



Government of Jammu and Kashmir
General Administration Department,
Civil Secretariat, Srinagar.

Notification
Srinagar, the 23rd June, 2018

SRO 281.- In pursuance of Section 2 of the Jammu and Kashmir Delegation of Powers Act, 2018 (Governor's Act No. 1 of 2018), the Governor is pleased to direct that:

- i) The Officers shown in Schedule-I to this notification shall exercise the powers of the Minister in respect of the matters indicated thereunder;
- ii) the Administrative Secretaries mentioned in Schedule-II to this notification shall also exercise the powers of the Minister in respect of the matters indicated thereunder; and
- iii) any case not specifically mentioned in Schedule-I & Schedule-II to this notification shall be submitted to the Governor through the Chief Secretary.

By order of the Governor.

Sd/-
(Hilal Ahmad), IAS
Commissioner/Secretary to the Government.

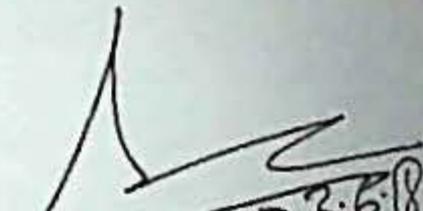
No.GAD(Adm)24/2018-I

Dated 23.06.2018

Copy to the:

1. Vice-Chairman, J&K Institute of Management, Public Administration and Rural Development.
2. Principal Secretary to the Governor.
3. All Administrative Secretaries to the Government.
4. Director General of Police, J&K.
5. Principal Resident Commissioner, J&K Government, 5-Prithvi Raj Road, New Delhi.
6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Director Vigilance, J&K.

9. Director, Information.
10. All Heads of the Departments/Managing Directors of PSUs.
11. Registrar General, J&K High Court, Srinagar.
12. Director Estates.
13. All Deputy Commissioners.
14. Secretary, J&K Legislative Assembly/Council.
15. Secretary, SIC/SVC/SAC/PSC/SSB/J&K Academy of Art, Culture & Languages.
16. Director, Archives, Archaeology & Museums, J&K.
17. SSP (Security), Civil Secretariat, Srinagar.
18. General Manager, Government Press, Srinagar.
19. Private Secretary to the Chief Secretary, J&K.
20. Private Secretary to the Advisors to the Hon'ble Governor.
21. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
22. Incharge website/Stock file.



23.6.18

**(Subash Chhibber),
Additional Secretary to the Government.**

SCHEDULE-I to SRO 281 dated 23.06.2018

I. Chief Secretary

A) Financial Powers:

- i) Cases relating to accord of administrative approval to all kinds of works/projects under plan/non-plan costing over Rs. 7.50 crore upto Rs. 20.00 crore with the concurrence of *Planning and Finance Departments*.
- ii) Funds authorization in cases under Centrally Sponsored Schemes/Central Mega Flagship Schemes/TFC grants/Plan Scheme having financial implication above Rs. 50 crore in each case.
- iii) Cases where administrative and financial powers have been delegated in various codes/manuals in favour of all departments/Administrative Departments/specified departments, the same will be exercised by the concerned *Administrative Secretaries with the approval of Chief Secretary*.
- iv) Cases where administrative and financial powers have been delegated in various codes/manuals, but competent authority(s) have not been specified, the same will be exercised by the Chief Secretary with prior concurrence of Finance Department.
- v) Opening of treasuries/sub-treasuries with the concurrence of the Finance Department.
- vi) Cases of exemption under GST and Toll Tax.
- vii) New Vehicles purchase cases, otherwise than under replacement, with prior concurrence of Finance Department subject to availability of purpose-specific provision.

B) Transfers and postings/adjustment:

Transfers and postings/adjustments of officers upto the level of Time Scale of KAS and equivalent.

C) Deputations:

To sanction deputation of officers of the level of Secretaries and above or equivalent for Government business/training outside the State but within the Country.

D) Relaxations:

- i) Relaxation cases under J&K Civil Services Medical Attendance-Cum-Allowance Rules, 1990.

- ii) Relaxation in age/qualification for regularization of daily rated workers and condonation of breaks in qualifying service for regularization in accordance with the provisions of SRO 64 of 1994 within the numbers registered with Finance Department.

E) **Recruitment Rules:**

To approve formulation of departmental Recruitment Rules (Gazetted/Non-Gazetted) after these have been cleared by the designated departments viz; PSC, ARI/Trainings and Law Department.

F) **Leave:**

To sanction all types of leave of officers of the level of Secretaries and above.

- G) To accord approval to voluntary retirement and acceptance of resignation of Government Employees in accordance with the Rules.

- H) Appointments of non-gazetted staff of subordinate departments on the recommendations of the J&K Services Selection Board.

II) **Administrative Secretaries**

A) **Financial Powers:**

- i) To accord administrative approval in respect of individual works costing upto Rs. 7.50 crore as prescribed in Chapter 4.9, S. No. 1 of Book of Financial Powers.
- ii) Release of funds (scheme/object wise) authorized by Finance Department and Planning, Development & Monitoring Department in favour of the Departments under their administrative control.
- iii) Sanctioning of advance drawals upto Rs. 25.00 lacs with the concurrence of the FA&CAO.
- iv) Delegation of DDO Powers in respect of officers of the departments under their administrative control with the concurrence of the FA&CAO.
- v) All advance drawal cases beyond an amount of Rs. 25 lacs with the prior concurrence of the Finance Department.

vi) Issuance of Government Guarantees with the concurrence of the Finance Department.

B) Sanctioning of deputation outside the State/Leave/Pensions etc:

- i) To finalize the pension cases in accordance with the Rules.
- ii) Sanctioning deputation of officers/officials under their administrative control in connection with Government business/conferences/training, etc. outside the State but within the country.
- iii) To sanction all types of leave in accordance with the provisions of Leave Rules in favour of the officers of the departments under their administrative control.
- iv) No Demand Certificates on account of House Building/Scooter/Car advance to the employees retiring on superannuation.
- v) To grant NOC for obtaining passport/making an application for seeking employment elsewhere.

C) J&K Civil Services Medical Attendance-Cum-Allowance Rules:

To authorize the medical treatment outside the State in cases covered under J&K Civil Services Medical Attendance-Cum-Allowance Rules in respect of the employees working in the subordinate departments.

D) G.P. Fund Cases:

To accord sanction for withdrawal of G.P. Fund in accordance with Rules.

E) Transfers and Postings:

Every transfer proposal be sent to the Chief Secretary who will determine whether the proposed transfer needs to go through at this stage.

F) Constitution of Survey/Auction Committee and Condemnation of Vehicles, etc.:

- i) To approve constitution of Survey Committees and Auction Committees.
- ii) To approve constitution of Purchase Committees as per the standing guidelines of Finance Department.

- iii) To sanction condemnation of old vehicles and also the purchase of new vehicles in replacement of condemned vehicles with the concurrence of Finance Department.
- iv) To sanction under Rule 18.18 of Jammu and Kashmir Financial Code, writing off finally the irrecoverable value of store and livestock lost when there is no fraud or negligence.

G) **Punishments:**

To impose minor punishments in accordance with the provisions of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.

H) Cases relating to reinstatement of suspendees and settlement of their period of suspension by departments upto the level of officers/officials they are *competent to appoint*.

I) Cases requiring prior consultation/opinion/concurrence of Law/Finance/ Planning, Development & Monitoring/ General Administration Department before deposing of the same, the concurrence given by the Administrative Secretary-in-Charge of these departments will be construed as the concurrence of the Law/Finance/ Planning, Development & Monitoring/ General Administration Department, as the case be.

III. **Administrative Secretary, General Administration Department:**

- i) To sanction pension covered under rules in respect of IAS Officers and other Officers and officials subordinate to General Administration Department.
- ii) To sanction all types of leave in accordance with the provisions of Leave Rules in favour of officers upto the level of Special Secretaries.
- iii) To make transfers/postings/adjustments of Under Secretaries, Administrative Officers of J&K Administrative Officers (Gazetted) Service and Private Secretaries and equivalent Level Officers.
- iv) To approve officiating promotion of eligible Under Secretaries, Administrative Officers and Private

SCHEDULE-II to SRO 281 dated 23.06.2018

1. Administrative Secretary, Planning, Development and Monitoring Department:

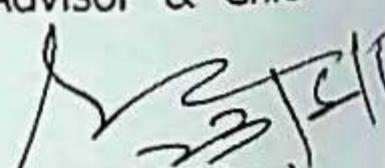
- i) Authorization for release of additionalities upto Rs. 25 lacs in favour of various Departments/DDCs under District Plans (only for ongoing schemes).
- ii) Authorization for release of additionalities upto Rs. 50 lacs in respect of State Plan (only for ongoing schemes).
- iii) Authorization for re-appropriation of funds from one approved scheme to another within a sector.
- iv) Conveying of results of project appraisal to Department.
- v) Approval of Annual Plans after formal adoption.
- vi) Approval of revised estimates within the sector or district.
- vii) Re-appropriation of funds for ongoing schemes under BADP.

2. Administrative Secretary, Finance Department:

- i) To contract all open market borrowings (OMBs) as approved in the 'Scheme of Financing for Annual Plan 2018-19'.
- ii) To provide for temporary liquidity mismatch by taking the OD route with 'J&K Bank (under RBI's Ways and Means facility), within the permissible limit.
- iii) To raise institutional finance as per the approved scheme of financing for Annual Plan 2018-19 as required from time to time during course of the year.
- iv) To authorize funds under Centrally Sponsored Schemes/Central Mega Flagship Schemes/TFC grants/Plan upto a monetary limit of Rs. 50 crore in each case and revalidation of such funds authorized previously, without any monetary limit.
- v) To deal with interpretation/opinion cases received from departments and cases requiring relaxation of rules.
- vi) To sanction additionalities under all non-plan object heads of expenditure except under SRE, CRF, 'Maintenance', 'Wages', 'Outsourcing of Upkeep' and other purpose specific provisions, upto 10% of budgeted provisions for justified reasons as also to make re-appropriations of non-plan funds. There will,

Secretaries for a period not exceeding six months pending regularization with the concurrence of PSC.

- v) To sanction deputation of officers up to the level of Special Secretaries or equivalent for Government business/training outside the State but within the Country.
- vi) To authorize medical treatment outside the State covered under J&K Civil Services Medical Attendance-Cum-Allowance Rules.
- vii) To impose minor punishment in accordance with the provisions of J&K CCA Rules.
- viii) To release revenue and capital component of funds in favour of subordinate offices within the approved *budgetary provisions duly authorized by the Finance and Planning, Development & Monitoring Departments.*
- ix) To decide cases regarding compulsory waiting of officers up to the level of Special Secretaries and equivalent.
- x) To approve payments to the standing counsels of GAD as per rates approved by the Department of Law, Justice and Parliamentary Affairs.
- xi) Release of funds in favour of Administrative Departments of Civil Secretariat as authorized by the Finance/Planning, Development & Monitoring Departments.
- xii) Powers to make appointments on non-gazetted posts on the recommendations of J&K Services Selection Board.
- xiii) Powers to make Compassionate Appointments covered under SRO-43.
- xiv) Inter-departmental transfers/deputation of Non-Gazetted Government /PSU Employees.
- xv) Sanctioning of advance drawals upto Rs. 25 lacs with the concurrence of the Financial Advisor & Chief Accounts Officer.


(Subash Chhibber),

Additional Secretary to the Government.

however, be no such additionality cap when meeting bonafide demands under 'Elections', 'Salaries', 'Leave Encashment' and 'Medical Reimbursement'.

- vii) To deal with cases of sanctioning of telephones and matters related thereto in respect of all the departments.
- viii) To deal with cases of settlement of Janta Accidental Group Insurance cases.
- ix) To deal with all cases of payments out of 'Contingency Fund of the State'.
- x) To accord concurrence in cases of Discretionary Grants pertaining to any of the departments.
- xi) To deal with all matters where prior consultation/opinion/concurrence of Finance Department is required to be obtained under J&K Government Business Rules/Codal provisions/others Standing orders and instructions. This will also include opinion/concurrence of Finance Department relating to creation/abolition of non-gazetted posts.

3. Administrative Secretary, Revenue Department:

- i) Issues of Notifications under Section 6,7 and 17 of Land Acquisition Act.
- ii) Assignment of charge of Administrator Auqaf to various officers of the State Government in respect of various Tehsil Auqaf Committees, with the approval of the Chief Secretary.

4. Administrative Secretary, Higher Education Department:

- i) To release Grant-in-Aid to the Universities/Colleges and other institutions strictly in accordance with the authorization of Planning /Finance Department.
- ii) To grant NOC for establishment of private College/Institution of Higher/Technical Education or addition of courses in accordance with the policy.
- iii) To order release of National Service Scheme grants to the Universities.

5. Administrative Secretary, Labour & Employment Department:

Sanction of medical reimbursement claims under ESI scheme upto an amount of Rs. 2.00 lac in each case.

6. Administrative Secretary, Department of Food, Civil Supplies and Consumer Affairs:

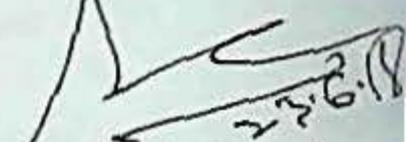
- i) Issue of license of Retail Fair Price Shop/Retail Kerosene oil license under the approved policy.
- ii) All transportation cases including carriage of food grains in areas not finalized by HODs, be decided by the Administrative Secretary so that the distribution of ration is not discontinued due to non-finalization of contracts with the transporters. This measure will not replace the normal tendering process of engagement of transport through tendering process but only in cases of emergencies to make stop-gap arrangements, the decision may be taken by Administrative Secretary on the recommendations of the concerned HODs strictly as a stop-gap arrangement.

7. Administrative Secretary, School Education Department:

- i) All issues of implementation of SSA, RMSA and other Centrally Sponsored Schemes.
- ii) All issues of Mid-Day Meal Scheme for School going children upto the level of 8th Standard.
- iii) All issues of total literacy campaign (TLC/JSS).
- iv) Recognition of Private Schools as per the approved norms.

8. Administrative Secretary, Department of Law, Justice and Parliamentary Affairs:

- i) Filing of appeals and LPAs.
- ii) Sanction of counsel fee in favour of Advocate-on-Record in the Hon'ble Supreme Court and Advocate General of the State for appearance before the Hon'ble Supreme Court.
- iii) To sanction all kinds of counsel fee in the cases before the Hon'ble High Court, Subordinate Courts and in the acquittal cases.
- iv) Counsel fee beyond the terms and conditions of the Law Officers.


(Subash Chhibber),
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