

I/5967/2021

Website: schedujammu.nic.in
Email-id : dse.jammu@jk.gov.in
Contact No: 0191-2598439

**Government of Jammu and Kashmir
Directorate of School Education, Jammu**

CIRCULAR

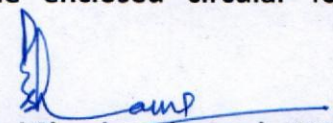
No: DSEJ: 35526-41

Dated: 01-11-2021

Sub: Status of DDOs registration on GeM and instructions of purchase through GeM as per the enclosed guidelines.

All the Chief Education Officers of Jammu Division have been asked a number of times to get the DDOs under their jurisdiction registered on GeM. Since Government has made purchases through GeM mandatory, as such it is once again exhorted to complete the process of registration in respect of all DDOs by creating CEOs as Primary users and enrolling other DDOs under them as secondary users. The Computer Cell of the Directorate has been facilitating creation of the Govt email-ids for different DDOs (Buyers, Consignee and PAO) but still most of the DDOs have not started working on GeM. In order to capture the accurate information from the concerned DDOs regarding their registration /working on GeM, a Google form has been created to get the desired information. All the Chief Education Officers as such are asked to get the Google form information filled by the DDOs concerned. The link of the Google form is available on the official website of the Directorate, i.e., "schedujammu.nic.in". All DDOs shall provide the information through this Google form within three days without fail.

In addition to this all those DDOs who have registered themselves on GeM need to strictly follow the guidelines provide in the enclosed circular for procurement of Goods and services through GeM.


(Dr. Ravi Shankar Sharma), KAS
Director School Education
Jammu

Copy to the:

1. All Joint Directors of Jammu Division for information and follow up of the same.
2. All Chief Education Officers of Jammu Division to take cognizance of this.
3. Chief Accounts Officer, Directorate of School Education, Jammu.
4. I/c Computer section for information and uploading the same on the official website.

CIRCULAR

Subject: Procurement through Government e-Marketplace (GeM).

Queries are been received by this office from DDOs regarding procurement procedures. In order to facilitate the DDOs to have ease in procurement of Goods and Services SOPs in accordance with GRF 2017, Procurement manual as well as various instructions issued for Department of finance J&K from time to time are reproduced as under.

Step 1: Registration of GeM

A. Circular instruction no A/21(2003)-1-partfile-11-927 dated 17.09.2019.

For primary user registration –you require the following before you can proceed:

- Government email id – preferably designation based
- Aadhaar number
- Active Mobile number to which your Aadhaar is linked- for OTP purpose

Please read and agree to the terms & condition of Government e- Marketplace (GeM) on GeM website before Signup.

Circular instruction for regarding procurement of Goods & Services through (GeM) portal issued vide no. A/21(2003)-1-partfile-11-927 dated 17.09.2019 wherein it was directed that Government organisation including Autonomous Bodies shall immediately register with GeM for their procurement.

B. All the Departments are therefore, directed to adhere to the following guidelines while procuring Goods & Services through Government e-Marketplace (GeM):

- 1) 100% procurement shall be ensured through (GeM) portal and information of every month in prescribed format shall be submitted by 7th of following month in respect of procurement made through Government e-Marketplace (GeM).
- 2) Payments to vendors of government e-Marketplace (GeM) shall be made within stipulated time limits prescribed by gem authorities.
- 3) Reflection of work done through (GeM) by the officer reported upon shall be made in the APRs of the officer.

Step 2: Instruction to purchase from Gem

In continuation to circular regarding procurement of Goods & Services through GeM portal issued vide no. A/21(2003)-1-Part file-II-927 dated 17.09.2019.

All Departments are therefore, directed to take into consideration following points while procuring Goods & Services on Government e-Marketplace (GeM):-

- 1) Buying from single vendor shall generally be avoided, and the departments shall not split the requirements which is against the principles of financial propriety.
- 2) Number of vendors on GeM (Govt. e-Marketplace) is large enough for discovery of competitive price.
- 3) Specifications shall be laid down to meet functional requirement without being restrictive as per CVC guidelines.
- 4) Generally the items are available at GeM at the rates lesser than the market rates. However, if the rates at GeM are higher, the same shall be brought into the notice of the GeM authorities and Finance department.

All the principles of financial propriety shall be adhered to for procurement of goods.

All the DDOs of Jammu shall furnish the list of items which are not either available on GeM or are costlier than the prevailing market price to the Finance Department.

Instruction of GFR (General Financial Rule)

Rule 149 of the GFR-2017, provides that it is mandatory for the government departments to purchase Goods and Services through GeM only, if these are available on GeM.

In order to effectively implement the above provisions functionality for generating 'GeM Availability Report & Past Transaction Summary (GeMAR&PTS)' has been made available on GeM. This will greatly help and benefit the Buyers and Competent Authorities in taking informed decisions in respect of availability of Product / Service on GeM.

It is mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with a unique ID on GeM portal for Procurement outside GeM. GeMAR&PTS shall be a pre-requisite for arriving at a decision by the competent authority for procurement of required goods and services by floating a bid outside GeM.

However, in case it is not possible to extract GeMAR&PTS report due to urgency and non-functioning of GeM at that time or due to Non-Availability of Internet Connection, screenshots in such cases shall be placed in the procurement files along with details of reason/ circumstances.

Accordingly, all the Departments are advised to direct their subordinate officers to follow the above instruction while resorting to procurement of goods and service outside GeM portal.

The payment for purchases of goods and services shall be released by the treasuries only on the production of GeMAR&PTS Report/Screenshot by the departments.

Step 3: Purchase up to ₹ 25000

GFR Rule 149 allows direct on-line purchases on GeM up to Rs. 25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. However this is subject to procuring authorities certifying the reasonability of rates.

Step 4: Purchase Above ₹ 25000 up to ₹ 5lakh

Above ₹ 25,000/- and up to ₹ 5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding the automobiles where the current limit of 30 Lakh will continue) of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for the procurement less than ₹ 5,00,000

Enabling provisions of Rule 149 of General Financial Rules- 2017

In case of Direct Purchase, during carting period, rates for carted quantity, for that buyer, are frozen for carting period as notified from time to time on GeM against any upward revision by seller. However, advantage of any downward revision in the offer price of carted item shall be automatically provided to the buyer. According to the provisions of Rule 149 (ii) of GFR, 2017, GeM shall be utilized by Government buyers for direct on-line purchases above Rs. 25,000/- and up to Rs. 5,00,000/- however such purchase has to be through the Seller having the lowest price (L-1) amongst the available Sellers on the GeM. In order to ensure that buyers select only L-1 available offer, the GeM portal requires that buyer first compares all the product options available on GeM to ensure that it meets its requirements/ specifications. While

comparing, care should be taken that comparison has to be done between products of at least three different.

Manufacturers/OEMs for L-1 buying, comparison has to be made between products of at least three different OEMs. If Buyer wants to buy any specific OEM's product then he has to go for Proprietary Article Certificate (PAC) buying after obtaining necessary approvals of competent authorities for PAC buying as per GFR-2017.

Step 5: Purchase Above ₹ 5lakh up to ₹ 30lakh

Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding the automobiles where the current limit of 30 Lakh will continue).

As per the circular instruction issued vide No.A/21(03)-I-partfile-II-1136 dated 24.01.2020, it is hereby brought into the notice of all Administrative Departments that Rule 21 of GFR 2017 stipulates as under:-

“Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Every Officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money”

Accordingly, Departments are requested to take into consideration following instruction while purchasing Goods & Services through GeM:

- 1) The procuring authorities will certify the reasonability of the rates.

- 2) Reasonability of rates shall be ascertained by using the Business Analytics (BA) tools available on GeM including the last purchase price on GeM, Departments own last purchase price, market price etc.
- 3) In order to ensure that the rates are competitive and reasonable, the Departments are advised to use option of bidding, reverse auction provided on the GeM.

Step 6: All the departments to tender compulsorily all works/procurements costing more than ₹ 1lakh through e-tendering.

The Hon'ble High court disposed of the writ petition directing to keep the limit unchanged at ₹ 1lakh.

Now therefore, in compliance with the judgement of the Hon'ble High Court and in supersession of Circular No. A/21(2003)-Misc-A-531 dated 19-09-2016, it is ordered that all the departments shall compulsorily tender all works/procurement costing more than ₹ 1lakh (one lakh only) through e-tendering.

Step 7: Only in case of goods and services (of required specification or within required delivery period etc.) are not available on GeM, the procuring entity can resort to rules 154 and 155 of GFRs.

The undersigned is directed to refer to ministry of Science and Technology (MST) OM No. MST/PRAO/Estt/22-38/2017-18/1952 dated 12.01.2018 forwarding the minutes of the standing committee of MST on GeM, wherein it was pointed out rules (GFRs). In this regard, it is clarified that Rule 149 of GFR provides for the mandatory procurement of common use Goods and Service by ministries or Departments for Goods or services available on GeM. Hence only in case of goods and services (of required specification

or within required delivery period etc.) are not available on GeM, the procuring entity can resort to rules 154 and 155 of GFRs i.e. procurement without quotation on the recommendations of a duly constituted Local purchase committee.

Step 8: Proposing changes in GFRs 2017.

Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017- reg.

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to</p>

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.</p> <p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.25,000 and up to Rs.5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.</p> <p>(iii) Above Rs.5,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM <i>(excluding Automobiles where current limit of 30 lakh will continue)</i></p>

<p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>(iii) <i>Above Rs.5,00,000</i> through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (<i>excluding Automobiles where current limit of 30 lakh will continue</i>).</p> <p>Note: There is no change in clauses (iv) to (viii).</p>
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20th

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	<p>Rule 150: Registration of Suppliers:</p> <p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>Rule 150: Registration of Suppliers:</p> <p>(i) <i>For goods and services not available on GeM</i>, Head of Ministry/ Department may also register suppliers of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/ e-Procurement portals.</p> <p>Note: There is no change in clauses (ii) to (iv).</p>
4.	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p>Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting</p>	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p><i>In case a certain item is not available on the GeM portal</i>, Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a</p>

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>	<p>duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website www.doe.gov.in -> Notification -> Circular --> Procurement Policy OM.

K. S. S. S.

4. Hindi version of this OM will follow.

K. Narayana Reddy 2/4/2019
(K Narayana Reddy)
Under Secretary to the Govt. of India
Telfax:-24621305
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
- (ii) Financial Advisors of All Central Government Ministries/ Departments

Step9: S.O.-58

In step9 as we noted from Government of Jammu And Kashmir Civil Secretariat-Finance Department notification Jammu, the 31st of December, 2019.

S.O.-58.—In exercise of the powers conferred under section 67 of the Jammu and Kashmir Reorganisation Act, 2019, the Lieutenant Governor, Union Territory of Jammu and Kashmir is pleased to delegate his financial powers for incurring Contingent expenditure and miscellaneous expenditure to the Administrative Departments, Major Heads of Departments, Class-I Officers (Other Officers), Class-II and Class-III Officers, to the extent as indicated in Annexure-I, to this Notification.

2. The financial powers delegated are subject to the condition that all Codal Formalities shall be followed as per the provisions laid down in General Financial Rules (GFRs) read with the Jammu and Kashmir Reorganisation Act, 2019 and other instructions/orders/guidelines issued by Government of Jammu and Kashmir.

3. The list of Major Heads of Departments, Class-I Officers (Other officers), Class-II and Class-III Officers of the Union Territory of Jammu and Kashmir, in whose favour powers have been delegated, forms Annexure-II, to this notification.

By order of the Lieutenant Governor.

Annexure-I to Notification S.O.-58 dated 31-12-2019

Delegation of financial powers to Administrative Departments/Major Heads of Departments/Class-I Officers (Other Officers)/Class-II and Class-III Officers for incurring contingent and miscellaneous expenditure.

S. No.	Nature of Power	To Whom Delegated	Extend	Rules, Orders, Restrictions or scales subject to which the expenditures shall be incurred
1	2	3	4	5
1.	Unspecified items (Recurring)	Administrative Department	Up to Rs. 10.00 Lakhs per annum	Subject to rules laid down in GFR 2017
		Major Heads of the Departments	Up to Rs. 5.00 Lakhs per annum	
		Class-I Officers (Other Officer)	Up to Rs. 30,000 Per annum in each case	
		Class-II and Class-III Officer	Up to Rs. 30,000 Per annum in each case.	

2.	Unspecified items	Administrative Departments	Up to Rs. 5.00 lakhs per annum in each case	Subject to rules laid down in GFR 2017.
		Major Heads of departments	Up to Rs. 2.50 lakhs per annum in each case	
		Class-I Officers (Other officers)	Up to Rs. 30,000 per annum in each case	
		Class-II and Class-III Officer	Up to Rs. 30,000 per annum in each case	
3.	Purchase of bicycle for use of their own office as well as for their subordinate offices	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments		
		Class-I Officers (Other officers)		
4.	Repairs of bicycle	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments		
		Class-I Officers (Other officers)		

1	2	3	4	5
5.	Conveyance Hire	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments	Up to Rs. 50,000 per month	
		Class-I Officers (Other officers)	Up to Rs. 40,000 per month	
		Class-II Officer	Up to Rs. 20,000 per month	
		Class-III Officer	Up to Rs. 10,000 per month	
6.	Reimbursement of conveyance charges	Administrative Department	Up to Rs. 4,000 per month per person	
		Major Heads of departments	Up to Rs. 2,000 per month per person	
		Class-I Officers (Other officers)	Up to Rs. 1,000 per month per person	
		Class-II Officer & Class-III Officer	Up to Rs. 500 per month per person	
7.	Electricity, water charges, Gas other	Major Heads of departments	Full powers within budgetary limit	

	than LPG	Class-I Officers (Other officers)		
		Class-II Officer Class-III Officer		
8.	Purchase of furniture	Major Heads of departments	Full powers within budgetary limit	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR 2017.
		Class-I Officers (Other officers)		
		Class-II Officer Class-III Officer		
9.	Repair of furniture	Major Heads of departments	Full powers within budgetary limit	
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
10.	Freight and demurrage/ wharfage charges	Major Heads of departments	Full powers within budgetary limit	
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		

1	2	3	4	5
11.	Hiring of office furniture, electric fans, heaters, coolers, clocks etc.	Major Heads of departments Class-I Officers (Other Officers) Class-II Officer Class-III Officer	Full powers within budgetary limit	
12.	Legal charges	Major Heads of departments Class-I Officers (Other officers) Class-II Officer Class-III Officer	Full powers within budgetary limit	Subject to the principles and rates laid down by Law Department.
13.	Maintenance upkeep and repair of vehicles	Administrative Department Major Heads of departments Class-I Officers (Other officers) Class-II Officer	Full powers within budgetary limit Up to Rs. 15,000 per annum per vehicle Up to Rs. 15000 per annum per vehicle	

		Class-III Officer	Up to Rs. 15000 per annum per vehicle	
14.	Condemnation of vehicle	Administrative Department	Full powers	Subject to the fulfilment of norms.
15.	Municipal rates and taxes	Major Heads of departments	Full powers within budgetary limit	
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
16.	Execution of repairs and day to day maintenance of Govt. buildings	Administrative Departments	Full powers within budgetary limit, if the work is executed through Public Works Department.	In exercising these powers, the provision of rules 132 and 140 of the General Financial Rules, 2017 shall be observed.
		Major Heads of departments	Full powers within budgetary limit, if the work is executed through Public Works Department.	
		Class-I Officers (Other officers)		

1	2	3	4	5
17.	Postal and telegraph charges	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
18.	Printing and Binding through Government Press	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
19.	Printing and Binding through Local Private Agencies	Administrative Departments	Up to Rs. 20,00,000 per annum	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments	Up to Rs. 5,00,000 per annum	

		Class-I Officers (Other officers)	Up to Rs. 2,00,000 per annum	
		Class-II Officer	Up to Rs. 1,00,000 per annum	
		Class-III Officer	Up to Rs. 50,000 per annum	
20.	Publication (i) Official publication	Administrative Departments	Full powers within budgetary limit	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
	(ii) Non-Official publication including books also	Administrative Departments	Full powers within budgetary limit	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		

1	2	3	4	5
	(iii) Advertisements in Newspaper	Administrative Departments	Full powers within budgetary limit	Through Information Department only.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer		
		Class-III Officer		
21.	To sanction rent for accommodation of Offices and other public institutions in private Buildings required for non-residential purposes outside J&K when no Govt. accommodation is available	Administrative Department	Full powers	Rent is recommended to be reasonable by Executive Engineer of the concerned locality in which accommodation has been hired and the agreement of the Finance Department has been obtained.
22.	To sanction rent for accommodation of	Major Heads of the Department	Full powers	Subject to the condition that the rent is recommended by District

	Offices and other public institutions in private buildings required for non-residential purpose			Level Rent Assessment Committee.
		Class-I & Class-II Officers		
23.	To sanction rent for private accommodation hired for residential purpose when suitable Govt. building is not available	General Administration Department (Estates)	Full powers within budgetary limit	Subject to the following conditions :— (1) Rent is recommended by Rent Assessment Committee. (2) Hiring of accommodation at the rent recommended by committee is approved by LG in coordination.
24.	Repair to and removal of Machinery (Where the expenditure is not of capital nature)	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments Class-I Officers (Other officers)		

1	2	3	4	5
25.	To grant rewards	Administrative Departments	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.
26.	To sanction fluctuating expenditure in meeting allowances of sweepers for part time service.	Administrative Departments	Full powers within budgetary limit	Subject to the rates approved by the Government from time to time.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officers &		
		Class-III Officers		
27.	Purchase of stationery articles	Administrative Departments	Full powers within budgetary limit	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer &		
		Class-III Officer		

28.	Local purchase of petty stationery stores	Administrative Departments	Full powers within budgetary limit	Subject to rules as laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)	Up to Rs. 50,000 per annum	
		Class-II Officer	Up to Rs. 50,000 per annum	
		Class-III Officer	Up to Rs. 50,000 per annum	
29.	Stores required for petty works (repairs etc.)	Administrative Departments	Full powers within budgetary limit	Subject to the following conditions that : (i) Sanction of competent authority for executing the work carries with it, sanction for incurring necessary expenditure on the purchase of stores required for the work. (ii) Rules as laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		

1	2	3	4	5
30.	Other Stores i. e. stores required for working of an establishment, instruments, equipments and apparatus	Administrative Departments	Full powers within budgetary limit	Subject to rules as laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)	Up to Rs. 50,000 per annum	
		Class-II Officer	Up to Rs. 30,000 per annum	
31.	Purchase of Dietary articles/clothing and other items for day-to-day use of Government hospitals	Administrative Departments	Full powers within budgetary limit	Subject to rules laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officer	Up to Rs. 10,000 at a time	
32.	Supply of uniforms	Administrative Departments	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.

		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officers & Class-III Officers		
33.	To sanction Telephone connections for public offices and institutions and residences of Govt. Officers.	General Administration Department (Estates)	As per sanction of Telephone sanctioning committee	
34.	To sanction telephone charges	Administrative Departments	Full powers within budgetary limit	
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II Officers & Class-III Officers		
35.	Tents and camp furniture	Major Heads of the Department	Full powers within budgetary limit	
		Class-I Officers		

1	2	3	4	5
		(Other officers) Class-II Officers		
36.	Purchase of office automation equipment like photocopier, fax machine, telephone apparatus, computer, laptop, printer etc.	Administrative Departments	Full powers within budgetary limit	Subject to rules as laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017, and obtaining of concurrence from F. D. if the expenditure exceeds Rs. 20,00,000 ;
		Major Heads of departments		Subject to rules as laid down in Chapter 6 Procurement of Goods and Services in GFR, 2017, and obtaining of concurrence from F. D. if the expenditure exceeds Rs. 10,00,000 ; and
		Class-I Officers (Other officers)	Up to Rs. 2.00 lakhs per annum	
		Class-II Officers & Class-III Officers	Up to Rs. 2.00 lakhs per annum	

37.	Hire and maintenance of all kinds of computers/office equipments	Administrative Departments	Full powers	The expenditure on the maintenance (including repairs), upkeep when the work is entrusted to a 'Public Sector Undertakings' and hire for block time in case of exigency faced by breakdowns, erratic power supply, non-availability of computer spares of special nature at short notice, etc., when time bound work has to be completed, shall be incurred subject to general or special instructions issued by the Department of Finance/ Information Technology Department from time to time in this behalf.
		Major Heads of departments		
		Class-I Officers (Other officers)		
		Class-II & Class-III Officers		
38.	Sanction of G. P. Fund Advance	Administrative Departments	Full powers (Ordinary, Special and non-refundable GPF withdrawal)	As per provision laid down in "General Provident Fund (Central Services) Rules, 1960.
		Major Heads of departments	Full powers (Ordinary, Special and non-	

1	2	3	4	5
			refundable GPF withdrawal)	
		Class-I Officers (Other officers)	Full powers	
		Class-II Officers & Class-III Officers	(Ordinary, GPF Advance)	
39.	To sanction House Building Advance	Administrative Departments	Full powers	As per the guidelines issued by the F. D. from time to time.
40.	To sanction an allowance to Orderlies who handle Gestetner Machines in addition to their own duties	Administrative Departments	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.
		Major Heads of Departments		
41.	To incur expenditure on service postage stamps for use in office	Administrative Departments	Full powers within budgetary limit	
		Major Heads of Departments		
		Class-I Officers		

		Other officers		
		Class-II & Class-III Officers		
42.	Cost of Petrol, Oil and Lubricant for Departmental vehicle	Administrative Departments	Full powers within budgetary limit	
		Major Heads of Departments		
		Class-I Officers (Other officers)		
		Class-II & III Officers		
43.	To sanction expenditure on account of refreshment charges in favour of Government employees participating in All India Service Tournaments	Administrative Departments	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.
		Major Heads of Departments		
44.	To grant compensation to Govt. employees under the Workmen's Compensation Act	Administrative Departments	Full powers	In accordance with the rules framed by Government from time to time.

1	2	3	4	5
45.	To sanction expenditure on entertainment under the unit, 'News Service and Briefing of Correspondents'	Information Departments	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.
46.	To sanction reimbursement of expenses incurred under Employees State Insurance Scheme (ESI Corporation of India)	Labour Departments	Full powers within budgetary limit	
47.	To sanction refreshment charges in favour of employees on following occasions :— (i) During sessions of Legislature (ii) Budget Formation (iii) Plan formulation	Administrative Departments Major Heads of departments Class-I Officers (Other officers)	Full powers within budgetary limit	As per the guidelines issued by the F. D. from time to time.

	(iv) Conduct of elections (v) During Cabinet meeting			
48.	To sanction the grant of scholarship in Govt. Colleges and Schools	Education Departments Head of the Institution	In respect of the students in Colleges	As per the guidelines issued by the F. D. from time to time.
		Provincial Joint Directors of School Education	In respect of the students in High/ Higher Secondary schools.	
		Chief Education Officer	In respect of the students in Middle Classes studying in schools other than High/Higher Secondary	
49.	Outsourcing of staff (Cook, Driver, etc.)	Administrative Departments	Full powers within budgetary limit	Subject to obtaining of concurrence from Finance Department.
		Major Heads of departments		

Annexure-II to Notification. S. O.-58 Dated 31-12-2019

CLASSIFICATION OF OFFICERS

Major Heads of Departments

1. Chief Secretary.
2. Advocate General.
3. Financial Commissioner.
4. Principal Secretary to Government.
5. Principal Secretary to Lt. Governor.
6. Principal Secretary to Chief Minister.
7. Commissioner/Secretary to Govt./Secretary to Govt. independent charge of a Department.
8. Financial Commissioner, Coordination, New Delhi.
9. Commissioner of Vigilance.
10. Chief Electoral Officer.
11. Registrar General High Court.
12. Resident Commissioner, J&K Govt., New Delhi.
13. Press and Publicity Advisor to the Chief Minister.
14. Director, IMPA.
15. Establishment Member Public Service Commission.
16. Chairman Subordinate Service Selection Board.
17. Chairman, J&K Special Tribunal.
18. Director General of Police/Additional DG of Police.
19. Director General of Prisons/Additional DG of Prisons.
19. Director General/Additional DG Fire and Emergency Services
20. Director General/Additional DG Home Guards & Civil Defence.

21. Director General, Accounts and Treasuries
22. Inspector General of Police/Prisons/Traffic/Telecom and other Inspector Generals.
23. Deputy Director General/Director, NCC, J&K.
24. Director Forensic Science Laboratory.
25. Director Sainik Welfare.
26. Director Economic and Statistics.
27. Director Information Department.
28. Chief Project Engineers of Major Hydel Projects.
29. Financial Advisor and Chief Accounts Officer, Power Projects and Flood Control Department.
30. Development Commissioner, Power Development Department.
31. Director General, Youth Services and Sports.
32. Project Director, J&K Sainik School, Manasbal.
33. Director Technical Education.
34. Directors School Education, Jammu/Srinagar.
35. Principal Govt. College of Engineering and Technology.
36. Principal of Degree Colleges.
37. Director Colleges.
38. Excise Commissioner.
39. Sales Tax Commissioner.
40. Director General Funds Organization.
41. Director General, Audit and Inspection.
42. Director General Budget, Finance Department.
43. Director General Codes, Finance Department.

44. Director Institutional Finance and Resources, Finance Department.
45. Secretary Legislative Assembly.
46. Director Accounts and Treasuries Kashmir/Jammu
47. Director Industries and Commerce.
48. Director Geology and Mining.
49. Director Handicrafts.
50. Director Handlooms Development Department.
51. Director Sericulture.
52. Registrar Co-operative Societies.
53. Director Agriculture.
54. Director Horticulture.
55. Director Soil Conservation.
56. Director Animal Husbandry.
57. Director Sheep Husbandry.
58. Financial Commissioner (Revenue).
59. Divisional Commissioner.
60. Relief Commissioner (Migrant).
61. District Development Commissioner.
62. Custodian General.
63. Commissioner Agrarian Reforms.
64. Director Food and Supplies.
65. All Chief Engineers (Electrical, R&B, Irrigation, Public Health, Designs and Planning, Flood Control, Stores Procurement, Mechanical, UEED etc.).
66. Chief Town Planner.

67. Development Commissioner Works.
68. Director Stores and Procurement Department.
69. Chief Architect.
70. Director Health Services.
71. Drugs Controller.
72. Principal Medical College, Jammu/Srinagar.
73. Director Institute of Medical Sciences, Srinagar (SKIMS).
74. Principal SKIMS Medical College, Srinagar.
75. Principal Dental College, Srinagar.
76. Principal Government Dental College, Jammu.
77. Administrator, Associated Hospitals, Srinagar/Jammu.
78. Director Indian System of Medicines.
79. Director Family Welfare, MCH and Immunisation.
80. Director Social Welfare.
81. Director Tourism, Kashmir/Jammu.
83. Director Gardens and Parks/Floriculture.
84. Director Motor Garages.
85. Principal Chief Conservator of Forests/Addl. PCCF.
86. Chief Conservator of Forests.
87. Chief Wildlife Warden.
88. Director Environment and Remote Sensing.
89. Director Forest Institute.
90. Project Director Social Forestry Project.
91. Chairman Pollution Control Board.
92. Director Hospitality and Protocol.

93. Labour Commissioner.
94. Director Stationery and Civil Supplies.
95. Director Employment.
96. General Managers, Govt. Presses, Jammu/Srinagar.
97. Development Commissioner Fisheries.
98. Director Fisheries.
99. Transport Commissioner.
100. Director Local Bodies.
101. Settlement Commissioner
102. Chief Executive Officer, Pahalgam Development Authority.
103. Chief Executive Officer, Gulmarg Development Authority.
104. Chief Executive Officer, Patnitop Development Authority.
105. Director Horticulture (Planning and Marketing).
106. Director Estates.
107. Director Local Fund Audit and Pensions.
108. Chief Executive Officer, Sonamarg.
109. Chief Executive Officer, Kokernag.
110. Chief Executive Officer, Lakhanpur-Sarthal.
111. Chief Executive Officer, Bhaderwah.
112. Chief Executive Officer, Kishtwar.
113. Chief Executive Officer, Poonch.
114. Chief Executive Officer, Verinag.
115. Chief Executive Officer, Aharbal.
116. Chief Executive Officer, Yousmarg.
117. Chief Executive Officer, Wullar-Manasbal.

- 118. Chief Executive Officer, Surinsar-Mansar.
 - 119. Chief Executive Officer, Lohlab-Bangus-Drangyari.
 - 120. Chief Executive Officer, Tosa-Maidan.
 - 121. Director Command Area Development, Kashmir.
 - 122. Director Command Area Development, Jammu.
 - 123. Director Rural Development, Kashmir.
 - 125. Director Rural Development, Jammu.
 - 126. Director Rural Sanitation, J&K.
 - 127. Commissioner, Food Safety, J&K.
 - 128. Director Libraries and Research, J&K.
 - 129. Director Archives, Archeology & Museums, J&K.
 - 130. Principal, Government Medical College, Anantnag/Baramulla/
Doda/Kathua/Rajouri.
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CLASS-I OFFICERS
(OTHER OFFICERS)

1. Secretary to Govt. (not being independently incharge of a Department).
2. Special Secretary and Additional Secretary to Govt.
4. Secretary, Trade Commission.
5. Secretary, J&K Public Service Commission.
6. Registrar, Special Tribunal.
7. Secretary, Service Selection Recruitment Board.
8. Director-cum-Pilot, Civil Aviation Wing.
9. Deputy Inspector General of Police.
10. Deputy Inspector General of Prisons.
11. NCC Group Commander.
12. DIG (Ranges).
13. Director, Defence Labour Procurement Department.
14. Director, Forensic Science Laboratory.
15. Joint Director J&K Fire Services.
16. Zilla Sainik Welfare Officer.
17. Director Sher-i-Kashmir Police Academy, Udhampur.
18. Joint Director Evaluation and Statistics.
19. Director Audio Visual Division.
20. Joint Director Press and Publication, Information Department.
21. Joint Director Audio Visual Division, Information Department.
22. Joint Director Planning and Administration, Information Deptt.
23. Chief Public Relation Officer, Kashmir Bureau of Information, New Delhi.

24. Principal, Polytechnic.
25. Joint Director, Education.
26. Principal, J&K Institute of Education.
27. Editor, Gazetteers Unit.
28. Principal, College of Physical Education.
29. Principal, Northern Zonal Accountancy Training Institute, Jammu.
30. Principal, Accountancy Training School, Srinagar
31. Examiner, Local Fund Audit.
32. Deputy Sales Tax Commissioner (Appeals).
33. Deputy Director Funds Organisation.
34. Director Finance (Special Scale Officers), Financial Advisor/Chief Accounts Officer (Selection Grade Officers), Sadder Treasury Officer, Srinagar/Jammu.
35. Registrar High Court.
36. District and Session Judges, District Magistrate and Additional District Magistrate.
37. Director Litigation, Srinagar/Jammu.
38. Joint Director Industries.
39. Director Sericulture Development Department, Jammu/Srinagar.
40. Director (Research) Sericulture Dev. Department.
41. Joint Director Handicrafts.
42. Mining Engineers.
43. Chief Drilling Engineers.
44. Joint Director/Dy. Director, Floriculture.
45. General Managers, Industries Centres.
46. Director Extension and Training Sericulture Department.

47. Joint Director Handlooms.
48. Joint Director Geology and Mining.
49. Deputy Director Geology and Mining.
50. Additional Registrar Co-operatives.
51. Joint Director, Agriculture.
52. Director, Rakh and Farms.
53. Maize Breeder.
54. Joint Registrar Co-operative Societies.
55. Joint Director Agriculture Multiple Cropping.
56. Deputy Director Horticulture.
57. Agriculture Research Engineers.
58. Rice Specialist.
59. Soil Survey Officer.
60. Agriculture Chemist.
61. Entomologist.
62. Vegetable Specialist.
63. Agronomist.
64. Agriculture Botanist.
65. Geneticist.
66. Deputy Director Training.
67. Wheat Breeder.
68. Deputy Director, Agriculture.
69. Agrostologist.
70. Superintending Engineer, Engineering Wing, Agriculture Deptt.
71. Deputy Director, Marketing (Horticulture, Planning and Marketing).

72. Mushroom Specialists.
73. Director (Provincial), Fire and Emergency Services.
74. Plant Pathologist (Apple Scab).
75. Deputy Director, Animal Husbandry.
76. Manager, Cattle Breeding Farm.
77. Poultry Project Officer.
78. Deputy Director, Sheep Husbandry.
79. Deputy Director, Animal Husbandry.
80. Deputy Director, Poultry.
81. Deputy Director, Research Animal Husbandry Department.
82. Project Officer, Intensive Cattle Development.
83. Deputy Director, Poultry Marketing Jammu/Kashmir.
84. Poultry Geneticist, Jammu/Kashmir.
85. Poultry Nutritionist.
86. Manager, Exotic Cattle Breeding Farm Mansbal.
87. Joint Director, Sheep Husbandry Department.
88. Joint Director, Animal Husbandry Department.
89. Project Director Live Stock Production Programme, Baramulla, Jammu/Srinagar.
90. Director Land Records.
91. Director of Consolidation.
92. Special Officer, Auqaf.
93. Deputy Commissioners.
94. Additional Commissioners.
95. Superintending Engineer, Electric, R&B, Irrigation, Public Health, Designs and Planning, Flood Control, Mechanical & UEED.
96. Senior Drilling Engineer of Geology and Mining Department.

97. Deputy Development Commissioner (Works), Jammu/Srinagar.
98. Senior Architect.
99. Superintendents of Hospitals.
100. Deputy Director, Health Services.
101. Superintendents of Nursing Homes.
102. Principal, Ayurvedic College.
103. J&K T. B. Officer.
104. Joint Director Health Services.
105. Controller Stores, Health and Family Welfare Medical Education Department.
106. Research Officer, Vaccine.
107. Joint Director (Adm.), SKIMS.
108. Medical Superintendent, SKIMS.
109. Chief Hospital Engineer, SKIMS.
110. Deputy Director Indian System of Medicines.
111. Deputy Controller Drugs and Food Organisation.
112. Project Chief Integrated Watershed Dev. Project (IWDP) Hills.
114. Conservator of Forests.
115. Soil Conservation Officer.
116. Director Forest Protection Force.
117. Joint Director Fisheries.
118. Chief Aquaculture Engineer.
119. Assistant Commissioner Dev. (Rural Development).
120. Joint Transport Commissioner.
121. Regional Transport Officer, Jammu/Srinagar.

- 122. Joint Director Field Survey Organisation.
- 123. Joint Director Town Planning Organisation.
- 124. Director Urdu Co-ordination Cell.

CLASS-II OFFICERS

1. Deputy Secretaries to Government.
2. Deputy Director Estates.
3. Trade Agents.
4. Deputy Comptroller Governor's House-hold.
5. Unit Commanders, National Cadet Corps.
6. Assistant Inspector General of Police/SSP/Superintendent of Police.
7. Secretary, Advisory Board (Maintenance of Internal Security Act, etc.).
8. Deputy Director J&K Fire Services.
9. Superintendent Central Jails, Srinagar/Jammu.
10. Deputy Director Statistics.
11. Chief Planning Officers.
12. Principal Information Officers.
13. Assistant Director, Research and Publications.
14. Assistant Directors of Information, Jammu/Kashmir.
15. Public Relation Officer, Kashmir Bureau of Information, New Delhi.
16. Executive Engineers, Electric.
17. Research Officer, Incharge Hydraulic Research Station, Jammu and Irrigation Laboratories Jammu and Kashmir.
18. Deputy Director Industrial Training Institute.
19. Principals of District Institutes of Education.
20. Deputy Directors, Archives, Library, Archaeology and Museums.

21. Divisional Youth Welfare Officer.
22. Principal Industrial Training Institute.
23. Chief Education Officers.
24. Provincial Social Education Supervisors, Social Education Department.
25. Deputy Director Technical Education.
26. General Treasurer.
27. Institutional Finance and Resources Officer, Finance Department.
28. District Treasury Officer/Treasury Officer, Additional Treasury—Srinagar/Jammu.
29. Deputy Director, Audit and Inspections.
30. Sub-Judges.
31. Deputy Registrar, High Court.
32. Deputy Director, Handlooms.
33. Geologist Grade-I.
34. Development Officer, Sericulture Dev. Department.
35. Deputy Director Handicrafts (Trainings).
36. General Manager, Massive Craft Scheme.
37. Deputy Director Quality Control.
40. Chemical Examiner.
41. Principal Extension Training Centre.
42. Deputy Registrars of Co-operative Societies.
43. Manager, Padgampura Farm.
44. Agriculture Engineer.
45. Farm Manager, Seed Multiplication Farm, Chinor.

46. Manager-cum-Chemist (Horticulture Deptt.).
47. District Horticulture Officers.
48. Project Officer, Multiple Cropping.
49. Junior Agronomist (All India Coordinator Potato Dev. Programme).
50. Chief Agriculture Officers.
51. Potato Development Officers.
52. Floriculturists.
53. Executive Engineer, Engineering Wing, Agriculture Department.
54. Agriculture Development Officer.
55. Assistant Director, Horticulture Planning and Marketing.
56. Area Marketing Officer (Horticulture, Planning and Marketing).
57. Vegetable Development Officers.
58. Planning Officer, Co-operative Department.
59. Divisional Seed Certification Officer (Agriculture Dev.)
60. Seed Analyst, Jammu/Srinagar, Agriculture Department.
61. Mushroom Development Officer, Jammu/Kashmir Agriculture Department.
62. Assistant Agrostologist.
63. Manager, Plant Protection Workshop and Stores Srinagar/Jammu.
64. Chief Animal Husbandry Officer.
65. Veterinary Disease Investigation Officer PDO/LBO.
66. Poultry Development Officer.
67. Assistant Project Officer, Sheep Husbandry Department.
68. Development Officer, DPAP (Sheep), Doda.

69. Manager, Poultry Farm, Srinagar.
70. Animal Husbandry Extension Officer, Publicity Wing, Jammu.
71. Poultry Marketing Officer, Jammu/Srinagar.
72. Manager, Rearing Space, Jammu/Srinagar.
73. Dairy Development Officer.
74. Deputy Director, Food and Fodder Programme, Animal Husbandry Department.
75. Superintendent, Sheep Breeding Farm.
76. Project Officer, Intensive Development Sheep.
77. Research Officer, Disease Investigation Sheep.
78. Sheep and Wool Development Officers.
79. Settlement Officers.
80. Deputy Controller, Weights and Measures.
81. Assistant Settlement Officers.
82. Assistant Commissioners
83. Principals, Revenue Training School, Jammu and Srinagar.
84. Settlement Officer (Consolidation).
85. Sub-Divisional Officers of the Revenue Department.
86. Deputy Director, Food and Supplies.
87. Deputy Director, Mechanical and Stores Department.
88. Chief Designer, Handicrafts.
89. Executive Engineers, R&B.
90. Executive Engineers, Mechanical and Stores.
91. Drilling Engineer of Geology and Mining Department.
92. Architect.

93. Town Planner.
94. Assistant Executive Engineer.
95. Joint Director (Works).
96. Chief Executive Officer, Project Organisation, Pahalgam and Gulmarg.
97. Divisional Architect.
98. Executive Engineer, Electric/Mechanical SKIMS, Srinagar.
99. Senior Resident, SKIMS, Srinagar.
100. Administrative Officer, Associated Hospitals, Srinagar/Jammu.
101. Operation Research Officer, SKIMS, Srinagar.
102. Academic Registrar, SKIMS, Srinagar.
103. Area Development Officers.
104. Project Officer, Rehber-I-Sehat, Ganderbal Block, Health and Family Welfare and Medical Education Department.
105. Chief Librarian, SKIMS, Srinagar.
106. Executive Hospital Engineers (Electronics), SKIMS, Srinagar.
107. Deputy Controller Stores, Health and Family Welfare and Medical Education Department.
108. Stores Purchase Officer, SKIMS, Srinagar.
109. Administrative Officer, SKIMS, Srinagar.
110. Principal, Regional Family Planning Training Centre.
111. Medical Officer, Incharge of Centrally Sponsored and Aided Scheme namely :—
 - (i) Leprosy Control Programme ;
 - (ii) Eradication of Small Pox ;
 - (iii) Family Planning Programme ;

- (iv) B.C.G. Programme ;
- (v) Trachoma Pilot Project ;
- (vi) Health Education Bureau ; and
- (vii) Anti V. D. Programme.

112. Deputy Superintendents of City Hospitals and C. D. Hospitals.

113. Deputy Superintendent, SKIMS Hospital, Srinagar.

114. Malariologist.

115. District Medical Officers.

116. Assistant Director, Health Services (Indian Medicines).

117. Special Officer for Special Programme for Nutrition for Children.

118. Programme Officer/Deputy Director, Social Welfare Department.

119. Executive Engineer, UEED.

220. Deputy Director, Tourism.

221. Garden Keepers, Parks and Gardens.

122. Deputy Director, Botanist, Parks and Gardens.

123. Regional Wildlife Warden.

124. Joint Director, Integrated Water Shed Project.

125. Deputy Director IWDP.

126. Chief Executive Officer.

127. Regional Director, Pollution Control Board.

128. Member-Secretary, Pollution Control Board.

129. Deputy Director, Pollution Control Board.

130. Joint Director, Forest Protection Force.

131. Deputy Director, Forest Protection Force.

132. Divisional Forest Officer.

133. Deputy Conservator of Forests.
 134. Executive Engineers, Irrigation.
 135. Executive Engineers, Flood Control, Designs and Planning.
 136. Executive Engineers, Public Health.
 137. Deputy Director, Hospitality and Protocol.
 138. District Employment Officer.
 139. Deputy Director, Central Employment Department.
 140. Deputy Director, Youth Employment, Information Centre, Srinagar/
Jammu.
 141. Joint Director/Deputy Director, Employment.
 142. Deputy Labour Commissioner.
 143. Deputy Director/Chief Project Officers, Fisheries.
 144. Aquaculture Engineer.
 145. Project Officer, District Rural Dev. Agency.
 146. District Panchayat Officer.
 147. Deputy Directors, Motor Garages.
 148. Superintendent, National Sample Survey.
 149. Toshakhana Officers.
 150. Deputy Director, Field Survey Organisation.
 151. Chairman, Divisional Debt Consultation Board, Jammu/Srinagar.
 152. Land Scape Architect Project Organisation, Soura.
 153. Deputy Registrar, Special Tribunal.
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CLASS-III OFFICERS

1. Under Secretary to Govt.
2. Administrative Officer.
3. Superintendent of District Jails (other than Srinagar and Jammu).
4. Assistant Directors, Fire Services.
5. Deputy Superintendent of Police.
6. Assistant Director, Statistics.
7. Revenue Officer, Power Development Department.
8. Assistant Director, Physical Education.
9. Officer Incharge Industrial Training Institute.
10. Principals, Higher Secondary Schools (10+2).
11. Assistant Director Archives, Archaeology and Museum.
12. District Youth Welfare Officers.
13. Accounts Officer.
14. Excise and Taxation Officers.
15. Public Prosecutors/Addl. Public Prosecutors.
16. Sub-Registrars.
17. Munsiffs.
18. Manager, Govt. Central Market, Srinagar.
19. Manager, Industrial Estates.
20. Factory Chemists.
22. Inspectors of Factories.
23. Assistant Director, Handlooms.
24. Assistant Director, Handicrafts.

25. Sr. Manager, Massive Craft Scheme.
26. Deputy Director of Sericulture Dev. Department.
27. Manager, Industries Centres.
28. Manager, Seed Sericulture Dev. Department.
29. Geologist Grade-II.
30. Manager, Plant Protection Workshop and Stores (Distt. Level).
31. Garden Assistant.
32. Economists, Horticulture, Planning and Marketing.
33. Assistant Soil Chemist, Soil Testing Laboratory.
34. Information Publicity Officer (Horticulture Department).
35. Principal, Malies Training Class.
36. Officer Incharge, Tea Cultivation.
37. Assistant Horticulturists.
38. Zonal Education Officer/Headmaster.
39. Zonal Agriculture Production Officer.
40. Superintendent Gardens, Agriculture Department.
41. Assistant Registrar, Co-operatives.
42. Field Manuring Officer.
43. Assistant Plant Protection Officer.
44. Officer Incharge, Mechanised Farm, Nandpur.
45. Crop Botanist.
46. Mycologist.
47. Veterinary Inspectors.
48. Liver Fluke Control Officers, Agriculture Department.
49. Livestock Dev. Officers, Animal Husbandry Department.

50. Hill Cattle Development Officer.
51. Chief Executive Officer, Emergency Relief Organisation.
52. Consolidation Officers.
53. Tehsildars.
54. Provincial Assistant Controllers of Weights and Measures.
55. Officer Incharge Border Area Land Reclamation.
56. Assistant Director, Food and Supplies.
57. Assistant Architect.
58. Assistant Town Planner.
59. Assistant Engineers.
60. Chief B. C. G. Officer.
61. Epidemiologists.
62. Veneriologists.
63. Asstt. Director, Health Services (Small Pox Project Scheme).
64. Nutrition Survey Officer.
65. Malaria Officer.
66. Deputy Superintendents of City Hospital and C. D. Hospital
except Deputy Superintendent, SMHS Hospital, Srinagar.
67. Drug Analyst.
68. Assistant District Medical Officer (Indian Medicine).
69. District Family Planning Officers.
70. Medical Officers (Assistant Surgeons), Incharge Primary Health
Centres.
71. Assistant Director (Crafts) Social Welfare Department.
72. Project Officers Community Projects/District Social Welfare
Officer/CDPOs/Assistant Director, Social Welfare Department.

73. Tourist Officer, Katra.
74. Assistant Director, Gardens and Parks.
75. Assistant Director, Tourism.
76. Officer Incharge, Floriculture.
77. Assistant Wildlife Warden.
78. Assistant Director, Forest Protection Force.
79. Assistant Soil Conservation Officer.
80. Assistant Research Officer, Irrigation, Research Laboratories.
81. Superintendents/Assistant Controller, Stationery and Supplies
Department Jammu/Srinagar.
82. Assistant Labour Commissioner.
83. Assistant Director/Sr. Project Officer, Fisheries.
84. Assistant Aquaculture Engineers.
85. Block Development Officers.
86. Block Medical Officers.
87. Administrative Officer, J&K, SRTC.
88. Works Manager/Parts Managers, J&K SRTC.
89. Assistant Regional Transport Officer.
90. Central Checking Officer, J&K SRTC.
91. Public Analyst.
92. Supervisors, National Fitness Corps., Jammu/Srinagar.
93. Senior Project Officer/Asstt. Director, Fisheries.



GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—FINANCE DEPARTMENT

Notification

Jammu, the 9th of January, 2020.

S.O.-15.—In exercise of the powers conferred under section 67 of the Jammu and Kashmir Reorganisation Act, 2019, the Lieutenant Governor, Union Territory of Jammu and Kashmir is pleased to delegate his financial powers to accord Administrative Approval, Technical Sanctions and sanction of contracts, to the Administrative Departments, Major Heads of Departments, Class-I Officers (Other Officers) and Class-II Officers, to the extent as indicated in Annexure-I, to this notification.

The financial powers delegated are subject to the condition that all Codal Formalities shall be followed as per the provisions laid down in General Financial Rules, 2017, Manual for Procurement of Goods and Services, 2017, Manual for Procurement of Works, 2019, Manual for Procurement of Consultancy and Other Services, 2017, issued by Ministry of Finance, Department of Expenditure, GoI, and, other instructions/orders/guidelines issued by Government of Jammu and Kashmir.

By order of the Lieutenant Governor.

(Sd.) DR. A. K. MEHTA, IAS,

Financial Commissioner,
Finance Department.

Annexure-I to Notification S.O.-15 dated 09-01-2020.

**Delegation of powers to Administrative Departments/Major Heads of Departments/Class-I Officers
(Other Officers) and Class-II Officers.**

(A) Powers to accord Administrative Approval :

S. No.	Nature of Power	To whome Delegated	Extent	Remarks
1	2	3	4	5
1.	Administrative approval to expenditure on individual works	Administrative Departments	Up to Rs. 20.00 Crores with concurrence of Director Finance/ FA&CAO	AA in respect of works/projects above Rs. 20.00 crore shall be accorded with the approval of Hon'ble Lt. Governor after concurrence of F. D. Note 1 :—Accord of AA is an Administrative-cum-Financial decision which needs to be taken after due consideration. In no case shall AA be accorded unless the work/project
		Chief Engineer	Up to Rs. 10.00 Crore with concurrence of FA/CAO	
		Major Heads of Departments	Up to Rs. 5.00 Crore	

1	2	3	4	5
		including District Development Commissioner		<p>has been approved in the Capex/Revenue Component of the budget, as the case may be, and funds are available for the purpose.</p> <p>Note 2 :—Where a scheme/project is sanctioned by GoI on the basis of Detailed Project Report and which is 100% funded by GoI, it shall be construed as AA by the Government, of Union Territory as well.</p>
		Superintending Engineer	Up to Rs. 3.00 Crore	
2.	Execution of petty works, repairs and day to day maintenance of Govt. buildings	Administrative Department,	Full powers within budgetary limits	Subject to the condition that the work is executed through PW (R&B) Department
		Major Head of Departments including Chief Engineer		

	Class I Officer (Other Officers)	
(B) Powers to accord Technical sanction :		
1. To accord technical sanction to detailed estimates of cost of original works or parts thereof including special repairs, renovations, additions and alterations and improvements not chargeable to maintenance	Chief Engineer	Full powers
	Chief Hospital Engineers (SKIMS)	Full powers
	Superintending Engineer	Up to Rs. 1.00 Crore
	Ex. Engineer	Up to Rs. 40.00 lakh
	Assistant Executive Engineer	Up to Rs. 1.00 lakh
Subject to condition that : (a) estimated cost technically sanctioned does not exceed the corresponding administratively approved cost by more than 10% subject to a monetary limit of Rs. 5.00 lakhs for estimates up to Rs.100.00 lakhs and 5% of the cost administratively approved subject to a monetary limit of Rs. 10.00 lakhs for estimates above Rs. 100.00 lakhs. (b) plans and designs for individual works costing over Rs. 2.50 lakhs and		

1	2	3	4	5
				<p>Rs. 10.00 lakhs are approved by S. E. and C. Es respectively before technical sanction is accorded by Executive Engineer, Superintending Engineer respectively.</p> <p>(c) post of Chief Hospital Engineer, SKIMS is held by a regular deputationist Chief Engineer from PWD.</p>
2.	To accord technical sanction to detailed estimates chargeable to maintenance and repairs	Chief Engineer Chief Hospital Engineers (SKIMS) Superintending Engineer Ex. Engineer Assistant Executive Engineer	Full powers Full powers Up to Rs. 5.00 lakh Up to Rs. 2.50 lakh Up to Rs. 0.50 lakh	<p>Provided that the estimates sanctioned by the Superintending Engineer/Executive Engineer, Asstt. Executive Engineer are within the corresponding provision approved by the Chief Engineer in the Annual Distribution Statement of maintenance grant.</p>

(C) Powers to sanction/award contracts :

1.	To sanction contracts for purchase of Stores, Supplies, Services on the recommendations of Purchase Committee	Administrative Departments,	Full powers within budgetary limits	Subject to the condition that 100% funding has been accorded/committed.
		Major Head of Departments		
		Class-I Officers (Other Officers)		
		Class-Ii Officers		
2.	To grant contracts for individual works	Contract Committee	Full powers	Subject to the condition that AA has already been accorded and 100% funding has been accorded/committed.
		Departmental Contract Committee	Up to Rs. 40.00 Crore	
		Chief Engineer	Up to Rs. 20.00 Crore	
		Superintendent Engineer	Up to Rs. 7.00 Crore	
		Executive Engineer	Up to Rs. 1.50 Crore	
3.	To form Purchase Committe in the Departments, under them	All Departments	Provided that senior and experienced officer in the Department are selected as its members, Director Finance/Financial Advisor or an Accounts Officer, if any, available in the Department and a representative from Industries and Commerce Department should also be selected as two of its members. In respect of rate contract the rates	

1	2	3	4	5
			<p>fixed will remain valid for a period as may be specified by the committee but not beyond one year from the date of issue of orders determining the contract. Where the period of validity of rates has not been mentioned by the committee the same will be valid for one year from the date of issue of the order. For individual contracts the rates will be valid till completion of the contract, as per the terms of the agreement and/or supply order.</p>	
4.	To form Contract Committee	General Administration Department, on the proposal of the Administrative Departments	<p>The Contract Committee shall comprise the following members :—</p> <ol style="list-style-type: none"> 1. Administrative Secretary concerned. 2. Representative from Finance Department. 3. Secretary (Technical), PW (R&B)/ Development Commissioner (Works). 4. Chief Engineer, PW (R&B) Department/PHE (I&FC) Department/PDD. 5. Chief Engineer of Inspections, Quality Control and Designs. 6. Chief Engineer (Mech.) for such works as involves purchase of Mechanical Equipments. 	

			<p>7. Director/Joint Director, PD&M Department.</p> <p>8. Director, Finance/Financial Advisor.</p> <p>9. Representative from Industries and Commerce Department, not below the rank of Addl. Secretary.</p>
5.	To constitute Departmental Contract Committee	General Administration Department, on the proposal of the Administrative Departments	<p>The Departmental Contract Committee shall have the following constitution :—</p> <ol style="list-style-type: none"> 1. Development Commissioner, Public Works Department. 2. Chief Engineer, PW (R&B) Department. 3. Chief Engineer (Mech.) for such works as involves purchase of Mechanical Equipments. 4. Chief Engineer of Inspections, Quality Control and Designs. 5. Director, Finance/Financial Advisor. 6. Director/Joint Director, PD&M Department. 7. Special Secretary/Addl. Secretary of the Department. 8. Representative from Industries and Commerce Department, not below the rank of Additional Secretary.

1	2	3	4	5
6.	To constitute an Empowered Committee for high value and prestigious projects for supervision and monitoring	General Administration Department	<p>The Empowered Committee shall comprise of the following :—</p> <ul style="list-style-type: none"> (i) Chief Secretary. (ii) Administrative Secretary, Finance Department. (iii) Administrative Secretary, Planning, Development and Monitoring Department. (iv) Principal Secretary to Lieutenant Governor. (v) Administrative Secretary, PWD/ PHE/PDD. (vi) Administrative Secretary, Housing and Urban Development Department. (vii) Administrative Secretary concerned. <p>The Committee shall co-opt a Chief Engineer as and when necessary. The selection of the projects as would be monitored by the above Committee shall be approved by the Hon'ble Lieutenant Governor.</p>	