



GOVERNMENT OF MEGHALAYA

THE

MEGHALAYA

DELEGATION OF FINANCE POWER RULES

2006

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MEGHALAYA DELEGATION OF FINANCIAL POWERS RULES, 2006

CHAPTER - I

SHORT TITLE, COMMENCEMENT AND DEFINITION

1. Short title and commencement – (1) These rules may be called “The Meghalaya Delegation of Financial Power Rules, 2006”

(2) They shall come into force with effect from the date of publication

2. Definition- In these rules, unless the context otherwise requires.

- (a) ‘Accountant General, means the Accountant General,(A&E/Audit) Meghalaya.
- (b) ‘Administrative approval’ means the formal acceptance by the Department concerned of the proposal for an original work (other than a petty work costing Rs.50,000 or under) to be undertaken for the department either by the Public Work Department or the Department to which the work may have been assigned by the Governor. Taking with the provision of funds in the budget it operates as a financial sanction to the work.
- (c) ‘Administrative Department’ means the administrative Department of the Government of Meghalaya as notified from time to time.
- (d) ‘Appropriation’ means the allotment of a particular sum of money by a competent authority from funds placed at his disposal, to meet specific expenditure.
- (e) ‘Finance Department’ means the Finance Department of the Government of Meghalaya.
- (f) ‘Financial Sanction’ means the sanction of Government or of an authority to which power has been delegated to incur expenditure of Public money for a specific purpose, and is subject to appropriation of funds.
- (g) ‘Financial Year’ means the period from 1st April to 31st March.
- (h) ‘Government’ means the Government of Meghalaya.
- (i) ‘Governor’ means the Governor of Meghalaya.
- (j) ‘Head of Department’ means an authority empowered by Government to exercise the powers of the Head of Department specified in these rules. A List of such authority is given in Schedule V to these rules.
- (k) ‘Head of an Office’ means a Government Servant recognized as such by Government or the Head of the Department under whom he may be employed.
- (l) ‘Non-recurring expenditure’ means an expenditure sanctioned as a lump-sum charge, whether the money be paid as lump- sum or by installments.
- (m) ‘Purchase Board’ means a Board constituted under these rules.
- (n) ‘Re-appropriation’ means the transfer of funds from one sub-head of appropriation to another sub-head.
- (o) ‘Re-recurring Expenditure’ means all expenditure which is non-recurring.
- (p) ‘Subordinate authority’; means any authority subordinate to the Governor or the State Government and includes a Department of Government
- (q) ‘Technical sanction’ means the order of a competent authority sanctioning a properly detailed estimate of the cost of the work of construction or repair to be carried out in the Public works Department or any other Department of the Government.
- (r) ‘Tender Committee’ means a Committee constituted under these rules.
- (s) ‘Year’ means a financial year.

CHAPTER –II**DEVOLUTION OF POWER****3. Executive Authority of the state-**

- 1) Under Article 154 of the Constitution, the executive power of the State vests in the Governor and is to be exercised by him either directly or through officer subordinate to him in accordance with Constitution.

- (2) All executive action of the Government shall be expressed to be taken in the name of the Governor as laid down in Clause (1) of Article 166 of the Constitution and all orders of instruments made and executed in the name of the Governor shall be authenticated in accordance with such rules as the Governor may make under Clause (2) of Article 166 of the Constitution.

CHAPTER –III

FINANCIAL POWERS

Section – I (GENERAL)

- 4. Financial sanction-** No charge, which binds Government beyond a single payment, may be incurred without the sanction of the Government or of the subordinate authority to which powers has been delegated.

Exceptions – As an exception to the rules, sanction of Government is not required to the payment of the following kinds of expenditure-

- (a) Payment of Cantonment of Municipal Taxes, whatever be the amount, when such taxes have been assessed by competent authority;
- (b) Payment of charges for water and electric energy consumed in an office;
- (c) Services postage and telegram charges;
- (d) Payment of telephone charges as authorized excluding charges for installation and shifting of telephone connection;

- 5. Delegation of Powers** – The power of Government may be delegated under, and subject to the provisions of Article 154 of the constitution to any authority subordinate to the Government to such an extent and subject to such restrictions as the Government may deem necessary to impose or as may have already imposed by the provision of the Constitution, or rules and orders of the Government or an Act of the State Legislature. The conditions and restrictions subject to which such powers are delegated should be specified in the rules or orders making the delegation.

- 6. Conditions and restrictions-** The exercise of delegated powers shall be subject to the conditions and restrictions mentioned in the rules and to the observance of the general rules or special instructions issued by government from time to time.

In all cases the following four fundamental conditions must be fulfilled before Government money can be used for any kind of expenditure or paid or advanced to any person for any purpose, namely.

- (a) that public revenue may be spent only on legitimate objects of public expenditure;
 - (b) that there is specific authority or sanction to incur the expenditure or make the payment or advance the money;
 - (c) The authority or sanction to incur the expenditure or make the payment or advance, shall not be operative unless funds to meet it have been appropriated by competent authority in accordance with the rules contained in the Budget Manual; and
 - (d) no breach of any standard of financial propriety is involved.
- (2) A subordinate authority may sanction expenditure or advances or of public money in those cases only in which it is authorized to do so by:-

- (i) the provisions of any legislative enactment for the time being in force or of rules made under such an enactment; or
- (ii) the codes, manuals and regulations issued by the Governor or the Government; or
- (iii) any order of the Governor or the Government delegating their powers with reference to the provisions of a legislative enactment or to rules approved or orders issued by the Governor or the Government; or
- (iv) any order of the Governor or the Government laying down a scale or maximum scale of expenditure or
- (v) these rules and the schedules to these rules.

(3) Nothing contained in sub-rules (2) above shall empower any subordinate authority to sanction without the previous consent of the Finance Department an expenditure which involves the introduction of a new principle, policy or practice of any expenditure on a 'new service' likely to lead to increase of expenditure.

7. Effect of sanction - (1) All sanctions take effect, unless otherwise specified, from the date of the orders communicating them.

(2) Sanction to any given expenditure become operative as soon as funds have been appropriated to meet the expenditure and does not become operative until funds have been so appropriated.

(3) Sanction to recurring expenditure covering a specified term of years becomes operative when funds are appropriated to meet the expenditure for the first year and remains effective for each year of specified terms subject to appropriation in such years and subject to the term of the sanction.

8. Lapse of sanction – A financial sanction for any fresh charge, which has not been acted upon within the financial year in which it is issued must be held to have lapsed, unless it is specially renewed with necessary provision of funds.

Note: - This rule does not apply to a case where an allowance sanctioned for a post of a class of Government servants has not been drawn by a particular incumbent of the post or a particular set of Government servants nor does it apply to additions made gradually from year to year to permanent establishments under a general scheme which has been sanctioned by a proper authority.

9. Sanction or consent of the Finance Department – Wherever the consent or sanction of the Finance Department is required by these rules or orders in force, such consent or sanction shall be expressed in writing and communicated to the Accountant General by that Department.

10. Communication of sanction – Orders conveying the sanction of expenditure or advance of public money shall be communicated as follows-

- (a) if the order is issued by an Administrative Department in exercise of the powers delegated under these rules, by the P r i n c i p a l Secretary, Commissioner and Secretary, Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary of the Department or by any other officer as may be specifically empowered under rule 12 of the Meghalaya Rules of Executive Business.
- (b) If the order is issued by a Head of a Department or an authority subordinate to them to whom the power to sanction has been delegated by that authority or by any Gazette officer authorized with the approval of the Finance Department to sign for him.

Provided that the copies of the sanctioning memorandum for the Accountant General shall be forwarded by the Financial Adviser in the case of the Administrative Department and by the Finance and Account Officer in the case of the Heads of Department where such officers exist.

If the order is issued by the Governor relating to his own establishment, by the Secretary to the Governor.

The sanctioning authority should in each case intimate to the Accountant General how the expenditure is proposed to be met.

Section-II (APPROPRIATION AND RE-APPROPRIATION)

11. Re-appropriation-General Restrictions – Rule 38 of the Meghalaya rules of executive Business empower the Finance Department to sanction or authorize any re-appropriation within a Grant from one Major, Minor or sub-head to another, subject to the following restrictions-

- (i) Permissible re-appropriation can be sanctioned at any time within the year but not after expiry of the year.
- (ii) No re-appropriation shall be made for any purpose whatsoever from supplementary grant voted by the Assembly for a definite purpose, as to ensure that a supplementary grant shall be used for the purpose for which it is voted and for no other. The same principle applies to supplementary charged appropriation;
- (iii) No re-appropriation is admissible from a charged head to a voted head or vice-versa;
- (iv) No re-appropriation is admissible from a Capital head to Revenue head or vice-versa;
- (v) Re-appropriation to the head 'Secret Service Expenditure' in excess of 25 percent of the original provision made under the budget may be made only with prior consultation with the Accountant General.

12. Power of the Subordinate authorities for re-appropriation –

The following subordinate authorities have been authorized to sanction re-appropriation within the heads subordinate to a minor heads subject to the conditions laid down below-

(1) Administrative Department to sanction within a Grant, between heads subordinate to a minor heads, any re-appropriation which does not involve the undertaking of a recurring liability.

(2) Heads of Department are authorized to sanction re-appropriation within the heads subordinate to a minor heads, subject to the condition laid down below-

- (a) that funds must not be re appropriated to meet an item of expenditure which has not been sanctioned by proper authority;
- (b) that the re-appropriation does not involve the under-taking of a liability which is likely to extend beyond the financial year concerned;
- (c) that funds provided for General Area should not be re-appropriation to provisions for Sixth Schedule (Part A) Areas and vice-versa;
- (d) that no re-appropriation shall be made from saving under 'Salaries' and Wages;
- (e) that the re-appropriation is not made for a new service not contemplated in the budget for the year nor for an object not specifically included in the estimate and for which no provision has been made for the year concerned;
- (f) that the re-appropriation has not the effect of increasing the expenditure on any item, the provision of which has been specifically reduced by a vote of the Assembly.

13. Re-appropriation in public works Department Budget: - The following instructions apply to re-appropriation in the Public work Department Budget:-

- (i) The provision for original works in each department form a separate sub-head under the minor head 'Construction' Administrative Department of Public works Department can re-appropriate between items included in any one of these sub-heads. Finance Department can re-appropriate from one minor head to another.
- (ii) Savings under the 'Major Works' sub-head/ detailed head are not regarded as earmarked for the department concerned but may be freely re-appropriated by Finance Department to meet urgent demands under another such sub-heads/ detailed heads.
- (iii) Ordinarily, re-appropriation may be made from savings on works only for
 - (1) Works in progress
 - (2) Works(not amounting to new services in the primary sense of the term) which can be completed within the year.

Exception to this rule may be made in certain cases, e.g. where a building, road, embankment or construction has been destroyed or so damaged that it must be rebuilt or repaired without delay. In such cases re-appropriation from savings may be allowed even though the work cannot be completed within the year.

14. Copies of orders sanctioning any re-appropriation must be communicated to the Account General and Finance Department as soon as such orders are passed. In all cases of re-appropriation sanctioned either by the controlling officers or by the Government- a re-appropriation should invariably be used in the prescribed form. In case where Government sanction is required, the statement should be submitted in triplicate. The Finance Department will not sanction re-appropriation received after 15th March.

Section – III (POWERS TO CREATE POSTS)

15. Creation of Posts - (1) No post can be created without the proposal being recommended by the Screening Committee and without specific approval of Finance Department.

(2) A subordinate authority has no power to create or abolish permanent posts or make additions or reduction in the permanent cadre of a service, nor the powers to fix or vary the rates of pay or allowances.

(3) The creation of posts shall be subject to such restrictions as the Government may deem fit to impose in each case and the following are general restrictions and conditions –

- (i) The expenditure involved is covered by or is within the limit of, appropriation made for the purpose under the head of the appropriation concerned
- (ii) The post or establishment is really required in addition to the full strength of the staff already sanctioned for the purpose;
- (iii) The period for which a temporary posts is created does not exceed twelve months or such shorter period as may be specified in the order, delegating the power and does not in any case extend beyond the last day of the financial year concerned;
- (iv) No post shall be created in any office or department unless there exists in that office or department a post of similar character on a rate or scale of pay approved by the Governor; and
- (v) The power to create temporary post shall not, unless otherwise directed by the Governor, be exercised in respect of any service unless the service is under the control of that authority.

Section-IV (GRANTS-IN-AIDS, SCHOLARSHIPS, STIPENDS, ETC)

16. Grants and Loans etc - Departments of Government have been delegated with full powers to sanction loan and sanction and renew grants-in-aid including scholarships and stipends subject to the following general conditions-

- (a) such grant-in-aid, loan scholarships and stipends are in accordance with the rules, schemes or principles prescribed with the previous consent of Finance Department.
- (b) In sanctioning loans, grant-in-aid, scholarship and stipends, the sanctioning authority should indicate that the provision of clause (a) above has been complied with;
- (c) The rules regarding sanction and audit of grant-in-aid contained in appendix 14 of the Meghalaya Financial rules should be strictly observed; and
- (d) The rate of interest on loans and the period of repayment thereof are fixed with the previous consent of the Finance Department unless the rate of interest on loans and the periods of repayment thereof are prescribed in any general or special order of the Department

Section –V (STORE AND OTHER MOVEABLE PROPERTIES)

17. Stores, Tools and Plants etc. - All transactions regarding acquisition and purchase of the Government stores, stocks etc. require the sanction of Government. The Government have, however, delegated their powers in respect of these matters to certain subordinate authorities. Such Powers and the conditions and restrictions prescribed thereto are indicated in the specified items contained in Schedule II and IV to these rules.

18. Departmental Purchase Board – Department of Government have been given full power of sanction for purchase of instruments, appliances, apparatus, machineries tools and plants stores etc. when the purchase is made through a duly constituted Purchase Board. Departments requiring bulk purchase of such materials may constitute their own Departmental Purchase Board. Detailed guidelines are contained at Annexure –I to these Rules.

Section – VI (CONTRACT AND TENDER)

19. Invitation and acceptance of Tenders - Department of the Government and their subordinate authorities have been delegated with the powers to invite and accept tenders and to enter into contract for the execution of works subject to the restrictions and conditions prescribed against the relevant items in the Schedules to these rules. Administrative Department have full power to accept tender.

20. Department Tender Committee - Department responsible for execution of works of constructions and repairs may constitute their own Department Tender Committee. Detailed guidelines are contained at Annexure I to these rules.

Section VII (WRITE OFF LOSSES)

21. Write off – Save as provided in this section, no subordinate authority has the power to write off finally the irrecoverable value of stores or Government money lost by fraud or the negligence of individuals or owing to other causes. In specified cases, mentioned in the Schedules annexed to these rules, subordinate authorities have been authorized to write off losses, subject to the following conditions -

- (a) the amount of any write off in any individuals case shall not exceed such maximum limit or limits as the Government may, by rules, or orders specify for each subordinate authority, and
- (b) the loss does not disclose (1) a defect of the system, the amendment of which requires the orders of higher authority, or (ii) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary actions requiring the orders of higher authority.

Note – (1) All sanctions to write off under this rule, should be communicated to the Accountant General, who will scrutinize cases and bring to the notice of the Government any defect of the system or rules requiring their attention.

- (2) This rule, does not apply to losses of cash in Treasuries whether in the course of remittance or out of the Treasury balance. Individual cases of such losses should be reported to Government for orders.

Section – VIII (EXERCISE OF POWERS)

22. Exercise of financial powers by subordinate authorities

(1) Subject to the provision of these rules, the Departments of the Government, Heads of Department and other authorities subordinate to them shall in relation to renewal of sanction for staff and schemes, sanction of works expenditure, incurring of contingent expenditure etc. shall have the powers specified in the following Schedules appended to these rules –

- | | | |
|---------------------------|---|---|
| A – GENERAL POWERS | - | These powers are applicable to all Departments. |
| (i) Schedule I | - | Powers delegated to Administrative Department. |
| (ii) Schedule II | - | Powers delegated to Heads of Department. |
| (iii) Schedule III | - | Powers delegated to District Officers and other heads of offices. |

B. SPECIFIC POWERS

- | | | |
|-------------|---|---|
| Schedule IV | - | These powers are applicable only to a particular Department specifically delegated to it. |
|-------------|---|---|

Provided that the power delegated to subordinate authority can also be exercised by higher authority in relation to such subordinate authority.

(2) A subordinate authority shall in regard to matters not covered by either of the Schedules I to IV exercise such powers as may be specified from time to time by general or special orders of the Governor or of the Government.

(3) An Authority empowered by or under these rules to incur expenditure on 'Office expenses' or 'materials and supplies' etc. shall exercise such power subject to the following conditions, namely-

- (a) the rules for the supply of articles contained in Appendix 10 of the Meghalaya Financial Rules and the general or special orders on the subject issued by Government from time to time shall be followed.
- (b) in incurring or sanctioning expenditure on the items specified in column 2 of the Schedules to these rules, the conditions and restrictions or scales specified in the foregoing rules and in column 4 of the Schedules I, II and III and column 5 of Schedule IV against items shall be strictly followed;
- (c) In regard to any other expenditure, any rules, orders, restrictions or scales as may be made, imposed or prescribed by the Governor or Government shall be observed;
- (d) No expenditure on any item of an unusual character involving any departure from the rules, orders, restrictions or scales referred in clauses (b) and (c) shall be incurred nor shall any liability be undertaken in connection therewith, without the previous consent of the Finance Department.

SCHEDULED - I

POWERS DELEGATED TO DEPARTMENTS OF GOVERNMENT

(Refer rule 21 - A (i))

Sl. No.	Nature of Powers	Extent of Powers	General Conditions, if any
1	2	3	4
1.	Renewal of sanction to continuing scheme (plan) sanctioned by Finance Department	Full powers subject to the recommendation of Department Committee	(i) the Scheme should be in conformity with the original sanction issued by the Finance De-partment. Department are authorised to issue sanction on to incurring of contingent expenditure included in the continuing scheme provided such expenditure will not have the effect of substantially altering the scope of the scheme accepted by Finance Department. (ii) The general instruction regarding sanction and implementation of Plan Schemes issued by Planning Department should be strictly followed
2.	Retention of temporary post (both plan and non-plan) sanctioned by Finance Department	For one year at a time	Subject to (i) Availability of funds by valid appropriation (ii) Conformity with the original sanction (iii) Circumstances which weigh in creating of post still exist
3.	Issued Financial sanction to new scheme, scrutinized and approved by the Finance Department (Plan)	Full Power upto a limit as approved / cleared by Finance Department.	Provided that no expenditure even within the limit prescribed shall be sanctioned without the previous consent of the Finance Department if it has the effect of substantially altering the scope of the scheme as accepted by the Finance Department and subject fruther to any direction issued by Finance Department in this regard.
4.	To accord administrative approval to the plans and estimates for civil works to be carried out by the PWD or other Department		Provided (1) The estimates are scrutinized by the appropriate officer of the P.W.D.

1	2	3	4
	having Engineering Wings (a) Project involving residential building (b) Other works.	Upto Rs. 10,00,000 in each case. Upto Rs. 15,00,000/-	(2) The limit of the admissible outlay prescribed by the Finance Department
5.	To accord administrative approval and sanction expenditure on works to be executed departmentally. A. Original Works (i) Projects involving residential Buildings (ii) Other works. B. Petty construction of departmental buildings (residential) and repair. C. Sanction excess expenditure over the estimate. D. Renewal of expenditure sanctioned in respect of the departmental works in progress.	Upto Rs. 8,00,000/- in each case Upto Rs. 12,00,000/- in each case Upto Rs. 1,00,000/- in each case. Upto 10% and that the total if the exceeded estimate is within their powers to sanction. For one year at a time	Subject to the condition on that there are technical personnel competent to scrutinize the estimates and to supervise the works and (ii) the rules laid down for the departmental construction of the public buildings (Appendix 9 of the Meghalaya Financial Rules) are strictly adhered to subject to budget provision and in conformity with the original sanction. Note : The Sanction of a competent authority for executing the works carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the works
6.	Sanction miscellaneous expenditure in any individual case or any object for which no scale or limit to its power of sanction is prescribed (a) If recurring. (b) If non-recurring	Upto Rs. 10,000/- in any single case. Upto Rs.20,000/- in any single case	Provided that 1. The expenditure does not relate to the Secreteriat office of the Department concerned. 2. The demand therefore has not been refused by the assembly or the Supply restricted at the instance of Finance Department and 3. The expenditure is not on a new service which was not contemplated in the budget.

1	2	3	4
7.	Sanction rent on land and building leased out to Government.	Full power	Subject to - (a) Funds availability (b) The GAD/DC concerned certifies that a suitable public building is not available for the purpose and that a hired building is inescapable (c) The rent is fixed by appropriate competent authority.
8.	Sanction refund of revenue not otherwise provided for	Upto a maximum of Rs.15,000/-	Subject to any rules applicable unless the refund is ordered by the court.
9.	Sanction writing off of the irrecoverable value of stores, livestock or public money lost by fraud or the negligence of individual or other causes.	Upto Rs. 30,000/- in any single case.	Refer rule 21 All cases of defects in the systems, theft, exbezlements, fraud or serios negligence should be brought to the notice of the Finance Department.
10.	Sanction the remission of disallowances by audit officers.	Upto Rs. 1500/- in each individual case.	1. Subject to the aggregate maximum of Rs. 1500/- in which a number of overdrawals are due to the same cause. 2. That the money was drawn in good faith. 3. That no defect of systems is disclosed. 4. That the overdrawal/wrong drawals does not involve other expenditure requiring reference to Finance Department. 5. That it does not involve an addition of pay of more than Rs. 500/- per mensem. 6. That the pay of the Govt. servant does not exceed Rs. 2900/-
11.	Sanction deputation of Government servant on an approved course of	Full power	For a period not exceeding 6 month provided it is in conformity with the guidelines approved

1	2	3	4
	training or instructions Conference, Seminar/ Workshop.		by Finance Department The other deputed will be treated as on duty under F.R. 7(5) (b) (i) and will be entitled to pay and other allowances. T.A. D. A. and Lodging Allowances as may be prescribed by Government from time to time. No deputation vacancies will be filled up.
12.	Sanction expenditure on seminar / workshop	Upto Rs. 1,00,000/- in year.	
13.	Accept Tenders	Full power	Refer rules 19 and 20.
14.	to issue detailed sanction of schemes	Full power	Provided that such schemes are approved by Finance Department and there is no material change or deviation in approved scheme.
15.	To sanction post included in schemes approved by the Finance Department.	Full power	Provided the posts are sanctioned on approved scales of pay.
16.	To sanction deputation on foreign Service.	Full power	In accordance with approved guidelines.
17.	To sanction Test relief Agricultural Loan, Rehabilitation Loan, Distress Loan, Grant and Loans to Displace persons and Gratuitous relief.	Full power	Subject to- 1. Budget Provision, and 2. Observance of rules
18.	Permanent retention of temporary post	Full power, in case of posts for which the appointing authority is the Head of Department.	Provided the posts have continued for 5 years or more and are not of experimental and purely adhoc in character. provided further that the power shall not be applicable in respect of organisation which are not expected to continue on permanent basis.

1	2	3	4
19.	<p>(i) Sanction for claims of Govt. Servants drawing pay in Gazetted Officers pay bill form to arrears of TA/DA, Medical re-imburement and contingent claims other than pay and allowances or increments which have been allowed to remain in abeyance,-</p> <p>(a) for a period exceeding six months but not exceeding six years.</p> <p>(b) for a period exceeding six years.</p> <p>(ii) Sanction for claims of Govt. Servants drawing pay in the establishment pay bill form to arrears of pay and allowances or increments, arrears of TA/ DA, Medical reimbursement and contingent claims and claims of persons not in Govt. srvice which have been allowed to remain in abeyance, -</p> <p>(a) for a period exceeding six months but not exceeding six years.</p> <p>(b) for a period exceeding six years.</p>	<p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p>	<p>Full power</p> <p>Full power Subject to approval of Finance Deptt.</p> <p>Full power</p> <p>Full power Subject to approval of Finance Deptt.</p>
20.	To sanction political pension and grants to Political pensioners.	Full power	Subject to rules regulating such pensions and grants.
21.	Fixation of remuneration of Lawyers.	Full power	Subject to the approval of L.R./Law Department.
22.	To sanction entertainment of peons and stenographers whenever a post entitled to such compliment of staff is sanctioned	Full power
23.	To sanction a post of driver whenever a vehicle is sanctioned.	Full power
24.	To sanction local printing of standardized forms/ schedule forms	Full power	Provided the Government Press expresses its inability to supply or is unable to supply within 60 days of the requisition and subject to prior approval of Finance Department.

1	2	3	4
25.	To make people State Guest and payment of expenditure of.	Full power	Subject to observation of rules laid down by Government from time to time.
26.	Sanction of Staff for Ministers State Minister and Parliamentary Secretaries.	Full power	As per standard laid down.
27.	To sanction P.O.L. Bills requisition and hire charges, wages of drivers and handymen of the vehicles requisitioned under the Requisition and Control of Vehicle Act, 1968.	Full power	(a) Subject to specific Budget Provision. (b) That the proposal has been submitted in accordance with the procedure issued by Govt. from time to time.
28.	Sanction Advance to Gazetted Government Servant under their administrative control for - (a) House Building Advance - (Construction purchase and repair of houses and extension of House. (b) Purchase of Motor cars, Motors Cycles / Scooters and other means of Conveyance (c) Purchase of Type-writer/Computer.	Full power	Subject to specific allotment of funds by Finance Department. As per details in Rules 386, 387 & 388 of the Meghalaya Financial Rules. As per details in Rules 389, 390 & 391 of the Meghalaya Financial Rules. As Per Rules 393 of the Meghalaya Financial Rules.
29.	Purchase of printing items for printing machines, Xerox, Fax, etc.	Full power	Subject to budget provision and that such purchase is made from authorized dealers of the company concerned at approved / prescribed rates.
30.	Purchase of Computer accessories, misc. hardwares/ softwares.	Full power	- do -

SCHEDULED - II

GENERAL POWERS DELIGATED TO HEAD OF DEPARTMENTS

(Refer rule 21 - A (ii))

Sl. No.	Nature of Powers	Extent of Powers	General Conditions, if any
1	2	3	4
1.	To accord administrative approval to plants and estimates for civil works to be carried out by P.W.D. (other than projects involving acquisition of land and residential buildings and other works)	Upto Rs. 8,00,000/- in each case.	Provided the estimates are scrutinized by Officers of P.W.D.
2.	To accord administrative approval and sanction expenditures on works to be executed departmentally other than project involving acquisition of land. A. Original works (i) Projects involving residential buildings (ii) Other works. B. Petty construction of departmental building (non-residential) and repair. C. Sanction excess expenditure over the estimates.	Upto Rs. 5,00,000/- in each case. Upto Rs. 6,00,000/- in each case. Upto Rs. 50,000/- in each case. Upto 5 percent provided that the total of the exceeded estimate is within their power of sanction and that the scheme was sanctioned by them.	(i) Provided that there are technical personnel competent to scrutinize the estimates and supervise the works. (ii) The rules laid down for departmental construction of public buildings (Appendix 9 of the Meghalaya Finance Rules) are strictly followed.
3.	To accord technical sanction to estimate for works & repairs to be executed departmentally.	Full power	Subject to clearance being given by competent technical authority as at Sl. 2 above.
4.	Sanction misellaneous expenditure in any indi-		subject to budget provision provided that -

1	2	3	4
	vidual case or any object for which no scale or limit to its power is prescribed (a) if recurring (b) if non-recurring	Rs. 3000/- in any single case Upto Rs. 5000/- in any single case.	(1) the demand therefore has not been refused by the Assembly or the supply restricted at the instance of Finance Department and (2) the expenditure is not on a new service which was not contemplated in the budget
5.	Purchase of instruments appliances apparatus, machinery, tools and plants and other stores in India.	(a) Full power when purchase is made through a duly constituted Departmental Purchase Board. (b) Otherwise, upto 50,000/- provided the cost of each item does not exceed Rs. 10,000/-	(1) Subject to Budget provision and the provision of Meghalaya Financial Rules governing purchase of stores for public services (Appendix 10 of the Meghalaya Financial Rules) (2) Also refer rules 17 & 18.
6.	Repair and maintenance of departmental, vehicle machineries, etc. (a) Major repair, over-hualing (b) Minor and emergent repair. (c) Purchase of tyres and Batteries.	Upto Rs. 30,000/- in each case provided the expenditure does not exceed Rs. 50,000/- for each vehicle /machinery in a year. Upto Rs. 5,000/- in each case. (i) Upto Rs.5,000/- in each case of Light vehicle and upto Rs. 10,000/- in case of medium and heavy vehicles (ii) Full power if purchase is made from MECOFED	Repair should be done only on the report and recommendation of the D.T.O. Tyres, tubes and Batteries should be obtained only from MECOFED on requisition. Local purchase may be made only on obtaining of non-availability certificate from MECOFED.
7.	Purchase of typewriter, Duplicators in replacement of existing one.	Full power	A certificate of condemnation of the existing ones to be issued by a local representative of the firm from which the machine was purchase or where it is not possible by a responsible by a responsible Gazette Officer.

1	2	3	4
			<p>The certificate of condemnation should also state that the machine is beyond repair, indicating the date of its purchase.</p> <p>Subject also to specific budget provision.</p>
8.	Purchase of furniture for new office or on expansion for existing office or for replacement of old ones	Upto Rs. 50,000/-	<p>Subject to -</p> <p>(i) Availability of funds</p> <p>(ii) Observance of procedures and other general directions</p> <p>(iii) Furniture should be of approved type and should be purchased from approved firm at Government approved rates.</p> <p>(iv) The purchase should be made in accordance with prescribed scale.</p>
9.	<p>To sanction expenditure on contingencies :-</p> <p>(1) Cost of repair, including cost of spare part of equipments, Xerox machines, Fax and Riso-graph machines etc.</p> <p>(ii) Purchase of computer consumables, and software peripheral including cost of repairs thereof.</p> <p>(iii) Purchase of Office equipments, such as clocks, table Fans etc.</p> <p>(iv) Rent on land and buildings leased out to Government.</p>	<p>Upto Rs. 10,000/- in each case and limit of Rs. 30,000/- in a year.</p> <p>Upto Rs. 20,000/- in each case and limit of Rs. 50,000/- in a year.</p> <p>Upto Rs. 5,000/- in each case.</p> <p>Upto Rs. 10,000/- per mensem in each case.</p>	<p>Subject to Budget provision and that the repairs and supply of parts are made by the authorized agents of the companies concerned.</p> <p>Subject to Budget provisions and that the supply made and work done by the authorized Agents/Engineer of the Companies/Supplier concerned.</p> <p>Subject to stores rules. The limit refers to the cost of articles of the same kind purchased at any time.</p> <p>Provided that -</p> <p>(i) The GAD or D.C. concerned certifies that a suitable public building is not available and</p> <p>(ii) The rent is fixed by the appropriate competent authority.</p>

1	2	3	4
	<p>(v) Local purchase of Stationeries in case of urgency.</p> <p>(vi) Purchase of Xerox papers, Tonner etc.</p> <p>(vii) Urgent printing at Local Presses-</p> <p>(a) Forms</p> <p>(i) Standardized forms other than money forms e.g., receipt books, cheque books, etc.</p> <p>(ii) Non-standardized Forms</p> <p>(b) Other than Forms</p> <p>(viii) Purchase of book maps Manuals, periodical and newspapers, CD Ram.</p> <p>(ix) cost of POL. for Department Vehicle (pool).</p>	<p>Upto Rs. 15,000/- at time, subject to an annual limit of Rs.75,000/-</p> <p>Full power</p> <p>Upto Rs. 5,000/- including cost of paper in each case.</p> <p>Full power</p> <p>Full power</p> <p>Upto Rs. 5000/- in each case subject to limit of Rs. 10,000/- in a year.</p> <p>Full power subject to annual limit of Rs.30,000/-</p>	<p>Subject to :-</p> <p>(i) Budget provisions</p> <p>(ii) Local purchase may be made only when Government Stationeries Stores express their in ability to supply the article intended or to supply within 30 days from the date of requisition.</p> <p>(iii) Local purchase should be made from approved Firms at Government approved rates.</p> <p>Subject to budget provision and the purchase made from Authorized Agent of the Companies/ Approved Firms</p> <p>Subject to the following -</p> <p>(i) Budget Provision.</p> <p>(ii) All printing works of the Government should be done in the Government Press. Printing in Local presses may be done only in case of urgency and where Government Press expresses its inability to undertake the work.</p> <p>(iii) Paper required for printing should be obtained from the Government Stationeries Stores from whom a certificate of non-availability should be obtained when they cannot supply papers.</p> <p>The purchase should be made only when the books, maps, manuals, etc. are required for the essential needs of their own office and or those of their subordinate offices.</p> <p>Subject to budget provision and that Log Book should be properly maintained.</p>

1	2	3	4
10.	Award Scholarship, stipends and grand-in-aid tenable in India	Full power	Subject to specific budget provision & provisions of Rule 16.
11.	Write off of irrecoverable value of stores (including furniture) livestock or public money lost by fraud or negligence of individuals or other causes.	Upto Rs.10,000/-in any single case.	Refer to Rule 21.
12.	Write-off the value of unserviceable stores.	Full Power	Subject to the condition (i) that the article are disposed of by sale by public auction. (ii) The original purchase value of articles disposed of at one time does not exceed Rs.10,000/-
13.	Write-off the value of Store and other Government properties lost or damaged due to natural calamities such as fire, floods, earthquakes etc.	Upto Rs. 20,000/- in each case.	
14.	Refund in cases not otherwise provided for.	Upto to Rs.5,000/- in any single case unless the refund is ordered by Court.	The refund is necessitated by an order which he himself is competent to pass.
15.	Accept tender	(i) Full power if it is based on the recommendation of the departmental Purchase Board / Tender Committee. (ii) Otherwise upto Rs. 50,000/-	
16.	Sanction for payment of claims of Government servants to arrears of pay and allowances or increments drawing in the establishment bill form and claims of persons not in Govt. service which have been allowed to remain in abeyance for a period exceeding six month but not exceeding six years.	Full power.	The claims does not relate to his own office and (i) The expenditure involved in the claims have been sanctioned by proper authority subject to availability of fund.

1	2	3	4
17.	<p>Sanction advances to Government servants for-</p> <p>(a) Hoiuse Building (Construction, Purchase and repair of houses and extension of houses).</p> <p>(b) Purchase of Motor Cars, Motor Cycles/ Scooters and other means of conveyances.</p> <p>(c) Purchase of Type-writer, Computer.</p> <p>(d) Other Advances.</p>	<p>Full power</p> <p>Full power</p> <p>Full power</p>	<p>Subject to specific allotment of funds by Finance Department. As per details in Rules 386, 387 and 388 of Meghalaya Financial Rules.</p> <p>Refer Rules 389, 390 and 391 of the Meghalaya Financial Rules.</p> <p>Refer to Rule 393 of the Meghalaya Financial Rules.</p> <p>As per details in Rules 394 to 399 of the Meghalaya Financial Rules.</p>
18.	<p>Permanent retention of temporary posts.</p>	<p>Full power in respect of any post, for which the appointing authority is lower than the Head of Department.</p>	<p>Provided that the post must have continued for 5 years or more and are not of experimental or adhoc in nature.</p>
19.	<p>To sanction disposal of unserviceable stores including livestock and furniture.</p>	<p>Full power</p>	<p>Provided further that the power shall not be applicable in respect of organizations which are not permanent.</p> <p>In accordance with the provisions of Rule 206 of the Meghalaya Financial Rules.</p>
20.	<p>Sanction expenditure on State Guest.</p>	<p>Full power</p>	<p>Subject to declaration as State Guest by Administrative Department and expenditure is in conformity with the State Guest Rule enforced</p>
21.	<p>To sanction grant-in aid to local bodies private parties /individuals and District Councils.</p>	<p>Full power</p>	<p>Subject to specific provision in the sanctioned scheme as approved by Finance Department or Rule approved by Finance Department</p>

1	2	3	4
22.	To sanction expenditure in connection with exhibitions, fairs, shows.	Upto Rs. 30,000/- in each case in respect of those organized at State Level and upto Rs. 15,000/- in each case in respect of those organized at District / Block level and subject to specify provision in the sanctioned scheme.	
23.	To sanction expenditure on freight and transit insurance charges and also on demurrage charges.	Upto Rs. 10,000/- in each case.	
24.	To sanction expenditure for servicing of instruments, machineries, equipments and other items.	Full power when such servicing is made by the authorized agents of the companies at the company's approved prescribed rates.	
25.	To sanction entertainment of Labourers (muster roll) on daily wages for certain specific works.	Full power	Subject to specific budget provision and in accordance with the norms and rates prescribed by the Department in consultation with Finance Department.
26.	To sanction expenditure on cost of advertisement	Full power	Subject to the advertisement being routed through and duly approved by the DIPR.
27.	To sanction fee of pleaders in connection with the prosecution of certain specific cases.	Upto Rs. 10,000/- in each case.	Subject to such payment having been approved by the Administrative Department.

SCHEDULED - III

GENERAL POWERS DELIGATED TO DISTRICT OFFICERS AND OTHER OFFICERS
FUNCTIONING AS HEAD OF OFFICES

(Refer Rule 22 - A (iii))

Sl. No.	Nature of Powers	Extent of Powers	General Conditions, if any
1	2	3	4
1.	<p>Incurring expenditure on contingencies</p> <p>(i) cost of repair, including cost of spare parts of Xerox machines, type-writer, duplicators, etc.</p> <p>(ii) Purchase of office equipments such as clocks, time pieces, table fans, etc.</p> <p>(iii) Local purchase of stationeries in case of urgency</p> <p>(iv) Purchase of Xerox paper, tonner, etc.</p> <p>(v) Purchase of books, maps, manuals, periodicals and newspapers.</p> <p>(vi) Cost of minor and emergency repair of departmental vehicle placed at their disposal.</p> <p>(vii) Purchase of consumables for computer.</p>	<p>Upto Rs.2,000/- in each case.</p> <p>Upto Rs. 1000/- in each case subject to annual limit of Rs.5000/-.</p> <p>Upto Rs. 2000/- at a time subject to annual limit of Rs. 20,000/-</p> <p>Upto Rs. 500/- in each case subject to annual limit of Rs. 5000/-</p> <p>Upto Rs. 500/- in each case subject to annual limit of Rs. 5000/-</p> <p>Upto Rs. 2000/- in each case for light vehicles and Rs. 4000/- in each case for heavy duty vehicles.</p> <p>Rs. 2500/- in each case.</p>	<p>Subject to specific budget allotment.</p> <p>The repair and supply of parts are made by the authorised agents of the companies concerned at approved rates.</p> <p>(1) to be resorted to only on obtaining of N.O.C from government stationery stores. (2) purchase to be made from approved firms at Government approved rate. Subject to specific budget allotment</p> <p>Strictly for the essential need of their own office.</p> <p>Subject to specific budget allotment and observance of the rules and that such repair of vehicle is made on the basis of report given by the DTO/MVI.</p>
2.	Cold weather charges (incurring expenditure on purchase of coal/charcoal for heating purposes during winter season)	Full power	<p>Subject to-</p> <p>(I) specific allotment of fund (II) strict observance of scale prescribed by government from time to time (III) Restrictions imposed by government from time to time.</p>

1	2	3	4
3.	Sanction advances to government servant under their control, for (i) Education of their children. (ii) Important festivals (iii) From a subscriber G.P. Fund Account	Full power Full power Full power	Subject to specific allotment of funds by Finance Department and in accordance with the instructions issued by the Finance Department. In accordance with the instructions issued by Government from time to time As per the provisions of Rule 13 of the Meghalaya Civil Service (G.P.Fund) Rules 1985.
4.	Disposal of unserviceable stores, livestock and furnitures.	Upto the extent of the book value of Rs.5,000/- in each case.	In accordance with the provision of the Rule 206 of the Meghalaya Finance Rules.
5.	Sanction miscellaneous expenditure in any individual case or any object for which no scale of limit to its power is prescribed (a) Recurring (b) Non-recurring	Rs. 5.00/- in any single case. Upto Rs. 1,000/- in any single case	Subject to budget provisions provided that- (i) the demand therefore has not been refused by the Assembly or the supply restricted at the instance of Finance Department and (ii) The expenditure is not on a new service which was not contemplated in the budget

Schedule IV
Specific Powers to certain Departments of Government
[Refer Rule 22 (i) B-]

HOME POLICE

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Sanction grant towards Relief and Welfare Fund of the Police Personnel where there is a State Contribution toward such Grants	Home Department	Full Power	Subject to Budget provision and Schemes or Rule approved by Finance Department.
2.	Create temporary post against deputation of non-gazetted Police Officers and men (under section 13 of Act IV of 1861)	Director General and Inspector General of Police	To such extent as will entail expenditure not exceeding the amount recoverable from the party requisitioning the additional police under the section of the Act mentioned in Col.2	Subject to Budget provision in each year.
3.	(i) Purchase of spare parts and cost of repair and overhaul of vehicles of Police Department including those of Wireless and Fire Service Organiza-tion.	DG & IGP	Upto Rs. 20,000 in each case in respect of light vehicle and Rs. 30,000 in each case in respect of heavy vehicle.	Subject to budget allot-ment made by DG & IGP
		DIGP/SP/Comdt/ Principal PTS/ Director Technical Service	Upto Rs. 3000 in each case in respect of light vehicle and Rs. 5000 in each case in respect of heavy vehicle.	
	(ii) Purchase of tyres/ tubes and batteries for Department Vehicles as at (i) above.	DG & IGP	Full power when purchase is made through a duly constituted Purchase Board or when purchase is made from MECOFED. Otherwise upto Rs.20,000 in each case in respect of light vehicles and Rs. 30,000 in each case in respect of heavy vehicles.	
		DIGP/SP/Comdt/Prin. PTS/Director Technical Service	Upto 4,000 in each case for light vehicle & Rs.6,000 in each case for heavy medium ve-hicles.	Subject to condition that such purchase is made according to specific budget allotment made by DG & IGP.

1	2	3	4	5
4.	Sanction deputation of subordinate Police provided it is in conformity with the guidelines approved by Finance Department. Officers upto the rank of Inspectors on an approved course of training or instructions.	Director General and Inspector General of Police	Full Power for a period not exceeding 12 months.	The Officers deputed will be treated as on duty under FR 7(5)(b)(1) and will be entitled to pay drawn at the time they were placed on such duty plus other allowances and T.A./D.A. and lodging allowances as prescribed by Government from time to time.
5.	(i) Purchase of (a) equipments, appliances, steel furniture, utensils of Police Department including those of Wireless and Fire Service Organisation.	(1) Director General and Inspector General of Police (2) D.I.G.P. (3) S.P.s/Commandant/Principal/Director FSL.	Full Power Upto Rs. 10,000/- in each case Upto Rs. 5,000/- in each case	Subject to specific budget provision and provisions of the Police Manual and relevant directions of Finance Department, also subject to approval of the Departmental Purchase Board duly constituted by Government.
	(ii) Purchase of arms	D.G. & I.G.P.	Full Power	
	(iii) Purchase of Clothing and ration of Police Department including those of Wireless and Fire Service Organisation.	D.G. & I.G.P.	Full Power, if purchase is made on the recommendation of the duly constituted Purchase Board.	
6.	Sanction advance of Travelling Allowances.	Director General and Inspector General of Police	Full Power to relief party of Meghalaya Police Battalions and D.E.F. upto the rank of Inspector to meet their journey expenses incurred in proceeding to and returning from out post.	
		Principal of Training College	Full Power to probationary Sub-Inspector of Police when they are posted to Districts after completing the course. An advance not exceeding 80% of the T.A. admissible to them for the journey from the Training College to the District to which they are posted, which should be recovered from their final T.A. Bills.	

1	2	3	4	5
7.	Sanction expenditures on Games and other physical amenities for Police Personnel	Director General and Inspector General of Police D.I.G.P. S.P.s/Commandant/ Principal PTS/Director FSL.	Upto Rs. 20,000/- a year Upto Rs.15,000/- a year for units and offices under him Upto Rs.10,000/- a year for units and offices under him.	(i) Subject to specific budget provision. (ii) Maintenance of stock register for all ar-ticles. (iii) Observation of the normal procedure for purchase.
8.	Sanction expenditures for prizes to Police Personnel for good performance in games, sports, music, etc.	D.G.& I.G.P. S.P/Comdt.	Upto Rs.20,000/- a year Upto Rs.10,000/- in a year	Subject to specific budget provisions and (ii) Prizes should be in kind and not in cash.
9.	Hire charge of office furniture and electrical goods for official meetings.	D.G. and I.G.P.	Upto Rs. 10,000/- in a year	The power may be exercised only in case where Government stock are not available/insufficient.
10.	Purchase of P.O.L. for Departmental vehicles	(i)D.G&I.G.P. (ii)D.I.G.P./S.P.Comdt/ Principal PTS/Director FSL.	Full Power Full Power, according to the scale allotted by D.G. & I.G.P	Subject to :- (i) Specific Budget provision. {ii} Strict maintenance of vehicle Log Book POL consumption and average mileage should be carefully checked and certificate to the effect recorded in the bill by delegated authority. Vehicles which give less than average KM per litre should be promptly re-paired. Log book to be signed by designated authority.
11.	Sanction of expenditure on requisitioning vehicles of all categories	D.G. & I.G.P S.Ps(D.E.F.;	Full Power Upto 20 days Upto 7 days	Subject to :- (i) Specific Budget provision. (ii) The proposal has been submitted in accordance with the procedure issued by Government from time to time. {iii} Not more than 30 days for any specific vehicle in a year (iv) The rates are as prescribed by Government.

1	2	3	4	5
12.	Sanction deputation of subordinate Police Officers upto the rank of Inspectors (temporary and permanent) for deputation in Police games and Duty Meets within the country.	D.G.P. and I.G.P.	Full Power	
13.	Drawal in A.C. bill for payment of daily wages to drivers/handymen of requisitioned vehicles.	D.G.& I.G.P. S.P.	Full Power, subject to:- (i) specific budget provision (ii) proposal submitted in accordance with the procedure and conditions at serial 11. (iii) amount drawn is regularized within one month from date of drawal.	

PUBLIC HEALTH ENGINEERING DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Payment of compensation to Contractors for unforeseen losses due to Act of nature.	Administrative Department	Upto Rs. 10,000/- in any single case	
2.	Sanction increase in the reserve stock of a Division.	Administrative Department	Upto 5% increase over existing limit	
3.	Undertake deposits works	C.E.	Full Power	
4.	To accord Technical sanction to original works and special repairs (exclusive of de-partmental charges) including Flood damage repairs.	(a) Chief Engineer (b) Additional C.E. (c) S.E. (d) E.E.	Full Power Full Power Upto Rs.6,00,000/- Upto Rs.2,00,000/-	
5.	Give Technical sanction for repair	C.E./Additional CE. S.E. E.E.	Full Power Upto 6,00,000/- Upto 1,00,000/-	For ordinary repairs and petty maintenance works for which consolidated repair estimate has been approved by the C.E./Addl. C.E. at the beginning of the year.
6.	Sanction excess over estimates.	(a) C.E./Addl. C.E. (b) S.E.	Upto 5 percent Upto 214 percent	Provided that the total of the exceeded estimate is within their power of sanction.
7.	Purchase of instruments stores and tools and plants etc.	(a) C.E./Addl. C.E. E.E.	(a) Full Power when purchase is made through a duly constituted Purchase Board (b) Otherwise upto Rs.50,000/- Upto Rs.30,000/- in each case and not exceeding Rs.50,000/- per month.	Subject to -(1) the provision of the Store Rules and the rules in the P.W.D. Code. (2) The articles are included in the sanctioned estimates or is within the reserve stock

1	2	3	4	5
				<p>limit (except the plant and machinery which will be arranged by the C.E.)</p> <p>(3) The approval of the S.E. when an individual item costs over Rs. 5,000.</p> <p>(4) Prior formal approval from the S.E. should be obtained if the purchase in a month exceeds Rs. 50,000.</p>
8. Disposal of Stores and tools and plants.	E.E.	Full Power		<p>Subject to -</p> <p>(1) In case of articles in use of officers and sub-ordinates of the Department orient to Contractors for use of Government works which may be lost or damaged, full or part value is to be recovered for the causes which the EE may consider reasonable (2) In case of articles of bungalow furniture lost or damaged same as at (1) above. (3) In other cases, dis-posal should be by sale, which should or-dinarily be by auction or by calling tenders as may be considered suitable. (4) In all cases by book value or if not known, the estimated value of an individual item disposed of or written off at one and the same time must not exceed Rs. 5,000/-</p> <p>NOTE: The expression individual item include a quantity of the same articles reckoned as one item according to Unit adopted by the P.W.D. eg., 1000 bricks are an individual item.</p>

1	2	3	4	5
				(5) In cases not covered by the above, prior approval of the CE/ Addl. CE must be obtained and also when the EE considers it necessary in the public interest that certain articles or classes should be destroyed and not made available to an outside party even on payment.
9.	Sanction all estimates for repairs and carriage of tools and plants.	(a)C.E. (b)Addl. C.E. (c) S.E. (d)E.E.	Full Power Full Power (for work relating to his zone Upto Rs.4,00,000/- in a financial year. Upto Rs.1,00,000/- ia a financial year	
10.	Sell or dismantle build-ings	C.E./Addl. C.E. S.E.	Upto Rs. 1,00,000 Upto Rs.50,000	
11.	Sell or dismantle tem-porary building erected during construction of work.	E.E. C.E.	Full Power Full Power	Where the value does not exceed Rs.50,000.
12.	Sell materials received from works dismantled or undergoing repairs at their estimated value.	E.E.	Full Power	Subject to condition that serviceable stores shall be disposed only by auction of by calling tender.
13.	Accept tender	(i) C.EVAddl. CE. (ii) SE (iii) E.E. (iv) SDO	Upto 15,00,000 Upto 6,00,000 Upto 2,00,000 Upto 25,000	Where the value of work is above 15.00 lacks, it shall come under the purview of the Departmental Tender, Committee. The Tender Committee on examination shall give its recommendation in the matter of awarding contract works to the selected contractors/ farms. The decision of the Tender Committee shall be final.

1	2	3	4	5
14.	Writing off the value of any building (borne on the books of PHE) abandoned/dismantled	E.E.	Full Power	Subject to such abandonment or dismantling being authorized by competent authority.
15.	Writing off of the value of unserviceable stores and tools and plants.	E.E.	Within their power of disposal of such articles.	Subject to the approval of the S.E. when an individual item costs over Rs.5000.
16.	Purchase of chemicals for water.	S.E.	Upto Rs. 10,000/- in each case.	Subject to budget provision and strict observance of rules, orders and instructions issued by Government from time to time.
17.	Waive the rule that works establishment must be employed upon a specific work and determine the proportions in which the cost of such establishment shall be allotted between the work concerned.	CE/Addl. CE.	Full Power	

HEALTH DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Purchase of Medicine, equipments, appliance, apparatus, linens etc	Director	Full power when purchase is made through a duly constituted Purchase Board. Otherwise upto Rs. 60000 in each case provided cost of each item does not exceed Rs. 15,000.	
		2. Supdt of hospital/ D.M.&H.O.	upto Rs. 15,000/- in each case for medicines and upto Rs. 10,000/- in each case for other items.	Subject to specific allotment of funds by the Director and in accordance with the provisions of the Financial Rules (Appendix 10) governing purchase of stores for public service.
2.	Sanction expenditure for repair of X-ray machine and other electronic instruments like cardiogram, etc including purchase of spare parts.	1. Director	Full power in case the purchase is made through a duly constituted purchase Board, otherwise upto Rs. 25,000/- in each case	Subject to specific bud-get provision/ allotment of funds & provided the machines are repaired by authorized agencies at approved rates.
	(a) for purchase of parts			
	(b) for repair	2. Suptd. of Hospital/ DMHO. 1. Director 2. Suptd of Hospital/ DMHO.	Upto Rs. 5000/- in each case. Upto Rs. 10,000 in each case Upto Rs. 3000/- in each case.	
	(c) Annual maintenance contract.	Administrative Deptt. Director	Full Power if repair is made through AMC Not exceeding Rs. 25,000 in each case.	

1	2	3	4	5
3.	To accord administrative approval and sanction expenditure on works to be executed departmentally other than projects involving acquisition of land.			
	A. original works	(i) Director		General Power of Head of Deptt. (Schedule II)
	B. petty construction of departmental building (Non-residential) and repair	(ii) E.Engineer (Health)		Upto Rs. 20,000/- in each case.
4.	To accord Technical Sanction to estimate for works & special repair to be executed departmentally.	Director		Full Power subject to the estimates being cleared/approved by competent technical authority.
5.	To accord Technical sanction for repair.	E.E. (Health)		Upto Rs. 50,000/- in each case.
6.	To accept Tender for departmental works	(i) Director		General Power of Head of Deptt. (Schedule II)
		(ii) E.E. (Health)		Upto Rs. 50,000/-

EDUCATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Sanction Grants-in-aid to non-Government institutions for various purposes	Director	Full power	Subject to the provision of rule 16 and specific budget provision.
2.	Sanction grants for miscellaneous purposes in connection with educational matter	Director	(I) Full power (ii) Otherwise upto Rs. 5000/- in each case	if in accordance with the rule framed with prior consultation with Finance department
3.	Sanction expenditure for sports, games, common rooms and extra curricular activities of Government institution.	Director Addl./Joint Director Inspector of Schools Dy. Inspectors of School/Headmasters/ and D.A.E.O	Upto Rs. 20,000/- in each case. Upto Rs. 10,000/- in each case Upto Rs. 5,000/- in each case Upto Rs. 2000/-	Subject to specific bud-get provisions Subject to specific allotment of funds made by Director for each institution/school.
4.	Sanction stipends to students in basic Training Centres and Normal Training Schools.	Director	Full power	In accordance with the Educational Department Rules and Orders and the momentary limit fixed by Govt.
5.	Refund of tuition Fees, Scholarships, Examination fees etc.	Principal/I.Ss/Dy.Ss/ Headmasters	Full power	In accordance with the Educational Department Rules and Orders.
6.	Exemption from payment of late fees.	Director	Full power	In case where students depend on Govt. for prosecuting their studies have defaulted in timely payment of fees due to delay in respect of Govt. aid.
7.	Sanction expenditure for N.C.C/N.S.S. camp and training.	Director	Upto Rs. 30,000/- in each case.	(i) subject to specific Budget provision and (ii) in accordance with the scale laid down in the N.C.C. Act and rules framed there under.

1	2	3	4	5
8.	Purchase of instruments, appliances, apparatus, laboratory materials, machinery, tools and plants and other stores in India.	(i) Director (ii) Principal of Govt. College and Polytechnic/DIETS	(i) General power of HOD (Schedule-II) (ii) Rs. 20,000 provided the cost of each items dose not exceed Rs.5,000/-	Heads of Department.
9.	To sanction expenditure in connection with exhibition, excursion, study tour, sports and other students activities	Director Addl/Joint Director, Principal, ISs Dy. ISs/ Headmaster/D.S.E.O./ D.A.E.O.	Upto Rs.3Q.000/- in each case Upto Rs. 10,000/- in each case Upto Rs.5,000/- in each case	Subject to specific bud-get provision Subject to specific allotment of funds made by Director

AGRICULTURE/HORTICULTURE DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Purchase of instruments machinery including manure, fertilizer, seeds & chemicals for sale at subsidized rate.	1) Director 2) Jt. Director/DAO/DHO/Principal BATC & other class I officers functioning as Head of office.	General power for HOD (Schedule II) Upto 15,000/- in each case provided the cost of each item does not exceed 5,000/-	
2.	Maintenance of Agricultural Machineries/equipments etc.	Director Jt. Director/DAO/DHO and other class I officers functioning as Head of office.	Upto 20,000 in each case in a year Upto 5,000 in each case in a year	
3.	To sanction disposal of Surplus stocks of seeds, plants & crafts by sale at reduced rate.	Director Jt. Director	Upto 5000 loss in each case Upto 3000 loss in each case	Subject to the surplus stock being sold by public auction.
4.	To Sanction disposal of surplus stock of manures and fertilizers and green manures, oil cakes bone meals etc. by sale at reduced rate.	Director Jt. Director	Upto 15,000 loss in each case Upto 10,000 loss in each case	Subject to the surplus stock being sold by public auction.
5.	Sanction disposal of fruit products of manufacturing units of Agriculture/Horticulture Deptt. beyond the ex-piry date, at the reduced rate.	Director	Full Power	In case of perishable products subject to dis-posal by auction.
6.	To fix the sale price of seeds, plants, grafts fruit and other products implements produced in Agricultural/Horticultural Farms or manufactured in Engineering workshops and Fruit Preservation Centre of the Deptt.	Director	Full Power	Subject to the condition that the price so fixed does not fall below the cost of production inclusive of handling, dealers commissions, etc.

1	2	3	4	5
7.	To fix the sale price of Agriculture/Horticulture fruits grown in Farms/ Gardens of Agriculture/ Horticulture Department.	Director	Full Power	Subject that selling price be not less than 5 p. c. of the local market rate. In the case of bulk sale a concession upto 10 p.c. below the market rate may be allowed.
8.	To sanctioned expenditure on demonstration of improved seeds, fertilizers etc.	Director	Full Power	Subject to provision in the sanctioned scheme.
9.	To sanctioned expenditure on National Watershed Development project for rain fed areas	Director	Upto 10,000/- in each case	Subject to (i) budget Provision (ii) Scheme should be in accordance with the approval of the special committee set up at the State and District Level (iii) To be in accordance with general instruction issued by Finance and Planning Department.
10.	To sanction freight charges/ transport subsidy of seeds/ fertilizers etc.	Director Jt. Director	Upto 10,000/- in each case Upto 4000/- in each case	
11.	To fix the rate of transportation of fertilizers, seeds chemicals plantings materials etc.	Director	Full Power to be fixed in consultation with Transport Department.	

ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	To accept tenders.	Director DAH and VO and other Head of office	General power as in schedule II Upto 20,000 in each case.	
2.	To purchase of equipments, appliances, medicines, and live-stocks and feeds, etc.	Director Joint Director/DAH and VO and other Heads of Office	Full power when purchase is made through a duly constituted Purchase Boards. Otherwise up to Rs.60,000/- in each case provided cost of each item does not exceed Rs.15,000/- Upto 15,000 in each case provided cost of each item does not exceed 5,000/-	
3.	To fix the sale price of milk, milk products, poultry eggs etc. And other product of livestock's and other farms as to livestock and birds.	Director	Full power-	
4.	To Sanction expenditure for demonstration of improved livestock's implements etc	Director	Full power	Subject to provision in the sanctioned scheme.

FOREST AND ENVIRONMENT DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	To accord administrative approval and sanction expenditures on works to be executed Departmentally (other than projects involving acquisition of lands) Including Minor irrigation	1)P.C.C. F. 2) C.C. F& C. F. 3) D .C. F & D. F.O	General power of Heads of Departments (Schedule II) i) Upto Rs.4.00 lakhs in case of works other than residential buildings and ii) Upto Rs.1.00 lakh in case of residential buildings. i) Upto Rs.1.00 lakh in case of works other than residential buildings, and ii) Upto Rs. 40,000/-in case of residential buildings.	Subject to budget pro-vision/allotment and that there are technical personnel competent to scrutinize the esti-mate and supervise the work and that the rules laid down for Depart-mental construction are strictly adhered to.
2.	To accord sanction for repair of buildings and other structures borne on the books of Forest Department	1) P. C.C. F. 2) C.C. F& C. F 3) D .C. F.& D. F. O	General power of Head of Departments (Schedule II) Upto Rs. 20,000/- in each case. Upto Rs.10,000/- in each case.	Same as at 1 above.
3.	To accord technical sanction to estimates for work to be executed departmentally including Minor Irrigation Works	1)P.C. C. F. 2) C.C. F.& C.F. 3).D. C. F. & D.F.O.	Full power Upto Rs. 4.00 lakhs in each case. Upto Rs 1.00 lakhs in each case.	Subject to clearance/ approval being given by competent technical officer of P.W.D. etc.
4.	To accord administrative approval and sanction expenditures for carrying out afforestation works like raising of nursery plantations etc.	1)P.C.C. F. 2) C.C. F. 3) C. F. 4) D .C. F.& D. F. O	Full power Upto Rs.4.00 lakhs in each case. Upto Rs.4.00 lakhs in each case UptoRs. 1.00 lakhs in each case	Subject to Specific provision in the sanctioned scheme/budget.
5.	To accord AA & Technical approval to Minor irrigation projects to be executed by local bodies and District Councils with Grants-in Aid from Forest Department	i) P .C.C.F. i)C.C.F. iii) C.F. iv) DEF/DFO	Upto RS 2.00 lakh in each case Upto 0.50 lakh in each case Upto 0.50 lakh in each case Upto 0.20 lakh in each case	i) Provided that there are technical personnel competent to scrutinize and approve the esti-mates. ii) Execution of the work to be supervised by Officers of Forest Department.

1	2	3	4	5
6.	Purchase of Stores, tools and plants (excluding Livestocks) and including manures, fertilizers and feed for animals in captivity.	1)P.C.C.F. 2) C.C.F. & C,F. 3) D. C.F.& D.F.O.	General Power of Heads of Departments. (Schedule II) Upto Rs. 10,000/- in each case Upto Rs.5,000/- in each case.	
7.	To sanction expenditure for purchase of animals (other than elephants) including birds and ani-mals for zoos and parks.	P.C.C.F	Full power if purchase is made through a duly constituted purchase Board. Otherwise upto Rs.1, 00,000/-in each case.	Subject to specific Budget provisions
8.	To sanction expenditure for purchase of First Aid Kit and Medicines for field staff	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Full power Upto Rs.2000/-in each case. Upto Rs. 1000/- in each case. Upto Rs.500/- in each case.	Subject to the condition that all expenditure are within the budget allotment and no addition is made by re-appropriation from any other head without the sanction of Government.
9.	To sanction disposal of surplus stock of manures, and fertilizers including green manures, oil cakes, phosphatic fertilizer etc. by sale at reduced rate to be certified as such by a departmental officer not below the rank of DY.C.F.	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Upto Rs. 15,000/- loss in each case. Upto Rs. 10,000/- loss in each case. Upto Rs.5,000/-loss in each case. Upto Rs.2,000/-lpss in each case.	i) Surplus stock to be sold by public auction, ii) This power shall be exercised only when prolonged storage is likely to cause deterioration of the quality of the stock and there is no likelihood of sale without loss.
10.	To fix the sale price of seeds, plants, grafts, implements food products etc. produced by Forest Department.	P .C.C.F.	Full power	Subject to the condition that the price so fixed does not fall below the cost of production, inclusive handing/ dealers Commission etc. Effort should be made to fix price so as to leave a profit of at least 5 percent over the cost of production.

1	2	3	4	5
11.	To sanction refund of Forest revenue	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Upto Rs.15,000/- in each case. Upto Rs.10,000/- in each case. Upto Rs. 5,000/- in each case. Upto Rs. 3,000/- in each case.	Subject to strict observation of the rules.
12.	To sanction employment of departmental labourers (Muster Roll) on daily wages	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Full power Full power Full power Full power	i) Subject to Budget Provision, and ii) In accordance with the norms prescribed by the Department with prior consent of Finance Department.
13.	To sanctioned expenditure in connection with exhibitions, shows fairs, van mahotsava, passing out parades, work shop seminars and Celebration of Forestry, Wild Life and environmental related day/weeks/fortnight etc.	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Upto Rs.80,000/- in each case Upto Rs.40,000/- in each case Upto Rs.20,000/- in each case Upto Rs.10,000/- in each case	Subject to specific Budget Provision
14.	To sanction expenditure on demonstration of implements, improved seed, fertilizer etc.	1) P.C.C.F. 2) C.C.F. 3) C.F. 4) D.C.F & D.F.O	Full power Upto Rs. 5,000/- in each case Upto Rs. 3,000/- in each case Upto Rs. 1,000/- in each case	Subject to provision in the sanctioned schemes
15.	The sanction <i>exgratia</i> payment and financial relief to victims of Wild Life depredations	P .C.C.F.	Full power	Subject to Budget Provision and in accordance with the scale and rates prescribed by Government with prior consent of Finance Department.
16.	Power to fix entry fees into National Parks Wild Life Sanctuaries, Botanical Gardens, Zoos, Parks, Reserved Forests, etc.	P .C.C.F.	Full power	
17.	Sanction award to Forest personnel	P .C.C.F.	Upto Rs. 5,000/- in each case.	Subject to specific budget provision.

URBAN AFFAIRS DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Accord Technical Sanction to estimates for works to be executed departmentally	1. Director 2. Joint Director 3. District Urban Planner/Ex Engr.	Full Power Upto Rs.4,00,000/- in each case Upto Rs.2,00,000/- in each case	
2.	Acceptance of Tender	1. Director 2. Joint Director 3. District Urban Planner/Ex Engr.	Full Power Upto Rs.4,00,000/- Upto Rs.2,00,000/-	Subject to clearance being given by the duly constituted Tender Committee if the tender amount exceed Rs. 15,00,000/-
3.	Sanction all estimate for repair and carriage of tools and plants	1. Director 2. Joint Director 3. District Urban Planner/Ex Engr.	Upto Rs. 1,00,000/- Upto Rs.75.000/- Upto Rs.50.000/-	Subject to budget provisions and availability of funds
4.	Purchase of instruments appliances, apparatus machinery, drawing materials and other stores within India	1. Director 2. Joint Director 3. District Urban Planner/Ex Engr.	General power of Head of Department (Schedule-II) Upto 15,000/- in each case provided the cost of each item does not exceed Rs.5,000/- Upto 10,000/- in each case provided the cost of each item does not exceed Rs.2,000/-	
5.	Sale of materials received from works dismantled or undergoing repairs at their estimated value.	District Urban Planner/ Ex Engr.	Full Power	Subject to the condition that serviceable stores shall only be disposed of by auction or by calling tenders.
6.	Sale of materials from temporary buildings erected during construction of the works.	District Urban Planner/ Ex Engr.	Full power	Subjct to the condition that serviceable stores shall only be disposed of by auction or by call-ing tender.

SOIL CONSERVATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	To accord sanction for repair to building and other structure borne on the books of soil Conservation Department	1. Director 2. Joint Director 3. D.S.C.O.	General Power of Head of Department (Schedule II) Upto Rs.20,000/- in each case Upto Rs.10,000/- in each case	
2.	To accord technical sanction to estimates for works to be executed departmental including Minor Irrigation works.	1. Director 2. Joint Director 3. D.S.C.O.	Full Power Upto Rs.4,00 lakh in each case Upto Rs.50,000 in each case	Subject to clearance/ approval being made by P.W.D. or the Urban Affairs Department/ Competent technical authority.
3.	To accord approval/ technical sanction to Minor Irrigation Projects to be executed by Local Bodies and District Councils with Grants-in-aid by Soil Conservation Department.	Director	Upto Rs.2,00,000/- in each case	Subject to clearance/ approval being made by the Competent technical authority and that there are technical personnel to supervise the work and that the instruction laid down by the department is strictly followed.
4.	To sanction disposal of surplus stock of seeds plants and grafts by sale at reduced rate to be verified by departmental officer not below the rank of Divisional Officer.	1. Director 2. Addl/Joint Director 3. D.S.C.O.	Upto Rs. 5,000/- in each case Upto Rs. 3,000/- in each case Upto Rs. 1,000/- in each case	Subject to the surplus stock being sold by public auction.
5.	To sanction disposal of surplus stock of manures and fertilizers including green manures, oil cakes, prosphatic fertilizers, bone meal and meat meals by sale at reduced rate to be certified as such by departmental officer not below the rank of Divisional officer.	1. Director 2. Additional Director 3. Joint Director 3. D.S.C.O.	Upto Rs. 15,000/- in each case Upto Rs.10,000/- in each case Upto Rs. 5,000/- in each case Upto Rs.2,000/- in each case	i) Surplus stock to be sold by public auction ii) This power shall be exercise only when prolonged storage is likely to cause deterio-ration and there is no likelihood of sale with-out loss.

Note : Loss means the amount by which the sale proceeds by sale at reduced rate falls short of the book value of the stock disposed off.

1	2	3	4	5
6.	To fix the sale price of seeds, plants, grafts, food products, implements, etc. produced in the Soil Conservation Farms.	Director	Full Power	Subject to the condition that the price so fixed does not fall below the cost of production; inclusive of handling/dealers commission etc. Effort should be made to fix price so as to leave a profit of at least 5 per cent over the cost of production.
7.	To fix the sale price of vegetables and fruits grown in farms and gardens of Soil Conservation Department including plantation produced and sell them to consumers and bulk purchasers.	Director	Full Power	i) Subject to the condition that the price fixed are not less than 5 percent below the market rate, to be ascertained from the report of the Agricultural Marketing Section. In case of bulk sale of concession upto 10 percent below the market rate, ii) Provided that the sale is not less than the market rate. For sale to bulk purchasers a concession upto 2 p.c. below the local market rate may be allowed.
8.	To sanction expenditures for Farmers of demonstration of implements, improved seeds, etc.	Director Additional Director/ Joint Director	Full Power Upto Rs. 5,000/- in each case	Subject to provision in the sanctioned schemes.
9.	Accept Tender	1) Director 2) Addl./Joint Director 3) D.S.C.O.	General Power of Head of Department (Schedule II). Upto Rs.4,00,000/- in each case Upto Rs.50,000/- in each case.	

MINING AND GEOLOGY DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1.	Purchase of spare parts for drills, pumps etc.	Director	Full power when purchase is made on the rate contract or through a duly constituted purchase board otherwise upto Rs.20,000/- in each case.	Subject to budget provision and the provision of the Financial rules governing purchase of stores for public services (Appendix 10 of the Meghalaya Financial rules).
2.	Sanction expenditure for the repair and overhauling of the departmental drills, pumps, generator set, laboratory equipments, machineries, etc.	Director	a) Upto Rs.25,000/- in each case for drills', pumps and b) upto Rs.20,000/- in each case for Generator and laboratory equipments.	Subject to budget provision and strict observance of the rules and instructions issued by the Government from time to time.
3.	Purchase of P.O.L. for Government departmental vehicles, machineries etc.	Director	1) Upto Rs. 5,000/- per petrol vehicles, machineries etc. per month or Rs.60,000/- per year per unit. 2) Upto Rs.3,000/- per diesel vehicle machinery etc. per month or Rs.36,000/- per year per unit.	Subject to :- i) Specific budget provision and ii) Proper maintenance of log book to be periodically verified and signed by the authorized officer.
4.	Purchase of Demy paper for printing of challan in connection with collection of royalty and cess on major minerals.	Director	1) Full Power when purchase is made through a duly constituted Purchase Board 2) Otherwise upto Rs. 10,000/- in each case.	Subject to :- i) Budget Provision ii) Obtaining of Non-availability certificate from the Government Stationeries Stores, iii) Papers to be purchased from approved from at Government approved rate.
5.	Sanction expenditure for physical chemical testing of rock/materials.	Director	i) Full Power, if the test-ing Laboratory/ Factory is a Government Orga-nization ii) Upto Rs. 10,000/- if done in private Orga-nization, in each case.	

1	2	3	4	5
6. Write off of the value of unserviceable drill machine/ pumps/ Generator/Tentage/Laboratory equipments/Fields equipments accessories.	Director	Full Power	Subject to condition that the original purchase value of the machineries written off does not exceed Rs.30,000/- and the machineries condemned are certified by the duly constituted departmental Condemnation Committee.	

INDUSTRIES DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	To sanction disposal of surplus stock of furniture in training production centres by sale at reduced rate to be certified as such by a department Officer not below the rank of General Manager, D.I.C.	(1) Director (2) Addl/Joint Director (3) General Manager D.I.C.	Upto Rs. 20,000/- in each case. Upto Rs. 10,000/- in each case. Upto Rs. 5,000/- in each case.	Subject to surplus stock being sold by public auction.
2.	To sanction disposal of surplus stock of raw materials by sale at reduced rate to be certified as such by a Department Officer not below the rank of General Manager, D.I.C.	Director	Upto Rs. 5000/- loss in each case	
3.	Writing off of losses arising from stores of any kind including machinery, instruments, appliances, apparatus tools plants and other public properties and miscellaneous articles due to theft, accident, loss etc. and damaged due to natural calamities such as flood, earthquake etc.	Director	Upto Rs. 10,000 in each case.	The Circumstances leading to the loss should be promptly reported to Government with proposed orders against persons (s) at fault.
4.	To sanction expenditure in demonstration of implements manufacture of small scale and cottage product.	Director	Full Power	Subject to provision in the sanctioned scheme
		Addl Director/ Joint Director	Upto Rs. 3,000/- in each case.	Subject to budget allotment & condition as above.
		G.M. D.I.C./ Suptd of Industries	Upto Rs. 1,000/- in each case.	

Note: Loss means the amount by which the expected sale proceeds at reduced rate fall short of the book value of the stock disposed off.

5. To sanction purchase of stores, tools and plants.	Director	General Power for HOD (As per schedule II).	
	Addl Director/ Joint Director	Upto Rs. 10,000/- in each case.	
	G.M. D.I.C./ Suptd of Industries	Upto Rs. 5,000/- in each case.	Subject to specific budget allotment.
6. To entertain casual labourers on master roll on daily wages.	Director	Full Power	
	G.M. D.I.C./ Suptd of Industries	Upto Rs. 5,000/- per month.	Subject to approval of the controlling officer and against provision in the sanctioned scheme.
7. To sanction purchase of raw materials.	(i) Director	Full Power, when purchase is made through the Deptt. Purchase Board otherwise upto 50,000/- in each case provided cost of each item does not exceed 10,000/-	
	(ii) G.M. D.I.C.	Upto Rs. 10,000 in each case.	Subject to specific budget allotment

PUBLIC WORKS DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Payment of compensation to contractors for unforeseen losses due to act of nature.	Administrative Department	Upto Rs. 10,000 in a single case	
2.	Sanction increase in the reserve stock of a division.	Administrative Department	Upto 5% increase over the existing limit	
3.	Sanction the sale or dismantlement of State buildings.	(a) Administrative Department (b) CE/Addl. CE (c) SE	(a) Full Power (b) Upto Rs. 1,00,000 (c) Upto Rs. 50,000	The Financial limits pertain to the book value of building.
4.	Undertake deposit works.	Chief Engineer	Full Power	
5.	Sanctioned expenditure under repairs and suspense.	Chief Engineer	Full Power	
6.	Writing off the value of any building (borne on the Book of PWD) abandoned/dismantled.	Executive Engineer	Full Power	Subject to such abandonment or dismantling being authorized by competent authority.
7.	Writing of the value of unserviceable stores and tools plants.	Executive Engineer (EE)	Within their power of disposal of such articles	Subject to approval of the Superintending Engineer (SE) when individual items cost more than Rs.5,000/-
8.	Give Technical Sanction to original works (exclusive of departmental charges)	(a) CE/Addl. CE (b) SE (c) EE	Full power Upto Rs. 6,00,000 Upto Rs. 2,00,000/-	
9.	Give technical sanction to repairs.	E.E	(a) Full Power (b) upto Rs. 100000	(a) For entertainment of Muster Roll & work charged establishment for Ordinary Repairs. (b) For ordinary Repairs & petty maintainance of works for which consolidated repair estimate has been approved by the CE/Addl. CE at the beginning of the financial year.

	SE	Upto Rs. 6,00,000/-	For ordinary repair, periodical repair, special repair and flood damage repair
	C.E./Addl. Chief Engineer	Full Power	-do-
10. Sanction excess over estimate.	CE/Addl. CE SE	Upto 5 pc Upto 2 $\frac{1}{2}$ or 3% provided the total of exceeded estimate is within his power to sanction.	
11. Purchase of stores and tools and plants.	EE	Full Power	Subject to: (a) the provision of the Store Rules and rule in PWD Code (b) the article included in the sanctioned estimates (c) the approval of SE when an individual item cost over Rs. 5,000 (d) Prior approval from the SE/Addl CE/CE should be obtained if the purchase in any month exceeds over the limit of 50,000 & 1,00,000 & 2,00,000 respectively.
12. Disposal of stores and tools and plants.	Executive Engineer	Full Power	Subject to the following (1) In case of articles in use of Officers and subordinates of the Department or lent to Contractors for use of Government works which may be lost or damaged, full or part value is to be recovered for the causes which E.E. may consider reasonable. 2) In the case of article of Bungalow furniture lost or damaged same as in (1) above 3) In other cases, disposal should be by sale, which should ordinarily be by auction or by calling for tender as maybe considered suitable.

			4) In all cases by book or if not known, the estimated value of an individual item disposed off or written off at one and the same time must not exceed Rs. 5,000/-
			<i>Note.</i> The expression individual item includes a quantity of the same article reckoned as one item according to unit adopted by the P.W.D., e.g Rs.1000 bricks are an individual item.
			5) In cases not covered by the above, prior approval of the S.E/Addl CE. must be obtained and also when the E.E. considers it necessary in the public interest that certain articles should be destroyed and not made available to an outside party even on payment.
13. Sanction all estimates for repairs of tools and plants including cost of carriage.	(a) CE	Full Power	
	(b) Addl. CE	Full Power	
	(c) SE	Upto Rs. 4,00,000 in financial year.	
	(d) EE	Upto Rs. 1,00,000/- in a financial year.	
14. Waive the rule that works esstt. must be employed upon a specific work and to determine the proportion in which the cost of such estt. shall be allocated between the works concerned.	CE	Full Power	
15. Sell or dismantle temporary building erected during construction of work.	E.E.	Full Power	Where value does not exceed Rs 50,000/-
	C.E.	Full Power	

16. Sell materials received from works dismantled or undergoing repairs at their estimated value.	E.E	Full Power	Subject to the condition that serviceable stores, shall be disposed only by auction or by calling tender.
17. Remission & Refund of ferry revenue & Tolls on roads & bridges.	C.E.		Refund of revenue of value which have become due as a matter of right owing to mistakes in collection, collections being made twice over and to similar causes.
18. Accept tenders	a) C.E/Addl. CE b) S.E. c) E.E. d) SDO	Full Power Upto Rs.6,00,000/- Upto Rs. 2,00,000/- Upto Rs. 25,000/-	Where the value of the work is Rs.15.00 lakhs and above, it shall come under the purview of the duly constituted Tender Committee.The Tender Committee on examination shall give its recommendation in the matter of awarding the contract works to the selected Contractors / Firms . The decision of the Tender Committee shall be final.

COMMUNITY AND RURAL DEVELOPMENT

SI. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5

1.	To accord administrative approval and sanction expenditure on works to be executed departmentally other than project involving acquisition of land.	A. Original B. Renovation/Extension/Improvement and Special repairs. C. Petty Construction and repairs and Maintenance.	Director Director Director BDO	General Power of Head of Departments (Schedule II) Upto Rs.4,00,000/- in each case in respect of works other than residential building and Upto Rs.2,00,000/- in respect of residential building. Upto Rs.50,000/- in each case. Upto Rs.10,000/- in each case.	Subject to specific budget and that there are technical personnel competent to scrutinize the estimates and supervise the work and that the rules laid down for departmental construction of public building (appendix 9 of the Meghalaya Financial Rules) are strictly followed.
2.	Determine number of workers to be employed on daily wages for works other than construction.	B.D.O	Full power within the framework of the sanctioned scheme.	Subject to strict observance of the order and instructions issued by Government from time to time.	
3.	Sanction Schemes under general C.D. Programme.	Deputy Commissioner	Full Power	Subject to:- (i) Specific allotment of fund. (ii) Approval of B.D.C. (iii) Approval of the local head of the technical department obtained wherever necessary.	
4.	Sanction Schemes under Channelisation of Funds Sector.	Deputy Commissioner	Full Power	(i) Subject to specific allotment of fund, and (ii) Schemes should be in accordance with the instructions of the Head of the technical Department.	

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| 5. Sanction Scheme under Special Rural Works programme. | Deputy Commissioner | Full Power | <p>(i) Subject to specific allotment of fund.</p> <p>(ii) Schemes should be in accordance with the approval accorded by a special committee set up at the State Level.</p> <p>(iii) Scheme should be in compliance with the General instructions of Planning and Finance.</p> <p>(iv) In case of any deviation the matter should be referred to C&R.D. Deptt. Who should consult Planning Finance Department.</p> |
| 6. Sanctioned Grants-in-aid to Local Institution and honorium to teachers. | B.D.O | Full Power | To the extent provided in each case in the sanctioned detailed schemes. |
| 7. Accord Technical sanction to estimate for works to be executed departmentally | 1. O.S.D (Tech)
2. E.E. C.& R.D | Upto Rs.4,00,000/- in each case.
Upto Rs.1,00,000/- in each case. | |

GOVERNOR SECRETARIAT

SI. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Purchase of Spare parts, tyres, tubes and cost of repair of departmental vehicle.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor	Full Power	Subject to budget provision.
2.	Local purchase of Stationery articles.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
3.	(a) Outfit allowance to Aide-de-camps.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	As may be prescribed by the Ministry of Defence Government of India.	
	(b) For Supply liveries including shoes to Gr. 'C' Staff (other than clerical) and Gr. 'D' staff of the Governor Secretariat.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power.	Observance of procedures and other general directions and special order issued by Government from time to time.
4.	Expenditure on P.O.L. for Raj Bhavan Vehicle.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power.	Subject to budget provision and proper maintenance of Log books, etc.
5.	To install casual telephones for VVIP/VIP and Governor's Guest at Raj Bhavan.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power.	Subject to budget provision.
6.	For renewal of furnishing of official of the official residence of the Governor.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power.	Subject to budget provision and relevant instructions issued by Government from time to time.

7. To incur expenditure from the contract allowance of the Governor	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor	Full Power	Subject to budget provision.
8. To incur expenditure from the tour expenses of the Governor.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
9. Purchase of office Equipments such as clocks, time piece, tables, fans furniture, etc.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
10. To sanction reimbursement for medical facilities to the Governor, his family to the Governor, his family and staff as prescribed by the Government of India.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
11. Sanction of expenditure on contingencies, e.g. cooking gas, consumable stores, for laundry, lump coal, heating arrangement etc.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
12. To incur expenditure on the cost of medicines etc, supplied to the Raj Bhavan Dispensary to provide medical facilities to the Governor and his family.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
13. To sanction expenditure on "Entertainment Allowances" for patronizing art, culture and music by the Governor.	Principal Secretary/ Commissioner & Secy/ Secretary to the Governor.	Full Power	Subject to budget provision.
14. To accord administrative approval and sanction expenditure on works to be executed departmentally through contractor.			The estimate are scrutinized by the competent Technical Officer.

(a) Original Works:-	Principal Secretary/ Commissioner & Secy/ Secretay to the Governor	In case of residential buildings upto Rs.5,00,000/- and for other works upto Rs.6,00,000/-	Subject to budget provision and approval of competent technical authority, and that there is technical personnel ! competent to scrutinise and supervise the works and that the rules laid down for departmental construction of public buildings etc. (Appendix 9 of the Meghalaya Financial Rules) are strictly adhered to
(b) Petty construction of departmental works (residential and non-residential) and repairs.	Principal Secretary/ Commissioner & Secy/ Secretay to the Governor	Full Power	Subject to budget provision and there is technical personnel competent to scrutinise and supervise the works and that the rules laid down for departmental construction of public buildings etc. (Appendix 9 of the Meghalaya Financial Rules) are strictly adhered to
(c) Sanction excess expenditure over the estimates.	Principal Secretary/ Commissioner & Secy/ Secretay to the Governor	Upto 5% provided that the total of the exceeded expenditure is within their power of sanction.	Subject to budget provision and there is technical personnel competent to scrutinise and supervise the works and that the rules laid down for departmental construction of public buildings etc. (Appendix 9 of the Meghalaya Financial Rules) are strictly adhered to
(d) Renewal of expenditure sanctioned in respect of departmental works in progress.	Principal Secretary/ Commissioner & Secy/ Secretay to the Governor	Full Power	For one year at a time subject to budget provision and in conformity with the original sanction.
15. Accept tender	Principal Secretary/ Commissioner & Secy/ Secretay to the Governor	Full Power	Subject to observance of all Financial Rules and Procedure prescribed by Government.

- | | | | |
|---|--------|------------|--|
| 5. Purchase of typewriter duplicating machine, Photostat machine, replacement of the existing ones. | - do - | Full Power | Subject to actual necessity. A certificate of condemnation of the existing ones to be issued by the local representatives of the firm from which the machine was purchased or where it is not possible by a responsible gazetted officer. The certificate condemnation should also state that the machine is beyond repair, indicating the date of its purchase. |
| 6. To Sanction reimbursement for medical expenses of the Chief Minister, his family members. and staff. | - do - | Full Power | Subject to budget provision. |
| 7. To sanction expenditures on entertainment and hospitality of VIP hosted by Chief Minister | - do - | Full Power | Subject to budget provision. |

GENERAL ADMINISTRATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Sanction expenditure on Guest House	General Administration Department (G.A.D)	Full Power	Subject to budget provision and in accordance with the rules and principles prescribed with prior consent of Finance Department.
2.	Installation of Telephone in offices and residence of Ministers and officers	General Administration Department (G.A.D)	Full Power	Subject to observance of principles or general directions laid down in this behalf by Finance Department.
3.	Shifting Telephones of	General Administration Department (G.A.D)	Full Power	Subject to :- (1) No telephone with STD shall be shifted to the non-entitled officer. (2) Shifting of telephone must take place within 2 months of the transfer of the officer concerned to another officer. (3) Statement showing the expenditure on telephone shifting charges should be submitted to Finance on monthly basis (4) Frequent shifting of telephone should be avoided.
4.	Sanction expenditure for supply of drinking water to the residences of the Ministers	General Administration Department (G. A. D)	Full Power	Subject to availability of funds.
5.	Sanction expenditure for hiring of cars for use of Ministers, etc., when on tour outside the State	General Administration Department (G.A.D)	Full Power	Subject to :- (1) Availability of fund. (2) A certificate being given by the Officer i/c Meghalaya Houses at Delhi and Kolkata regarding non-availability of Government Cars. (3) Cars hired for use of Minister must

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5

				be for performing journey in the public interest.
6.	Sanction expenditure for furnishing the residences of Ministers	General Administration Department (G.A.D)	Full Power	Subject to budget provision and to the condition that the articles to be purchased are within the limit as prescribed in Schedule I to Rule 3(1) of the Meghalaya Ministers (Allowances and Privileges) rules, 1973 as amended from time to time.
7.	Incur expenditure on P.O.L. for departmental vehicles	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement, Meghalaya Houses, Delhi & Kolkata.	Full Power	Subject to : (1) budget provision (2) P.O.L. consumption and average mileage should be carefully checked and certificate to the effect recorded in the bill. Vehicle, which gives less than average KM per litre, should be promptly repaired (3) Proper maintenance of logs books which should be verified and signed.
8.	Hire of furnitures and equipments for official functions	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement, Meghalaya Houses, Delhi & Kolkata	Full Power	Subject to certificate being given that Government Stock are not available.
9.	Incur expenditure on hire of vehicle	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement, Meghalaya Houses, Delhi & Kolkata	Full Power	Subject to strict observance of norms for hiring of vehicles as determined by Government.

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
10	To sanction expenditure on Hospitality Expenses	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement, Meghalaya Houses, Delhi & Kolkata	Full Power	Subject to budget provision and strict observance of Rules. The expenditure should be restricted to hospitality extended by Minister and Officers of the rank of Commissioner and above. The reason for extending hospitality indicating the details of persons on whom expenditure is made and its; necessity should be recorded in writing.
11	Refund of revenue on account of excess rent, etc, realised.	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement. Meghalaya Houses, Delhi & Kolkata	Full Power	Subject to observance of rules.
12	Appointment of daily wages.	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement. Meghalaya /Houses, Delhi & Kolkata	Full Power	Subject to:- (1) Budget provision, and (2) where the appointment is in excess of the existing strength, the appointment will not exceed 20 days
13	Engagement of Extra labour on daily wage basis.	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement. Meghalaya Houses, Delhi & Kolkata	Upto Rs.5000/- per annum.	Subject to budget provision
14	Incur expenditure on repair of Departmental vehicle including purchase of spare parts.	Resident. Commissioner/Trade Adviser, & Ex Officio Director of Movement. Meghalaya Houses, Delhi & Kolkata	Full Power	Subject to budget provision and that the work being carried out through an approved workshop at an approved rate. Cost of parts should be at the rates fixed by the manufacturer.

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
15	Purchase of blankets, pillows, Circuit House crockeries and cutleries and miscellaneous articles for Curcuit House	R.C./T.A & D. M., Meghalaya Houses	Full Power subject to a maximum limit of Rs. 20,000/-per annum	Subject to the conditions that the articles are purchased from an authorized dealers where such dealers exist, otherwise by inviting tenders/quotations.
16	Purchase of diesel for generator set.	R. C/T.A&D. M., Meghalaya Houses	Full Power	Subject to budget provision and proper maintenance of log books/Register.
17	Repair and maintenance of Stores, including furniture, furnishings and fitments	R. C./T.A&D. M., Meghalaya Houses	Full power subject to a maximum limit of Rs.20,000/- per annum	Subject to the condition that the work should be assigned on the basis of approved rates determined through open competition

Note:- Resident Commissioner, Meghalaya houses, New Delhi and Trade Adviser Ex-Officio Director of Movement, Government of Meghalaya House, Kolkata are also authorized to exercise the power of a Head of Department under Schedule II

SERICULTURE AND WEAVING DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	To fix the sale price of seeds, plants and other sericulture and Hand-loom products	Director	Full power	Subject to the condition that price so fixed does not fall below the cost of production inclusive of handling, packing, postage etc should be made to fix the price so as to leave a profit of 5% over the cost of production.
2	To sanction expenditure on demonstration of im-proved techniques in Sericulture and Hand-loom Weaving.	Director	Full Power	Subject to provision in the sanctioned scheme
3	Writing off of irrecoverable value of silk worms, seeds, cocoon, yarns, cloth etc or other items.	Director	Upto Rs.10,000/- in any single case.	Refer Rule 21.

MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	To sanction expenditure on Lecture fees/ fees for paper setting/ evaluation of answer scripts to lecturers/ examiners	Director	Full power	Subject to Budget provision and in accordance with the rates and scale approved by Government.
2	Sanction honorium/ remuneration to outstation/visiting faculty members/instructors.	Director	Full power	Subject to budget provision and as per approved rate.
3	Sanction expenditure on account of tea and snacks/light refreshments etc., during courses of training/ seminars/conferences etc.	Director	Full power	Subject to budget provision and in accordance with the rates and scale approved by the Government.
4	Sanction reward to outstanding trainees	Director	Full power	Subject to budget provision and as per Government approved scale.

HOME (CIVIL DEFENCE & HOME GUARD) DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	To sanction expenditure for purchase for purchase of parts for departmental vehicles and cost of repair of vehicles	(1) Commandant General Home Guard and Director Civil Defence (2) Commandant C.T./ Commander BWHG Bn/Divisional Commandant	(1) General power of HOD (Sch-II) (2) Upto Rs. 3000 in each case for light ve-hicle and Rs.5000 in each case for heavy vehicle.	
2	Sanction expenditure for purchase of equipment appliances, utensils tools, and plants, including arms and ammunition.	(1) Commandant General Home Guards and Director Civil Defence. (2) Commandant CTI/ Commender BWHGS Bn/Divn. Commandant	Full Power when purchase is made through a duly constituted Purchased Board. Otherwise upto Rs.60,000/- provided the cost of each item does not exceed Rs.15,000/- Upto Rs.5000/- In each case.	Subject of the specific budget funds and provision of the financial rules governing purchase of stores for the public service (Appendix 10 of the Meghalaya Financial Rules)
3	Sanction deputation of subordinate Home Guards/Civil Defence upto the rank of Subedar on the approved course of training or instructions.	Commandant General, Home Guard and Director, Civil Defence.	Full Power for a period not exceeding 3 months	The Officers deputed will be treated as duty F.R. 7 (5) (1) and will be entitled to pay drawn at the time they were placed on such duty plus usual allowances as prescribed by Government from time to time.

**COMMISSIONER OF DIVISION. DEPUTY COMMISSIONER, SUB DIVISIONAL,
OFFICER**

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	Renewal of temporary post ordinary created with the concurrence of the Finance Department in the District Establishment under their control	Commissioner	Upto one year at a time.	Subject Budget Provision so long as the circumstances justifying the creation of the post continue to exist and with the approval of Finance.
2	Remission of Land Revenue.	Commissioner	Upto Rs.20,000/- in any one District for each calamity.	In case of local calamities in temporary settled areas such as Flood, hail storms, blight or ravages by insects which cause damage to a particular harvest. Suspension may be sanctioned upto any amount but sanction over 20,000/- must be reported to the Government. Any amount may be remitted following annulment for an estate under Section 90 of the Land and Revenue Regulation.
3	Remission of Land Revenue, grazing fees, Fishery Revenue	Deputy Commissioner	Upto Rs. 10,000/-	(a) To suspend only in case detailed against the power invested to Commissioner and in case of public calamity. (b) Remission following annulment of an estate in fault ferar and Jotrahin cases. (c) Suspension and remission of house-tax, do-tax, foreigner tax and other taxes including land Revenue in cases in which they consider necessary upto a limit of Rs. 10,000 ½ in anyone village in a year

DEPUTY COMMISSIONER AND SUB DIVISIONAL, OFFICER

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
4	Refund of land revenue grazing revenue etc.	Deputy Commissioner	Full Power	All refunds which has become due as a matter of right owing to mistake in collection or similar causes.
5	Refund on the value of timber and of survey fees.	Deputy Commissioner	To the extent allowed by the departmental rules.	Same condition as in item 2 above Commissioner's power
6	Reduction of Land Revenue Assessment	Deputy Commissioner	To the extent allowed by the departmental rules.	On review of the situation.
7	Refunds of Local Rates and Revenue Deposits	Deputy Commissioner	Full Power	In cases in which refund have become due as a matter of right owing to mistake in collection or double collections or similar causes.
8	Refunds of the value of Impressed Court Fee Stamps	S.D.O.	Full Power	Under the Departmental Rules, within 6 (six) months of purchase.
9	Refunds of the value of undetached Court Fee adhesive labels for which any persons has no immediate use.	D.C/S.D.O.	Full Power	Under the Departmental Rules, within 6 (six) months of purchase.
10	Refund of the value of detached Court Fee adhesive labels	D.C/S.D.O.	Full Power	In special cases if application is made within one year of purchase under the Departmental rules.
11	Refund of the value of impressed court Fee Stamp	D.C/S.D.O.	Full Power	In special cases if application is made within one year of purchase under the Departmental rules.
12	Refund of the value of non-judicial stamps	D.C/S.D.O.	Full Power	Under the Departmental rule if application is made within one year of the date when the stamps become spoiled or the date of the instrument of execution.

DEPUTY COMMISSIONER AND SUB DIVISIONAL, OFFICER

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
13	Refund of Receipts of Local Bodies credited to the State Revenue	DC/S.D.O.	Full Power	If become due to as a matter of right owing to mistake in collection made twice or similar cause.
14	Refund of Opium and Excise Revenue	Deputy Commissioner	Full Power	If become due to as a matter of right owing to mistake in collection made twice or similar cause.
15	Remission and refund of process fees in cases in which the original demand is remitted or the process has been issued by mistake	Deputy Commissioner	Full Power	
16	Remission of loan under the land improvement Loans Act	Deputy Commissioner	Upto Rs.2,500/- in each case.	Where a work fails from causes beyond the borrower control and where recovery in full would cause serious hardship.
17	Purchase of furniture for expansion of the existing offices or in replacement of old ones	Deputy Commissioners	Upto Rs.25,000/- in each case.	Subject to :- (i) Availability of funds, (ii) Observance of procedures and rules, (iii) furniture should be of approved type (iv) Such purchases should be in accordance with the prescribed scale. (v) Strict observance of instructions of Finance Department.
18	Urgent printing in Local Presses (Excluding Forms, Standardised and Non-Standardised)	Deputy Commissioner	Full Power	(i) Subject to specific allotment of fund. (ii) Printing in private Presses may be done only in case of urgency and when Government expressed their inability to undertake the work.

DEPUTY COMMISSIONER AND SUB DIVISIONAL, OFFICER

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
				(iii) Papers required for printing should be obtained from the Government Stationery stores from whom NOC should be obtained when papers cannot be supplied by them.
19	Purchase of parts and Costs of repairs of Departmental vehicles at their disposal. (b) Purchase of tyres/ tubes and batteries.	Deputy Commissioner	Upto Rs.15,000/- in each case. subject to the limit of Rs.30,000/- for each vehicle in a year. Upto Rs.5000/- in each case in respect of light vehicles and Rs. 10,000/- in respect of heavy vehicle. In case of purchase made from the MECOFED, full power.	(a) Subject to specific allotment of fund; (b) strict observance of the rules; orders and instructions issued by the Government from time to time.
20	Celebration of National Important Days	Deputy Commissioner	Upto Rs.20,000/- in any single case.	Subject to specific allotment of funds.
21	Writing off the irrecoverable value of stores (including furniture), livestock or public money lost by fraud or the negligence of individual or other cases.	1.D.C.s 2. S.D.O.s	Upto Rs.5000/- in each case. Upto Rs.2000/- in each case.	Refer Rule 21 Refer Rule 21
22	Writing off the value of unserviceable stores, including livestock and furniture.	1. D.C.s 2. S.D.O.s	Upto Rs.10,000/- in each case. Upto Rs.3000/- in each case.	Subject to the conditions: (i) that the articles are disposed off by sale by public auction, (ii) the original purchase value of articles disposed off at one time does not exceed Rs.5000/- and Rs.20,000/- respectively.

DEPUTY COMMISSIONER AND SUB DIVISIONAL, OFFICER

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
23	Printing of electoral rolls and/or list of amendment thereof.	1. D. C.s 2. S.D.O.s	Full power	Subject to :- (a) the condition that the rates for printing during the year have been duly sanctioned by the Government. (b) observances of procedures and general directions laid down in the rules and other conditions prescribed by the Elections Department from time to time. (c) availability of funds.

ARTS AND CULTURE DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions'
1	2	3	4	5
1	Sanction expenditure for printing and publishing of Pamphlets and journal handbills and catalogues etc including the cost of papers	Director	(a) Pamphlets upto Rs.5000/- in each case (b) Annual journals-upto Rs.20,000/- in each case.	(i) Subject to budget provision (ii) Printing in private Presses to be done only when Government Press expressed their inability to do the work for which a certificate must be obtained.
2	(i) Purchase of wooden furniture for Office Library and Museum (Specially designed) (ii) Purchase of rare museum Exhibit, Art Materials, Paintings, Sculptures, Terracotta, Wood Carving etc/	Director Director	Full Power if the purchase is made through the duly constituted purchase board. Otherwise upto Rs.10000/- in each case	Subject to budget provision and observance of the financial rules, governing purchase of stores for public service (Appendix 10 of the Meghalaya Financial Rules)
3	Purchase of Books Magazines Periodicals for the Library	Director	Full power	Subject to specific Bud-get Provision.

ARTS AND CULTURE DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
4	Sanction expenditure for the representing the State organized in cultural Programmes/ Work shop on painting, Sculpture in the State and outside the State and observation of national importance days.	Director	Upto -Rs.50,000/- in each case	Subject to specific budget provision and in accordance with the rate and scale, prescribed by the Department with prior consultation with Finance Department.
5	To sanction expenditures on minor repairs to Museum Show Case, Models, Diorama, Costumes replacement etc.	Director	Upto Rs.10,000/- in each case.	Subject to specific budget provision.

SPORTS AND YOUTH AFFAIRS DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Sanction Grant-in-aid to a s s o c i a t i o n s / organisations for conducting of tournaments within the State and for participation in various Tournaments outside the State.	Director	Full Powers	Provided such grants are in accordance with the grant-in-aid Rules approved by Government and duly approved by Finance Department.
2.	Sanction grant-in-aid to A s s o c i a t i o n / Organisation for construction/improvement of playground.	Director	Full Powers	Provided such grants are in accordance with the grant-in-aid Rules approved by Government and duly approved by Finance Department.
3.	Sanction expenditure for conduct of Tournaments by District Sports Officers in the District.	Director	Upto Rs. 30,000/- for each District.	Subject to specific budget provision and in accordance with the Scale and rate approved by Government.

HOME (JAIL) DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	To Sanction expenditure for employment of casual labourer (Muster Roll) on daily wages, including payment of wages to the convicted prisoners engaged as labourers in the District Jails.	I. G. Prison	Full Powers	Subject to :- a) Budget provisions . b) At the rate fixed by Government from time to time. c) Strict observance of rules and procedures prescribed by Government.
2.	To sanction rewards in cases of recapture of escaped prisoners	I. G. Prison Superintendent District Jail	Upto Rs. 3000/- in each case. Upto Rs. 1000/- in each case.	Subject to :- Budget provision and provisions of the Jail Manual. a) Subject to specific budget provision. b) Maintenance of stock register for all articles purchase. c) Observance of the normal rules and procedures for the purchase.
3.	Purchase of Sports articles and other amenities for prisoners in the Jails.	I. G. Prison	Upto Rs. 10,000/- in a year.	

ELECTION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Repairs of Roads, Buildings, including electrification selected for polling station, counting Halls etc./construction of temporary sheds in connection with election with electron/revision of Electoral Rolls.	Chief Electoral Officer.	Full Powers	Subject to the condition that the estimates are to be scrutinized by PWD and works to be done as per norms prescribed by Election Commission.
2.	Repair of Government vehicles including purchase of tyres, tubes and spare parts in connection with the conduct of election/revision of Electoral Rolls.	Chief Electoral Officer.	Full Powers	Subject to budget provision.
3.	Local purchase of stationery in emergent cases in connection with the conduct of election and revision of Electoral Rolls.	Chief Electoral Officer.	Full Powers	Subject to budget provisions .
4.	Purchase of computer consumables and software peripherals including cost of repair	Chief Electoral Officer.	Full Powers	Subject to specific budget provision and that the supply of parts is made and the repairs done by the Authorised Agents/Engineers of the Supplier of the Computers installed in the Office of the C.E.O. and in the subordinate Offices.
5.	Cost of repairs including cost of spare parts of Xerox machines, FAX machine, Ress graph etc.	Chief Electoral Officer.	Full Powers	Subject to budget provision and that the repair works done and supply of parts made by Authorised Agents of Company concerned.

ADMINISTRATION OF JUSTICE

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Refund of Judicial Fines.	Presiding Officer of the court ordering the refund.	Full Powers	Under the High Court General Rules and Circular Orders (Civils).
2.	Refund Amin's fees.	Judge in charge of the Court who passes the refund order.	Full Powers	To be supported by a certified copy of the orders of the Court.
3.	Remission or Writing off of sums.	Legal Remembrancer	Full Powers	Any sum due to the Government under the decree of a court which is found to be irrecoverable.
4.	Pay sums to carry on suits etc.	(a) Legal Remembrancer. (b) Department of the Secretariat concerned. (c) Department of the Government concerned in consultation with L. R.	(a) Any sum for the purpose of carrying on any suit or appeal in which the Government of Meghalaya is a party or of which the Government of Meghalaya under take the defence. (b) Satisfying any decree against the Government of Meghalaya or against any party whose defence has been undertaken by the Government of Meghalaya. (c) Adjusting any suit or claim against the Government of Meghalaya which has been compromised.	
5.	To hire building on lease/rent for used of an office or office cum Residence.	Legal Remembrancer.	Upto 10,000/- per mensem in each case.	Subject to observance of rules and procedures under the rent control act and Other rules order and direction issued by the Government from time to time.

ADMINISTRATION OF JUSTICE

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
6.	To sanction cost of repair including purchase of parts for Departmental vehicle including purchase of batteries, tyres, tubes.	Chief Judicial Magistrate/Member Secretary Legal State Authority/Legal Remembrance.	(a) Upto Rs.5000/- for purchase of tyres, tubes and batteries. (b) Upto Rs.30,000/- in each case of repairs. (c) Minor overhaul and repair upto Rs.10,000/- in each case.	Subject to strict observance of the rules and procedures in force or such other special orders issued by the competent authority from time to time.
7.	To sanction purchase of type-writer and duplicators for replacement of existing ones.	Chief Judicial Magistrate / Member Secretary Legal State Authority/Legal Remembrance.	Full Powers	Subject to actual necessity. A certificate of condemnation of the existing one to be issued by the local representative of the Firm from whom the machine was purchase or where it is not possible by a responsible Gazetted Officer. The Certificate of condemnation should also state that the machine is beyond repair indicating the date of its purchase.
8.	To accept Tender	L. R.	Full Power, on the recommendation of Departmental Purchase Board/Tender Committee, otherwise upto Rs.50.000/-	Subject to specific Budget provision.
9.	Purchase of POL for Departmental vehicle	L. R.	Full Power	Subject to Budget provision and proper maintenance of log book/ register.
10.	To sanction miscellaneous expenditure in any individual case or any object for which no scale limit to its power is prescribed.	L. R.	Upto Rs.3000/- if recurring in each case and upto Rs.5000/- non-recurring in each case.	Provided that : (i) the demand therefore has not been refused by the assembly or the supply restricted at the instance of Finance. (ii) the expenditure is not on a new service which was not contemplated in the budget.

ADMINISTRATION OF JUSTICE

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
11.	Purchase of Spare parts and also of repair of cars of the Chairman and Vice-Chairman of Law Commission.	Secretary. M.S. Law Commission.	Upto Rs. 5000/- in each case .	
12.	Purchase of tyres/tubes and batteries of cars of Chairman/Vice Chairman.	Secretary. M.S. Law Commission.	Upto Rs. 4000/- in each case.	
13.	Purchase of Stationery articles.	Secretary. M.S. Law Commission.	UptoRs. 1000/- in each case subject to annual limit of Rs.10,000/-	
14.	Purchase of spare parts and cost of repair of vehicles of the MSLSA.	Member Secretary. MSLSA.	Rs.3000/- in each case.	
15.	Purchase of tyres/tubes of vehicles of MSLSA.	Member Secretary. MSLSA.	Rs.3000/- in each case.	

FISHERIES DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	To sanction disposal of surplus stock of fish seeds, plants and graft by sale at reduced rate to be certified as such by the Departmental Officer not below the rank of the Superintendent of Fisheries.	1. Director 2. Superintendent of Fisheries.	Upto Rs.10,000/- loss in each case . Upto Rs.3000/- loss in each case.	Subject to surplus stock. Being sold by public auction.
2.	To sanction disposal of surplus stock of manures and fertilizers including green manure, oil cakes, phosphatic fertilizers, bone meal and meat meal by sale at reduced rate, to be certified as such by the Departmental Officer not below the rank of the Superintendent of Fisheries.	1. Director. 2. Superintendent of Fisheries.	Upto 10,000/- loss in each case. Rs. 3000/- loss in each case.	This should be done only when prolonged storage is likely to cause deterioration and there is no likelihood of sale without loss.

FISHERIES DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
3.	To fix sale of fish-seed, ice and other produced in the Departmental farm/factories etc.	Director	Full power subject to the condition that the price fixed do not fall below the cost of production inclusive of handling and dealers commission etc.	
4.	To sanction expenditure on demonstration of implements improved seeds and technic of pisciculturist.	Director.	Full Power	Subject to provision in the sanction scheme.

TRANSPORT DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Cost of repair of Departmental vehicle including Pool Cars.	Commissioner of Transport.	(a) Full Power in case of repair carried out in the Central Workshop of M.T.C. (b) Upto Rs. 30,000/- in each case if the repairs are carried out in private workshop.	Subject to Budget Provision and strict observance of Rules. Orders and instructions issued by Government from time to time.
2.	Purchase of Spare Parts for repair of Departmental vehicles and Pool Cars by the Departmental mechanic wing.	Commissioner of Transport	Upto Rs. 10,000/- in each case in respect of each light vehicle.	Subject to Budget Provision and strict observance of Rules. Orders and instructions issued by Government from time to time.
3.	Cost of P.O. L. for maintenance of Pool Cars.	Commissioner of Transport.	Full Power.	

SECRETARIAT ADMINISTRATION DEPARTMENT

Authority-Principal Secretary/Commissioner and Secretary/Secretary to the Government of Meghalaya, Secretariat Administration Department.

Sl. No.	Nature of Powers	Extent of Powers	General Conditions
1	2	4	5
1.	Local purchase of stationary in case of urgency.	Upto Rs. 50,000/- at any one time.	Local purchase of Stationery may be made only when the Government Stationery Stores expressed their inability to supply the articles indented, for which non-availability certificate must be obtained.
2.	Purchase of books, maps, periodicals and newspapers.	Full Power	Subject to specific budget provision.
3.	Purchase and repair of furniture.	Full Power	Subject to :- (a) Availability of funds, and (b) Observance of procedural and other general directions and special orders issued by Government from time to time.
4.	Sanction expenditure on contingencies 1) Repair and cost of parts of Xerox, Fax, Radiograph. 2) Purchase of UPS, Printer consumables, accessories including cost of repair for Computer softwares, Xerox paper/tonner etc.	Rs. 10,000/- in each case.	Subject to availability of funds and observance of general rules and direction and Special orders issued by Government time to time.
	3) Expenditure on light refreshment.	Full Power. Upto Rs. 15,000/- for each Department.	
	4) Cost of repair and cost of spare parts for Departmental vehicles.	Rs. 15,000/- in each case for light vehicles.	Purchase of tyres/tubes and batteries should be made from MECOFED Local purchase may be made only on obtaining non-availability Certificate from MECOFED.
	5) Purchase of tyres/tubes and batteries.	Full Power.	

REVENUE DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Grant of land free of rent to local Bodies.	Revenue Department.	(i) Upto a grant of the value of Rs. 1,00,000/- (ii) Upto Rs. 10,000/- (iii) Upto Rs. 5000/-	(i) When given as a site for construction of Schools, Hospitals, Dispensaries or other public works at the cost of Local Funds. (ii) For other public purposes to a private individual for service to be performed for the State. (iii) When the services are to be performed for the community.
2.	Sanction remission of public demands appearing from any cause to be irrecoverable.	Revenue Department.	Upto Rs. 20,000/- in any District in each year.	Provided that (i) the amount remitted does not exceed the prescribed limit and (ii) the loss does not disclose a defect of the system, the amendment of which would require reference to Finance Department.
3.	Sanction refunds, suspension and remission of land revenue.	Revenue Department.	Full Power	Subject to the condition that refunds, remission and suspensions are granted under the Department Rules.
4.	Sanction for repair and reconstruction of boundary pillars.	Director, Land Record.	Upto Rs. 1,00,000/-	Provided estimates are scrutinized and works carried out under the supervision of competent Technical personnel.
5.	Sanction expenditure for granting of advances to khalasis, etc.	Director of Survey.	a) Upto Rs. 3,00,000/- in each year. b) Upto Rs. 1,50,000/- each year.	In order to grant advances of Railway fare and one month's pay to khalasis etc. before they take the field For paying off traversers and their squad and pay their railway fare to their home.

EXCISE DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Refund of remission of Excise Revenue.	Excise Department	Full Power	Provided the refund or remission are granted under the Departmental rules.
2.	Refund of Opium and Excise Revenue.	Commissioner of Excise	Full Power	
3.	Remission of irrecoverable Excise Revenue.	Commissioner of Excise.	Full Power.	Provided that the failure is not due to excessive or reckless or speculative bidding at auction.

TAXATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1.	Refund under the sales Tax Act, 1947 and the rules frames there under.	Commissioner of Taxes.	Full Power.	Provided the refund have become due as a matter of right owing to collections or payments having made in excess of the amount due under the Act, or mistakes or similar causes.
2.	Writing off of irrecoverable revenue in the Taxation Department.	Commissioner of Taxes.	Upto Rs. 10,000/- in each case.	
3.	Refund under the amusement and Cetting Tax Act, 1939 and the rules framed thereunder.	Commissioner of Taxes.	Full Power.	Provided the refund must have become due either as a result of excess payment in case under Section 3(3) or 3A of under Section 4(a) when amusement stamps are not available for purchase or due to payment of tax in advance before the order of exemption is passed under Section 8 or due to issue of new stamps in place of old ones under rule 22 and 23.

TAXATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
4.	Refund under the Sale of petroleum products including Motor spirit and Lubricants Taxation Act, 1955 and Rules framed there under.	(a) Commissioner of Taxes. (b) Superintendent of Taxes.	Full Power. Upto a limit of Rs. 2500/- in each individual case.	Provided that the refund have become due as a matter of right owing to collections or payments having been made in excess of the amount due under the Act, or due to mistakes or similar causes.
5.	Refund under the Central Sale Tax Act, 1956 and Rule 17 of the Central Sales Tax Accounts and Procedure Rules 1957.	(a) Commissioner of Taxes. (b) Superintendent of Taxes.	Full Power. Upto a limit of Rs. 2500/- in each individual case.	Provided that the refunds have become due as a matter of right owing to collection of payments having been made in excess of the amount due under the Act, or due to mistakes or similar causes.
6.	Refund under the Taxation (on goods carried by Roads or Inland Waterways) Act, 1954 and Rules framed thereunder.	Superintendent of Taxes.	Full Power	Same condition as in item 4 above.
7.	Refund under the Finance (Sales Tax) Act, 1956 and the rules framed thereunder.	(a) Superintendent of Taxes.	Full Power	Same condition as in item 4 above.
8.	Refund under the profession, Trade, Callings and Employment Act, 1947 and the rules framed there under.	(a) Superintendent of Taxes.	Full Power	Same condition as in item 4 above.
9.	Refund under the Urban Immovable Property Tax Act, 1963 and the rules framed thereunder.	(a) Commissioner of Taxes. (b) Superintendent of Taxes.	Full Power Upto Rs. 2500/- in each case.	Same condition as in item 4 above.

STAMP DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	Refund of Stamp Revenue	Administrative Department	Full Power	Subject to Department rules
2	Refund of the value of Pleaders' certificate Stamps	Superintendent of Stamps	Full Power	For Pleaders, Mukhtears and Revenue Agents Certificate why they are not made use of.
3	Refund of process fees under the Court Fee Act	The Judge of the Court.	Full Power	

REGISTRATION DEPARTMENT

Sl. No.	Nature of Powers	Authority	Extent of Powers	General Conditions
1	2	3	4	5
1	Refund of Registration Fees	Registering Authority	Full Power	Under the Departmental Power
2	Sanction temporary extra writers on daily wages in his own office and subordinate offices.	Inspector General of Registration	Full Power	At such rate of remuneration as approved by Government provided he is satisfied that the permanent establishment has worked upto the prescribed standard but is unable to complete the document without delay.

SCHEDULE V**LIST OF HEADS OF DEPARTMENTS**

(See Rule 2)

1. Director of Agriculture
2. Director of Animal Husbandry and Veterinary.
3. Director of Arts and Culture.
4. Director of Border Areas Development.
5. Director of community and Rural Development.
6. Registrar of Co-operative Societies.
7. Commissioner of Divisions.

8. Director of Sports and Youth Affairs
9. Chief Electoral Officer.
10. Commissioner of Excise.
11. Director of Accounts and Treasuries.
12. Examiner of Local Accounts.
13. Director of Fisheries.
14. Director of Food and Civil Supplies and Consumer Affairs.
15. Principal Chief Conservator of Forest
16. Director of Health Services (M.I. & Allied subjects)
17. Director of Health Services (MCH & FW).
18. Director of Health Services (Research)
19. Director of Civil Defence & Commandant General of Home Guards.
20. Inspector General of Prisons.
21. Director General & Inspector General of Police.
22. Director of Housing
23. Director of Information and Public Relation.
24. Director of Industries
25. Labour Commissioner.
26. Director of Employment & Craftmen Training.
27. Director of Mineral Resources.
28. Director of Urban Affairs.
29. Director of Economics and Statistics
30. Chief Public Health Engineer
31. Director of Printing & Stationery
32. Chief Engineer, PWD (Roads)
33. Chief Engineer, PWD (Buildings)
34. Director of Land Records & Inspector General of Registration.
35. Director of Sericulture and Weaving
36. Director of Social Welfare.
37. Director of Soil Conservation
38. Commissioner of Taxes.
39. Director of Tourism.
40. Commissioner of Transport.

41. Controller of Weight & Measures.
42. Director of Meghalaya Administrative Training Institute.
43. Superintendent & Remembrancer of Legal Affairs Administrator General and Official Trustee.
44. Director of Small Savings.
45. Director of Educational Research and Training.
46. Director of Higher and Technical Education.
47. Director of Elementary and Mass Education.
48. Director of Horticulture.
49. Chief Engineer (Irrigation).
50. Director of Meghalaya State Lotteries.
51. Commissioner of Disabilities
52. Commandant of Meghalaya Civil Task Force.

The following Officers have been authorized to exercise the Financial Powers of the Heads of Department.

1. Chairman, Meghalaya Board of Revenue.
2. Secretary, Meghalaya Legislative Assembly.
3. Secretary, Meghalaya Public Service Commission.
4. Advocate General of Meghalaya.
5. Additional Advocate General of Meghalaya.
6. Resident Commissioner, Meghalaya House, New Delhi.
7. The Trade Adviser and Director of Movement, Meghalaya House, Kolkatta.
8. Secretary to the Governor.
9. Chief Inspector of Factories.
10. Senior Electrical Inspector.
11. Chief Inspector of Boilers & Factories
12. Principal Private Secretary to the Chief Minister.
13. Secretary/Joint Secretary, Planning.
14. District and Session Judges.

ANNEXURE-I

OFFICE MEMORANDUM

No.FEG48/98/145

Dated Shillong, the 5th April, 2002

Sub - **Revised Guidelines regarding Constitution and Functioning of Tender Committee / Purchase Board.**

Whereas, it is necessary to ensure utmost transparency of the tendering process in the matter of settlement of works, as well as in the purchase of goods and services and -

Whereas, it is essential to ensure that the Notice Inviting Tender (NIT) or Notice Inviting Quotation (NIQ) is properly, adequately, comprehensively and transparency framed and formulated, and

Whereas, it is imperative to ensure the fullest protection of all interests of the State Exchequer in the matter of allotting works or making purchases from only such parties who are fully eligible and qualified in terms of the eligibility criteria specified in the NIT or NIQ, and

Whereas, it is normal practice, for all tenders for settlement of Works or quotation for purchase of goods and services, exceeding a certain value, to consist of a two part bid, namely :-

- (a) Technical Bid, and
- (b) Price Bid

Now therefore, in supersession of this Department O.M.N.FEG.79/98/13, dated 9th March, 1999 and all previous instructions and guidelines in this regard, the Governor of Meghalaya is pleased to direct that while exercising powers under Delegation of Financial Power Rules, 1981 (DFP Rules as amended) read with Rules 257 and 261 of the Meghalaya Financial Rules, 1981, all Administrative Departments shall ensure compliance with the following guidelines -

1. TENDER PROCESS

- a. Notice Inviting Tender (NIT) for settlement of works or Notice Inviting Quotation (NIQ) for purchase of goods and services, by any Department or Organisation of the State Government, where the total value of works to be settled or purchases to be made during any financial year exceeds of Rs.100.00 lakhs, shall henceforth be drawn up by the Tendering Authority and screened by the Departmental Tender Committee or Departmental Purchase Board, before issue.
- b. All such NIT's or NIQ's will require submission of a two part bid, namely :-
 1. Technical Bid, and
 2. Price Bid,
 } in separate sealed covers
- c. NIT's/NIQ's for settlement of works or purchase of goods and services where the total value of works to be settle or purchases to be made during any financial year is not likely to exceed Rs.100.00 lakhs, may continue to be drawn up by the Tendering Authority, following the spirit of the above instruction. Such NIT's/ NIQ's may invite one part technical-cum-price bid. These may be processed by the Tendering Authority, analysed and an authenticated Comparative Statement with Tendering Authority's recommendations placed before the Departmental Tender Committee or Departmental Purchase Board for consideration and decisions.
- d. The NIT or NIQ will be published in all local dailies and such other regional and national papers as may be appropriate, besides being published in the Meghalaya Gazette. The closing date for tenders or quotations as the case may be, shall be fixed not less than one month from the date of issue of NIT or NIQ.
- e. On closure of tenders, where twopart bid is invited, the tendering authority will open the technical bids only, in the presence of such tenderers as may desire to be present. Thereafter the tendering authority will analyse the technical bids received and place an authenticated Comparative Statement thereof, along with his/her speaking recommendations, before the concerned Departmental Tender Committee or the Departmental Purchase Board.
- f. The Departmental Tender Committee or the Departmental Purchase Board shall then evaluate the Technical Bids and shortlist tenderers who fully conform to and quality in terms of the eligibility criteria specified in the NIT or NIQ, as the case may be.
- g. The shortlist tenderers who are found to qualify by the Tender Committee or Purchase Board, will then be intimated by the Tendering Authority of the date, time and venue for opening of their price bids. On such day time and venue, the price bids of only the eligible

tenderers who are shortlisted by the Departmental Tender Committee or Departmental Purchase Board shall be opened in the presence of such parties, as may desire to be present.

- h. The price bid of all other tenderers who have not been shortlisted by the Departmental Tender Committee or Departmental Purchase Board will be returned, unopened, to such parties under acknowledgement.
- i. The Tendering authority will then analyse the price bids and submit an authenticated Comparative Statement along with his/her speaking recommendations before the Departmental Tender Committee or Departmental Purchase Board, for further consideration and decision.

02. CONSTITUTION OF THE TENDER COMMITTEE

- 1. The Departmental Tender Committee or Departmental Purchase Board shall consist of :-

Chairperson:

- 1. Principal Secretary/Commissioner & Secretary of the Department.

Member Secretary:

- 2. Head of Department

Members:

- 3. Representative of Law Department not below the rank of Deputy Secretary.
- 4. Representative of Finance Department not below the rank of Joint Secretary.
- 2. The Chairperson may invite one or more experts for tendering technical advice to the DTC/DPB, if considered necessary. The FAO attached to the Head of Department and the Departmental FA shall be invited to all DTC/DPB meetings and they shall be responsible for tendering correct advice, which when tendered, shall invariably be recorded in the proceedings of the meeting.
- 3. The ceiling of tender amount above which a tender/quotation shall be placed before the Tender Committee may be fixed by the Administrative Department concerned, from time to time, provided such ceiling does not involve a cumulative expenditure exceeding Rs. 15 lakhs in any financial year.

03. FUNCTIONING OF THE TENDER COMMITTEE

- 1. No Tender Committee or Purchase Board will accept any Tender or Quotation :-
 - (i) Which relates to work not yet administratively approved or technically sanctioned.
 - (ii) Which does not have any certificate from the competent authority about provision of funds;
 - (iii) Which contains any provision in fringing any standard Rule or Order of the Government.
 - (iv) Which involves an uncertain or indefinite liability or any condition of an unusual character.
 - (v) Which does not fulfill all conditions of the Notice Inviting Tender or Notice Inviting Quotation.
- 2. In selecting the tenders to be accepted, the financial status of the individual or firm tendering for the work should be taken into consideration, in addition to all other relevant factors such as past experience, other ongoing commitment, etc.

3. The Tender Committee may, with justification to be formally recorded by it, give out to different contractors a number of contracts relating to one work, covered by a single Administrative Approval/Technical Sanction.
4. The reason for accepting or rejecting a tender should be clearly recorded in the minutes of the Tender Committee and these should be attached to the Comparative Statement before the case goes back to the Office which is executing the work.
5. Reasons should be recorded in the Minutes of the Tender Committee.
6. The Rates at which works are to be let out should be reasonable considering the market conditions and other factors pertaining to a particular work. Variation up to 10% between rates received as a result of call of tenders and the rates prevalent in the market may be considered, in case of emergency or in special circumstances to be brought out in the Minutes of the Tender Committee.
7. Where high rated tenders are to be accepted, the Tender Committee, before accepting such tenders should satisfy itself about their reasonableness, taking into consideration the Schedule of Rate plus increase in prevailing market rate, if any, and should formally justify in its Minutes the rates at which the Work is awarded .
8. No Mobilization advance shall be recommended by the Tender Committee, unless the Tender or Quotation Value exceeds Rs. 100.00 lakhs. Since mobilization advance is not covered under the Meghalaya Financial Rules, 1981, the Department shall submit a proposal for sanction of such mobilization advance for consideration and concurrence of Finance Department, based on the recommendation of the DTC/DPB.

The Finance Department shall convey its decision within ten working days of receipt of such a proposal.

9. In respect of any tender for which a Contractor has quoted below the Schedule of Rates or below the estimated amount, the Tender Committee or Purchase Board shall act in conformity with the instructions contained in O.M.No.POL.740/90/24, dated 27th January, 1998 issued by the Political Department (Annexure).
10. When in response to call for tender, only a single tender is received, the Tender Committee should normally decide to go in for re-tendering with more publicity and for any departure from this instruction, full justification shall be recorded in its minutes.
11. The Tender for works shall remain open for acceptance by the Tender Committee for a period of ninety days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Department / Tender Committee, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited for the tender or from the earnest money deposited for his registration as a Contractor, as the case may be.
12. No meeting of the Tender Committee or Purchase Board shall be convened after 31st January of any year, without the prior approval of Finance Department.

04. APPROVAL OF MINISTER-IN-CHARGE

1. Works up to Rs.50.00 lakhs may be finalized by the Tender Committee, beyond which the recommendations of the DTC/DPB shall be submitted to the Minister-in-charge for approval. If the Minister disagrees with the recommendation (s) of the Tender Committee or Purchase Board, the Minister shall record speaking orders giving reasons for such decision.

05. REFERENCE TO FINANCE DEPARTMENT

1. Notwithstanding anything contained in the instructions above, prior reference shall be made to the Finance Department, well in time, for the following cases :-
 - (i) Where the Tender Committee or Purchase Board dissents with view of the Finance Department's representative on financial matters.
 - (ii) Where there is single tender, and even for the second time the status quo remains.
 - (iii) Where Minister-in-charge disagrees with the recommendations of the Tender Committee or Purchase Board.
 - (iv) Where negotiations have been conducted with the Tenderers, the circumstances of which will be brought out clearly in Tender Committee Minutes. However negotiations are expected to be held by the Tender Committee or Purchase Board itself with all valid tenderers in a transparent fashion while preserving commercial policy.
 - (v) Where the Tender Committee or Purchase Board considers it necessary in special circumstances or any emergency; to obtain a decision from the Finance Department regarding any clarification or variation from any of the above guidelines, for reasons to be recorded in details in its Minutes.

06. GENERAL

When an authority floats any NIT or NIQ specifying terms and conditions, the authority shall normally settle the tender or quotation with the lowest or highest bidder as the case may be, subject to such lowest or highest bidder having fulfilled all terms and conditions specified in the NIT or NIQ. If such lowest or highest bid is to be rejected on any other ground, the Tender Committee or Purchase Board has to record a speaking decision for such rejection.

07. THESE INSTRUCTION TAKE IMMEDIATE EFFECT.

If any Department or Organisation of the State has floated any NIT or NIQ under which settlement of Works or purchase of goods and services, will exceed Rs. 100.00 lakhs during the year, but the last date for closure of tender/ quotation is not yet over, such NIT or NIQ shall be immediately withdrawn and a fresh NIT/NIQ issued, after compliance with the aforesaid guidelines.

P.J.BAZELEY,

Principal Secretary to the Govt. of Meghalaya,
Finance (Establishment) Department.

The 27th January, 1981.

OFFICE MEMORANDUM

No.POL./740/80/24-The matter regarding acceptance of tenders below the Schedule of Rates has been receiving the attention of Government for some time. With a view to discouraging such undesirable practice by offers of reckless and speculative bids and offer, etc., below the Schedule of Rates and with view to improving the quality of work in the Government Departments, it has been decided by the Government that henceforth tenders and other offers which are submitted below the Schedule of Rates should not be accepted.

The above decision of Government should be adhered to by all concerned.

J.C. NAMPUI,

Chief Secretary to the Govt. of Meghalaya.