GOVERNMENT OF ANDHRA PADESH

ABSTRACT

Training – Delegation of Financial and Administrative powers to Heads of Training Institutes – Report of the Committee and recommendations thereon – Orders – Issued.

GENERAL ADMINISTRATION (AR&T.III) DEPARTMENT

G.O.Ms.No. 561 Dated 7.10.1989

Read the following:-

1. G.O.Ms.No.188, GA (AR&T.III) Dept., dt.29-3-1988.
2. G.O.Rt.No.1153, GA (AR&T.III) Dept., dt.7.4.88.
3. From the Commissioner, Institute of Administration Hyderabad Lr.No.A3/214/88, dt.24.12.88.

* * *

ORDER:

In Government Order second read above, orders have been issued constituting a Committee with the following members for examining various aspects of delegation of Financial and Administrative powers to the Heads of the Institute of Administrative powers to the Heads of the Institute of Administration, Andhra Pradesh Police Academy and other Training Institutes:

1.	Commissioner, Institute of Administration	Chairman
2.	Secretary to Government (Fiscal) Finance Planning (FW) Dept.	Member
3.	Director Andhra Pradesh Police Academy, Hyderabad	Member
4.	Sri S.V.Ramana Murthy, Faculty Member, Institute of Administration, Hyderabad	Secretary & Convenor

The Committee has also been authorized to co-opt the Heads of other Government Training Institutions in the state.

2. The Committee, after considering the proposals received from various training institutes with reference to the delegation of powers in Andhra Pradesh Financial Code and Manual of Special Pay and Allowance, has submitted its report in the reference third read above, requesting the Government to approve the delegation of powers recommended in favour training institutes of Category-I & II institutes in the State classified in the Government Order first read above.

3. Government have carefully examined the recommendations made by the Committee and have decided to agree to the recommendations subject to certain modifications. Accordingly they delegate the financial and administrative powers to the Heads of Category-I and Category-II training institutions in the State as detailed in Annexures. I, II, III, IV, V and VI to this order Government also permit

the Heads of Training Institutions - Category-I to open and operate a Personal Deposit Account where Grants/monies are received by such institutions from sources other than the State Government.

4. The above delegation of powers shall be exercised subject to availability of budget provision and where approval of the Cabinet is not required.

5. Where higher powers are already delegated on certain items of expenditure etc., such higher powers will continue.

6. Where higher powers are not delegated on certain ite of expenditure now, the existing powers delegated earlier continue.

7. This order issues with the concurrence of Finance and Planning (FW) Dept., - vide their U.O.No.G 89-2-192-7922-F5/89, dated 30.8.1989.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.R.NAIR,
CHIEF SECRETARY TO GOVERNMENT.

To
All Departments of Secretariat
The Commissioner, Inst. Of Admn.,Hyd.
The Heads of all concerned Training Institutes.
The Pay and Accounts Officer, Hyderabad.
Copy to:
The Finance & Planning (FW) Department
The Accountant General, Andhra Pradesh, Hyderabad
The Secretary to Government of India, Department of Personnel & Training (Trg. Dvn.) Block No.11, 2nd Floor, CGO Complex, Lodhi Road, New Delhi – 110 003. (with covering letter)
SF/SC

// Forwarded by Order //

Section Officer

ANNEXURE-I

DELEGATION OF FINANCIAL POWERS WITH REFERENCE TO THOSE DELEGATED TO HEADS OF DEPARTMENTS IN APPENDIX 28 OF A.P. FINANCIAL CODE VOL.II AS AMENDED IN G.O.Ms.No.102, GENL, ADMN. (AR&T DESK) DT.24.2.1986

Sl. No. in Appendix-28	Item of Expenditure	Existing Delegation	Enhanced delegation of Powers in respect of Category-I Institutions and Institutions Headed by Heads of Departments	Category-II Institutions
1(a)	Purchase of Steel and wooden furniture	Rs.20,000/- per annum	Full powers in cases where the purchase is made from a Govt. organization or state Govt. undertaking or any other organization which is substantially controlled by Govt.	1 (a) Rs.20,000/- per annum
(b)	Repairs to furniture	Rs.3,000/- per annum	Full powers	(b) Rs.3,000/- per annum
2.	Rent for office building	Rs.8,000/- per month	1. Full powers for sanctioning rent after assessment of reasonableness by PWD	Rs.8,000/- per annum
			2. Full powers for hiring of accommodation for conducting training programmes/workshops/ seminars and alike	
			3. Full powers for hiring accommodation for accommodating participants/ Guest Faculty form outside the state.	
3.	Maintenance and repairs to vehicles:			
	a) Light Vehicle	Rs.10,000/- per annum	Full powers subject to budget provision	Rs.10,000/- per annum
	b) Heave Vehicle	Rs.20,000/- per annum		Rs.20,000/- per annum
4.	Purchase of stationery	Rs.6,000/- per annum	Full powers to purchase all stationery articles in open market incidental to training activity including Folders, Note Books, Computer Stationery	Rs.6,000/- per annum

Sl. No. in Appendix-28	Item of Expenditure	Existing Delegation	Enhanced delegation of Powers in respect of Category-I Institutions and Institutions Headed by Heads of Departments	Category-II Institutions
			likecontinuous stationery, floopies ribbons, ink for printing press, Aluminium plates, chemicals and alike.	
5.	Books, Maps and periodicals	Full Powers	Full powers for purchase of News Papers to the Training Institutions and also to purchase and supply of printed books both Government and non-Government publications to the participants as a part of course material.	As in Column 4
6.	Purchase of Bulbs, lamps etc.	Rs.3,000/- per annum	Full Powers	-do-
7.	Crockery, Cutlery and utensils	Rs.750/- initial purchase	Full powers for both initial purchases and replacements of all the kitchen equipment, utensils, wet/dry grinders, washing machines water coolers/ water filters, crockery and cutlery and alike	-do-
8.	Repairs to Type-Writers	Full powers	No change	Full powers
8(a)	Repairs to Duplicating machines	Rs.300/- per annum	Full powers	Full powers
9.	Printing & Binding	Full powers	No change	Full powers
10.	Purchase of Wall clocks	Not exceeding on piece for each unit office at a cost not exceeding Rs.350/-	One piece for each Lecture Hall/ Seminar Halls/Faculty Rooms.	As in Col.4
11.	Light Refreshments	Rs.25/- at a time not exceeding Rs.300/- per month	No change	Rs.25/- at a time not exceeding Rs.300/- per month.

Sl. No. in Appendix-28	Item of Expenditure	Existing Delegation	Enhanced delegation of Powers in respect of Category-I Institutions and Institutions Headed by Heads of Departments	Category-II Institutions
12.	Purchase of Fans	Rs.3,000/- per annum	Full powers subject to Budget provision	Rs.3000/- per annum
13.	Air coolers	Full powers	No change	Two pieces for each lecture Hall and one each for seminar room/ faculty room.
15.	Photographic charges	No powers	Full powers including purchase of Video Films Audio/ Video cassettees, cinematograph films, Tapes, 16 MM Films slides, transparencies, pens/pencils screening of films, Hire charges for films rented from outside.	As in Column.
	Apparatus, Instruments and Machinery	Purchase should be ordered in the order of Govt. sanctioning new schemes. Repairs and replacement of parts 5% per annum of original value. Replacement of an item itself 25% of original value after allowing full depreciation.	a) Full powers for incurring expenditure on i) repairs and replacement of parts; ii) to replenish consumables iii) to enter into contracts and agreements for annual maintenance and servicing; b) Full powers for initial purchase or replacement of equipment subject to the existence of budget provision and existing restrictions on re-appropriation of funds in case of equipment proposed to be purchased from Non-Plan budget; and subject to approval by project and programme approval committee in case of Plan/Centrally sponsored budget.	Powers as indicated in Col.4 to their respective heads of Depts. in respect of training institutions under their control.

ANNEXURE - II

LARGER DELEGATION OF FINANCIAL POWERS WITH REFERENCE TO APPENDIX 7 OF A.P. FINANCIAL CODE VOLUME

Sl. No.of Item in Appendix-7	Description of the Expenditure	Delegation for the Head of the Training institutes of both Category-I and Category-II
8.	Clothing and Livery	Full powers to supply 4 pairs of livery every year with a badge, belt the inscription of the name of the Institution to Class IV staff, Drivers and Hostel (including kitchen) staff every year.
19.	Feeding charges	1. Full powers to sanction feeding charges to subordinate officers including Attenders and last grade employees deputed to attend any training cam sports meet, firing practices and such other purpose, as may be relevant to training activity, as per the rates prescribed by the Government.
		2. Powers to sanction expenditure on animal feed including premixed feed other concentrates and veternary medicines for all live stock station in the training institutions.
22.	Games and Sports	Full powers to incur expenditure on games/sports events and maintenance of games, sports, courts, fields and stadia etc.
24.	Hospital Charges	1. Full powers to appoint a visiting physician of the cadre of a Civil Surgeon Specialist on an honororium of Rs.1,500/- p.m. and to purchase medicines, first and equipment, dressing and bandage material as prescribed by him from local market and supply the same free of cost to the participants and guest faculty.
		2. In respect of Hospitals/Dispensaries attached to Training Institutes, financial powers on par with Superintendent of Dist. Headquarters Hospital for maintenance.
25.	Hostel charges (including working lunch, coffee, tea for non-residential training programmes).	Full powers in regard to incurring of expenditure on - a) Breakfast, coffee, tea, lunch and dinner (including servicing charges) to the participants; b) Initial purchase and replacement of cots, matresses, pillows, Bed Sheets, balnkets, Mosquito nets, towels, soaps and deodarents; c) Purchase of stores for hostel like provisions, cooking gas, vegetables, fruits etc., d) Electrical applicances for hostel like gysers, heaters, stoves, washing machines, grinders etc. e) Approval of agreements/ contracts for running of hostel/canteen etc.,

Sl. No.of Item in Appendix-7	Description of the Expenditure	Delegation for the Head of the Training institutes of both Category-I and Category-II
26.	A) Honorarium Existing powers:	Powers to sanction honorarium at Uniform rate of Rs.100/- per hour for each quest faculty or vising faculty for delivering lectures or sharing experiences for all training institutions irrespective of the Category or grade to which a faculty belongs.
	Police Academy.. Rs.100/- per hour (G.O.Rt.No.674, Home (Pol.C) dt.21.4.87	
	SIRD... Rs.75/- per session of 1 1/2 hours duration (G.O.Rt.No.242, PR&RD (RD.III) dt.3.3.88)	
	Institute of Administration:	
	Category `A' & `B' Officers - Rs.75/- per hour	
	Category `C' officers - Rs.35/- per hour (G.O.Rt.No.3674, GA (AR&T.II) dt.6.10.80)	
26.	Hot and Cold Weather charges	Full powers
31.	Livestock	
34.	Menials paid	
36.	Motor vehicles - A.Hiring charges	Full powers to hire buses/vans/Autos/Cars for arranging study tours, visits to projects/Institutions and for transporting Faculty and Participants;
37.	Office Expenses	Full powers to incur expenditure on any item incidental to training activity.
54.	Telephone charges	Full powers to incur expenditure for shifting of phones, replacement of instruments.
56.	Translation charges	Full powers.

ANNEXURE - III
Delegation of powers with reference to appendix 12 of A.P.F.C. Volume II to sanction expenditure on works

Institutions	Authority	Extent of Delegation
Arranging study transporting	1. Head of Category-I Institutions	Full powers to sanction estimates and to incur expenditure on maintenance including repairs of all buildings under their control (both residential and non-residential) excepting for undertaking additions and alterations.
Phones	2. Head of Cat-II Institutions	Up to Rs.25,000/- per annum for the above purpose.

ANNEXURE - IV
Delegation of powers with reference to appendix 14 to sanction Additions, improvements and alterations to existing electrical institutions

1. Head of Category-I Institutions	Full powers (for both residential and non-residential buildings)
2. Head of Cat-II Institutions	Up to Rs.1,000/- at a time - Non-Residential buildings. Rs. 500/- at a time for each Residential buildings.

ANNEXURE - V
LARGER DELEGATION OF POWERS SUGGESTED WITH REFERENCE TO APPENDIX 15 OF A.P. F.C. VOLUME-II

Sl.No.of Item in Appendix-15	Description of the Expenditure	Delegation in respect of both Category-I and Category-II Institutions			
7.	Examination charges	In respect of A.P. Police Academy			
			Paper setting	Valuation in Rs.	Invigilation Rs. (per day)
		i) DSP's and above	250/-	5/- per script	a) Chief Supdt. Rs.100/-
		part of paper	150/-		
		ii) For subordinate, officers	200/-	4/- per script	b) Invigilators Rs.50/-
		part of paper	125/-		
		iii) For constabulary	150/-	3/- per script	c) Attenders Rs.25/-
		part of paper	100/-		
		In respect of Institute of Administration	250/-	5/- per script	-do-
15.	Section writing and copying charges	Full powers to supply course material to the participants (i.e. Typing, duplicating, printing, binding, copying)			

Sl.No.of Item in Appendix-15	Description of the Expenditure	Delegation in respect of both Category-I and Category-II Institutions
18(I)	(MISC) Contingent Expenditure in connecting with the visits of high personages	not exceeding Rs.10,000/- per annum
(2)	Entertainment grant	Rs.8,000/- per annum subject to Budget provision
23(A)	Purchase of contemporary Arts and Paintings	Category-I upto Rs.5,000/- per item subject to availability of budget provision. to acquire and display objects of arts to improve aesthetic appeal of the Institution.
27.	Departmental Publications	Full powers to publish journals, newsletters (monthly/Quarterly/Annual and standardised course material on various subjects/aspects of training programmes.)

ANNEXURE - VI
DELEGATION OF POWERS SUGGESTED WITH REFERENCE TO IMMUAL OF SPECIAL PAY AND ALLOWANCES

Rule 60 (c) of APTA Rules :

Full powers to Heads of Training Institutions for the deputation of Faculty Members/consultants other officers working in the Institutes to other training Institutions in and outside the State for participation in Training programmes/Seminars/Workshops/Study Tours where no course fee participation fee is involved. They will be eligible for TA and DA as per (normal) Rules.

Ruling 8 of Appendix VIII of APTA Rules :

Full powers for payment of TA, DA including Air/AC I-Class fare to guest Faculty/ consultants invited from within and outside the State for their attendance in Seminars, workshops, Training programmes or for consultancy, on par with non-official members of Government Committees and according to the eligibility in case of Government servants from out of the Training budget. This is in addition to the Honoraria payable to them for lectures.