

GOVERNMENT OF INDIA

Abstract

ESTABLISHMENT-DECLARATION OF POWERS TO THE OFFICERS OF THE FACTORIES AND BOILERS DEPARTMENT, THE ADMINISTRATIVE OFFICER IN THE OFFICE OF THE LABOUR COMMISSIONER AND THE OFFICERS OF THE DIRECTORATE OF EMPLOYMENT AND TRAINING-RECOMMENDATIONS OF THE EMPOWERED COMMITTEE-APPROVED-ORDERS ISSUED.

LABOUR (C) DEPARTMENT

G.O. MS.No. 3/84/LBR

Dated, Trivandrum, 1st March 1984.

- Read.-
1. G O MS No. 54/82/P&ARD dated 22-10-1982
 2. D O No. E1-22682/80/F&B dated 27-6-1983 from the Director of Factories & Boilers.
 3. Letter No. B5-20813/83 dated 19-9-1983 from the Labour Commissioner.
 4. Letter No L1-28867/83 dated 19-10-1983 from the Director of Employment
 5. Letter No. A1-28185/82 dated 18-10-1983 from the Director of Training

O R D E R

The Empowered Committee constituted in the G O read as 1st paper above recommended to delegate further powers (Administrative & Financial) to the Officers of various levels in the Factories & Boilers Department, the Directorate of Employment and Training and the Administrative Officer in the Office of the Labour Commissioner. Government have examined the recommendations of the Committee and are pleased to delegate the powers recommended by the Committee shown in column 2 of the statement appended to this order to the various officers of the above Departments.

By order of the Governor,

E K SANTHA
Additional Secretary.

To

The director of factories and Boilers
The Labour Commissioner
The Director of Employment
The Director of Training
The Members of the Empowered Committee
The Personnel and Administrative reforms department
The General Administration (SC) Department

The General Administration Department
The Accountant General/The Labour (G) Department
Stock File.

APPENDIX

Delegation of Powers of the Officers of the Factories and Boilers Department. the Administrative Officer in Office of the Labour Commissioner and the Officers of the Directorate of Employment and Training.

<i>(1)</i> <i>Existing powers</i>	<i>(2)</i> <i>Now delegated</i>
Director of factories and Boilers	
<i>Administrative powers</i>	
1. To order transfers and postings of all officers for whom he is competent to appointment	To order transfers and postings of all officers upto and including the Inspector of Factories and Boilers Grade I
2. In case where no substitutes are required to sanction all kinds of leave except study and special disability leave to officers in the department and to make arrangements for additional charge and sanction charge allowance under rule 53 (b) (ii) and (iii) of Part I, KS R	To sanction all kinds of leave to all officers whom the Director is competent to appoint except 1. Leave without allowances in excess of 120 days 2. Study leave and 3. Special disability leave
<i>Financial powers</i>	
3. To incur non-recurring contingent expenditure upto Rs. 1,500 in each case provided that the General Rules in Appendix 4 of the KFC, Vol. II are followed.	To incur non-recurring contingent expenditure upto Rs. 2,000 subject to availability of funds
4. To sanction printing by private presses when the Superintendent of Government Presses, cannot meet the requirements of the Department within a month, at a cost not exceeding Rs. 2,000 at a time subject to the condition that the rates should not be above these prescribed by the superintendent of Government Presses. In contingent cases the work may be entrusted to private presses without reference to the Superintendent of Government Presses at a cost not exceeding Rs. 50 at a time subject to an annual limit of Rs. 500.	To sanction printing by private presses when the Superintendent of Government Presses & Books and Publications Limited, Cochin cannot meet the requirements of the Department within a month, at a cost not exceeding Rs. 6,000 at a time subject to the condition that rates do not exceed those prescribed by the Superintendent of Government Presses.
5. To sanction purchase of stationery	To sanction purchase of stationery articles

articles locally in urgent and unforeseen circumstances upto a limit of Rs. 150 at a time subject to maximum of Rs. 1,500 per annum.	locally in urgent and unforeseen circumstances upto a limit of Rs. 500 at a time subject to maximum of Rs. 5,000 per annum.
6. To sanction the hiring of private buildings when the accommodation is provided in a separate building upto Rs. 300 in each case. or When the accommodation is provided in a separate building partly used as private residence rent proportionate to the extent of the main building set aside solely for office use subject to the maximum of half the rent of the house or Rs. 90 a month whichever is less.	To sanction the hiring of private buildings when the accommodation is provided in a separate building upto Rs. 1,500 subject to the rent certificate of the Public Works Department and the norms regarding space prescribed for various officers.
7. To sanction expenditure on repairs to motor vehicles by approved workshops at the rates approved by the Assistant Engineers of Regional Engineering Workshop divisions attached to the B & R Circles of Public Works Department upto Rs. 2,000 including the cost of spare in each case workout any annual limit. To replace minor part of departmental vehicles under their control costing upto Rs. 500 at a time without inspection and certificates by the Assistant Engineers of the Regional Engineering Workshops Sub-Divisions of Public works Department with an annual limit of Rs. 2,000	To sanction expenditure on repairs to motor vehicles by approved workshops at the rates approved by the Assistant Engineers of Regional Engineering Workshop divisions attached to the B & R Circles of Public Works Department upto Rs. 5,000 including the cost of spare parts in each subject to Budget provision and existing Rules.
Joint Director of Factories & Boilers	
<i>Administrative powers</i>	
1. To effect posting and transfers of N G O's in the offices and sub offices under their jurisdiction to the level of U D Clerks. Copies of such order will be communicated to the Chief Inspector of Factories & Boilers.	To make appointment to sanctioned Non Gazetted posts within his jurisdiction subject to recruitment rules.
<i>Financial powers</i>	
2. To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 25 in each case for their offices and subordinate offices under their	To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 75 in each case for their offices and subordinate offices under their control

control subject to a maximum of Rs. 250 per year.	subject to a maximum of Rs. 750 per annum.
3. To incur non-recurring contingent expenditure upto Rs. 200 in each case relating to the office of the Chief Inspector of factories and Boilers or his office as the case may be subject to the relevant provisions of the K F C or Account Code being followed and also subject to budget provision.	To incur non-recurring contingent expenditure upto Rs. 200 in each case relating to his office subject to relevant provisions of the K F C or Account Code being followed and also budget provision.
4. To sanction Mosquito net advance to all staff working under him subject to the rules under the K F C	To sanction Mosquito net advance to all staff working under him subject to the rules under the K F C
5. To sanction the hiring of private building when the accommodation is provided in a separate building for a rent upto and including Rs. 100 in each case subject to the conditions laid down in item 45 Appendix IV, KFC Vol. II	To sanction the hiring of private building when the accommodation is provided in a separate building for a rent upto Rs. 600 in each case subject to the conditions laid down in item 45 Appendix IV, KFC Vol. II
Inspector of factories and Boilers/Inspectress of factories for Women's Welfare/Additional Inspector of Factories.	
<i>Financial powers</i>	
1. To incur non-recurring contingent expenditure upto a maximum of Rs. 30 in each case subject to budget provision	To incur non-recurring contingent expenditure upto a maximum of Rs. 100 in each case subject to budget provision
Administrative Officer	
<i>Financial powers</i>	
1. To sanction purchase of furniture in accordance with the standards prescribed in the Book of Financial Powers subject to a maximum limit of Rs. 500 in each case and subject to the Budget provision and observance of Store Purchase Rules.	To sanction purchase of furniture in accordance with the standards prescribed in the Book of Financial Powers subject to a maximum of Rs. 1,000 in each case and subject to the Budget provision and Store Purchase Rules.
2. To incur non-recurring contingent expenditure upto Rs. 100 in each case subject to budget provision and relevant rules in the K F C	To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provision in the K F C
Administrative Officer in the Office of the Labour Commissioner	
<i>Administrative powers</i>	
	1. To regulate the work in the office of the Labour Commissioner
	2. To dispose of all non-technical papers which may come up as a matter of routine including petitions except those containing specific complaints against the conduct of departmental authorities

	3. To sanction appointment and promotion of all non-gazetted officers included in the Ministerial service, subject to recruitment rules.
	4. To sanction transfers and postings of all non-gazetted officers in the department whom he is competent to appoint.
	5. To sanction all kinds of leave, Leave without allowances not exceeding 120 days and special disability leave to Non-gazetted officers whom he is competent to appoint.
	6. To address the accountant General; in all matters except in cases where the provisions of the concerned Act and Rules there under required that the order and instruments have to be signed by the Labour commissioner himself.
	7. To sanction pension to all officers whom he is competent to appoint.
	8. To sanction destruction of old records in the office of the Labour commissioner as laid down in the Manual of Office Procedure.
	9. To conduct administrative inspection of all officers under the Labour Commissioner and forward reports with review thereof to the Labour Commissioner.
<i>Financial powers</i>	
	1. to countersign the establishment pay bill, T A bills and contingent bills of the entire Non-gazetted establishment including last grade servants of the office of the Labour Commissioner
	2. To sanction payment of advertisement charges upto Rs. 250 in each case subject to the condition that the rates are approved by the Director of Public Relations
	3. To sanction investigation of arrear claims (except time barred claims) of all officers upto the rank of Deputy Labour Commissioner and under contingencies, which are not more than 5 years old.
	4. To incur non-recurring contingent expenditure upto Rs. 500 in each case subject to Budget provision, and in

	accordance with the rules in the Kerala Financial Code.
	5. To sanction temporary advances and non-refundable advances in Ordinary cases to all Non-gazetted Officers and gazetted Officers in the department upto the rank of the Deputy Labour Commissioner, from the provident Fund Deposits, subject to the rules.
	6. To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 100 in each case subject to a maximum of Rs. 1,000 per annum
	7. To sanction disposal of unserviceable articles upto a book value of Rs. 1,000 in each case subject to an annual limit of Rs. 5,000.
	8. To sanction purchase of items of furniture subject to a maximum of Rs. 1,000 in each case, budget provision, prescribed standards and Store Purchase Rules.
	9. To sanction reimbursement of medical expenses of officers upto the rank of Deputy Labour Commissioner subject to the condition and limitation under the Government servants medical benefits rules and also to condone delay in deserving cases upto one month.
Director of Employment	
<i>Financial powers</i>	
1. To incur expenditure for supply of light refreshments to members at meetings of committees upto Rs. 500 per annum subject to the condition that per head expenditure will not exceed 50 paise.	To incur expenditure for the supply of refreshments to members at meetings of committees subject to the condition that per head and per meeting expenditure will not exceed Rs. 1 and Rs. 40 respectively.
2. To sanction renting of private buildings for Government purposes at a monthly rent not exceeding Rs. 400	To sanction renting of private buildings for Government purposes at a monthly rent of Rs. 1,500 subject to rent certificate from Public Works Department and norms prescribed regarding space.
3. Government direct that when the Superintendent of Government Presses cannot meet the requirements of a Department within a month, the Head of the Department will get the work done	To sanction printing in private Presses in emergent situations not costing more than Rs.250 at a time and subject to an annual monetary limit of Rs. 5,000.

<p>locally at a cost not exceeding at a time Rs. 2,000 on condition that the rates should not be above the rates to be prescribed by the Superintendent, Government Presses. In emergent situations, Heads of Departments are authorised without referring to the Superintendent of Government Presses to entrust with private presses jobs of works, not costing more than Rs. 50 at a time and subject also to an annual monetary limit of Rs. 500. In all such cases, quotations should be invited and other formalities observed. In the interest of economy and efficiency, the Superintendent of Government Presses will prescribe a schedule of rates and circulate it to the Heads of departments so that they can follow these rates.</p>	
<p>4. The monetary limit is raised Rs. 2,000 in each case without annual limit. The Budget provision will be the annual limit.</p>	<p>To sanction repairs of Motor vehicles at cost not exceeding Rs. 5,000 in each case subject to rules.</p>
<p>Joint Director of Employment</p>	
<p><i>Financial powers</i></p>	
<p>1. To sanction temporary withdrawals from Provident Fund deposits of subordinate officers upto a maximum of Rs. 2,000 in normal cases and Rs. 1,000 for special reasons, subject to the conditions and limitations prescribed under the rules of Fund.</p>	<p>To sanction temporary advances and N R Advances in ordinary cases from the P F Accounts as per the rules of the Fund.</p>
<p>2. To sanction purchases of references Books, journals, maps, charts, guidance materials etc., required by the department upto Rs. 50 in each case and an annual limit of Rs. 1,000 subject to budget provision and rules.</p>	<p>To sanction purchase of reference books journals, maps, charts etc., upto Rs. 100 in each case and annual limit of Rs. 1,000 subject to budget provision and rules.</p>
<p>3. To sanction purchase of stationery in urgent unforeseen circumstances upto a limit of Rs. 100 in each case subject to an annual limit of Rs. 1,000 observing Stores Purchase Rules.</p>	<p>To sanction purchase of stationery in urgent unforeseen circumstances upto a limit of Rs. 200 in each case and subject to an annual limit of Rs. 2,000 observing Stores Purchase Rules.</p>
<p>4. To sanction the disposal, as per rules, if unserviceable or surplus stores, furniture and other materials upto a book value of Rs. 250 in each case and an annual limit of Rs. 2,000.</p>	<p>To sanction the disposal, as per rules, of unserviceable or surplus stores, furniture and other materials upto a book value of Rs. 500 in each case and an annual limit of Rs. 6,000.</p>

Administrative Officer	
<i>Financial powers</i>	
1. To sanction temporary withdrawals from Provident Fund deposits or subordinate officer upto a maximum of Rs. 1,500 in normal cases and Rs. 500 for special reasons subject to the conditions and limitations prescribed under the rules of the fund.	To sanction temporary advances from P F accounts from subordinate officers as per the rules of the Fund.
2. To sanction purchase of stationery in urgent and unforeseen circumstances upto a limit of Rs. 50 in each case, subject to an annual limit of Rs. 250 observing stores Purchases rules.	To sanction purchase of stationery in urgent and unforeseen circumstances upto a limit of Rs. 50 in each case, subject to an annual limit of Rs. 500 observing stores Purchases rules.
3. To incur non-recurring of contingent expenditure upto Rs 100 in each case, subject to budget provision and the relevant rules in the K F C.	To incur non-recurring of contingent expenditure upto Rs 200 in each case, subject to budget provision and the relevant rules in the K F C.
Divisional Employment Officers	
<i>Administrative powers</i>	
1. To make appointments to sanctioned posts in the division the maximum pay of which does not exceed Rs. 18 per mensem. Subject to Public Service recruitment rules	To make appointments to sanctioned non-gazetted posts in the division subject to Public Service recruitment rules
<i>Financial powers</i>	
1. To sanction advertisement charges upto Rs. 50 in each case subject to budget provisions and the usual conditions.	To sanction payment of advertisement charges upto Rs. 100 in each case subject to maximum Rs. 500 per annum.
2. To sanction purchase of stationery locally in urgent and unforeseen cases upto Rs. 25 in each case subject to a maximum of Rs. 100 per annum observing the Stores Purchase Rules.	To sanction purchase of stationery locally in urgent and unforeseen cases upto Rs. 25 in each case subject to a maximum of Rs. 300 per annum observing the Stores Purchase Rules.
District Employment Officers and Deputy Chiefs, University Employment Information and Guidance Bureau	
<i>Financial powers</i>	
1. To sanction in normal cases temporary withdrawals from P F deposits non-gazetted subordinates upto a maximum of Rs. 500 in case subject to the rule of the fund.	To sanction temporary advances from P F deposits of the N G Os in his office as per the rules of the fund.
2. To sanction purchase of stationery locally ion urgent and unforeseen cases upto a limit of Rs. 10 in each case and a maximum of Rs. 50 per annum observing the Stores Purchase Rules.	To sanction purchase of stationery locally ion urgent and unforeseen cases upto a limit of Rs. 10 in each case and a maximum of Rs. 50 per annum observing the Stores Purchase Rules.

Employment Officer (Professional and Executive)	
<i>Financial powers</i>	
1. To sanction in normal cases temporary withdrawals from P F deposits to the Officers under him upto a maximum of Rs. 750 in each case subject to the rules of the fund	To sanction temporary advances from P F deposits of all subordinate officers in his office subject to the rules of the fund.
2. To sanction the purchase of furniture from Public Works Department Workshops or from any other Government agency for his office subject to budget provision.	To sanction the purchase of furniture for his office subject to a maximum of Rs. 5,000 per annum subject to Stores Purchase rules and budget provision.
Sub Regional Employment Officer, Special Employment Exchange for Physically Handicapped	
<i>Administrative powers</i>	
	1. To make appointments to sanctioned posts in his office in the last grade service, subject to recruitment rules
	2. To sanction all kinds of leave except study leave, special disability leave and leave without allowances for periods not exceeding 120 days, to all non-gazetted officers in his office.
<i>Financial powers</i>	
	1. To sanction temporary advances from the P F Deposits of the officers under him subject to rules of the fund.
	2. To sanction advertisement charges upto Rs. 100 in each case and subject a maximum of Rs. 500 per annum and budget provision and other conditions.
	3. To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 25 in each case subject to a maximum of Rs. 100 per annum observing the Stores Purchase Rules.
	4. To sanction purchase of books required to his office upto a maximum of Rs. 50 in each case and Rs. 200 pr annum subject to budget provision.
	5. to incur non-recurring contingent expenditure upto Rs. 50 in each case subject to budget provision and the genera; rule in Appendix 4 of K F C.
	6. To sanction write off of the value of unserviceable articles subject to an annual limit of Rs. 500 when the book value does

	not exceed Rs. 50 in each case and subject to the provisions of Article 318 of K F C.
	7. To sanction disposal of unserviceable or surplus stores, office furniture, dismantled materials etc., as the case may be upto a book value of Rs. 50 in each case, subject to the annual limit of Rs. 500 subject to the rules of the articles 167 K F C.
	8. To sanction repairs of furniture in his office upto a maximum of Rs. 50 in each case subject to the annual limit of Rs. 250 and subject to budget provision.
	9. To sanction tours of all officers in his office, within the jurisdiction, subject to budget provision and also to countersign the establishment and T A bills of the establishment.
	10. To draw contingent bills of establishment in the office and also the bills for water, electricity, telephone and Municipal charges.
Employment officers, Town Employment Exchange	
<i>Administrative powers</i>	
	1. <i>Appointments</i> To make appointments to sanctioned post in the district in the last grade service, subject to Public service recruitment rules.
	2. <i>Leave</i> To sanction all kinds of leave except study leave, special disability leave and leave without allowances in excess of 120 days to all N G Os in his office.
<i>Financial powers</i>	
	1. <i>Temporary withdrawals from P F Deposits</i> To sanction temporary withdrawals from P F Deposits of non-gazetted subordinates in his office as per the rules of the fund.
	2. <i>Local Purchase of Stationery</i> To sanction purchase of stationery locally in urgent and unforeseen cases upto a limit of Rs. 25 in each case and a maximum of

	Rs 200 per annum observing the Stores Purchase Rules.
	<p>3. <i>Purchase of Books, Maps etc</i></p> <p>To sanction purchase of books required in the district for the use of the department upto a maximum limit of Rs. 25 in each case and Rs. 100 per annum subject to budget provision.</p>
	<p>4. <i>Non-recurring contingent expenditure</i></p> <p>To incur non-recurring contingent expenditure upto Rs 25 in each case subject to budget provision and the general Rules in Appendix 4 of the K F C</p>
Director of Training	
<i>Financial powers</i>	
1. When the Superintendent of Government Presses cannot meet the requirements of printing within a month he Head of Department will get the work done locally at a cost not exceeding at a time Rs. 2,000 on condition that the rate should not be above the rates prescribed by the Superintendent, Government Presses. In emergent situation the Heads of Departments are authorised without referring top the Superintendent of Government Presses, to entrust to private persons works not costing more than Rs. 50 at a time and subject to annual monetary limit of Rs. 500.	To sanction printing by private presses when the superintendent of Government Presses and Books and Publications Limited Cochin cannot meet the requirements of the department within a month, at a cost not exceeding Rs. 6,000 at a time subject to the condition that rates do not exceed those prescribed by the Superintendent of Government Presses.
2. To incur expenditure for each ceremonial function upto Rs. 1000	To incur expenditure for each ceremonial function upto Rs. 500
3. To sanction hiring of a private building upto Rs. 400 per mensem in each case.	To sanction renting of private building for Government purpose at a monthly rent to Rs. 1,500 subject to rent certificate from Public Works Department and norms prescribed regarding space
Joint Director of Training	
<i>Financial powers</i>	
1. To sanction temporary withdrawals from provident fund deposits of subordinate officers upto a maximum of Rs. 1,500 in normal cases and Rs. 500 for special reasons, subject to the conditions	To sanction temporary advances and Non-refundable advances in normal cases from the P F Deposits of Subordinate Officers as per the rules of the Fund.

and limitations prescribed under the rules of the fund.	
2. To sanction purchase of furniture subject to budget provision and observances of Stores Purchase Rules and also subject to the limit of Rs. 1,000 in each case.	To sanction purchase of furniture subject to budget provision and Stores Purchase Rules at a cost not exceeding Rs. 5,000 in each case.
3. To sanction purchase of technical reference books and periodicals, journals, maps, charges, guidance materials, etc., required by the department, subject to budget provisions and rules and also subject to the limit of Rs. 500 at a time and to effect advance payment in respect of them.	To sanction purchase of technical reference books and periodicals, journals, maps, etc., required by the department, subject to budget provisions and rules at a cost not exceeding Rs. 1,500 at a time and to effect advance payment in respect of them.
4. To sanction purchase of stationery in urgent and unforeseen circumstances upto Rs. 100 at a time and an annual limit of Rs. 750 subject to budget provisions and observances of Stores Purchase Rules.	To sanction purchase of stationery in urgent and unforeseen circumstances upto Rs. 200 at a time and an annual limit of Rs. 2,000 subject to budget provisions and observances of Stores Purchase Rules.
5 (a) To sanction disposal, as per rules of unserviceable articles upto book value of Rs, 1,500 in each case and an annual limit of Rs. 25,000. (b) To sanction disposal of training models in auction.	(a) To sanction disposal, as per rules of unserviceable articles upto book value of Rs, 5,000 in each case and an annual limit of Rs. 50,000. (b) To sanction disposal of training models in auction.
6. To incur non-recurring contingent expenditure upto Rs 500 in each case, subject to budget provision and the relevant rules in the K F C	To incur non-recurring contingent expenditure upto Rs 1,500 in each case, subject to budget provision and the relevant rules in the K F C
7. To sanction payment of demurrage/wharfage charges and such other penal charges upto Rs. 25 in each cases, after due satisfaction that the charges incurred not on account of any fault on the part of the department and that the payment is unavoidable.	To sanction payment of demurrage/wharfage charges and such other penal charges upto Rs. 300 in each cases, after due satisfaction that the charges were incurred not on account of any fault on the part of the department and that the payment is unavoidable.
8. To sanction expenditure in connection with verification of stores and stock, accepting lowest rates, subject to a limit of Rs. 500 in each case and observances of Stores Purchase Rules.	To sanction expenditure in connection with verification of stores and stock, accepting lowest rates, subject to a limit of Rs. 3,000 in each case and observances of Stores Purchase Rules.
9. To sanction write-off of irrecoverable arrears due to Government upto Rs. 50 in each case, subject to an annual limit of Rs. 1,000 and relevant rules.	To sanction write-off of irrecoverable arrears due to Government upto Rs. 200 in each case, subject to an annual limit of Rs. 5,000 and relevant rules.

10. To issue administrative approval in respect of estimate of original works upto Rs. 25,000 subject to budget provision and inclusive of the works in the scheme approved by Government.	To issue administrative approval in respect of estimate of original works upto Rs. 1 lakh subject to budget provision and included in the scheme approved by Government.
11 (a) To sanction purchase of training materials upto Rs. 15,000 at a time subject to budget provision and observance of Stores Purchase Rules.	a) To sanction purchase of training materials upto Rs. 50,000 at a time subject to budget provision and observance of Stores Purchase Rules.
(b) To sanction purchase of equipments (including machinery) required for the Department upto Rs. 5,000 at a time subject to budget provision and observance of Stores Purchase Rules.	(b) To sanction purchase of equipments (including machinery) required for the Department upto Rs. 25,000 at a time subject to budget provision and observance of Stores Purchase Rules.
	To sanction repairs in respect of equipments and machinery upto Rs. 5,000 at a time and an annual limit of Rs. 50,000 subject to budget provision and rules
	To sanction repairs in respect of vehicle of the department (including those used for training) in workshops approved by Government upto Rs. 3,000 in each case, subject to verification of rates by the {public works Department and other rules.
12. To accord administrative sanction for purchase of recurring supplies required for normal running of the department and non-recurring items required for training such as equipments, machines, workshop and laboratory accessories etc., upto Rs. 15,000 at a time subject to budget provision	To accord administrative sanction for purchase of recurring supplies required for normal running of the department and non-recurring items required for training such as equipments, machines, workshop and laboratory accessories etc., upto Rs. 50,000 at a time subject to budget provision
Administrative Officer	
<i>Financial powers</i>	
1. To sanction temporary withdrawals from Provident Fund Deposit of non-gazetted officers in the Directorate upto Rs. 1,000 in each case subject to other conditions and limitations under the rules for granting such advance.	To sanction temporary withdrawals from Provident Fund Deposit of officers of the Directorate as per the G P F Rules, in force from time to time.
2. To incur non-recurring contingent expenditure in the office of the Director upto Rs. 100 in each case subject to budget provision and in accordance with the rules in the K F C.	To incur non-recurring contingent expenditure in the office of the Director upto Rs. 100 in each case subject to budget provision and in accordance with the rules in the K F C.
3. To sanction local purchase of stationery	To sanction local purchase of stationery

articles in urgent and unforeseen circumstances upto Rs. 50 in each case subject to a maximum of Rs. 250 per annum observing Stores Purchase Rules.	articles in urgent an unforeseen circumstances upto Rs. 150 in each case subject to a maximum of Rs. 750 per annum observing Stores Purchase Rules.
4. To sanction payment of advertisement charges upto Rs. 100 in each case subject to condition that the rates are approved by Director of Public Relations.	To sanction advertisement charges upto Rs. 300 in each case subject to condition that the rates are approved by Director of Public Relations.
5. To sanction printing of publicity materials, pamphlets, circulars, forms, etc., required for the Department upto Rs. 50 at a time subject to an annual limit of Rs. 500 in accordance to the standing instruction	To sanction printing of publicity materials, pamphlets, circulars, forms, etc., required for the Department upto Rs. 150 at a time subject to an annual limit of Rs. 1,500 in accordance to the standing instruction
6. To sanction purchase of furniture locally subject to a maximum limit of Rs. 500 in each case subject to the budget provision and rules.	To sanction purchase of furniture locally subject to a maximum limit of Rs. 1,500 in each case subject to the budget provision and stores purchase rules.
7. To sanction purchase of non-technical references books for the use of the officers of the Department subject to budget provision and observing the rules in Appendix IV, K F C., Volume II upto a limit of Rs. 20 in each case subject to a maximum of Rs. 200 per annum.	To sanction purchase of non-technical references books for the use of the officers of the Department subject to budget provision and observing the rules in Appendix IV, K F C., Volume II upto a limit of Rs. 60 in each case subject to a maximum of Rs. 600 per annum.
Principals of Industrial Training Institutes	
<i>Financial powers</i>	
1. To sanction purchase of training materials upto Rs. 1,000 a time, subject to maximum of Rs. 30,000 per annum subject to the following condition:- (a) the amount spent by the Principals on purchase should not exceed an amount calculated at the rate of Rs. 25 per trainees per month for a quarter. (b) The stock of raw materials held by the training institute concerned should not exceed the requirement or 6 month	To sanction purchase of training materials upto Rs. 5,000 at a time, subject to maximum of Rs. 1 lakh per annum subject to the following condition:- (a) The amount spent by the Principals on purchase should not exceed an amount calculated at Rs. 40 per trainee per month (b) The stock of raw materials held by the training institute concerned should not exceed the requirement or 6 month
2. To sanction temporary G P F advance upto a limit of Rs. 1,000	To sanction temporary advances from P F deposits to all subordinates both technical and non-technical as per rules.
Training Officers of Related Instruction Centres	
<i>Administrative Powers</i>	
	1. To sanction all kinds of leave except

	study leave, special disability leave and leave without allowances in excess of 120 days to all N G Os working under them observing the provisions in K S Rs
	<i>Financial Powers</i>
	1. To sanction temporary advances from P F deposits to all subordinate officers in his office, as per rules of the fund.
	2. to sanction expenditure on non-recurring items of contingent expenditure except medical bills upto Rs. 50 on any one item at a time.
	3. To incur recurring contingent expenditure upto Rs. 50 at a time and subject to a maximum of Rs. 1,000 per annum.
	4. To pay remuneration to Guest Lecturers at the rates approved by Government from time to time.
	5. To pay bus fare to the trainees of the R I Centres at the rates fixed by Government from time to time.