicles (a) Major overhaul of vehicles (of Rule 55 of MCE 1958) <i>with the approval of the Hon'ble Chairman</i> (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts except tyres and tubes(Rule 54(40) A(3))	a) & b)) Full powers subject to prescribed rules c) Full powers	 c) Full powers in the absence of Secy	 c) Full powers in the absence of Secy/ Addl Secy	****	****
44	i) To sanction the purchase of books of reference including periodicals, Journals, Magazines for the Secretariat Library including LH	Full powers subject to KTPP Act and Rules.	Full powers subject to KTPP Act and Rules in the absence of Secy	Full powers subject to KTPP Act and Rules in the absence of Secy/ Addl Secy	****	****
45	To sanction the purchase of absolute/necessary Government of India publications and copies of Administrative report for the official purpose if they are not supplied free or on exchange basis(vide Rule 55(9)MCE)	Full powers	Full powers in the absence of Secy	Full powers in the absence of Secy/ Addl Secy	****	****
46	To sanction expenditure on publication of official advertisement in news paper (Vide Rule 55(1) MCE)	****	****	****	Full powers	****