

2460

9/2/20



GOVERNMENT OF KERALA

Abstract

Animal Husbandry Department – Establishment- Delegation of Powers to the Director of Animal Husbandry and Other Officers in the Department – Orders issued

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AGRICULTURE (AHE) DEPARTMENT

G.O.(P)No.1/2020/AHD

Dated, Thiruvananthapuram, 27/01/2020

- Read :-1. G.O.(P) No.367/91/AD dated 30.12.1991.
2. Letters No.B1/18047/08/Plg dated 25.05.15, 04.12.15 & 06.09.16 from the Director of Animal Husbandry.
3. Letter No.AHD/4475/2017-B1 dated 14.03.19 from the Director of Animal Husbandry.

ORDER

The administrative and financial powers exercised by the Officers of the Animal Husbandry Department had been delegated as early as 1991 as per the G.O read above. In the letters read as 2nd and 3rd papers above, 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.

Government have examined the matter in detail and are pleased to order, in super session of all orders issued from time to time, that administrative and financial powers as given in the Annexure be delegated to the Officers of the Animal Husbandry Department with immediate effect.

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

(By order of the Governor)

RAJESH KUMAR SINGH IAS

Additional Chief Secretary to Government

To:

The Director, Animal Husbandry Department.
The Principal Accountant General(Audit) Kerala, Thiruvananthapuram.
The Accountant General(A&E), Branch office, Kochi.
The Finance Department
The Personnel & Administrative Department
The Information & Public Relations Department (for uploading the Government Order in the official website)
Stock File/Office Copy.

Forwarded/By order


Section Officer

DELEGATION

(Director)

(Additional Director)

(Joint Director)¹

SL.N o	ITEM	Director	Additional Director	Joint Director
ADMINISTRATIVE POWERS (Officers who are not head of offices will have only financial powers)				
1	Appointment	To make appointments up to and including the lowest Gazetted post in each service in the Department subject to Public Service Commission Recruitment Rules.	To make appointments to the post of Non-gazetted officers in the Department subject to Public Service Commission Recruitment Rules.	To make appointments to all sanctioned posts in Class III and Class IV categories subject to Public Service Commission Recruitment Rules.
2	Transfer and Postings	To order transfers and postings of all Officers whom he is competent to appoint. Special rules may be followed.	To transfer all officers working in the Department under his control upto Veterinary Surgeon.	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.
3	Leave	To sanction all kinds of leave except study leave and special disability leave to Officers under him and also to make arrangements for additional charge and sanction charge allowance under rule 53 Part-II, KSR in the case of Officers whom he is competent to appoint. Existing Government orders may be followed.	To sanction all kinds of leave except special disability leave, leave for study purpose and leave without allowance to officers under him and to make arrangements for additional charge.	To sanction all kinds of leave except, special disability leave, study leave and leave without allowance exceeding 120 days subject to eligibility to all categories of staff 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 up to and including the cadre of the Deputy Directors.

DELEGATION

(Director)

(Additional Director)

(Joint Director)2

4	Increment and punishment	To sanction or withhold an increment to all Officers whom he is competent to appoint as per existing government orders and statutory rules in force.	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.	To sanction increments to those whom he is competent to appoint and to award minor punishments like censure, warning, etc.
5	Fixing of the headquarters and shifting of Office	<p>(a) To detach officers from one office and fix another office as their headquarters for a period not exceeding 6 months, depending on the exigencies of Public Service and to authorize the payment of T.A and meet the money order commission for sending their pay were found necessary</p> <p>(b) To sanction shifting and fixing headquarters of Officers below the rank of District Officers.</p> <p>(c) To fix the jurisdiction of Officers and institutions under the control of above Officers.</p> <p>(d) Latest Government orders in this regard may be followed Standing orders may be followed</p>	<p>(a) To fix the jurisdiction of Officers/ institution under his control</p> <p>(b) To sanction shifting and reallocating institutions within his jurisdiction in absolute necessity, under intimation to the Director.</p>	<p>(a) To fix the area of jurisdiction of Officers/Institutions under his control</p> <p>(b) To sanction shifting and reallocating institutions within his jurisdiction in absolute necessity, under intimation to the Director.</p>

DELEGATION

(Director)

(Additional Director)

(Joint Director)³

6	Tours	<p>(a) To go on tour to outside state on State/Central Government business.</p> <p>(b) To sanction journeys of subordinate Officers to outside State on Government business in situations like review meetings of Government of India, Disease outbreaks, surveillance etc. and to sanction advance TA 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 the Government.</p>	<p>(a) To go on tour to the adjoining Districts of neighbouring States on Government business on intimation to Government.</p> <p>(b) To sanction journeys of subordinate officers to adjoining districts of neighbouring states on public purpose.</p> <p>(c) To sanction journey of subordinate officers within the State.</p> <p>(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.</p>	To sanction journey of all categories of officers working under their control within the District and within the state on intimation to the Director.
7	Duties and functions	To fix the duties and functions of all Officers working in the Department		
8	Deputation for training and study tour	To sanction deputation of Officers/Staff from the Department within the State/ outside the State in institutions like IVRI, SRDDL, IAH&VBs, MANAGE, IRMA, ISTM, NDDB, EEI, NIRDPR, NIHSAD, NIV, NIVEDI,		

DELEGATION

(Director)

(Additional Director)

(Joint Director)⁴

		CPDOs, NIMHANS, CCMB, Wildlife Study Centre Rajasthan, ICAR & ICMR Institutions, State Government Veterinary Colleges etc To sanction study tour of Officers/Staff of the Department and farmers within the State / outside the State.		
9	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.	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				
<p><i>Note: The financial power of Additional Director and Joint Director is delegated @ 80% and 60% respectively of the Director, revised from time to time by the Government. (The present delegation is based on as per GO (P) 102/2017/Fin dated 07.08.2017)</i></p>				
1.	Works	Rs 1 crore subject to budget provision and existing schedule of rates As per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017	To give administrative sanction for ongoing and new works upto Rs 80 lakh subject to budget provision and sanction from Director and to distribute the lump sum provision at the disposal of PWD or agencies approved by the Government.	To give administrative sanction for ongoing and new works upto Rs 60 lakh subject to budget provision and sanction from Director and to distribute the lump sum provision at the disposal of PWD or agencies approved by the Government.

DELEGATION

(Director)

(Additional Director)

(Joint Director)5

2	Construction, repair and maintenance of Government buildings	Rs 10 lakh subjected to budget provision following transparent procedure and relevant guidelines in force as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017	To sanction maintenance and petty construction and repair of works for execution upto Rs 8 lakh on a proper estimate subjected to budget provision and sanction from Director.	To sanction maintenance and petty construction and repair of works for execution upto Rs 6 lakh on a proper estimate subjected to budget provision and sanction from Director.
3	Hiring of private building	Rs 30,000 per month in each case subjected to rent and non-availability certificate from PWD and subject to budget provision, as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.	To sanction hiring of private buildings up to Rs 24,000 per month in each case subject to rent and Non availability Certificate from PWD, subject to budget provision.	To sanction hiring of private buildings up to Rs 18,000 per month in each case subject to rent and Non availability Certificate from PWD, subject to budget provision.
4	Shifting of Office	To incur charges upto Rs 50,000 subjected to budget provision (loading and unloading charges will be at the rate fixed by Labour Department). For other items tender procedures should be followed, as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.	To incur charges upto Rs 40,000 subject to budget provision [loading and unloading charges will be at the rate fixed by the labour department] for the other items tender procedure should be followed.	To incur charges upto Rs 30,000 subject to budget provision [loading and unloading charges will be at the rate fixed by the labour department] for the other items tender procedure should be followed.
5	Write off	a) Heads of Department may sanction upto Rs 1 lakh in each case subject to the strict compliance of KFC article 300/303 and article 161 of KFC	a) Write off the value of stores, unserviceable, etc upto a value of Rs 80,000 in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of	a) Write off the value of stores, unserviceable, etc upto a value of Rs 60,000 in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of

DELEGATION

(Director)

(Additional Director)

(Joint Director)6

		vol.1 . b) To write off the value of livestock and poultry as per book value in the case of natural or accidental death or death during transportation up to a value of Rs 10 lakh as annual limit.	KFC Vol 1. b) To write off the value of livestock and poultry in the case of natural or accidental death or death during transportation up to a value of Rs 8 lakh as annual limit.	KFC Vol 1. b) To write off the value of livestock and poultry in the case of natural or accidental death or death during transportation up to a value of Rs 6 lakh as annual limit.
6	Disposal of unserviceable articles/scrap and confiscated/ceased/unserviceable vehicles/damaged farm produces	Rs 15 lakh as per GO(P)No.102/2017/Fin dated 07/08/2017. (b) To dispose off all damaged produce in the Departmental farms and institutions as per book value.	(a) To sanction auction sale of unserviceable article, scrap and stores as the case may be upto a book value of Rs 12 lakh .	(a) To sanction auction sale of unserviceable article, scrap and stores as the case may be upto a book value of Rs 9 lakh .
7	Condemnation of Government Vehicles	Head of Department may sanction condemnation of department vehicle having upset value up to Rs 3 lakh subject to compliance of guidelines and norms fixed in G.O. [MS] No. 110/76/PWD dated 10.05.1976.	May sanction condemnation of department vehicle having upset value upto Rs 2.4 lakh subject to compliance of guidelines and norms fixed in G.O. [MS] No. 110/76/PWD dated 10.05.1976.	May sanction condemnation of department vehicle having upset value upto Rs 1.8 lakh subject to compliance of guidelines and norms fixed in G.O. [MS] No. 110/76/PWD dated 10.05.1976.

DELEGATION

(Director)

(Additional Director)

(Joint Director)7

8	<p>PURCHASE:</p> <p>a) Purchase of stores including stationary, consumables, medicines and biologicals etc except computer and peripherals/furniture/vehicles</p> <p>b) Purchase of computer and peripherals ,laptop and tablets</p> <p>c) Purchase of Reference Books including online journals, books , periodicals and multimedia resources</p>	<p>For stores including stationary upto Rs 50 lakh subject to budget provision and following store purchase rules. As per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.</p> <p>Up to 20 lakhs subject to budget provision and following store purchase rules without concurrence from IT Department.</p> <p>To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions, when there is budget provision.</p>	<p>To sanction the purchase of stationery articles, upto Rs 40 lakh subject to budget provision and administrative sanction from Director following store purchase rules.</p> <p>NIL</p> <p>To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions, when there is budget provision.</p>	<p>To sanction the purchase of stationery articles, upto Rs 30 lakh subject to budget provision and administrative sanction from Director following store purchase rules.</p> <p>NIL</p> <p>To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions, when there is budget provision.</p>
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DELEGATION

(Director)

(Additional Director)

(Joint Director)9

9	<p>a) Petty Expenses</p> <p>b) Contingencies [non-recurring] other than stores, stationary, computer furniture</p>	<p>a) Rs 25000 subjected to budget provision. As per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017</p> <p>b) Rs 1 lakh subjected to budget provision as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.</p>	<p>a) Rs 20000 subject to budget provision.</p> <p>b) To incur non-recurring contingent expenditure up to Rs 80,000 subject to budget provision.</p>	<p>a) Rs 15000 subject to budget provision.</p> <p>b) To incur non-recurring contingent expenditure up to Rs 60,000 subject to budget provision.</p>
10	Reimbursement of Medical Expenses	To sanction all cases of reimbursement of medical expenses subject to the condition and limitations under Government Servants Medical Attendance rules, as per the latest delegation of powers issued by the Government.	To sanction all cases of reimbursement of medical expenses subject to the condition and limitations under Government Servants Medical Attendance rules, as per the latest delegation of powers issued by the Government.	To sanction all cases of reimbursement of medical expenses subject to the condition and limitations under Government Servants Medical Attendance rules, as per the latest delegation of powers issued by the Government.
11	AMC for computer, printer, photocopiers machinery, lab equipments, biomedical equipments, AC & all other electronic & electrical equipments used for the functioning of the offices.	Upto Rs 3 lakh subject to budget provision as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.	To sanction expenditure upto Rs 2.4 lakh observing the rules and procedures of Government/ PWD or accredited agencies in the case of other equipments /machineries as per the existing Government Orders subject to budget provision and administrative sanction from Director.	To sanction expenditure upto Rs 1.8 lakh observing the rules and procedures of Government/ PWD or accredited agencies in the case of other equipments /machineries as per the existing Government Orders subject to budget provision and administrative sanction from Director.

DELEGATION

(Director)

(Additional Director)

(Joint Director)10

12	Government Vehicles repair and replacement of Spare parts	<p>i) Repair of vehicle for Rs 30000/- per vehicle with an annual limit of Rs 1 lakh subject to availability of budget provision and on production of essentiality certificate from PWD Asst Executive Engineer as per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.</p> <p>(ii) To replace minor parts of the Departmental vehicles upto Rs 10,000 at a time without inspection and certificate by the Assistant Executive Engineer, Regional Engineering Workshop subject to budget provision and stores rules.</p> <p>(iii) To pay 75% of the bill of approved workshop and balance subject to rules.</p>	<p>i) To accord sanction for repairing of vehicles upto Rs 24,000/-in each case with an annual limit of Rs 80,000/- per vehicle subject to availability of budget provision.</p> <p>(ii) To replace minor parts of the Departmental vehicles upto Rs 8,000 at a time without inspection and certificate by the Assistant Executive Engineer, Regional Engineering Workshop subject to budget provision and stores rules.</p> <p>(iii) To pay 75% of the bill of approved workshop and balance subject to rules.</p>	<p>i) To accord sanction for repairing of vehicles upto Rs 18,000/-in each case with an annual limit of Rs 60,000/- per vehicle subject to availability of budget provision.</p> <p>(ii) To replace minor parts of the Departmental vehicles upto Rs 6,000 at a time without inspection and certificate of the Assistant Executive Engineer, Regional Engineering Workshop subject to budget provision and stores rules.</p> <p>(iii) To pay 75% of the bill of approved workshop and balance subject to rules.</p>
13	Participation in Exhibition	To incur expenditure either for organizing or participating in exhibitions, seminars, calf rallies etc. Conducted within and outside the state like IITF up to Rs 5 lakh in each case subject to budget provision.	NIL	NIL

DELEGATION

(Director)

(Additional Director)

(Joint Director)11

14	Ceremonial Function	To incur expenditure for each ceremonial function upto Rs 25,000 subject to annual limit of Rs 50,000, budget provision and actual requirement as per provision exisiting on GO(P)No.102/2017/Fin dated 07/08/2017.	NIL	NIL
15	Printing	Rs 50,000 (in emergent cases printing work may be entrusted to private presses without reference to Superintendant of Government presses to an amount not exceeding Rs 10,000 at a time subject to an annual limit of Rs 25,000) subject to budget provision As per provision exisiting on GO(P)No.102/2017/Fin dated 07/08/2017	Rs 40,000 (in emergent cases printing work may be entrusted to private presses without reference to Superintendant of Government presses to an amount not exceeding Rs 8000 at a time subject to an annual limit of Rs 20,000) subject to budget provision.	Rs 30,000 (in emergent cases printing work may be entrusted to private presses without reference to Superintendant of Government presses to an amount not exceeding Rs 6000 at a time subject to an annual limit of Rs 15,000) subject to budget provision.
16	Leasing out in auction of the right to collect usufructs from the trees in the land/property of the Department	Full powers delegated to the Head of Department following transparent and competitive procedure. The amount should be deposited in the relevant revenue receipt Head of Account of Department.	To sanction and confirm auction of the right to collect usufructs upto a limit of Rs 4 lakh in each case subject to rules in K. F. C. Vol. I (Art.165-168).	To sanction and confirm auction of the right to collect usufructs upto a limit of Rs 3 lakh in each case subject to rules in K. F. C. Vol. I (Art.165-168).

DELEGATION

(Director)

(Additional Director)

(Joint Director)12

17	Demolition of old and dilapidated buildings	To sanction demolition of old and dilapidated buildings up to a limit of Rs 3 lakh subject to availability of survey report from PWD As per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.	To sanction demolition of old and dilapidated buildings up to a limit of Rs 2.4 lakh subject to availability of survey report from PWD.	To sanction demolition of old and dilapidated buildings up to a limit of Rs 1.8 lakh subject to availability of survey report from PWD.
18	Documentation including Photographic & Video graphic charges	To sanction photographic and video graphic charges in the public interest upto Rs 1 lakh at a time.	To sanction photographic and video graphic charges in the public interest uptoRs 80,000 at a time.	To sanction photographic and video graphic charges in the public interest uptoRs 60,000 at a time.
19	Demurrage charge	To sanction demurrage charge upto Rs. 10,000 at a time under extreme unavoidable circumstances.	To sanction demurrage charge uptoRs. 8,000 at a time under extreme unavoidable circumstances.	To sanction demurrage charge uptoRs. 6,000 at a time under extreme unavoidable circumstances.
20	Auction Sale Trees	The sanction and confirm the auction sale of: (i) Fallen and dead trees (ii) Live trees in the premises of Departmental Institutions on the absolute necessity in concurrence of Forests and Wildlife Department As per provision existing on GO(P)No.102/2017/Fin dated 07/08/2017.	The sanction and confirm the auction sale of: (i) Fallen and dead trees (ii) Live trees in the premises of Departmental Institutions on the absolute necessity in concurrence of Forests and Wildlife Department	The sanction and confirm the auction sale of: (i) Fallen and dead trees (ii) Live trees in the premises of Departmental Institutions on the absolute necessity in concurrence of Forests and Wildlife Department
21	Hiring of Vehicles	To hire private vehicles for official purposes and transportation of	To hire private vehicles for official purposes and transportation of	To hire private vehicles for official purposes and transportation of

DELEGATION

(Director)

(Additional Director)

(Joint Director)¹³

		medicines/Livestock/Poultry/equipments etc. from one place to another, subject to budget provision provided Government vehicles are not available.	medicines/Livestock/Poultry/equipments etc. from one place to another, subject to budget provision provided Government vehicles are not available	medicines/Livestock/Poultry/equipments etc. from one place to another, subject to budget provision provided Government vehicles are not available.
22	Fixation of cost	To fix the cost of milk, egg and meat produced in a Department institution supplied through Departmental institutions under their control based on the recommendation of technical committee.		
23	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 15,000 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.	To sanction repairs including replacement of parts or refrigerator, microscope, tools, plants and other electrical equipments at a cost not exceeding Rs 12,000 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.	To sanction repairs including replacement of parts or refrigerator, microscope, tools, plants and other electrical equipments at a cost not exceeding Rs 10,000 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.
24	Agreements	To execute all agreement and MOU relating to the purchase effected and contracts entered into by the department.	To execute all agreement and MOU relating to the purchase effected and contracts entered into by the office under his control.	To execute all agreement and MOU relating to the purchase effected and contracts entered into by the office under his control.

DELEGATION

(Director)

(Additional Director)

(Joint Director)14

25	Contribution/Gift	To accept all unconditional gifts on behalf of the Government to accept free surrender of lands, buildings and other equipments for housing the departmental institution, from public/local bodies.	NIL	NIL
26	Issue of No Objection Certificate	To issue No Objection Certificate for getting passports to all subordinate Officers subject to General orders of the Government in this matter.	NIL	NIL
27	Sanction of Grade	To sanction higher grade and to upgrade the post in accordance with the approved ratio of those officers to whom he is competent to appoint as per standing orders.	To sanction higher grade to non-gazetted officers as per standing orders.	To sanction time bound grade promotion to all Class III and Class IV Officers as per standing orders.
28	Countersignature of T. A. Bills	To countersign the T.A claims of all Officers up to and including the cadre of Additional Director.	To countersign T.A Bills of all Gazetted Officers upto and including the cadre of Joint Directors.	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 the Deputy Directors.
29	Grant-in-aid	To sanction grant-in-aid subsidies, loans etc. To take up the Animal	NIL	NIL

DELEGATION

(Director)

(Additional Director)

(Joint Director)¹⁵

		Husbandry programme subject to budget provision provided the one is included in the approved scheme.		
30	Grant of advance to Non Gazetted Officers for house construction/Motor conveyance	To grant advances to Non-gazetted Officers coming under his administrative control for house construction/motor conveyance. Under rules in KFC if the allotment cannot be utilized by him, he will intimate to the Finance Department by the end of November, the unspent amount available for surrender.	NIL	NIL
31	Schemes	To accord administrative sanction to continuing schemes (which does not involve creation of a post and purchase of vehicles) and when there is no change in the approved pattern of schemes.	NIL	NIL
32	Culling of birds and livestock	To sanction culling of animals and birds in Government farms.	To sanction culling of animals and birds in Government farms with intimation to Director.	To sanction culling of animals and birds in Government farms with intimation to Director.
33	Withdrawal from GPF	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable

DELEGATION

(Director)

(Additional Director)

(Joint Director)16

		withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.	withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.	withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.
34	Inspection	To conduct inspection of all Departmental institutions.	To conduct all regular and surprise inspections of Departmental institutions within his jurisdiction below their cadre.	To conduct all regular and surprise inspections of Departmental institutions within his jurisdiction below their cadre.
35	Advertisement tariff	To sanction advertisement tariff upto 5 lakh subject to the condition that the rates should be those approved by the Director of Public Relations.	NIL	NIL
36	Charge arrangement	To sanction charge arrangement on vacancies of all posts in the department.	To sanction charge arrangement on vacancies of all posts within their jurisdiction that does not involve charge allowance.	To sanction charge arrangement on vacancies of all posts within their jurisdiction that does not involve charge allowance.

DELEGATION

(Deputy Director)

(Assistant Director)

(Veterinary Surgeon)¹

Sl.No.	ITEM	Deputy Director	Assistant Director	Veterinary Surgeon
ADMINISTRATIVE POWERS (Officers who are not head of offices will have only financial power)				
1	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 charge allowance is not necessary and to sanction surrender of earned leave to all subordinate officers.	To sanction all kinds of leave except leave without allowance exceeding 120 days, study leave and special disability leave to all subordinates including Gazetted officers working under his control as per rule and also to sanction surrender of earned leave and other kinds of leave where grant of charge allowances are not necessary.	To sanction casual Leave and earned leave, half pay leave to Class III & Class IV Officers working under their control as per rules where a substitute arrangement or grant of charge allowance are not necessary and also to sanction surrender of earned leave to subordinate working under them.
2	Increment	To sanction increment to all Non-gazetted officers under their control subject to eligibility	To sanction increment to all Non-gazetted officers under their control subject to eligibility	To sanction increment to all non-gazetted officers working under their control subject to eligibility.
3	Tours	To sanction journey of all officers working under their control within their jurisdiction to district headquarters, to places within the district and to diagnostic labs within the state.	To sanction journey of all officers working under him within his jurisdiction to district headquarters and diagnostic labs within the state.	To sanction tour of subordinates to district headquarters and to diagnostic laboratories within the state.
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	Nil	Nil

DELEGATION

(Deputy Director)

(Assistant Director)

(Veterinary Surgeon)

5	Duties and functions	To fix the duties and functions of all Officers working under his control.	To fix the duties and functions of all Officers working under his control.	To fix the duties and functions of all Officers working under his control.
6	Countersignature of T. A. Bills	To countersign and draw the TA bills of all subordinate officers under their control.	To countersign and draw the TA bills of all subordinate officers under their control.	To countersign and draw the TA bills of all subordinate officers under their control.
7	Culling of birds and livestock	To sanction culling of animals and birds in Government farms with intimation to Director.	To sanction animal and birds in department farms with intimation to Director.	NIL
8	Withdrawal from GPF	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.	To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals of provident fund deposits subject to the other conditions and limitation under the rules of the fund, as per the prevailing Government Orders.
9	Inspection	To conduct all regular and surprise inspections of Departmental institutions within his jurisdiction below their cadre.	To conduct all regular and surprise inspections of Departmental institutions within his jurisdiction below their cadre.	To conduct all regular and surprise inspections of Departmental institutions within his jurisdiction below their cadre.

DELEGATION

(Deputy Director)

(Assistant Director)

(Veterinary Surgeon)3

10	Charge arrangement	To sanction charge arrangement in vacancies of all posts within their jurisdiction that does not involve charge allowance.	To sanction charge arrangement on vacancies of all posts within their jurisdiction that does not involve charge allowance.	To sanction charge arrangement in vacancies of all posts within their jurisdiction that does not involve charge allowance.
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Financial Powers

1	Construction, repair and maintenance of Government buildings	To sanction maintenance and petty construction and repair of works for execution upto Rs 5 lakhs on a proper estimate in each case with reference to the P.W.D subject to budget provision and sanction from Director.	To sanction maintenance and petty construction and repair of works for execution upto Rs 2 lakh on a proper estimate in each case with reference to the P.W.D subject to budget provision and sanction from Director.	NIL
2	Write off	a) Write off the value of stores, unserviceable, etc. upto a value of Rs 50,000 in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol 1.	a) Write off the value of stores, unserviceable, etc. upto a value of Rs 20,000 in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol 1.	a) Write off the value of stores, unserviceable, etc. upto a value of Rs 10,000 in each case subject to the strict compliance of KFC Article 300-303 and Article 161 of KFC Vol 1.
3	Disposal of unserviceable articles/scrap and confiscated/ceased/unserviceable vehicles	(a) To sanction auction sale of unserviceable article, scrap and stores as the case may be upto a book value of Rs 1lakh	(a) To sanction auction sale of unserviceable article, scrap and stores as the case may be upto a book value of Rs 50,000	(a) To sanction auction sale of unserviceable article, scrap and stores as the case may be upto a book value of Rs 25,000

DELEGATION

(Deputy Director)

(Assistant Director)

(Veterinary Surgeon)^a

4	PURCHASE:			
	a) Purchase of stores including stationary except computer and peripherals/furniture/vehicles	To sanction the purchase of stationery articles upto Rs 1 lakh , subject to budget provision and store purchase rules and administrative sanction.	To sanction the purchase of stationery articles upto Rs 50,000 , subject to budget provision and store purchase rules and administrative sanction.	To sanction the purchase of stationery articles upto Rs 25,000 subject to budget provision and store purchase rules and administrative sanction.
	b) Purchase of Reference Books	To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions up to Rs 5000 at a time with an annual limit of Rs 15,000 debiting the expenditure from Office expenses when there is no budget provision.	To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions up to Rs 2,500 at a time with an annual limit of Rs 10,000 debiting the expenditure from Office expenses when there is no budget provision.	To sanction purchase of books, periodicals, maps and other printed matters of importance required for departmental Institutions up to Rs 1,250 at a time with an annual limit of Rs 5,000 debiting the expenditure from Office expenses when there is no budget provision.
	c) Purchase of Livestock, Poultry and Hatching Eggs	To purchase Livestock and Poultry from Private agencies subject to budget provision and administrative sanction.	To purchase Livestock and Poultry from Private agencies subject to budget provision and administrative sanction.	To purchase Livestock and Poultry from Private agencies subject to budget provision and administrative sanction.

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d) Purchase of Feed

To sanction the local purchase of livestock and poultry feeds/fodder and feed ingredients upto **Rs 5 lakh** at a time at prevailing market rates in all cases wherein supply of feed is interrupted due to unforeseen circumstances observing Store Purchase Rules.

Deputy Directors who are in control of feed production units are empowered to purchase feed ingredients in the absence of a valid contract, subject to a limit of **Rs 10 lakh** in each case observing Store Purchase Rules.

To sanction the local purchase of livestock and poultry feeds/fodder and feed ingredients upto **Rs 3 lakh** at a time at prevailing market rates in all cases wherein supply of feed is interrupted due to unforeseen circumstances observing Store Purchase Rules.

Assistant Directors who are in control of feed production units are empowered to purchase feed ingredients in the absence of a valid contract, subject to a limit of **Rs 5 lakh** in each case observing Store Purchase Rules.

To sanction the local purchase of livestock and poultry feeds/fodder and feed ingredients upto **Rs 1 lakh** at a time at prevailing market rates in all cases wherein supply of feed is interrupted due to unforeseen circumstances observing Store Purchase Rules.

e) Purchase of Furniture

To sanction upto Rs 1 lakh subject to Administrative sanction of Director observing Store Purchase Rules.

To sanction upto Rs 50,000 subject to Administrative sanction of Director observing Store Purchase Rules.

To sanction upto Rs 50,000 subject to Administrative sanction of Director observing Store Purchase Rules.

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(Deputy Director)

(Assistant Director)

(Veterinary Surgeon)

5	a) Petty Expenses b) Contingencies [non-recurring] other than stores, stationary, computer furniture	a) May sanction upto Rs12,500 subject to budget provision. b) To incur non-recurring contingent expenditure up to Rs 50,000 subject to budget provision.	a) May sanction upto Rs 7500 subject to budget provision. b) To incur non-recurring contingent expenditure up to Rs 30,000 subject to budget provision.	a) May sanction upto Rs 2500 subject to budget provision. b) To incur non-recurring contingent expenditure up to Rs 10,000 subject to budget provision.
6	Reimbursement of Medical Expenses	To sanction all cases of reimbursement of medical expenses subject to the condition and limitations under Government Servants Medical Attendance rules.	To sanction all cases of reimbursement of medical expenses subject to the condition and limitations under Government Servants Medical Attendance rules.	To sanction all cases of reimbursement of medical expenses subject to the condition and limitation under Government Servant Medical Attendance rules.
7	AMC for computer, printer, photocopiers machinery, lab equipments, AC & all other electronic &	To sanction expenditure upto Rs 50,000 subject to observance of the rules and procedures, PWD or accredited agencies in the case of other equipments /machineries and subject	To sanction expenditure upto Rs 50,000 subject to observance of Rules and procedures, PWD or accredited agencies in the case of other equipments /machineries	To sanction expenditure upto Rs 50,000 subject to observance of Rules and procedures. PWD or accredited agencies in the case of

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	electrical equipments used for the functioning of the offices.	to budget provision.	and subject to budget provision.	of other equipments /machineries and subject to budget provision.
8	Printing	To sanction printing work upto Rs 25,000/- [in emergent cases printing work may be entrusted to private presses without reference to the Superintendent of Govt. Press not exceeding Rs 1000/- at a time, subject to an annual limit of Rs 5,000/-].	To sanction printing work upto Rs 15,000/- [in emergent cases printing work may be entrusted to private presses without reference to the Superintendent of Govt. Press not exceeding Rs 1000/- at a time, subject to an annual limit of Rs 5,000/-].	To sanction printing work upto Rs 5,000/- [in emergent cases printing work may be entrusted to private presses without reference to the Superintendent of Govt. Press not exceeding Rs 1000/- at a time, subject to an annual limit of Rs 5,000/-].
9	Leasing out in auction of the right to collect usufructs from the trees in the land/property of the Department	To sanction and confirm auction of the right to collect usufructs upto a limit of Rs 40, 000 subject to rules in K. F. C. Vol. I (Art.165-168)	To sanction and confirm auction of the right to collect usufructs upto a limit of Rs 20, 000 subject to rules in K. F. C. Vol. I (Art.165-168)	To sanction and confirm auction of the right to collect usufructs upto a limit of Rs 10,000 subject to rules in K. F. C. Vol. I (Art.165-168)
10	Photographic & Video graphic charges	To sanction photographic and video graphic charges in the public interest upto Rs 12,500 at a time.	To sanction photographic and video graphic charges in the public interest upto Rs 7,500 at a time.	To sanction photographic and video graphic charges in the public interest upto Rs 2,500 at a time.
11	Demurrage charge	To sanction demurrage charge upto Rs. 5,000 at a time under extreme unavoidable circumstances.	NIL	NIL

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(Deputy Director)

(Assistant Director)

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12	Auction Sale Trees	The sanction and confirm the auction sale of: (i) Fallen and dead trees (ii) Live trees in the premises of Departmental Institutions on the absolute necessity in concurrence of Forests and Wildlife Department.	The sanction and confirm the auction sale of: (i) Fallen and dead trees (ii) Live trees in the premises of Departmental Institutions on the absolute necessity in concurrence of Forests and Wildlife Department.	NIL
13	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 as per standing orders.	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 as per standing orders.	NIL
14	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 7500 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.	To sanction repairs including replacement of parts or refrigerator, microscope, tools, plants and other electrical equipments at a cost not exceeding Rs 5000 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.	To sanction repairs including replacement of parts or refrigerator, microscope, tools, plants and other electrical equipments at a cost not exceeding Rs 2500 at a time without reference to the Engineer of the Department with approved estimate of Engineer subject to budget provision and store purchase rules.

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PROPOSAL FOR REVISION OF DELEGATION OF POWERS OF FARM OFFICERS OF ANIMAL HUSBANDRY DEPARTMENT

SI No	ITEM	DEPUTY DIRECTOR	ASSISTANT DIRECTOR	VETERINARY SURGEON
1	Sale of Milk, farm produce ,live stock, poultry ,value added products and by products	The sale of milk, farm produce, livestock, poultry, value added products and by products as per the rate fixed by the department.	The sale of milk, farm produce, livestock, poultry, value added products and by products as per the rate fixed by the department.	The sale of milk, farm produce, livestock, poultry, value added products and by products as per the rate fixed by the department.
2	Auction sale of usufructs	To sanction and confirm auction sale of usufructs up to a limit of Rs 25000/- in each case without annual limit subject to KFC vol 1.	To sanction and confirm auction sale of usufructs up to a limit of Rs15000/- in each case without annual limit subject to KFC vol 1.	To sanction and confirm auction sale of usufructs up to a limit of Rs10000/- in each case without annual limit subject to KFC vol 1.
3	Auction sale of culled animals	To sanction and confirm auction sale of culled animals by following rules ,the price shall not be less than the culled value fixed by the Director, the total value shall not exceed Rs 50000 at a time subject to annual limit of 2 lakh.	To sanction auction sale of culled animals by following rules ,the price shall not be less than the culled value fixed by the Director, the total value shall not exceed Rs 30000 at a time subject to annual limit of 1 lakh.	To sanction auction sale of culled animals by following rules ,the price shall not be less than the culled value fixed by the Director, the total value shall not exceed Rs 20000 at a time subject to annual limit of Rs60000.
4	Auction sale of un serviceable articles and stores	To sanction ,conduct and confirm auction sale of unserviceable articles/stores	To sanction ,conduct and confirm auction sale of unserviceable articles/stores	To sanction ,conduct and confirm auction sale of unserviceable articles/stores

		including motor vehicles, bicycle ,spare parts of vehicles, scrap items ,dead trees etc Rs 10000 in each case without annual limit, subject to rules in KFC vol 1.	including motor vehicles, bicycle ,spare parts of vehicles, scrap items ,dead trees etc Rs 5000 in each case without annual limit, subject to rules in KFC vol 1.	including motor vehicles, bicycle ,spare parts of vehicles, scrap items ,dead trees etc Rs 3000 in each case without annual limit, subject to rules in KFC vol 1.
5	Purchase of Medicines	To make local purchase of medicines, Biologicals, reagents, chemicals and consumables based on NAC from departmental stores upto Rs 25,000 at a time with an annual limit of Rs 2 lakh subject to budget provision observing Store purchase rules.	To make local purchase of medicines Biologicals, reagents chemicals and consumables based on NAC from departmental stores upto Rs 15,000 at a time with an annual limit of Rs 1 lakh subject to budget provision observing Store purchase rules.	To make local purchase of medicines Biologicals, reagents, chemicals and consumables based on NAC from departmental stores upto Rs 10,000 at a time with an annual limit of Rs 50000 subject to budget provision observing Store purchase rules.
6	Purchase of feed/fodder/feed ingredients/feed additives /supplements	To sanction the local purchase of livestock and poultry feed/fodder / feed ingredients/feed additives/supplements upto Rs 5 lakh at a time at	To sanction the local purchase of livestock and poultry feeds/fodder and feed ingredients upto Rs 3 lakh at a time at prevailing market rates in all cases wherein supply of	To sanction the local purchase of livestock and poultry feeds/fodder and feed ingredients upto Rs 1 lakh at a time at prevailing market rates in all cases wherein supply of

		prevailing market rates in all cases wherein supply of feed is interrupted due to unforeseen circumstances observing Store Purchase Rules. Deputy Directors who are in control of feed production units are empowered to purchase feed ingredients in the absence of a valid contract, subject to a limit of Rs 15 lakh in each case observing Store Purchase Rules.	feed is interrupted due to unforeseen circumstances observing Store Purchase Rules. Assistant Directors who are in control of feed production units are empowered to purchase feed ingredients in the absence of a valid contract, subject to a limit of Rs 10 lakh in each case observing Store Purchase Rules.	feed is interrupted due to unforeseen circumstances observing Store Purchase Rules.
7	Purchase of empty containers	To sanction the local purchase of gunny bags and empty containers for packing feed at a cost not exceeding Rs 50,000 at a time, subject to budget provision in emergency cases in the absence of valid contract and whenever the contractor fails to supply.	To sanction the local purchase of gunny bags and empty containers for packing feed at a cost not exceeding Rs 25,000 at a time, subject to budget provision in emergency cases in the absence of valid contract and whenever the contractor fails to supply.	To sanction the local purchase of gunny bags and empty containers for packing feed at a cost not exceeding Rs 10,000 at a time, subject to budget provision in emergency cases in the absence of valid contract and whenever the contractor fails to supply.
8	Expenditure on agricultural operation	To sanction agricultural operations, including irrigation manuring, fodder cultivation. Its upto an amount of Rs	To sanction agricultural operations, including irrigation manuring, fodder cultivation. Its upto an amount of Rs	To sanction agricultural operations, including irrigation manuring, fodder cultivation. Its upto an amount of Rs

		75,000 at a time.	50,000 at a time.	30,000 at a time.
9	Uniform clothes and foot wears	To sanction expenditure towards purchase of uniform clothes and foot wears for the employees eligible for the same, working in a farm under his charge, as per the norms prescribed by the Government, observing the general rules subject to the budget provision at the rates approved by the concerned District Animal Husbandry Officer/ Director of Animal Husbandry.	To sanction expenditure towards purchase of uniform clothes and foot wears for the employees eligible for the same, working in a farm under his charge, as per the norms prescribed by the Government, observing the general rules subject to the budget provision at the rates approved by the concerned District Animal Husbandry Officer/ Director of Animal Husbandry.	To sanction expenditure towards purchase of uniform clothes and foot wears for the employees eligible for the same, working in a farm under his charge, as per the norms prescribed by the Government, observing the general rules subject to the budget provision at the rates approved by the concerned District Animal Husbandry Officer/ Director of Animal Husbandry.
10	Expenditure on power and water	To sanction expenditure towards maintaining uninterrupted supply of power, water, etc upto an amount of Rs 50,000 at a time in emergency cases.	To sanction expenditure towards maintaining uninterrupted supply of power, water, etc upto an amount of Rs 30,000 at a time in emergency cases.	To sanction expenditure towards maintaining uninterrupted supply of power, water, etc upto an amount of Rs 20,000 at a time in emergency cases.
11	Write off of poultry and livestock	a) sanction write-off of the book value of poultry died due to diseases/natural causes within the permissible limit of approved	a) sanction write-off of the book value of poultry died due to diseases/natural causes within the permissible limit of approved	a) sanction write-off of the book value of poultry died due to diseases/natural causes within the permissible limit of approved

		<p>mortality rate applicable to each age group</p> <p>b) sanction write-off of the book value of livestock died due to diseases/ natural causes with limit of Rs 1 lakh in each case subject to an annual limit of Rs 5 lakh</p> <p>Copy of the order to be communicated to Director of Animal Husbandry and Accountant General.</p>	<p>mortality rate applicable to each age group</p> <p>b) sanction write-off of the book value of livestock died due to diseases/ natural causes with limit of Rs 50,000 in each case subject to an annual limit of Rs 2.5 lakh</p> <p>Copy of the order to be communicated to Director of Animal Husbandry and Accountant General.</p>	<p>mortality rate applicable to each age group</p> <p>b) sanction write-off of the book value of livestock died due to diseases/ natural causes with limit of Rs 50,000 in each case subject to an annual limit of Rs 1 lakh</p> <p>Copy of the order to be communicated to Director of Animal Husbandry and Accountant General.</p>
12	Repairs and replacement of parts of refrigerator/tools/plants and other equipments	To sanction repairs including replacement of parts of the refrigerator, microscope, tools, plants, incubators, electrical appliance and other equipments up to an expenditure , not exceeding Rs 15,000 in each case without reference to the Engineer of the department.	To sanction repairs including replacement of parts of the refrigerator, microscope, tools, plants, incubators, electrical appliance and other equipments up to an expenditure , not exceeding Rs 10,000 in each case without reference to the Engineer of the department.	To sanction repairs including replacement of parts of the refrigerator, microscope, tools, plants, incubators, electrical appliance and other equipments up to an expenditure, not exceeding Rs 8,000 in each case without reference to the Engineer of the department.