

KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

No: KLC/ADM-1/38/DAF/2020

Legislative Council Secretariat,
P.B.No.5079, Vidhana Soudha,
Bangalore-560001, Dated:24/08/2020.

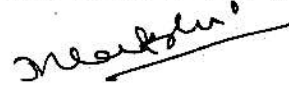
OFFICIAL MEMORANDUM

SUB: Delegation of Administrative and Financial Powers to the Officers of the Karnataka Legislative Council Secretariat.

In exercise of the powers conferred under rule 5(2) of the Karnataka Legislative Council Secretariat (Recruitment and Conditions of Service) Rules, 2003 the Board has delegated the administrative and financial powers to the Secretary and other officers at different level as specified in Annexure-I, Annexure-II and Annexure-III to this Official Memorandum.

The powers which are not delegated to Secretary and any other subordinate officers of the Secretariat shall be deemed to be vested with Hon'ble Chairman. Subject to periodical review of the delegation of powers and in supersession of all of the previous Official Memorandums in this regard, this order shall come in to force with immediate effect.

By order and in the name of the Hon'ble Chairman



(K.R.MAHALAKSHMI)

Secretary

Karnataka Legislative Council Secretariat.

To:

1. The Principal Accountant General (C&CA), Karnataka, Bangalore.
2. The Accountant General(A&E), Karnataka Bangalore
3. The Private Secretary to Hon'ble Chairman, KLC
4. The Deputy Secretary/Under Secretary/Section Officer, Administration Branch, K.L.C
5. The Deputy Secretary/Under Secretary/Section Officer, Accounts Branch, K.L.C
6. The Treasury Officer, State Huzur Treasury, Bangalore.
7. All the Officers of Karnataka Legislative Council Secretariat.
8. The Internal Finance Adviser/Finance Officer, KLC.,
9. The System Analyst, Computer Center, KLC.,
10. The Concerned file/Guard file/Spare Copy.

ANNEXURE-1

DELEGATION OF ADMINISTRATIVE POWERS IN THE KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

SL. No	DESCRIPTION OF POWER	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 Chariman)</i>)	5 Years	5 years in the absence of Secretary	****	****
02.	Promotion to the posts of Joint Secretary and above after approval by the Special Board	Full Powers	Full powers in absence of Secy	****	****
03.	Promotion to the posts below Joint Secretary after approval by the Hon'ble Chairman/Board	Full Powers	Full powers in absence of Secy	****	****
04.	To sanction time bound advancement to all cadres after 10, 15 and 20 years of service in the same post as per rules.	-	Full powers	Full powers to DS (Adm) in the absence of Joint Secy.	****
05.	Declaration of Probationary period after approval by the Hon'ble Chairman	Full Powers	Full powers in the absence of Secy.	Full powers in the absence of Joint Secy.	****
06.	Making in charge arrangements for the following posts: a) Group A, B Officers and Group C staff with prior Approval of the Hon'ble Chairman b) Group D staff with prior approval of the Secretary	Full Powers	Full powers in the absence of Secy	****	****
07.	To Sanction the Extension of joining Time to subordinate gazetted/ Non-gazetted Government servants (vide Rule 86 of KCSRs)	****	Full powers.	Full powers in the absence of Joint Secy.	****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
08.	Sanction of LTC and HTC i) Group A and B ii) Group C and D	Full Powers	Full powers in the absence of Secy.	****	****
09.	Sanction of increments: i) JS and above ii) Other Group A and B Officers iii) Group C & D	(i) Full Powers	(ii) Full powers (i) Full Powers in absence of Secy.	(iii) Full powers.	****
10.	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.	****	****
11.	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.	****	****
12.	Sanction of Leave of all kinds and other than Special disability Leave (a) Earned Leave, Half Pay Leave to Officers/Officials of Group-A, Group-B, Group-C and Group-D Note: For officers above Joint Secretary, earned leave, Half Pay leave shall be availed with the approval of the Hon'ble Chairman.	Full powers w.r.t DS and below	Upto 60 days in respect of Group B, C and D	Upto 45 days in respect of Group B,C and D	****
	(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.		
	(d) Sanction of Earned Leave Encashment except terminal leave (only for surrender leave)	Full powers	Full powers in the absence of Secy.		

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
13.	Pay Fixation- (i.r.o DS & above with the approval of the Hon'ble Chairman)	Full powers in consultation with IFA	Full powers in the absence of Secy.		
14.	To sanction advance:- i)For the purchase of car (with prior approval of the Hon'ble Chairman) ii)For 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 (except Motor Car) in respect of Group A below DS and Group B	All Advances (except Motor Car) in respect of Group C & D	****
15.	To Sanction to Officers and Staff: 1. Partial Final Withdrawal of GPF 2. Advance from the General Provident Fund	Full powers	Full powers in the absence of Secy.	****	****
16.	To Permit voluntary retirement and to order retirement on invalid pension 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)with the approval of the Hon'ble Chairman	Full Powers	Full powers in the absence of Secy.	****	****
17.	To sanction disbursement to subordinate Government servants of arrears of leave salary arising as a result of sanction or commutation of leave more than one year from the date of relief (vide Rule 198 of KCSRs)	Full Powers	Full powers in the absence of Secy.	****	****
18.	To prescribe with the prior approval of the Hon'ble Chairman the officers to whom the news papers, periodicals and journals could be subscribed	Full Powers	Full powers in the absence of Secy.	Full powers in the absence of Joint Secy.	****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
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) with the prior approval of the Hon'ble Chairman	Full Powers	Full powers in the absence of Secy.	****	****
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.	****	****
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.	****	****
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.	****	****
24.	To sanction the deputation of Gazetted and non-gazetted Legislative Council Officers and Employees to other departments of Government (with the prior approval of the Hon'ble Chairman)	Full powers	Full Powers in the absence of Secy.	****	****
25.	The accord administrative approval to works to be executed by the public Works/ Horticulture Department (With the prior approval of the Hon'ble Chairman)	Full Powers	****	****	****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
26.	Re-conveyance 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 to DS(admin) with prior approval of the Secy.	****
27.	Forwarding of application seeking appointments in other Departments and permission for higher studies (i.r.o A& B officers with the approval of the Hon'ble Chairman)	Full powers	****	Full powers i.r.o Group C & D staff with the approval of Secy.	****
28.	Issue of identity-cum-Bus pass of Ex-Legislators	Full powers	****	****	****
29.	(i)Communication to various departments of the State Govt regarding other than legislature matters (with the approval of Hon'ble Chairman) (II)Communication to Central Govt. Departments, Rajya Sabha, Lok Sabha and other State Legislatures (With the prior approval by Hon'ble Chairman)	Full powers	Full Powers in the absence of Secy.	****	****
30.	To Issue permission letter to Group A and Group B officers & Group C & D staff to avail medical attendance in hospitals having agreement with KLC	Full powers i.r.o DS and above	Full powers i.r.o Group B & C staff	Full powers i.r.o Group D staff	****
31.	To issue Salary certificate and any other Certificates from the Secretariat to all the officers and staff upon application through proper channel.	****	****	****	Full powers to D.D.O with the approval of Secy.
32.	Work allocation to all Officers and staff of KLC (In Consultation with the Hon'ble Chairman)	Full Powers	Full Powers in the absence of Secy.	****	****
33.	Issuing of Administrative Orders (Upon the approval from concerned Competent Authorities)	****	****	DS (Admin) Full powers	****

K. R. Mahalakshmi
K. R. MAHALAKSHMI
SECRETARY

KARNATAKA LEGISLATIVE COUNCIL

ANNEXURE –II

DELEGATION OF FINANCIAL POWERS IN THE KARNATAKA LEGISLATIVE COUNCIL SECRETARIAT

SL. No	DESCRIPTION OF POWER	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 as prescribed by Govt from time to time as per Rule 118 of KCSR 1) Group A 2) Group B 3) Group C and D	Full powers (Joint Secy & above)	Full powers (Group A, below Joint Secy & Group B).	Full powers (Group C & D)	*****
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 KCSR	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/ motor Cycles (Vide Rule 55 (7) of MCE)	*****	*****	*****	Full powers
07.	1. Remuneration to question papers setters and others. 2.Honorarium to Officers/Officials of the Legislative Council Secretariat and those on deputation during Sessions of the Legislative Council (With prior approval of the Hon'ble Chairman)	Full Powers	Full powers in the absence of Secy.	*****	*****

SL. No	DESCRIPTION OF POWER	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)	Full powers upto 5 years	Upto 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) (with the approval of the Hon'ble Chairman)	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 Rule 55 (46) MCE) (with the approval of the Hon'ble Chairman)	Full powers	*****	*****	*****
11.	To sanction write off the following, subject to quarterly statements of such write off being submitted to the Board. i) Values of stores of 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 article 306 of KFC)	Rs. 10,000 in each case subject to a maximum of Rs.1 lakh per annum further subject to approval by the Hon' ble Chairman	*****	*****	*****
12.	To declare stores as obsolete, surplus or unserviceable and dispose them off (subject to fixing responsibility for the loss 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) (Subject to approval of the Hon'ble Chairman)	Full Powers	Full powers in the absence of Secy.	*****	*****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
13	To Prescribe in the case of subordinate staff security for the custody of Government cash or stores and fix the amount in cases not 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 with the approval of the Hon'ble Chairman i) Members ii) Ex-MLCs	Full Powers	Full powers in the absence of Secy.	*****	*****
15.	1. Sanction of Medical Reimbursement of Officers/ officials with the recommendation of eligible amount by the competent authority only in the notified hospitals according to CGHS rates. 2. Re-imburement of medical expenses by relaxation of Rule-31 of Medical Attendance Rules with the approval of Hon'ble Chairman. 3. Entering into an agreement with the notified Hospitals with the prior approval of the Hon'ble Chairman. 4. Making payments to hospitals as per the agreement after confirmation of the bills raised are in accordance with CGHS rates from the competent authorities	Full Powers Full Powers Full Powers	Full powers in the absence of Secy. Full powers in the absence of Secy.	*****	*****
16.	Sanction of TA/DA to Members for attending session and Committee meetings	*****	*****	Full powers	*****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
17.	Sanction of TA/DA to Officers and Staff	*****	*****	Full powers	*****
18.	To sanction advance deposits in respect of Officers and staff for undergoing treatment in the Recognized Hospitals subject to fulfilment of the conditions stipulated in the KCS (Medical Attendance) Rules 1963. (with the approval of the Hon'ble Chairman)	Full powers	Full powers in the absence of Secy.	*****	*****
19.	To sanction refund of revenue including fees, fines, etc., admissible under (Vide Article 142 of KFC) with the approval of the Hon'ble Chairman	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 Legislature (Vide Art 308 & 314 of KFC)	Full powers up to Rs.50 lakhs with the approval of the Hon'ble Chairman	*****	*****	*****
21.	To sanction refund of wrong or excess credit (Art 142 of KFC) with the approval of the Hon'ble Chairman provided 1. Each claim is supported by treasury certificate of original credit and its non-payments. 2. The Claim is preferred within 3 years of original credits. 3. It is clearly established that it was a case of wrong or excess credit.	Full powers	Full powers in the absence of Secy.	*****	*****

SL. No	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
22.	Reimbursement of Telephone charges	*****	*****	Full powers as per norms	*****
23.	Reimbursement of refreshment charges of officers (Secretary, JointSecy, and Deputy Secy as per Scales)	*****	*****	Full powers as per norms	*****
24.	Reimbursement of Newspapers, Magazines & periodicals expenses as per standing orders	*****	*****	Full powers as per norms	*****
25.	Home orderly allowances	*****	*****	Full powers as per norms	*****
26.	Payment from office permanent advance amount (Imprest amount) subject to production of vouchers	Full powers with the approval of the Hon'ble Chairman.	*****	*****	*****
27.	Other Charges: 1. Transport 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.	*****	*****
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 Typewriters, Telephone, etc.) e) Mike arrangement to committee meetings	*****	*****	Full powers	*****
29.	To publish and accept tenders for purchase of stores, where the lowest tender is accepted and the prescribed terms of tenders are followed (with the approval of the Hon'ble chairman & subject to KTPP Act)	Full powers	Full powers in the absence of Secy.	*****	*****

SI NO	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
30.	To sanction expenditure on publications of official advertisement in newspapers (Vide Rule 55(1) of MCE)	****	****	Full powers	****
31.	To sanction charges for repairs for the office bicycles (Vide Rule 55(7) of MCE)	****	****	Full powers	****
32.	To sanction for purchase of office equipment such as Computers and its peripherals, calculators, Copying Machines, Briefcase, furniture and fixtures and other articles (Vide Rule 55(11) and (28) MCE) (with the prior approval of Hon'ble Chairman)	Full powers subject to KTPP Act and purchase rules	****	****	****
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 (with the prior approval of Hon'ble Chairman)	Full powers subjects to KTPP Act & purchase rules.	****	****	****
34.	i) Purchase of bed-sheets, mattress, pillow and its covers, towels, woollen rugs, mosquito nets, door&windows curtains etc required for LH rooms.(with the approval of Hon'ble Chairman) ii) Other miscellaneous items of contingent expenditure.	Full powers subjects to KTPP Act & purchase rules.	****	Full powers w.r.t 34(ii) upto Rs.49,000/-	****
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 Rules 55(48) MCE when the Department supply is not available.(with prior consultation with the Hon'ble Chairman)	Full powers upto Rs. 25,000/- in each case subject to a maximum of Rs.1lakh per annum,	****	Full powers upto Rs.15,000/- with the approval of the Secy.	****

SI NO	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
37.	To sanction charges for shifting telephones from one office building to another (vide Rule 55(53) MCE)	****	****	Full powers	****
38.	To sanction charges in connection with the publications of hand books and leaflets	Full powers	****	****	****
39.	Other items of contingent expenditure : i) Purchase of Stores, Furniture and Fixture, Machinery and equipment etc. For the Secretariat ii) Purchase of Stores, Furniture and Fixtures, Machinery and equipment 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	Full powers (subject to KTPP Act & purchase rules) With the approval of the Hon'ble Chairman.	****	****	****
40.	To order the causal and emergent purchase of stores which shall normally, be as per procurement rules.	Full powers with the approval of the Hon'ble Chairman	****	****	****
41.	To sanction charges for insurance on special goods of Government such as mathematical and scientific instruments, articles when such insurance is a condition of transport (vide Rule 55(32) of MCE)	Full powers	****	****	****
42.	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	****	****

SI NO	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
43.	Vehicles: a) Major overhaul of vehicles (of Rule 55 of MCE 1958) including purchase of new vehicles and its accessories with the approval of the Hon'ble Chairman. b) Minor overhauls of vehicles c) Petty repairs including replacement of missing or worn out parts except tyres and tubes (Rule 54(40)(3)(d) of MCE, 1958) d) Renewal of Vehicle Insurance irrespective of amount e) Registration of Vehicles	Full powers subject to prescribed rules	****	Full powers to DS(LH)i.r.o 45(d) & (e)	****
44.	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.	****	****
45.	Payment of Statutory Taxes and periodic Electric and water bill payments of LH to concerned authorities from time to time.	****	****	Full Powers with the approval of Secy.	****

K. R. Mahalakshmi
 K. R. MAHALAKSHMI
 SECRETARY

KARNATAKA LEGISLATIVE COUNCIL

ANNEXURE - 3
DELEGATION OF POWER IN RESPECT HOUSE/COMMITTEE MATTERS

SI NO	DESCRIPTION OF POWER	SECRETARY	JOINT SECRETARY	DEPUTY SECRETARY	UNDER SECRETARY
1.	To accord permission to Officers/staff to accompany the committees on tour by air in relaxation of rules in KCSRs &with the approval of Hon'ble Chairman	****	Full powers	Full powers in the absence of Joint Secy.	****
2.	To issue meeting notice to Committee members	****	****	Full powers	Full powers in the absence of Deputy Secy.
3.	To prepare draft report for submission to higher officers	****	****	Full powers	Full powers in the absence of Deputy Secy.
4.	To prepare minutes of the committee meetings	****	****	Full powers	Full powers in the absence of Deputy Secy.
5.	To write D.O letters to Departments on matters connected with committees allocated	Full powers	Full powers in the absence of Secy.	****	****

Mahalakshmi

K. R. MAHALAKSHMI
SECRETARY

KARNATAKA LEGISLATIVE COUNCIL