



GOVERNMENT OF KERALA

396

ANIMAL HUSBANDRY DEPARTMENT

DELEGATION OF POWERS TO THE DIRECTOR OF ANIMAL HUSBANDRY AND OTHER OFFICERS



Government of Kerala
1992

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GOVERNMENT OF KERALA

Abstract

ANIMAL HUSBANDRY DEPARTMENT—DELEGATIONS OF POWERS TO THE
DIRECTOR OF ANIMAL HUSBANDRY AND OTHER OFFICERS IN THE
DEPARTMENT —ORDERS ISSUED

AGRICULTURE (AHE) DEPARTMENT

G.O. (P) No. 367/91/AD. Thiruvananthapuram 30th December 1991

Read : (1) G. O. (P) No. 285/83/AD. dated 9-9-1983.

(2) Lr. No. B5/9596/89/Plg. dated 12-9-1990 from the
Director of Animal Husbandry.

ORDER

The administrative and financial powers exercised by the Officers of the Animal Husbandry Department were delegated as early as 1983 as per the G.O. read as first paper above. In the letter cited, the Director of Animal Husbandry has proposed revision of the existing delegation of powers, both administrative and financial, to the Director of Animal Husbandry and other officers in the Animal Husbandry Department.

2. Government have examined the case and are pleased to order in supersession of all orders issued from time to time, that Administrative and financial powers as given in Annexure be delegated to the Officers of the Animal Husbandry Department with immediate effect.

3. The powers delegated to various officers in the respective hierarchy will be exercised by superior Officers also wherever necessary.

By order of the Governor,

P. J. THOMAS,
Secretary to Government.

GPT. 3/315/B.

To

The Director of Animal Husbandry, Thiruvananthapuram.
The Accountant General, Kerala, Thiruvananthapuram.
The Superintendent of Government Presses,
Thiruvananthapuram.
The P & AR Department.
The General Administration (SC) Department
(Vide item No. 260 dated 18-12-1991)
The General Administration Department.
The Finance Department

Annexure

DELEGATION OF POWERS TO THE OFFICERS IN THE ANIMAL HUSBANDRY DEPARTMENT

Sl. No.	Item	Powers Delegated
(1)	(2)	(3)
DIRECTOR OF ANIMAL HUSBANDRY		
ADMINISTRATIVE POWERS :		
1. Appointment	(a) To make appointments upto and including the lowest Gazetted post in each service in the Department subject to Public Service Recruitment Rules. (b) To appoint and transfer technical staff in N.E.S. and C.D. Blocks without referring to Government.	
2. Leave	To sanction all kinds of leave except study leave and special disability leave and leave without allowance exceeding 120 days to Officers under him and also to make arrangements for additional charge and sanction charge allowance under rule 53 Part-II, K. S. R. in the case of Officers whom he is competent to appoint.	
3. Increment	To sanction or withhold increment to all Officers whom he is competent to appoint.	
4. Transfer and postings	To order transfers and postings of all Officers whom he is competent to appoint.	

5. Fixing of headquarters and shifting of Office

- (a) To detach officers from one office and fix another office as their headquarters as a working arrangement for a period not exceeding 6 months depending on exigencies of Public Service and to authorise the payment of T. A. and meet the money order commission for sending their pay where found necessary.
- (b) To sanction shifting and fixing headquarters of Officers below the rank of District Officers.
- (c) To fix the jurisdiction of Officers and institution under the control of above Officers.
- (a) To go on tour to the adjoining Districts of neighbouring State on Government business on intimation to Government and to sanction advance T. A. to his subordinate Officers 15 days before the actual journey to be performed on condition that the amount will be refunded immediately if the journey is subsequently disallowed by Government.

6. Tour outside the State

- (b) To sanction journeys of subordinate Officers to adjoining Districts of neighbouring State.

Note :—Head of Department will be competent to undertake journeys outside the State in adjoining Districts of neighbouring States in Public interest.

7. Change of name of Officers

To accord permission to the Officers of the Department whom he is competent to appoint to change their name.

8. Duties and functions

To fix duties and functions of all Officers working in the Department.

9. Study tours

To sanction study tours of trainees deputed from the Department to outside the State provided that the tour was arranged by the Dean, College of Veterinary and Animal Science, Mannuthy, Thrissur.

FINANCIAL POWERS

1. Original Works

To give administrative sanction for original works upto Rs. 5 lakhs subject to budget provision and to distribute the lump sum provision at the disposal of Chief Engineer to various works.

2. Petty Construction Repairs and maintenance of Government building

To sanction maintenance and petty construction and repair of work for execution upto Rs. 15,000 on a proper estimate in each case without reference to the P.W.D. provided that the buildings are not included in the P.W.D. Register.

3. Hiring of private buildings

To sanction hiring of private buildings upto Rs. 2,500 per month in each case subject to other conditions now applicable and subject to PWD norms and rules being satisfied.

4. Write off

- (a) To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts including the value of stores upto Rs. 5,000 in each case subject to an annual limit of Rs. 25,000 the other conditions remaining the same.

- (b) To sanction write off of the value of unserviceable/broken articles, the book value of which does not exceed Rs. 3,000 in each case provided that a copy of such order is sent to the Accountant General with a note on the circumstances which occasioned or led to the condition and subject to the condition that the case does not disclose.

- (i) a defect in the system of rules, the amendment of which requires the orders of a higher authority.

or

- (ii) a serious negligence on the part of some office/officers which might possibly call for some disciplinary action requiring the orders of a higher authority.

Livestock and Poultry

(c) To sanction write off of the value of Livestock and Poultry in the case of natural and accidental death and animals destroyed in cases of zoonotic diseases etc. up to Rs. 15,000 at a time with annual limit as per rules. Every order sanctioning write off should be sent to the A. G., Trivandrum. (Annual limit 1.5 lakhs)

(d) To sanction write off of all Livestock and Poultry died during transportation, the book value of which does not exceed Rs. 7,500 in each case.

5. Disposal of unserviceable articles and stores in auction

(a) To sanction the disposal of all unserviceable or surplus stores, tools and plants, office furniture, materials at site of works, dismantled materials etc. as the case may be up to a book value of Rs. 15,000 in each case.

(b) To dispose off condemned motor vehicles for which sanction for condemnation is issued by Government.

(c) To dispose off in auction all unwanted and uneconomic Livestock and Poultry and to sell Livestock, Poultry and eggs to N.E.S. and C.D. Blocks and also to fix selling price of all Livestock, Poultry and eggs subject to the condition that the selling price fixed should not be lower than the market price.

(d) To dispose off all produce in the Departmental farms and institutions and to fix selling price of eggs, milk, milk products etc. according to local conditions and subject to the condition that selling price fixed is not lower than the market price.

6. Investigation of arrear claims

To sanction investigation of arrear claims including those which cannot be verified by the audit owing to limited period of preservation of records.

7. Withdrawal from provident fund

To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals from provident fund deposits subject to the other conditions and limitation under the rules of the fund.

8. Local purchase of stationery

To sanction purchase of stationery articles in unforeseen circumstances up to a limit of Rs. 500 at a time and subject to a maximum of Rs. 5,000 per annum and subject to store purchase rules and not exceeding prescribed scale of supply.

9. Purchase of reference books

To sanction purchase of books, periodicals, maps and other printed matters of importance required for Departmental Institutions debiting the expenditure from Office expenses when there is no budget provision.

10. Non-recurring contingent charges

To incur non-recurring contingent expenditure up to Rs. 10,000 in each case subject to budget provision and rules in the K.F.C.

11. Petty items of expenditure

To incur item of expenditure of a trivial nature not exceeding Rs. 200 at a time for bonafide purpose even if there are no specific rules to regulate such expenditure.

12. Purchase of a stores

(a) To accord administrative sanction for recurring supplies required for the normal running of the Department for which funds are provided in the budget.

(b) To accord administrative sanction for the purchase of other items up to Rs. 10,000 at a time with an annual limit of Rs. 50,000.

(c) To call for tenders and accept the lowest tenders relating to the supply of cattle feed and when no tenders are received to effect local purchase of one year subject to store purchase rules.

(d) To invite tenders even during previous financial year for normal and recurring supplies likely to be required by the Department in the succeeding year.

(e) To extend periods stipulated for the supply of materials upto three months.

13. Purchase of Clocks

To sanction the purchase of clocks to the value of and under Rs. 1,000 within the budget provision and store purchase rules.

14. Purchase of Livestock and Poultry

To purchase Livestock and Poultry from Private agencies subject to budget provision and store purchase rules.

15. Repair of Motor vehicles

(i) (a) To sanction repair of light motor vehicles owned by the Department up to Rs. 5,000 in each case without annual limit subject to budget provision and rules.

(b) To sanction repair of medium and heavy Motor vehicles owned by the Department upto Rs. 10,000 in each case without annual limit subject to budget provision and rules.

(ii) To pay 75% of the bill of approved workshop and balance subject to rules

(iii) To replace minor parts of the Departmental vehicles upto Rs. 1,000 at a time without inspection and certificate by the Assistant Executive Engineer, Regional Engineering Workshop subject to budget provision and stores rules.

(iv) To purchase spare parts directly from authorised dealers for the particular make of the vehicle without observing store purchase rules upto Rs. 3,000 at a time with annual limit of Rs. 30,000.

16. Sanction for Refund

To accord sanction for refund of all sum received by any officer under his control when it is clear that the Government are not entitled to such amounts.

17. Participation in Exhibition

To sanction expenditure for participation in exhibition or conducting cattle show, calf rally and seminar upto Rs. 5,000 in each case subject to an annual limit of Rs. 50,000.

18. Agreements

To execute all agreement relating to the purchase effected and contracts entered into by the Department.

19. Deputation for Training

To select and depute the candidates from the Departmental Institution for training within the State and according to the general guidelines issued by the Government and subject to provisions in the Special Rules.

20. Grant of advance to Non Gazetted Officers for house construction/Motor conveyance

To grant advance to Non gazetted Officers coming under his administrative control for house construction/motor conveyance. Under rules in K. F. C., if the allotment cannot be utilised by him, he will intimate to the Finance Department by the end of November, the unspent amount available for surrender.

21. Grant-in-aid

To sanction grant-in-aid subsidies, loans etc. to take up Animal Husbandry programme subject to budget provision provided the one is included in the approved scheme.

22. Contribution/Gift

To accept all unconditional gifts on behalf of the Government to accept free surrender of lands, buildings and other equipments for housing departmental institution from public/local bodies.

23. Issue of No Objection Certificate

To issue No Objection Certificate for getting passports to all subordinate Officers subject to General orders of Government in this matter

24. Fixation of Grade

To sanction higher grade and to upgrade the post in accordance with the approved ratio to those officers to whom he is competent to appoint.

25. Schemes To accord administrative sanction to continuing schemes (which does not involve creation of post and purchase of vehicle) and when there is no change in the approved pattern of schemes.

26. Ceremonial Function To incur expenditure to each Ceremonial Function upto Rs. 2,000 subject to budget provision

27. Printing of forms (i) To sanction printing of forms locally at a cost not exceeding Rs. 5,000 at a time if the Superintendent of Government Presses cannot meet the requirements within one month on condition that the rates fixed by the Superintendent of Government Presses not exceeded.

(ii) In emergent situation to entrust to private presses jobs not costing more than Rs. 200 at a time and subject to annual monetary limit of Rs. 2,000 without referring to the Superintendent of Government Presses.

28. Refreshment charges To incur expenditure for supply of light refreshment at meetings, Conferences etc., subject to the following conditions :

(i) The expenditure shall be restricted to a maximum of Rs 1.25 per head subject to a limit of Rs. 200 each time with annual limit of Rs. 2,000.

29. Office shifting and hiring of private building

To sanction shifting of an office/institution from one building to another in absolute necessity the rent of which does not exceed Rs. 2,500 per month subject to rent certificate and non-availability certificate from PWD and prescribed norms regarding space requirement.

30. Countersignature of T. A. Bills

To countersign the T.A. claims of all Officers upto and including the cadre of Additional Director.

31. Auction sale of usufructs

To sanction and confirm auction sale of usufructs upto a limit of Rs. 50,000 in each case without annual limit subject to rules in K.F.C. Vol. I (Art. 165-168). A copy of the order sanctioning the sale should be forwarded to the Accountant General.

32. Condemnation of articles

To sanction condemnation of all unserviceable articles to be auctioned the book value of which does not exceed Rs. 10,000 in each case.

33. Purchase of Audiovisual equipments and Refrigerators

To sanction purchase of Audiovisual equipment and refrigerators without reference to Government upto Rs. 35,000 only at a time.

34. Contracts for maintenance of equipments

To execute service contract with firms for the maintenance of sophisticated equipments upto Rs. 10,000 in each case (Rs. 10,000).

DISCIPLINARY POWERS :

(a) *Censure*:—To impose the penalty of Censure on members of the services serving under him upto the rank of Assistant Director and equivalent posts subject to the conditions that from the orders passed by the Director of Animal Husbandry a revision will lie with the Government.

(b) *Withholding increments*.—To impose the penalty of withholding of increments on members of the Services serving under him upto the rank of Assistant Director and equivalent posts, subject to the condition that from the orders passed by the Director of Animal Husbandry a revision shall lie with the Government.

(c) *Recovery from pay for pecuniary loss to Government.*—To impose on members of the Services upto and including the lowest Gazetted post working under the Director of Animal Husbandry the penalties of recovery from pay in whole or part of any pecuniary loss caused to Government (State or Central) or to a local authority by negligence or breach of orders subject to the condition that this delegation shall not enable the Director of Animal Husbandry to impose the punishment of recovery from pay in cases where he is not competent to impose the said penalty on any member of a subordinate service working under him.

(d) *Recovery from pay in case of withholding of increments.*—To recover from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect subject to the conditions referred to above.

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Officers in the cadre of Additional Director

1. Appointments
To make appointments to the post of Non-gazetted officers in the Department subject to Public Service Commission Recruitment Rules.
2. Transfers and postings
To transfer all officers working in the Department upto Veterinary Surgeon.
3. Leave
To sanction all kinds of leave other than special disability leave, leave for study purpose and leave without allowance to officers under him and to make arrangements for additional charge.

4. Increment and punishment

To sanction increments to those whom he is competent to appoint to withhold the increments of those whom he is competent to appoint under rule 13 (2) (a) of the KCS (CC&A) Rules and to award minor punishment like Censure, Warning etc.

5. Tours

- (a) To go on tour to the adjoining Districts of neighbouring States on Government business on intimation to Government.
- (b) To sanction journeys of subordinate officers to adjoining districts of neighbouring states on public purpose.
- (c) To sanction journey of subordinate officers within the State.
- (d) To sanction advance T.A. to his subordinate officers on condition that the amount will be refunded immediately, if the journey is subsequently disallowed.

6. Correspondence

To correspond with the State Government, Government of India, Accountant General, Public Service Commission and other Heads of Departments on matters which do not involve policy matters.

FINANCIAL POWERS

1. P.C.R. and maintenance of Government Building

To sanction maintenance and petty construction and repair works for execution upto Rs. 7,500 on proper estimate in each case without reference to the P.W.D. provided that in the case of building, they are not included in the P.W.D. Register.

2. Works

To grant administrative sanction for estimates in the case of original work upto Rs. 3 lakhs at a time subject to budget provision provided the work is the one included in the scheme approved by the Government.

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3. Hiring of building

To sanction hiring of private building upto Rs. 1,500 per month in each case subject to other conditions applicable in the matter being satisfied.

4. Withdrawal from G. P. F.

To sanction temporary withdrawals of normal and special case from Provident Fund Deposits by subordinates without monetary limit and N. R. A. to officers upto and including the officers in the cadre of Joint Director subject to G. P. F. Rules.

5. Advertisement tariff

To sanction advertisement tariff without monetary limit subject to the condition that the rates should be those approved by the Director of Public Relations.

6. Non Recurring Contingent charges

To incur Non recurring contingent charges upto Rs. 5,000 in each case subject to budget provision and relevant rules in K. F. C.

7. Local purchase of Stationery

To sanction purchase of stationery articles locally in urgent and unforeseen cases upto Rs. 500 in each case subject to annual limit of Rs. 3,000 and subject to observance of Store Purchase Rules and not exceeding the prescribed scale of supply.

8. Purchase of Books

To sanction purchase of books for the use of the Department provided there is budget provision and subject to provisions in KFC Vol. II being observed.

9. Exhibition charges

To incur expenditure either for organising or participation in exhibition, seminars, calf rallies etc. conducted within the State upto Rs. 3,000 in each case subject to annual limit of Rs. 15,000 subject to budget provision.

10. Write off

(a) To write off irrecoverable arrears of revenue and other irrecoverable amounts under the subsidy component of special livestock breeding programme limited to Rs. 1,000 at a time in each case subject to a maximum annual limit of Rs. 5,000 and subject to further Rules in the KFC.

(b) To sanction write off of the book value of unserviceable or broken articles upto Rs. 2,000 in each case without annual limit provided a copy of such order is sent to the Accountant General with a note on the circumstances which occasioned or led to the loss and the case does not disclose.

(i) a defect in the system or rules, the amendment of which requires the orders of higher authority.

(ii) A serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of a higher authority.

(c) To sanction write off of the value of Livestock/Poultry in cases of Natural and Accidental death upto Rs. 10,000 at a time without annual limit according to rules (Every order sanctioning write off should be sent to the Accountant General).

11. Disposal of unserviceable articles and Stores

To dispose off in auction, all unserviceable articles, stores, tools, plants, office furniture, materials etc. as the case may be upto a book value of Rs. 10,000 in each case.

12. Disposal of Motor vehicles

To dispose off condemned motor vehicles for which sanction for condemnation is issued by the Government.

13. Re-imbursement of Medical expenses

To sanction all cases of re-imbursement of medical expenses subject to the condition and limitations under Government Servant's Medical Attendance Rules.

14. Cultivation

To sanction expenditure for agriculture operations, purchase and planting of seedling, trees etc. in the State Farms and Departmental institutions according to the availability of Funds.

15. Repairs and replacement of parts of Refrigerators/tools/plants and other equipments

To sanction repairs including replacement of part of microscope, tools, plants, refrigerators and other equipments etc. at a cost upto Rs. 2,000 without reference to the Assistant Executive Engineer of the Department and upto a limit of Rs. 10,000 with approved estimate from Engineer subject to budget provision and Store Purchase Rules.

16. Purchase of Furniture

To purchase furniture upto the budget provision subject to the condition that the standards prescribed in Appendix-I in G.O. (P) 248/Public/Misc. Department dated 24-4-1962, subject to Store Purchase Rules.

17. Purchase of stores

1. To accord administrative sanction for the purchase of stores upto Rs. 7,500 at a time within annual limit of Rs. 50,000.

2. To extend period stipulated for the supply of materials upto one month.

3. To invite tenders even during the previous financial year for normal and recurring supplies likely to be required by the Department in the succeeding year and extend the firmness period upto one month.

4. To accord administrative sanction for recurring supplies such as medicines, biological instruments, glasswares, chemicals etc. required for the normal running of the Department for which funds are provided in the budget.

5. To accord administrative sanction for recurring supply of feeds (in the case of Additional Director, Special Livestock Breeding Programme Cell).

18. Repairs to Motor Vehicles

(a) To sanction repairs to Departmental light motor vehicles upto Rs. 5,000 in each case and that of medium and heavy motor vehicles upto a limit of Rs. 10,000 in each case subject to budget provision and subject to rules.

(b) To sanction payment upto 75% of the bills of approved workshop and balance amount after certification by the P.W.D. Authorities.

(c) To replace minor parts of the Departmental Vehicles under his control upto Rs. 1,000 at a time without inspection and certification by the Assistant Executive Engineer, P.W.D. (Mechanical Wing) subject to budget provision and Stores Purchase Rules.

19. Purchase of Tyres, Tubes and M. T. Batteries

To sanction purchase of tyres and tubes and M.T. Batteries costing upto Rs. 3,000 at a time for the use of Motor Vehicles in the Department observing Store Purchase Rules, when there is no rate contract.

20. Auction sale of trees

The sanction and confirm auction sale of :

(i) Fallen and dead trees and

(ii) Live trees in the premises of Departmental Institutions on absolute necessity.

21. Printing of Forms

(a) To sanction printing of forms locally at a cost not exceeding Rs. 10,000 at a time if the Superintendent, Government Presses cannot meet the requirement within a month on condition that the rates should not be above the rates to be prescribed by the Superintendent of Government Presses.

(b) In emergent situation to entrust the work with private printing presses job upto an expenditure of Rs. 500 at a time with an annual limit of Rs. 2,000 without referring to the Superintendent, Government Presses.

22. Culling of birds and Livestock

To sanction culling of animals and birds in Government farms according to the rules laid down.

23. Purchase of Livestock/Poultry
1. To place orders for Livestock/Poultry from Central or State Farms at prices fixed by them subject to budget provision.
 2. To incur incidental expenditure, their transport and for feeding thereof.
24. Fixation of scale of ration
- To fix the scale of ration for all Livestock and Poultry from time to time in respect of any or all cases of animals.
25. Photographic charges
- To sanction photographic charges in the public interest upto Rs. 500 at a time subject to an annual limit of Rs. 2,000.
26. Counter signature of T.A. Bills
- To countersign T.A. Bills of all Gazetted Officers upto and including the cadre of joint Directors.
27. Condemnation of articles
- To sanction condemnation of unserviceable articles to be auctioned, the book value of which does not exceed Rs. 5,000 in each case without annual limit.

Officers in the Cadre of Joint Director

(Note :—Officers in the cadre of Joint Directors who are not heads of offices will have only financial powers)

ADMINISTRATIVE POWERS :

1. Appointment
To make appointments to all sanctioned posts in Class III and Class IV categories subject to Public Services Recruitment Rules.
(Note :—This power will only be exercised by the District Animal Husbandry Officers.)
2. Promotions
To sanction time bound grade promotions to all Class III and Class IV Officers.
3. Transfer and Postings
To transfer all part-time contingent employees Class IV, Class III Officers and Class II Officers upto and including the cadre of Veterinary Surgeons within their jurisdiction.

4. Leave

To sanction all kinds of leave except, special disability leave and study leave and leave without allowance exceeding 120 days subject to eligibility to all Non Gazetted Officers under his control and to make arrangements for additional charge and also to sanction surrender of earned leave to all categories of officers under his control upto and including the cadre of Deputy Directors.

5. Increment

To sanction increments to those whom he is competent to appoint.
To sanction charge arrangement on vacancies of all posts within their jurisdiction which does not involve charge allowance.

6. Charge arrangement

7. Tour

To sanction journey of all category of officers working under their control within the District, neighbouring Districts, Institute of Animal Health and Veterinary Biologicals, Palode. Avian Disease Diagnostic Laboratory, Thiruvalla and College of Veterinary and Animal Sciences, Mannuthy, Trichur.

8. Shifting of Institutions

To sanction shifting and re-allocating institutions within his Jurisdiction in absolute necessity.

9. To fix jurisdictions

To fix the area of jurisdiction of Officers/Institutions under his control.

FINANCIAL POWERS

1. Work

To grant administrative sanction for estimates of original works upto Rs. 2 lakh at a time subject to budget provision provided the work is the one included in the scheme approved by the Government/Director of Animal Husbandry.

2. Hiring of private building

Hiring of Private building upto Rs. 1,000 per month in each case subject to other conditions applicable, being satisfied.

3. PCR and maintenance of building

To sanction maintenance and petty construction and repair of buildings upto an expenditure not exceeding Rs. 5,000 on proper estimate in each case without reference to P. W. D.

4. Write off

(a) (Unserviceable articles)

To sanction write off of the book value of unserviceable/broken articles upto Rs.1,000 at a time without annual limit (every sanction of order of write off should be forwarded to the Accountant General)

(b) Condemnation of articles

To sanction condemnation of unserviceable articles including tools, equipments, dismantled materials and all other unserviceable stores to be auctioned, the book value of which does not exceed Rs. 3,000 in each case without annual limit.

(c) Livestock

To sanction write off of the book value of Livestock in the case of natural and accidental deaths and in cases of destruction sequel to zoonotic disease upto Rs. 10,000 at a time within an annual limit of Rs. 50,000.

(d) Poultry

To sanction write off of the book value of poultry in the case of natural and accidental death upto Rs. 1,000 at a time with an annual limit of Rs. 10,000 under report to Government.

5. Culling of animals and birds

To sanction culling of animals and birds in the Government institution under his control.

6. Auction sale of unserviceable articles and stores

To sanction conduct and confirm auction sale of unserviceable articles/stores/including Motor vehicles, Bicycle, spare parts of vehicles, dead trees etc. and upto a book value of Rs. 3,000 in each case without any annual limit to the rules in articles 165-168 in K. F. C. Vol. I.

7. Auction sale of trees

To sanction and dispose off live trees standing on premises of departmental institutions in auction when absolutely necessary.

8. Auction sale of usufructs

To sanction and confirm auction sale of usufructs upto a limit of Rs. 10,000 in each case without annual limit subject to rules in KFC. Vol. I (Article 165-168)

9. Non recurring contingent charges.

To sanction Non-recurring contingent expenditure of Rs. 3,000 at a time subject to budget provisions and rules in the K.F.C.

10. Printing of Forms

To sanction printing of forms costing upto Rs. 2,500 at a time on condition that the rates shall be subject to approval by the Superintendent, Government Presses and that he is unable to meet the requirement of the Department in time.

11. Purchase of Furniture

To sanction local purchase of furniture costing upto Rs. 5,000 at a time in the absence of valid rate contract, subject to budget provision and as per the standard prescribed observing store purchase rules.

12. Purchase of Medicine equipment and appliances/sundry items

(i) To sanction local purchase of medicine and drugs, equipments, glass wares, appliances and other sundry item the value of which does not exceed Rs. 5,000 at a time with an annual limit of Rs. 50,000 in emergent situations when these items are not available in the Departmental stores observing stores purchase rules and subject to budget provisions.

(ii) To pass and draw all contingent bills relating to the purchase of medicines, equipments etc. supplied at the Central Veterinary stores/Dist. Veterinary Stores as per the supply order issued by the Director of Animal Husbandry.

13. Purchase of chemicals, antigens, Biologicals

To sanction purchase of Biological products and antigens costing upto Rs. 7,500 at a time without annual limit subject to budget provisions.

14. Purchase of Hatching eggs/birds/Livestock

To sanction purchase of hatching eggs/birds, Livestock subject to budget provision and if included in the sanctioned scheme.

15. Purchase of reference books

(a) To sanction purchase of technical and other reference books, periodicals and journals upto a value of Rs. 2,000 at a time subject to budget provision.

(b) To sanction subscriptions to periodicals and journals of scientific and technical nature incurring an expenditure of Rs. 250 in each case to subordinate officers.

16. Local purchase of stationary To sanction purchase of stationary in urgent and unforeseen cases costing up to Rs. 100 at a time subject to maximum of Rs. 500 in a year subject to budget provision and not exceeding the prescribed scale of supply.
17. Purchase of feed/fodder and feed ingredients To sanction local purchase of Livestock and poultry feed, fodder and feed ingredients for one year in the absence of valid accepted tenders subject to store rule and budget provision.
18. Purchase of tyres and tubes To sanction purchase of tyres and tubes costing up to Rs. 1,500 at a time subject to annual limit of Rs. 10,000 for the use of Motor Vehicle in the Department in the absence of any rate contract observing store purchase rules.
19. Hiring of vehicles To hire private vehicles for transportation of medicines/Livestock/Poultry/equipments etc. from one place to another subject to budget provision provided Government vehicles are not available.
20. Repairs of Motor vehicle (i) (a) To sanction repairs and replacement of parts of Motor vehicle upto a limit of Rs. 3,000 at a time subject to budget provision and according to the procedure prescribed by the Government.
(b) To sanction payment upto 75% of the bills of approved workshop and the balance after obtaining certificate by competent authorities.
(ii) To purchase spare parts in the case of break down in the course of journey the absolute minimum requirement to render the vehicle fit for journey to his head quarters and subject to store rules.

21. Repairs and replacement of parts of refrigerator/tools/plants and other equipments To sanction repairs including replacement of parts or refrigerator, microscope, tools, plants and other electrical equipments at a cost not exceeding Rs. 750 at a time without reference to Assistant Executive Engineer of the Department and upto a limit of Rs. 1,500 with approved estimate of Engineer subject to budget provision and store purchase rules.
22. Photographic charges To sanction photographic charges upto Rs. 100 at a time subject to annual limit of Rs. 500.
23. Expenditure for exhibition To sanction expenditure for exhibition /Seminars, Calf rallies, cattle show etc. up to Rs. 1,000 in each case subject to budget provision provided one is included in scheme.
24. Countersignature of T. A. Bills To countersign/Draw the Establishment T. A. Bills of all subordinate officers and also to countersign the T. A. Bills of all the officers up to and including the rank of Deputy Directors.
25. Investigation of arrear claims To sanction investigation of arrear claim of subordinate officers and staff when the claim relates to less than five years.
26. Refreshment charges To incur expenditure on light refreshment to participants in meetings and conference subject to the condition that the expenditure shall not exceed Rs. 1 per head subject to a maximum of Rs. 100 at a time with an annual limit of Rs. 1,000.
27. Drawal of advance To sanction drawal of advance to meet the expenditure towards implementation of Schemes programmes included in the budget and sanctioned by competent authority.
28. Fixation of cost To fix the cost of milk, egg and meat produced in Department institution/supplied through Departmental institution under their control.

All Officers in the Cadre of Deputy Director

Note: Officers in the cadre of Deputy Directors who are not heads of offices will have only Financial powers)

ADMINISTRATIVE POWERS:

1. Appointment
 1. To make appointment to all sanctioned posts under Class-III and Class IV subject to public service recruitment rules.
 2. To engage casual labourers and casual drivers to emergent cases to meet day-to-day activities of the institutions under his control subject to standing orders.
2. Leave

To sanction all kinds of leave except special disability leave and study leave and leave without allowances exceeding 120 days subject to eligibility to all subordinate officers under their control where substitute arrangements or grant of charge allowance are not necessary and to sanction surrender of earned leave to all category of officers working under their control.
3. Increment

To sanction increment to all Non-gazetted officers under their control subject to eligibility.
4. Promotion and sanction of grade of pay

To sanction time bound grade promotions to all Class III and Class-IV Officers working under their control.
5. Transfers and postings

To transfer all part-time contingent employees Class IV and Class III Officers within his jurisdiction.
6. Charge arrangement

To sanction charge arrangement in vacancies of all posts within their jurisdiction which does not involve charge allowance.
7. Tour

To sanction journey of all officers working under their control within their jurisdiction and to District headquarters, Veterinary Biologicals, Palode, Veterinary College.

8. Inspection

To conduct all regular and surprise inspection of Departmental institutions within his jurisdiction and to conduct surprise visits to other institutions of the Department within the area of his operation.

FINANCIAL POWERS:

1. Petty construction, repairs and maintenance of Government building

To sanction maintenance and petty construction and repairs of buildings where Government Veterinary institutions are located upto Rs. 3,500 on proper estimate without reference to P.W.D. provided the Buildings are not borne on the P.W.D. Registers subject to availability of Special budget provision.
2. Hiring of private buildings

To sanction hiring of private building on rent upto a limit of Rs. 750 p.m. subject to the general principles laid down in item 45 of Appendix 4 of KFC Vol. II.
3. Works

To accord administrative sanction for estimates for civil works upto Rs. 1 lakh subject to the following conditions.

 - (i) The work is one included in a scheme approved by Government.
 - (ii) Funds have been provided in the budget.
 - (iii) The estimate has been approved by the P.W.D. or the Engineering wing attached to the Department wherever there is one.
 - (iv) The work will be executed under the supervision of any branch of Engineering Department.

4. Write off

- (a) Destruction of unserviceable articles

To sanction write off of the value of unserviceable articles/stores to be destroyed upto book value of Rs. 500 in each case with an annual limit of Rs. 500. (A copy of such order recording the reasons will be forwarded to Accountant General and District Animal Husbandry Officers.)

(b) Condemnation of unserviceable articles

To condemn the unserviceable articles to be auctioned the book value of which does not exceed Rs. 500 in each case without annual limit (A copy of the condemnation order will be forwarded to the Accountant General and District Animal Husbandry Officer.)

(c) Livestock

To sanction the write off of the value of Livestock in all cases of natural death upto Rs. 5,000 in each case subject to an annual limit of Rs. 25,000 after proper investigation of the reasons for the mortality (A copy of such order recording the reason which led to the write off will be forwarded to the Accountant General and District Animal Husbandry Officer.)

(d) Poultry

To sanction write off of the value of poultry in all cases of natural and accidental death, with the limit of Rs. 250 in each case subject to annual limit of Rs. 2,500 after proper investigation of the reasons for the mortality (A copy of such order recording the reason which led to the write off will be forwarded to the Accountant General and District Animal Husbandry Officer.)

5. Culling of animals and birds

To sanction culling and disposal of animals and birds in Departmental institutions according to rules.

6. Disposal of unserviceable articles and stores in auction

To sanction and confirm auction sale of manure of Livestock and poultry litter, broken or damaged instruments and appliances and worn out accessories of Motor vehicle and other condemned articles in Government institution upto a limit of Rs. 1,000 in each case subject to an annual limit of Rs. 5,000 and subject to code rules and to the condition that a suitable register for watching the progressive value of unserviceable articles and stores disposed off in auction will be maintained.

7. Auction sale of usufructs

To sanction and confirm auction sale of usufructs etc. upto a limit of Rs. 1,500 in each case without annual limit subject to rules in K.F.C. Vol. I (Art. 165-168).

8. Auction sale of trees

To sanction and confirm auction sale of fallen and dead trees in the compound of Departmental institutions.

9. Purchase of furniture

To sanction purchase of furniture of approved pattern according to standard laid down in G.O.(P) 248/PD dated 24-4-1962 subject to Budget provision and store purchase rules and also subject to General orders in the matter issued by Government/Director of Animal Husbandry from approved Government agencies and in the absence of valid rate contract to effect local purchase upto a limit of Rs. 2,000 in each case.

10. Purchase of Veterinary equipments and appliances

To sanction purchase of Veterinary equipments and appliances upto a maximum of Rs. 1,000 at a time with an annual limit of Rs. 5,000 for which there is no rate contract in existence subject to budget provision and subject to other rules for purchase.

11. Purchase of Medicine

To sanction local purchase of medicines and drugs which are not readily available in stock for the use of the Veterinary Institution in emergent cases upto Rs. 1,500 at a time with an annual limit of Rs. 7,500 subject to budget provision and other general rules.

12. Purchase of Feed/Fodder

To sanction local purchase of Livestock and Poultry feed and fodder for a period upto 3 months in the absence of valid contract.

13. Purchase of Biological products/Antigens/Chemicals

To sanction purchase of biological products, antigens and chemicals upto the value of Rs. 7,500 at a time without annual limit subject to budget provision and requisition from field officers.

14. Purchase of electrical equipments

To sanction replacement of electric tubes/bulbs and other electrical equipments for departmental use from P.W.D. Electrical Wing directly subject to budget provision.

15. Purchase of reference books

To sanction purchase of reference books, periodicals and journals for a value of Rs. 500 at a time subject to the annual limit of Rs. 1,000 subject to budget provision. Purchase of reference books such as codes and rules can be sanctioned without monetary limit.

16. Local purchase of stationeries

To sanction purchase of stationery in urgent and unforeseen cases upto the value of Rs. 100 at a time with an annual limit of Rs. 1,000 subject to budget provision.

17. Purchase of Tyres, Tubes and M.T. Battery

To sanction purchase of tyres, tubes and M.T. Batteries and for retreading of tyres upto Rs. 2,000 at a time subject to annual limit of Rs. 10,000 for the use of motor vehicles under his control through rate contract supplies and locally in the absence of valid rate contract observing store purchase rules.

18. Repair of Motor vehicles

1. (a) To sanction repairs and replacement of parts of motor vehicle upto a limit of Rs. 3,000 at a time with an annual limit of Rs. 10,000.

(b) To pay 75% of the bills of approved workshops and the balance after obtaining certificates by competent authority.

2. To replace minor parts of departmental motor vehicles under his control at a cost of Rs. 500 at a time without any sanction by Assistant Executive Engineer, Mechanical Sub Division, P.W.D. subject to budget provision and store purchase rules.

19. Hiring of vehicles

To hire private vehicles for transporting of medicines livestock/poultry, equipments etc. from one place to another limiting the expenditure to Rs. 1,000 at a time subject to budget provision and store purchase rules.

20. Repair and replacement of parts of refrigerator/tools/plants and other equipments

To sanction repairs including replacement of parts of refrigerator microscope, tools, plants and other electrical equipments to a cost not exceeding Rs. 1,000 in each case without reference to Assistant Executive Engineer of the Department and upto a limit of Rs. 3,000 with approved estimate of the Engineer subject to budget provision and store purchase rules.

21. Printing of forms

To sanction printing of publicity pamphlets/publicity bit notices of the department relating to diseases of animals and functions/activities organised by the Department at a cost not exceeding Rs. 200 at a time subject to the conditions that matter is approved by the Director of Animal Husbandry and the conditions laid down in item 42 of appendix of KFC Vol. II is satisfied.

22. Sanction of freight charge.

To place indent and sanction freight charges for air borne semen supplied to the Department.

23. Demurrage charge

To sanction demurrage charge upto Rs. 25 at a time under extreme unavoidable circumstances subject to annual limit of Rs. 150.

24. Photographic charges

To sanction photographic charges upto Rs. 100 at a time subject to annual limit of Rs. 500.

25. Medical reimbursement

To sanction all cases of reimbursement of medical expenses to all employees working under him subject to the provisions of the Government Servants Medical Attendance Rules.

26. Non-recurring expenditure

To sanction non-recurring expenditure upto Rs. 1,500 at a time subject to budget provision and other general rules.

27. Countersignature of bills

To Countersign establishment pay bills and contingent bills requiring countersignature of all institutions of the respective jurisdiction.

28. Drawal of pay bills/ Contingent bills
To draw the establishment pay bills of the sanctioned establishment under them and to draw all contingent bills including advance contingent bills of the institution under their control as per rules.
29. Countersignature of T. A. bills
To countersign/draw the Establishment T. A. bills of all subordinates and also to countersign the T. A. bills of the officers upto and including the rank of Assistant Directors.
30. Supply of Livestock and Poultry
To sanction the supply of Livestock and poultry to the blocks and Departmental institutions from the respective livestock farms and poultry farms for sanctioned schemes as per approved pattern of supply.
31. Technical sanction to schemes
To accord technical sanction of Animal Husbandry Schemes of C. D. Blocks as per guidelines approved by Government/ Director of Animal Husbandry.
32. Cattle show/Calf Rallies/ Seminars
To sanction an expenditure upto Rs. 1000 to conduct Cattle show, calf rallies, seminars etc. subject to budget provision and subject to general sanction of the Director of Animal Husbandry/ Government.
33. Withdrawal of G. P. F.
To sanction temporary advance from provident fund deposit by all subordinate officers in normal and special cases subject to the other conditions and limitation under the rules of the fund.
34. Refreshment charges
To incur expenditure on light refreshment to participant in meetings and conferences subject to condition that the expenditure shall not exceed Re. 1 per individual subject to a maximum of Rs. 40 at a time with an annual limit of Rs. 300.

35 Land improvement/cultivation

To sanction expenditure for the land improvement, fodder cultivation etc. in the area available at the Government owned institutions provided that the expenditure incurred in each case does not exceed Rs. 100 at a time with an annual limit of Rs. 200 subject to budget provision.

Officers in the cadre of Assistant Directors

(Officers in the cadre of Assistant Director who are not heads of offices will have only financial powers)

ADMINISTRATIVE POWERS :

- 1 Leave
To sanction all kinds of leave except leave without allowance exceeding 120 days, study leave and special disability leave to all subordinates working under his control as per rule and also to sanction surrender of earned leave and other kinds of leave where substitutes to arrangements or grant of charge allowance are not necessary.
- 2 Increment
To sanction to all Non- gazetted Officers under their control subject to eligibility.
- 3 Correspondence
To approve all routine reminders to all officers including Accountant General and Public Service Commission to sign for Director of Animal Husbandry/ Deputy Director (A. H) fair copies of letters, proceedings etc.
- 4 Tour
To sanction journey of all officers working under him within his jurisdiction, to Veterinary Biological Institute, Palode, District Head Quarters. College of Veterinary Science and Animal Health, Mamuthy Trichur and Avian Disease Diagnostic Laboratory Thiruvalla.

FINANCIAL POWERS:

1 Works

To accord administrative sanction for estimates for civil works, costing upto a maximum of Rs. 2,000 subject to the following conditions.

- (i) The work is one included in a scheme approved by Government.
- (ii) Funds have been provided in the budget.
- (iii) The estimate has been approved by the P.W.D. or the Engineering wing attached to the Department wherever there is one or Assistant Engineer of the Development Department. The work will be executed under the supervision of PWD or Engineering wing of the Department wherever there is one or Engineering wing of the Rural Development Department.

2 Rent of Private building

To sanction hiring of private building for office accommodation the rent of which does not exceed Rs. 250 per mensem subject to the condition in item 45 of appendix 4 K.F.C. Vol. II.

3 P.C.R. Works and maintenance of Government building

To sanction petty construction and repair works of Government buildings upto Rs. 1,000 in each case without reference to P.W.D. provided the buildings are not included in the P.W.D. register and subject to budget provision.

4 Write off

(a) Unserviceable articles

To sanction write off the unserviceable articles and stores to be condemned upto a book value of Rs. 100 in each case with an annual limit of Rs. 1,000 (A copy of such order recording the reason will be forwarded to Accountant General and to District Animal Husbandry Officer).

(b) Condemnation of unserviceable articles

To condemn the unserviceable articles to be auctioned the book value of which does not exceed Rs. 200 in each case with an annual limit of Rs. 1,000 (A copy of such order recording the reason will be forwarded to Accountant General and District Animal Husbandry Officer).

(c) Poultry

To sanction write off of the book value of poultry died due to natural causes with a limit of Rs. 100 in each case subject to annual limit of Rs. 1,000.

(d) Livestock

To sanction write off of the book value of livestock in the case of natural causes of death with limit of Rs. 3,000 in each case subject to the annual limit of Rs. 30,000.

5 Culling of animals and birds

To sanction culling and disposal of animals and birds in Government Institution according to rules.

6 Sale of farm products

To sanction auction sale of milk produced in the farms at sanctioned rates.

7 Transporting charges of Livestock/Poultry

To sanction expenditure upto Rs. 500 at a time in connection with transportation of livestock/poultry from the farms to other destination to which they are transported.

8 To engage casual Labourers/sweepers/Drivers

To engage mazdoors/Sweeper/Drivers for urgent necessity to meet the activities of the institution when the regular incumbent is on leave, subject to the rates prescribed by the Government from time to time.

9 Auction sale of usufructs

To sanction and confirm auction sale of usufructs etc., upto Rs. 1,000 in each case subject to the rules to K.F.C. Vol. I (Art. 166—168).

10 Purchase of Medicine/Vety. equipments/appliances

To purchase medicines locally for the use of animal owned by Government and in cases of outbreak, up to a value of Rs. 500 at a time in emergent cases subject to the condition that-

- (a) Such medicines are not available in the Departmental stores of the institution concerned.
- (b) The purchase is made subject to store purchase rules.
- (c) There is budget provision.
- (d) The annual limit is fixed at Rs. 2,500 only.
- (e) The certificate noted below are recorded in the bill.

(i) Certificate to the effect that the articles locally purchased were not available at the Departmental Stores at the time of local purchase.

(ii) Certificate to the effect that the annual limit of local purchase prescribed by Government has not been exceeded.

11 Purchase of vaccine/antigens

To sanction purchase of biological products and antigens upto a cost of Rs. 500 at a time with an annual limit of Rs. 2,500.

12 Purchase of Stationery

To sanction purchase of stationery article locally in urgent and unforeseen circumstances incurring expenditure upto a limit of Rs. 100 in each case subject to a maximum of Rs. 500 per annum.

13 Purchase of Furniture

To purchase furniture of approved pattern according to standard laid down in G. O. (P) 248/PD dated 24-4-1962 subject to budget provision and stores purchase rules and also subject to General Orders in the matter issued by Government/DAH from approved Government agencies locally upto a limit of Rs. 1,000 in each case.

14 Purchase of electrical equipments

To sanction replacement of electric tubes/bulbs and other electrical equipments for Departmental use from P.W.D. electrical wing directly subject to budget provision.

15 Purchase of reference books

To sanction purchase of reference books, periodicals and journals of technical nature for a value of Rs. 200 at a time with an annual limit of Rs. 500 subject to budget provision and to the condition that the purchase is made from the list of reference books approved by Government/Director of Animal Husbandry.

16 Purchase of Tubes/Retreading Charges

To sanction purchase of tubes and tyre retreading charges upto Rs. 1,000 at a time for the use of motor vehicles under their control in urgent and unforeseen cases locally in the absence of valid rate contract observing store purchase rules and subject to budget provision.

17 Repair of Motor Vehicles

(a) To sanction repair and replacement of parts of motor vehicles under their control upto a limit of Rs. 500 at a time with an annual limit of Rs. 2,000

(b) To pay 75 % of the bills of approved workshops and the balance after obtaining certificates by competent authority

18 Repairs and replacement of parts of refrigerators/tools/plants & other equipments

To sanction urgent and local repair to refrigerators, incubators, food milling plants, coolers and other scientific apparatus and materials with a view to keep them in good working order observing store rules at a cost not exceeding Rs. 500 at a time.

19 Publication

To publish notification in the Kerala Gazette regarding tenders for cattle feed, auction sale of poultry, Livestock etc. in accordance with the accepted rules and sanction.

20 Demurrage charge

To sanction demurrage charge upto Rs. 5 at a time subject to an annual limit of Rs. 50.

21 Photographic charges

To sanction charges for photographic coverage of technically important situation and for supply of drawing charts/boards upto a limit of Rs. 100 at a time with an annual limit of Rs. 500 subject to budget provision.

22. Mike hire charges
23. Fodder cultivation/Land improvement in Government land
24. Non-Recurring Expenditure
25. Cattle Show/Rallies/Seminars
26. Medical re-imbursement
27. Drawal of pay bills
28. Drawal of contingent bills

To sanction expenditure towards Mike hire charges, printing of bit notices etc. in connection with functions organised by the Government provided the expenditure incurred does not exceed Rs. 100 in each case with an annual limit of Rs. 200 subject to budget provision.

To sanction expenditure for the land improvement, fodder cultivation etc. in the area available at the Government owned institutions under their control provided that the expenditure incurred in each case does not exceed Rs. 250 with an annual limit of Rs. 500 subject to budget provision.

To sanction non-recurring contingent expenditure upto Rs. 1,000 at a time provided that there is budget provision and that the general rules in Appendix-4 of K.F.C. Vol. I are observed.

To sanction an expenditure upto Rs. 500 to participate in Cattle Show, Calf Rallies, Seminars etc. subject to budget provision and general sanction of the Director of Animal Husbandry/Government.

To sanction all cases of reimbursement of medical expenses to all employees working under him subject to the provision in the Government servants Medical Attendance Rules.

To draw the establishment pay bills of the sanctioned establishment under them and countersign the establishment Pay Bills in them respective jurisdiction.

To draw all contingent bills including advance contingent bills of the institutions under their control to meet the expenditure for which proper sanction has been accorded by competent authorities.

29. Countersign T. A. Bills

30. Withdrawal of G. P. F.

ADMINISTRATIVE POWERS

1. Increment

2. Leave

3. Correspondence

FINANCIAL POWERS :

1. Drawing of Bills

To countersign or draw the establishment T. A. bills of the subordinate officers and also to countersign the T. A. Bills of the Veterinary Surgeons under his control.

To sanction temporary withdrawal from G.P.F. by subordinate as per rules and limitation of G.P.F. Rules.

Veterinary Surgeons

To sanction increment to all non-gazetted officers working under their control subject to eligibility.

To sanction casual leave and earned leave, half pay leave to Class-III & Class IV Officers working under their control as per rules where substitute arrangement or grant of charge allowance are not necessary and also to sanction surrender of earned leave to subordinate working under them.

To approve routine reminders to all Officers except Government and Accountant General. To sign for Director of Animal Husbandry/Deputy Director (AH) fair copies of letters, proceedings etc.

(a) To draw establishment pay bills adopting the correct heads of account under plan or non plan as the case may be avoiding misclassification.

(i) To draw wages of part-time contingent employees without countersignature subject to budget allotment.

(ii) To draw contingent bills upto the sanctioning limit without countersignature and other contingent bills and establishment T. A. Bills with countersignature. Subject to budget allotment.

2. Recurring Expenditure

To incur expenditure from permanent advance sanctioned to them not exceeding Rs. 25 at a time under office contingencies (ordinary or recognised contingencies) towards the purchase of miscellaneous articles for the use of the institutions under their charge in order to facilitate work in their institutions and to draw such contingent bills without countersignature of their controlling officers (Except items referred to in Appendix-V, K. F.C. Vol. II) subject to budget provision.

3. Non-recurring expenditure

To sanction non-recurring contingent expenditure of Rs. 50 at a time subject to budget provision and other general rules. (Note: The miscellaneous expenditure should satisfy the definition of incidental expenditure in article 106 of K.F.C. Vol. I).

4. Temporary withdrawal of Provident Fund.

To sanction temporary withdrawal of P. F. deposit to all officers working under them in normal cases subject to conditions and limitations under rules of the fund

5. Purchase of Feed

To sanction purchase of feed locally in emergent cases, upto Rs. 500 at a time for feeding of Departmental animals/poultry subject to budget provision provided no Government agency is able to supply the required feed in time and the purchase is made observing the store purchase rules.

6. Purchase of Medicines

To sanction local purchase of Medicines and drugs which are not available in the Departmental stores or the institution concerned, for the use of Government animals and in cases of reported outbreaks, upto Rs. 100 at a time with an annual limit of Rs. 1,000 subject to budget provision and Store purchase rules.

7. Minor repairs and replacement of spare parts of motor vehicles.

To sanction minor repair and replacement of spare parts of motor vehicles upto a limit of Rs. 100 at a time with an annual limit of Rs. 500 subject to budget provision and principles laid down in G. O. (P) 248/Public dated 24-4-1962 as amended from time to time.

8. Engaging substitute for Part-Time-Sweepers

To engage persons to sweeping, cleaning the institution under their control in urgent necessity and inevitable circumstances when the regular part-time-sweeper of the institute is on leave or on temporary vacancy, observing rules and subject to budget provisions.

9. Purchase of stationery

To sanction purchase of stationery in urgent and unforeseen cases upto the value of Rs. 25 at a time subject to a maximum of Rs. 100 in a year subject to budget provision.

10. Auction sale of Usufructs

To sanction and confirm auction sale of usufructs etc. upto Rs. 250 in each case subject to rule in K. F.C. Vol. I (Art. 165-168).

11. Payment for photograph etc.

To sanction expenditure for payment in connection with photographic coverage of technically important situations or arranging, drawing of charts/boards to an extent of Rs. 50 at a time with a limit of Rs. 250 subject to budget provision.

12. Mike Hire charges

To sanction expenditure in connection with Mike hire charges, printing of bit notices etc., in connection with organising Departmentally sponsored functions, provided the expenditure incurred in each case does not exceed Rs. 100 each with an annual limit of Rs. 200 subject to budget provision.

13. Fodder Cultivation & improvement in Government land.

To sanction expenditure for the land improvement, fodder cultivation etc., in the area available at the Government owned institution provided that the expenditure incurred in each case does not exceed Rs. 100 with an annual limit of Rs. 200 subject to budget provision.

ADDITIONAL POWERS DELEGATED TO OFFICERS OF DIFFERENT CADRES IN CHARGE OF DEPARTMENT FARMS, IPD, BLOCKS AND HATCHERIES

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Officers in the Cadre of Deputy Directors

1. Appointment
To engage casual labourers whose names are in the muster roll, to meet day to day activities of the farms in emergent cases and also during the leave period of last grade servants.
2. Auction sale of Milk
To sanction and confirm auction sale of Milk produced in the farm for one year subject to the condition that the rate should not be less than the prevailing local producer rate.
3. Purchase of Medicines
To sanction local purchase of medicines and drugs which are not readily available in the Government Farm in emergent cases upto Rs. 3,000 at a time with an annual limit of Rs. 10,000 subject to budget provision and other general rules.
4. Purchase of feed/Fodder/feed ingredients
To sanction local purchase of livestock and poultry feeds/fodder and feed ingredients for six months in the absence of valid accepted tenders subject to store purchase rules and budget provision.
Deputy Directors who are in control of feed production units are empowered to purchase feed ingredients for a period of 3 months in the absence of valid contract subject to a limit of Rs. 10,000 in each case.
5. Purchase of empty containers.
To sanction local purchase of gunny bags and empty containers for packing feed at a cost not exceeding Rs. 1,000 at a time subject to budget provision in emergent cases in the absence of valid contract and whenever the contractor fails to supply.

3/315/B.

6. Expenditure on agricultural operation.

To implement the entire cropping scheme of the farm after preparing the forecast of expenditure with details in respect of each agricultural operation of the farm under the charge at the beginning of each financial year after getting it approved by the District Animal Husbandry Officer.

7. Uniform cloths and foot wear.

To sanction expenditure towards purchase of uniform cloths and foot-wears for the employees eligible for the same, working in farm under this charge, as per the norms prescribed by the Government, observing general rules subject to the budget provision at the rates approved by the concerned District Animal Husbandry Officer/Director of Animal Husbandry.

Additional powers to the Deputy Director (Swine Husbandry)

1. Distribution of Boars and Sows.

- (a) To sanction supply of pigs to Blocks and Departmental institutions for sanctioned schemes provided this activity falls under any sanctioned technical programme of the Blocks or Animal Husbandry Department covered by General sanction.

- (b) To sanction and issue of pigs to agriculturists, farmers, Village Association, Pig Breeding Societies and persons interested in Pig Breeding in accordance with the conditions laid down in the rules for distribution of Boars and Sows provided this activity falls under any technical programmes approved for the Animal Husbandry Department.

- (c) To forfeit the Security and withdraw the animal/animals if the party does not adhere to the rules and regulations laid down in the rules for distribution of Boars and Sows.

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(d) To advise Bank/Post Office/Treasury to accept cash security for the distribution of Boars and Sows and the concerned Pass Book to be pledged to the Deputy Director (Swine Husbandry), Directorate of Animal Husbandry, Trivandrum in designation on behalf of the Government of Kerala provided it falls under the technical programme sanctioned for the department.

(e) To sanction Boars/sows without deposit of any fresh security for the replacement of the animals in the case of confirmed sterility or death due to natural causes among the animals distributed as per the rules regarding the distribution of Boars and Sows provided such replacement is permitted under the approved General Schemes.

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III Officers in the Cadre of Assistant Director (in charge of farms)

1. Appointment

To engage casual labourers whose names are in the muster roll to meet day to day activities of the farm, in emergent cases and also during the leave period of last grade servants.

2. Write off of Poultry.

To sanction write off of the book value of poultry died due to natural causes with limit of Rs. 200 in each case subject to annual limit of Rs. 2,000.

3. Auction sale of Milk.

To sanction and confirm auction sale of milk produced in the farm for one year subject to the condition that the rate should not be less than the prevailing local producer rates.

4. Purchase of Medicine.

(i) To purchase medicine locally for the use of Government Farms upto a value of Rs. 2,000 at a time in emergent cases subject to the condition that.

(a) Such medicines are not available in the departmental stores or the farm concerned.

(b) The purchase is made subject to Store Purchase Rules.

(c) There is budget provision.

(d) The annual limit is fixed at Rs. 10,000.

(e) Certificate to the effect that the articles locally purchased were not available at the Departmental Stores at the time of local purchase.

(ii) Certificate on the effect that the annual limit of local purchase prescribed by Government has not been exceeded.

5. Purchase of feed/fodder/feed ingredients.

To sanction local purchase of Livestock and poultry feeds, fodder and feed ingredients for 3 months in the absence of valid accepted tenders subject to store purchase rules and budget provision.

Assistant Directors who are in charge of feed production units are empowered to purchase feed ingredients for a period of 3 months in the absence of valid accepted contract subject to a limit of Rs. 15,000 each time.

Purchase of empty containers.

To sanction local purchase of Gunny bags and empty containers for packing feed, eggs, meat etc, at a cost not exceeding Rs. 1,000 at a time subject to budget provision in emergent cases in the absence of valid contract and whenever the contractor fails to supply.

7. Repairs and replacement of parts of refrigerator/tools/plants and other equipments.

To sanction repairs including replacement of parts of refrigerator microscope, tools, plants, incubators, electrical appliance and other equipments upto an expenditure of not exceeding Rs. 700 in each case without reference to the Assistant Executive Engineer of the Department and upto a limit of Rs. 3,000 with approved estimate of the Engineer subject to budget provision and store purchase rules.

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8. Expenditure on 'Agricultural operation.

To prepare a forecast of expenditure with details of entire cropping scheme of Farm at the beginning of each financial year, get it approved by the District Animal Husbandry Officer and implement such agriculture operation of Farm under his charge subject to budget provision.

9. Uniform cloths and foot wear.

To sanctioning expenditure towards purchase of uniform cloths and foot wear for the employees eligible for the same working in the farm under his charge, observing the general norms prescribed by the Government subject to budget provision and store purchase rules and at the rates approved by the District Animal Husbandry Officer/Director of Animal Husbandry.

IV Veterinary Surgeons who are in charge of Farms

1. Appointment.

To engage casual labourers whose names are in the muster roll to meet day to day activities of the farm in emergent cases and also during the leave period of last grade servants.

2. Write off :

(a) Livestock.

To sanction write off of the book value of the Livestock in the case of natural causes of death with a limit of Rs. 1,000 in each case subject to annual limit of Rs. 15,000 (Every order sanctioning the write off should be communicated to the Accountant General.)

(b) Poultry

To sanction write off of the book value of poultry died due to natural causes with limit of Rs. 100 at a time subject to annual limit of Rs. 1,000.

3. Auction sale of usufructs.

To sanction and confirm auction sale of usufructs etc. upto Rs. 1,000 in each case subject to the rules in KFC Vol. I (Article 165-168)

4. Auction sale of milk.

To sanction and confirm auction sale of milk produced in the farm for one year subject to the condition that the rate should not be less than the prevailing local producer rates.

5. Purchase of medicines.

To sanction purchase of medicines locally for the use of the Departmental Farm upto a value of Rs. 500 at a time with an annual limit of Rs. 2,500 in emergent cases subject to the conditions that.

(a) Such medicines are not available in the Departmental Stores or the Farm at the time of purchase.

(b) The purchase is made subject to store purchase rules.

(c) There is budget provision.

6. Purchase of feed/fodder and feed ingredients.

To sanction local purchase of Livestock and Poultry feeds, fodder and feed ingredients for 1 month in the absence of valid accepted contract, subject to Store Purchase Rules and budget provision.

7. Uniform cloths and foot wear.

To Sanction expenditure towards purchase of uniform cloths and foot wear for the employees eligible for the same, working in the farm under their charge observing the general norms prescribed by the Government. Subject to budget provision and store purchase rules at the rates approved by the District Animal Husbandry Officer.

Administrative Officer

ADMINISTRATIVE POWERS

1. Appointment.

To sanction the appointments and promotion of all Non-gazetted Ministerial Officers in the sanctioned posts in the Department subject to Public Service Recruitment Rules.

2. Leave
To sanction all kinds of leave except special disability leave and study leave and leave without allowances exceeding 120 days subject to eligibility to all members of staff whom he is competent to appoint and also to sanction surrender of earned leave and other kinds of leave where substitute arrangements or grant of charge allowance are not necessary in case of all officers and below the rank of Deputy Directors.
3. Disposal of papers
To dispose off all routine papers including petitions except those containing specific complaints against the conduct of Departmental subordinates.
4. Inspections
To conduct inspection on the administrative side of departmental subordinate officers and institutions under order of Director of Animal Husbandry.
5. Review Note
To review notes of inspection on the personal registers of Clerks and also to issue office order for the proper working of the office.
6. Approval of drafts
To approve draft letters, based on orders passed by the Director of Animal Husbandry to other Heads of Departments and Offices and to Government on all matters, except on highly technical matters.
7. Authentication of Fair Copies
To authenticate and communicate fair copies of all sanctions accorded by the Director of Animal Husbandry to the Accountant General, Officers of the P. W. D. or Electricity Board and other authorities.

II FINANCIAL POWERS

1. Drawing of bills

To pass the T. A. claims of all the Non-Gazetted establishment including last grade servants in the office of Director of Animal Husbandry.

2. Non recurring expenditure
To incur non-recurring items of contingent expenditure in the office of the Director of Animal Husbandry up to Rs. 3,000 in each case provided there is provision in the budget and general rules in Appendix 4 of K. F. C. Vol. II are followed.
3. Purchase of furniture
To sanction the purchase of furniture locally for the use in the office of the Director of Animal Husbandry in urgent and unforeseen cases upto a limit of Rs. 3,000 in each case subject to budget provision provided no Government agency is able to supply the required furniture in time and the purchase is made observing the Store purchase rules and according to the standard prescribed.
4. Purchase of Stationery
To sanction purchase of stationery locally for the use of the Directorate of Animal Husbandry in urgent and unforeseen cases and when the articles are not available in the stationery stores upto a limit of Rs. 250 at the time subject to a maximum of Rs. 2,000 per annum.
5. Withdrawal from provident Fund Deposit
To Sanction all cases of temporary advance from P. F. Deposit to all officers in the Department upto and including Deputy Directors in normal cases.
6. Purchase of Books
To sanction purchase of non technical reference books for the use of the Directorate of Animal Husbandry if the expenditure is covered by provision in the budget upto a limit of Rs. 200 in each case subject to a maximum of Rs. 500 per annum.
7. Transfer and postings
To order transfers and postings of the N. G. O.'s, whom he is competent to appoint subject to the approval of Director of Animal Husbandry.
8. Disciplinary powers
As per K. C. S. (CC & A) Rules.
9. Pay fixation
To fix pay of all N. G. O.'s, whom he is competent to appoint.

10. Pension
To sanction pension to all officers whom he is competent to appoint.
11. Tours & Journeys
To sanction journeys of all ministerial staff including Administrative Assistant with in the State.
12. Auction Sale
To dispose off in public auction all unserviceable articles including replaced spare-parts of Motor vehicles attached to the Office of the Director of Animal Husbandry.
13. Countersigning indents
To Counter sign indents for stationery and quinquennial articles of subordinate offices and the Directorate of Animal Husbandry.
14. Investigation of arrear claims
To sanction investigation of arrear claims (Excepting time barred claim) of all officers of the Department and under contingencies which are not more than 5 years old.
15. Medical reimbursement
To sanction all cases of reimbursement of Medical expenses of all officers upto and including the rank of Deputy Director, Subject to the conditions under the Government servants Medical Attendance Rules.
16. Sanction of T. A. & Pay advances
To sanction T. A. and pay advance to officers upto and including the cadre of Administrative Assistant in the Department
17. Promotion and sanction of grade pay
To sanction time bound/service bases higher grade to all Class III and Class IV employees of the Department.

Administrative Assistant

ADMINISTRATIVE POWERS

1. Pay fixation

To fix pay of all NGOs working in the District Animal Husbandry Office/Directorate of Animal Husbandry and to record verification certificate.

- 2 Maintenance of Service Books
To attest the entries and record verification certificate in the Service Book of all NGOs in the District Animal Husbandry Office/Directorate of Animal Husbandry.
3. Correspondence
To send ordinary reminders to the Accountant General, higher officers and other offices including Public Service Commission. To sign the fair copies of all correspondence to all the subordinate officers of the District Animal Husbandry Office.
4. Accounts and Registers
Administrative Assistant is the custodian of all accounts and registers maintained in the District Animal Husbandry Office/Directorate of Animal Husbandry and will verify the cash book, Contingent Register, Acquittance roll, Stamp account, Stationery Furniture, other Registers, Log book of vehicle and record the verification certificate.
5. Leave
To sanction all kinds of leave except special disability leave and study leave, to all NGOs in the District Animal Husbandry Office/Directorate of Animal Husbandry provided the leave so sanctioned does not necessitate substitute arrangement and payment of charge allowance.
6. Surrender of earned leave
To sanction surrender of earned leave to all NGOs. working under the Administrative control of the District Animal Husbandry Office/Ministerial staff in the Directorate of Animal Husbandry.

FINANCIAL POWERS

1. Drawal of bills

To draw the establishment pay bills, Medical reimbursement bills, bills to settle the accounts in Family Benefit Scheme, State Insurance Scheme, etc., bill for withdrawal from General Provident Fund, Establishment T. A. Bills, regular contingent bills etc. of the District Animal Husbandry Office/Directorate of Animal Husbandry.

(1)

(2)

(3)

2. General Provident Fund and State L.I.C.

To forward the applications of NGOs working in the District Animal Husbandry Office/Directorate of Animal Husbandry for admission to the General Provident Fund and State Life Insurance Scheme.

MISCELLANEOUS POWERS

1. Supervision

To supervise the work of all ministerial staff and all other NGO working in the District Animal Husbandry Office/Directorate Animal Husbandry.

2. Stationery articles, furniture etc.

Administrative Assistant will be the custodian of Stationery articles, printed forms, furniture and other stores of the District Animal Husbandry Office/Directorate of Animal Husbandry excluding those of the Central Veterinary Stores.