

# **DELEGATIONS OF POWERS COMMON TO ALL DEPARTMENTS AND SPECIAL POWERS TO CERTAIN DEPARTMENTS ARE AS.**

## **1. OFFICER CATEGORIES**

- Officer in Category -I
- Officers in Category -II
- Officers in Category -III
- Officers in Category –IV

## **2. SECOND SCHEDULE POWERS COMMON TO ALL DEPARTMENTS**

- Powers to abolish Posts .
- Powers to incur expenditure on Development Schemes..
- Powers to incur Expenditure debitable to heads "Purchase of durable goods.
- Administrative approval to works/ Development Schemes.
- Re-appropriation of funds.
- Declaration of stores (including vehicles earth moving and Agricultural Machinery) surplus.
- Purchase and Replacement of vehicles including commercial vehicles .
- Powers to sanction expenditure on Repairs, Replacement of parts.
- Powers to Refund in accordance with rules.
- To write off losses other than those .
- Powers to Sanction investigation of claim of Government servants to Arrears.
- Powers to incur expenditure on other official entertainments

## **3. THIRD SCHEDULE SPECIAL POWERS TO CERTAIN DEPARTMENTS**

- Administration and Establishment Dept:
- Administration of Justice.
- Agriculture Department.
- Live Stock & Dairy Development (Agriculture Department:)
- Agriculture Department (Coop Wing) .
- Anti Corruption Department.
- Education Department.
- Environment Department.
- Excise and Taxation Department.
- Fisheries Wing.
- Food Department.
- Forest Department (Forest and Wildlife Wing)
- Health Department .
- Industries , Commerce , Labour , Min: Dev: & Technical Education.
- Irrigation Department.
- NWFP Public Service Commission.
- Police Department.
- Prison Department.
- Revenue Department
- Stationery and Printing Department.
- Works and Services Department.

## **FIRST SCHEDULE**

**[See Rule 2(i)]**

### **PART-I**

#### **OFFICERS IN CATEGORY-I**

1. Secretaries to Government (including Chief Secretary, Additional Chief Secretary and Senior Member Board of Revenue. Chief Secretary shall be the Secretary to

Government so far as establishment is concerned if no other Secretary to Government in Establishment and Administration Department has been so declared as Secretary ).

2. Chief Justice and Senior Judge of Peshawar High Court.
3. Secretary to Governor, NWFP.
4. Secretary to Chief Minister, NWFP.
5. Secretary Provincial Assembly.
6. Secretary Administration.
7. Advocate General, NWFP
8. Additional Secretaries Incharge Administration in an Administrative Department.
9. Chairman, NWFP Public Service Commission.
10. Chairman, NWFP Services Tribunal.
11. Chairman Governor's Inspection Team
12. Chairman, Labour Appellate Tribunal.
13. Chief Executive, Government Lady Reading Hospital, Khyber Teaching Hospital/Khyber Medical College and College of Dentistry, Ayub Teaching Hospital/Ayub Medical College, Hayatabad Medical Complex/Post Graduate Medical Institute.
14. Chief Conservator of Forest
15. Comptroller, Stationary & Printing.
16. Chief Engineers (All)
17. District Coordination Officer
18. Dean, Post Graduate Medical Institutes, Peshawar.
19. Director of Education (Colleges)
20. Director of Technical Education.
21. Director Minerals
22. Director Primary Education.
23. Director Secondary Education.
24. Director General Health Services
25. Director General, Excise & Taxation.

26. Director Staff Training Institutes.
27. Director Veterinary Research Institute Peshawar.
28. Director Bureau of Curriculum
29. Director, Anti-Corruption Establishment.
30. Director of Food
31. Director of Industries.
32. Director, Works and Services.
33. Director, Provincial Building Cell.
34. Director, Labour Welfare
35. Director of Information.
36. Director Bureau of Statistics
37. Deputy Inspector General of Police. Incharge of an office or a functional branch.
38. Heads of Attached Department (All)
39. Inspector General of Police (include Additional IGP)
40. Inspector General of Prisons
41. Members, Board of Revenue
42. Medical Superintendents District Headquarter Hospital
43. Principles of Medical Colleges including College of Dentistry.
44. Project Directors (in BPS-20)
45. Principles of Polytechnic Institutes/Colleges of Technology.
46. Presiding Officers, Revenue Appellate Courts.
47. Registrar, Peshawar High Court.
48. Registrar, Cooperatives

**PART-II**  
**OFFICERS IN CATEGORY-II**

1. All Officers incharge of independent Offices in BPS-19 and above not included in Part-I.
2. Executive District Officers (All)

3. All Officers not below the rank of Deputy Secretary incharge of Administration of various Administrative Departments in Civil Secretariat.
  4. Deputy Director Food.
  5. Director, Civil Defense
  6. Director, Local Fund Audit.
  7. Director, Archives.
  8. Director, Manpower & Training.
  9. Deputy Director, Labour Welfare
  10. Director, Land Records/Inspector General of Registration
  11. District Police Officers (All)
  12. Deputy Directors/Directresses of Colleges/Schools.
  13. Electric Inspectors
  14. Principals of Intermediate Colleges.
  15. Principals Headmasters/Headmistresses of High Schools (BPS-18).
  16. Principals Commercial Training Institutes.
  17. Principals Vocational Institutes.
  18. Principals Comprehensive High Schools.
  19. Principals Higher Secondary Schools.
  20. Principals Government Elementary Colleges.
  21. Principals Inservice Teachers Training Institutes.
  22. Principals/Superintendents Special Education Institutions.
  23. Presiding Officer Labour Court.
  24. Principal, Agriculture Training Institute, Peshawar.
  25. Project Directors (in BPs-19)
  26. Senior Statistician Improved Crops Estimate Project.
- Settlement Officers.

**PART-III**  
**OFFICERS IN CATEGORY-III**

1. All Officers Incharge of Independent offices in Grade-18.
2. Assistant Directors of Livestock & Dairy Development
3. Assistant Directors of Fisheries/Sericulture.
4. Assistant Registrar Cooperative Societies.
5. Assistant Agriculture Engineers.
6. Divisional Forests Officers.
7. District Officer Incharge of District Offices decentralized to Districts under NWFP Local Government Ordinance 2001.
8. District Food Controller.
9. Manager, Stationery and Printing Department.
10. Principal Provincial Institute of Teachers Education.
11. Project Directors (in BPS-18).
12. Principles, Head Masters/Head Mistresses of High Schools.
13. Principle Commercial Training Institute
14. Principles Vocational Institute.
15. Principles Comprehensive High Schools
16. Principles Intermediate College
17. Principles Higher secondary Schools
18. Principles Government Elementary Colleges
19. Principles Inservice Teachers Training Institute.

Note: Officers shown against Serial No.2 to 18 will exercise only the powers of local purchase of indigenous stores vide Serial No.2 (a) of the second schedule. No other financial powers of Category-III Officers have been delegated to them.

**PART-III**  
**OFFICERS IN CATEGORY-III**

1. All Officers Incharge of Independent offices in Grade-18.
2. Assistant Directors of Livestock & Dairy Development
3. Assistant Directors of Fisheries/Sericulture.

4. Assistant Registrar Cooperative Societies.
5. Assistant Agriculture Engineers.
6. Divisional Forests Officers.
7. District Officer Incharge of District Offices decentralized to Districts under NWFP Local Government Ordinance 2001.
8. District Food Controller.
9. Manager, Stationery and Printing Department.
10. Principal Provincial Institute of Teachers Education.
11. Project Directors (in BPS-18).
12. Principles, Head Masters/Head Mistresses of High Schools.
13. Principle Commercial Training Institute
14. Principles Vocational Institute.
15. Principles Comprehensive High Schools
16. Principles Intermediate College
17. Principles Higher secondary Schools
18. Principles Government Elementary Colleges
19. Principles Inservice Teachers Training Institute.

Note: Officers shown against Serial No.2 to 18 will exercise only the powers of local purchase of indigenous stores vide Serial No.2 (a) of the second schedule. No other financial powers of Category-III Officers have been delegated to them.

**SECOND SCHEDULE  
POWERS COMMON TO ALL DEPARTMENTS**

<b>S.No.</b>	<b>Nature of Power</b>	<b>To whom delegated</b>	<b>Extent and Condition if any</b>
(1)	(2)	(3)	(4)
<b>1.</b>	Powers to abolish Powers	1. Administrative Department	Full
	Posts. Powers in respect	2. Officers in Category-I	Full

upto BPS-17. of all posts

3. Officers in Category-II Full

Powers in respect of a Non-Gazetted post.

**Note :-** All orders regarding abolition of posts passed by Administrative Departments or officers in Category-I,II shall be communicated to District Accounts Office, Accountant General, NWFP, Finance Department and EDO Finance, with full justification. However, powers of abolition of posts given to the above Officers/departments shall be without prejudice to powers of the Finance Department.

2. a. Local Purchase of Powers	1. Administrative Department	Full
indigenous stores		
other than Stationary Powers	2. Officers in Category-I	Full
such as Equipment,		
Plants, Machinery, item not exceeding	3. Officers in Category-II	Each
Spare Parts and Rs.50,000/-		
Other Materials. item not exceeding	4. Officers in Category-III	Each
Rs.10,000/-		
b. Purchase of Imported Powers	1. Administrative Department	Full
Stores, (involving Powers	2. Officers in Category-I	Full
Foreign Exchange), Powers	3. Officers in Category-II	Full
such as Equipments,		
Plants, Machinery,		
Spare Parts and other		

materials.

**Note:-** These purchase will be made subject to the following conditions:-

- (i) Funds have been sanctioned and released by The Finance Department.
- (ii) All purchases will be made in accordance with the NWFP Purchase Manual.
- (iii) Instructions issued by the Finance Department vide Notification No.SO(A/Cs)FD/2-8/96 dated 5.1.1997 (reproduced at page 140) until purchase Manual is notified.



b) All cases involving purchase of vehicles/Motor Cycles shall have prior concurrence of Provincial Planning, & Development and Finance Departments even if it is approved as part of PC-I.

<p><b>4.</b> Powers to incur Expenditure Powers</p> <p>debitable to heads "Purchase Powers of Durable Goods□, Repairs Rs.100,000 &amp; Maintenance of durable goods and works□ and Rs. 60,000 □Commodities and time Services□ on items Rs. 20,000</p> <p>Specifically shown in the budget estimates in detail</p>	<p>1. Administrative Department</p> <p>2. Officers in Category-I</p> <p>3. Officers in Category-II</p> <p>4. Officers in Category-III</p> <p>5. Officers in Category-IV</p>	<p>Full</p> <p>Full</p> <p>upto</p> <p>at a time</p> <p>upto</p> <p>at a</p> <p>upto</p> <p>at a time</p>
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**SECOND SCHEDULE**  
**POWERS COMMON TO ALL DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)

**5. Powers to incur Expenditure**

debitable to heads "Purchase of durable goods" Repairs & Maintenance of durable goods and works" and "Commodities and Services" where lumpsum budget provision exists and individual items are not specified

\_\_\_\_\_ in detail:

<b>5 (i)</b> Local purchase 80,000/- at a time	1. Administrative Department	Rs.
of Stationary. 20,000/- at a time	2. Officers in Category-I	Rs.
5,000/- at a time	3. Officers in Category-II	Rs.
3,000/- at a time	4. Officers in Category-III	Rs.
2,000/- at a time	5. Officers in Category-IV	Rs.

- Note:- i) Subject to the availability /release of funds.
- ii) After inviting proper tenders and adopting procedure prescribed in the Purchase Manual.
- iii) Department should not accumulate their demands requiring reference to Finance Department.

<b>5 (ii)</b> Local Purchase of other Rs.200,000	1. Administrative Department
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Stores (not involving Rs.150,000	2. Officer in Category-I	
Expenditure in foreign Rs.100,000	3. Office in Category- II	
Exchange) 20,000	4. Officers in Category-III	Rs.
5,000	5. Officer in Category-IV	Rs.
article or a		For one
similar articles		class of
one time		of stores at
splitting the		without
during the		indent
one year.		period of

Note:- (i) Subject to availability/release of funds

(ii) After inviting tenders and adopting procedure prescribed at page 140 until Purchase Manual is notified.

<b>5 (iii)</b> Electricity, Suigas, Full Powers	1. Administrative Department	
water charges and Powers	2. Officers in Category-I	Full
Government and Powers	3. Officers in Category-II	Full
Local taxes. Powers	4. Officers in Category-III	Full
Powers	5. Officers in Category-IV	Full

Note:- Subject to availability of specific provision in the budget and release of funds.

<b>5 (iv)</b>	Service Postage.	1. Administrative Department	Full
Powers			
		2. Officers in Category-I	Full
Powers			
		3. Officers in Category-II	Full
Powers			
		4. Officers in Category-III	Full
Powers			
		5. Officers in Category-IV	Full
Powers			

<b>5 (v)</b>	Postal/Courier Service,	1. Administrative Department	Full
Powers			
	Telegraph, Telephone	2. Officers in Category-I	Full
Powers			
	Fax and Internet charges	3. Officers in Category-II	Full
Powers			
	(for official business only)	4. Officers in Category-III	Full
Powers			
		5. Officers in Category-IV	Full
Powers			

Note:- i) Budget provision in respect of Gas, Water, Taxes, Internet, Fax, Telephone and Electricity charges will not be diverted/re-appropriated for any other purpose.

ii) Office telephone will be sanctioned in respect of officers not below BPS-18 by respective Administrative Secretaries with full justification that duties require a telephone. Residential telephones will be sanctioned by the Finance Department in accordance with the policy of the Government.

iii) In emergencies like floods, earthquake, railway accident, epidemics, Category-I officers may sanction installation of residential telephones or at the camp for Government officers subject to a maximum of one telephone, if already not available, upto one month.

<b>5 (vi)</b>	Hot and Cold	1. Administrative Department	Full
Powers			

Weather Charges. Powers	2. Officers in Category-I	Full
Powers	3. Officers in Category-II	Full
Powers	4. Officers in Category-III	Full
<b>5 (vii) a . Purchase of Powers</b>	1. Administrative Department	Full
Liveries. Powers	2. Officers in Category-I	Full
Powers	3. Officers in Category-II	Full
Powers	4. Officers in Category-III	Full

Note:- In accordance with the scale prescribed by the Government and after inviting tenders.

<b>b . Purchase of Typewriters Powers</b>	1. Administrative Department	Full
Duplicators, Bicycles, Powers	2. Officers in Category-I	Full
Photostat Machines & Powers	3. Officers in Category-II	Full
Computers.	4. Officers in Category-III	--

Note:- 1. Subject to availability/release of funds and after observing the codal formalities.

2. For purchase of computers or LAN, a representative of I.T.Board not having conflict of interest may be associated for expert opinion.

<b>c . Purchase of Toners/ Powers</b>	1. Administrative Department	Full
Computer Ribbons/ Powers	2. Officers in Category-1	Full
Computer Stationary. Powers	3. Officers in Category-II	Full

Powers 4. Officers in Category-III Full

Powers 5. Officers in Category-IV Full

Note:- These may be purchased after observing the codal formalities and subject to availability/release of funds.

**5 (viii)** Purchase of Powers 1. Administrative Department Full

books, maps, Powers 2. Officers in Category-I Full

Teaching material Powers 3. Officers in Category-II Full

Rs.1,500/- at a time 4. Officers in Category-III

in Education Department, Medical  
Colleges, Training and Research  
Institutes only

at a time 5. Officers in Category-IV Rs. 750/-

in Education Department only

**5 (ix)** Purchase of Powers 1. Administrative Department Full

Periodicals Powers 2. Officers in Category-I Full

and Newspapers. Powers 3. Officers in Category-II Full

Note:- 1. Administrative Secretary can purchase two newspapers and two periodicals/magazines.

2. Officers in Category-I other than Administrative Secretary can purchase one Newspaper and one Magazine.

3. Officers in Category-II can purchase one newspaper

**5 (x)** Addition to or repairs Powers 1. Administrative Department Full

of office equipments, Rs.20,000/- in each case	2. Officers in Category-I	
instruments, and furniture Rs.10,000/- in each case	3. Officers in Category-II	
(excluding agricultural 5,000/- in each case	4. Officers in Category-III	Rs.
and other machinery) in each case	5. Officers in Category-IV	Rs. 2,000/-
<b>5 (xi)</b> Hire charges of Rs.30,000/- in each case	1. Administrative Department	
furniture (for in each case	2. Officers in Category-I	Rs.30,000/-
purposes other in each case	3. Officers in Category-II	Rs. 5,000/-
than offices/ in each case	4. Officers in Category-III	Rs. 2,000/-
residences). in each case	5. Officers in Category-IV	Rs. 500/-

Note:- Hiring of furniture will be allowed only for occasional functions and not regular meetings or visit of superior officers.

<b>5 (xii)</b> Freight for movement Powers	1. Administrative Department	Full
of Government Powers	2. Officers in Category-I	Full
property including Powers	3. Officers in Category-II	Full
records.	4. Officers in Category-III	Full Powers
	5. Officers in Category-IV	Full Powers
<b>5 (xiii)</b> Charges for	1. Administrative Department	Rs.75,000
printing at	2. Officers in Category-I	Rs.20,000
private presses other	3. Officers in Category-II	Rs. 5,000
than Government	4. Officers in Category-III	Rs. 2,500
presses.	5. Officers in Category-IV	Rs. 500

Note:- Provided that Government Press has certified that it can not undertake the work and funds are available and printing is in public interest.

<b>5(xiv)</b> Copying and Powers	1. Administrative Department	Full
Translation Charges. Powers	2. Officers in Category-I	Full
	3. Officers in Category-II	Full Powers
	4. Officers in Category-III	Full Powers
	5. Officers in Category-IV	Full Powers
<b>5 (xv)</b> Expenditure in emergent in each case	1. Administrative Department	Rs.4,000
cases on account each case	2. Officers in Category-I	Rs.3,000 in
of binding work each case	3. Officers in Category-II	Rs. 750 in
executed locally. each case	4. Officers in Category-III	Rs. 500 in
each case	5. Officers in Category-IV	Rs. 100 in
<b>5 (xvi)</b> Expenditure on rent Powers	1. Administrative Department	Full
of non-residential Powers	2. Officers in Category-I	Full
buildings and land. per annum	3. Officers in Category-II	Rs.25,000
		in each case
per annum	4. Officers in Category-III	Rs.20,000
		in each case
per annum	5. Officers in Category-IV	Rs.10,000
		in each case

Note:- **For Building :** 1. Subject to the explicit conditions that

- a) the accommodation is according to the scale prescribed by the Government
- b) either the rent does not exceed the rent assessed by the Excise and Taxation Department for the purpose of Urban Immoveable Property Tax or the rent to be paid is made the basis of property tax
- c) assessment made by the Works & Services Department
- d) No Objection Certificate from Works and Services Department for Non-Availability of office accommodation.
- e) Subject to availability of budgetary provision and subject to the conditions circulated by Finance Department

vide No. S.O.(A/Cs)/FD/2-5/93, dated 14.5.1996 and time to time (page-138).

**For Land :** Subject to the condition that the Rent Reasonability Certificate should be given by an officer of the Revenue Department exercising the powers of the Collector under West Pakistan Land Revenue Act.1967.

<b>5 (xvii)</b> Rewards and 5,000	1. Administrative Department	Rs.
Bonus. 2,000	2. Officers in Category-I	Rs.
1,000	3. Officers in Category-II	Rs.

Note:- Only in case where grant of rewards or bonus is permissible under the rules.

<b>5(xviii)</b> Law Charges. Powers	1. Administrative Department	Full
Powers	2. Officers in Category-I	Full
Rs.4,000/-	3. Officers in Category-II	

Note:- This is subject to availability of funds. Where law charges have to be paid in relaxation of rules, because of case exigencies, the clearance of Law and Finance Departments will be essential.

<b>5(xix)</b> Fees to Law Powers	1. Administrative Department	Full
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Officers. Powers	2. Officers in Category-I	Full
Rs.10,000	3. Officers in Category-II	

Note:- In accordance with the prescribed scales for payment of fee. The Law Department or the Administrative Department in consultation with Law Department may sanction Fees upto 20 percent above the fixed rates particularly in important cases. For relaxation, in case of extremely important cases involving pecuniary interest of the government or policy issue, the case will be referred to Finance Department for sanction after obtaining clearance of Law Department.

<b>5 (xx)</b> Fees in other in each case	1. Administrative Department	Rs.2,000/-
cases. each case	2. Officers in Category-I	Rs.2,000/- in
each case	3. Officers in Category-II	Rs. 500/- in

<b>5(xxi)</b> Fees to personnel in Powers	1. Administrative Department	Full
Connection with depart- Powers	2. Officers in Category-I	Full
mental examination in accordance with rules.		

<b>5 (xxii)</b> Compensation payable Powers	1. Administrative Department	Full
to any individual under Powers	2. Officers in Category-I	Full
law, rules or judgment Rs.10,000/- in each case	3. Officers in Category-II	
of courts.		

<b>5 (xxiii)</b> Charges for remittance Powers	1. Administrative Department	Full
of pay or allowances of Powers	2. Officers in Category-I	Full

establishment or Powers	3. Officers in Category-II	Full
stipends to Trainees Powers	4. Officers in Category-III	Full
at Government Training Powers	5. Officers in Category-IV	Full
Centers by Money Orders/ Bank Draft etc.		

Note:- Where such remittance are authorized by rules.

<b>5(xxiv)</b> Payment of Powers	1. Administrative Department	Full
Scholarship.	2. Officers in Category-I	Full Powers
	3. Officers in Category-II	Full Powers
	4. Officers in Category-III	Full Powers
	5. Officers in Category-IV	Full Powers

Note:- Full powers within the number of scholarships sanctioned by the Finance Department in Consultation with the Administrative Department and subject to the budgetary provision/funds released.

<b>5(xxv)</b> Grant-in-Aid. Powers in	1. Administrative Department	Full
		accordance
with rules		

Note:- Subject to budgetary provision/fund released.

<b>5(xxvi)</b> Other items:- Rs.30,000/- in each case	1. Administrative Department	
a) Non- Recurring in each case	2. Officers in Category-I	Rs.15,000/-
items. in each case	3. Officers in Category-II	Rs. 7,500/-
in each case	4. Officers in Category-III	Rs. 3,000/-

in each case

	5. Officers in Category-IV	Rs. 1,500/-
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Note:- No items of expenditure should be sanctioned from "Commodities and Services" or □Others□ on un-usual or novel items except with the prior approval of the Finance Department.

b) Recurring Rs.10,000/-  items.	1. Administrative Department	
	2. Officers in Category-I	Rs. 5,000/-
	3. Officers in Category-II	Rs. 2,000/-
	4. Officers in Category-III	Rs. 1,000/-
	5. Officers in Category-IV	Rs. 500/-

Note:- No expenditure should be sanctioned from "Commodities and Services" on un-usual items except with the prior approval of the Finance Department.

<b>5 (xxvii)</b> Conveyance Charges Powers  for performance of Powers  Official duty. per annum  per annum	1. Administrative Department	Full
	2. Officers in Category-I	Full
	3. Officers in Category-II	Rs.5,000/-
	4. Officers in Category-III	Rs. 1,000/-

Note:- Subject to budgetary provision/release of funds.

<b>5(xxvii)</b> Servicing of Computers, Powers  Photostat Machines, per annum  Electrical Typewriters, and 5,000 per annum  Oiling, Servicing & Repair 2,000 per annum  Of typewriters in use of  Government Offices/institutions	1. Administrative Department	Full
	2. Officers in Category- I	Rs.10,000
	3. Officers in Category-II	Rs.
	4. Officers in Category-III	Rs.

<b>5(xxviii)</b> Powers to incur expenditure for hiring of vehicles for Law and order duties Rs.20,000 per annum  Rs.10,000 per annum  5,000 per annum	1. Administrative Department	Full Powers
	2. Officers in Category-I	Full Powers
	3. Officers in Category-II	Upto
	4. Officers in Category-III	Upto
	5. Officers in Category-IV	Upto Rs.

Note:- Subject to the condition that budgetary allocation is available and funds have been released.

<b>5(xxix)</b> Powers to incur expenditure on investigation of a criminal case. Rs.15,000 in each case  Rs.10,000 in each case  5,000 in each case  2,500 in each case	1. Administrative Department	Full Powers
	2. Officers in Category-I	Upto
	3. Officers in Category-II	Upto
	4. Officers in Category-III	Upto Rs.
	5. Officers in Category-IV	Upto Rs.

<b>5(xxx)</b> Powers to sanction budget Bonus upto a  in Finance Department, P & D maximum of 3 months  Department.	1. Chief Secretary	Full Powers      basic pay.
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**Miscellaneous Expenditure**

<b>5 (xxxi)</b> Contribution and subscription Powers	1. Administrative Department	Full
<b>5 (xxxii)</b> Delegation Abroad Powers subject to  conditions.	1. Administrative Department	Full   prescribed
<b>5 (xxxiii)</b> Conferences/Seminars/ Powers subject to	1. Administrative Department	Full

Workshops/Symposia  
availability of Funds.

<b>5(xxxiv)</b> P.O.L. Charges Powers	1. Administrative Department	Full
	2. Officers in Category-I	Full
Powers		
3 . Officer in Category-II	Full Powers	

Note:- Subject to availability/release of funds and prescribed limits.

<b>5(xxxv)</b> Royalties, Rates and Taxes Powers	1. Administrative Department	Full
	2. Officer in Category-I	Full
Powers		
	3. Officer in Category-II	Full
Powers		

<b>5(xxxvi)</b> Publicity and Advertisement Powers	1. Administrative Department	Full
	2. Officer in Category-I	Full
Powers		
	3. Officer in Category-II	Full
Powers		

<b>5(xxxvii)</b> Payment to other for Powers	1. Administrative Department	Full
	2. Officer in Category-I	Full
services rendered		
Powers		

<b>5(xxxviii)</b> Contribution and Powers	1. Administrative Department	Full
	2. Officer in Category-I	Full
Subscription		
Powers		

Note:- Subject to availability/release of funds.

<b>5(xxxix)</b> Secret Service Expenditure Powers	1. Administrative Department	Full
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Note:- Subject to availability/release of funds by  
Finance Department.



Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned  
department **Chairman**

b) A representative of Finance Department  
(not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below  
the rank of Assistant Chief of Section).  
**Member**

d) A representative of Technical Department if it involves  
works (not below the rank of Superintendent  
Engineer) **Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

iii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

iv) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

v) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

vi) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

vii) The schemes do not have economic or other repercussions beyond the province.

Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:- 4 a) The District Development Committee shall consist of District Coordination Officer:

Chairman	District Nazim	
Chairman	District Coordination Officer	Vice
Member	Executive District Officer Finance & Planning	
Member/Secretary	District Planning Officer	
Member	District Officer Finance	
Member	Executive District Officer Works & Services	
Member	Executive District Officer Sponsoring Department	
Member	District Officer of Sponsoring Department	

The attendance of Planning and Finance representatives shall be compulsory

b) The power for approval of schemes shall be subject to the following conditions:-

(i) the Committee shall not be competent to approve any scheme based on subsidy

(ii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iii) The Committee shall approve schemes only relating to functions devolved to Districts.

(iv) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

(v) The District Officer of P & D will issue minutes of the meeting of District Development Committee while representatives of Planning and Finance will present their report regarding scrutiny, viability, compliance of financial rules for consideration.

Note:-5. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.



Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned  
department **Chairman**

b) A representative of Finance Department  
(not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below  
the rank of Assistant Chief of Section).  
**Member**

d) A representative of Technical Department if it involves  
works (not below the rank of Superintendent  
Engineer) **Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

iii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

iv) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

v) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

vi) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

vii) The schemes do not have economic or other repercussions beyond the province.

Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:- 4 a) The District Development Committee shall consist of District Coordination Officer:

Chairman	District Nazim	
Chairman	District Coordination Officer	Vice
Member	Executive District Officer Finance & Planning	
Member/Secretary	District Planning Officer	
Member	District Officer Finance	
Member	Executive District Officer Works & Services	
Member	Executive District Officer Sponsoring Department	
Member	District Officer of Sponsoring Department	

The attendance of Planning and Finance representatives shall be compulsory

b) The power for approval of schemes shall be subject to the following conditions:-

(i) the Committee shall not be competent to approve any scheme based on subsidy

(ii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iii) The Committee shall approve schemes only relating to functions devolved to Districts.

(iv) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

(v) The District Officer of P & D will issue minutes of the meeting of District Development Committee while representatives of Planning and Finance will present their report regarding scrutiny, viability, compliance of financial rules for consideration.

Note:-5. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.

**SECOND SCHEDULE**  
**POWERS COMMON TO ALL DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
<b>8.</b>	Declaration of stores Powers  (including vehicles earth value of  moving and Agricultural per item.  Machinery) surplus. value Rs.50,000	1. Administrative Department  2. Officers in Category-I  3. Officer in Category-II	Full  Upto  Rs.4 Lac  Upto  Per item

Note:- Subject to the following conditions:-

- a) Brief justification for declaring stores surplus or unserviceable should be given to and by Administrative Department and Director General Audit in each case.
- b) These amounts refer to un-depreciated Book value.
- c) The Dead Stock Registrar will be maintained and updated accounting for each item.

<b>9.</b>	Power to declare motor Powers  vehicles, earth moving and value of  agriculture machinery, per item  equipment, Spares, and value of  stores as unserviceable. per item	1. Administrative Department  2. Officers in Category-I  3. Officers in Category-II	Full  Upto the  Rs.4 Lac  Upto the  Rs.50,000
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Note:- Under Rule 8 is also applicable in this case.

<b>10.</b>	Power to dispose surplus Powers	1. Administrative Department	Full
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or un-serviceable motor Powers	2. Officers in Category-I	Full
vehicles, machinery, Rs.100,000 at a time	3. Officers in Category-II	
equipment, spares, stores by 20,000 at a time	4. Officers in Category-III	Rs.
auction after due publicity. 5,000 at a time	5. Officers in Category-IV	Rs.

Note:- Subject to the following conditions:

- a) The amounts indicated in item 8, 9 and 10 above refer to un-depreciated book value.
- b) The officer concerned shall indicate date of purchase, book value, usage upto date of declaring surplus or unserviceable and detail justification for such declaration.
- c) A copy of the order so passed shall be communicated to Administrative Department and Director General Audit in each case.

## SECOND SCHEDULE

### POWERS COMMON TO ALL DEPARTMENTS

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
11.	Purchase and Replacement Powers	1. Administrative Department	Full
	of vehicles including commercial vehicles.	2. Officers in Category-I	Full
	Four wheelers Motor cars and Motorcycles.		

Note:- 1 Subject to the following conditions:-

- a) that the strength of vehicles in the department has been sanctioned by the Finance Department and the replacement is required for keeping up the sanctioned strength;
- b) the vehicle has completed required mileage and years of service prescribed by the Government
- c) the vehicle to be replaced has been declared condemned by the competent authority
- d) that there is specific budget provision for the expenditure; and
- e) that the sanctioning authority is satisfied that the work for which the vehicle was originally sanctioned has not undergone substantial reduction making it redundant to replace the vehicle.

Note:-2 Authority competent to replace vehicles will also be competent to condemn them.

Note:-3(i) A committee consisting of Motor Vehicle Examiner, and Agriculture Engineer/Assistant Agriculture Engineers of the Agriculture Engineering Workshops of the Agriculture Department will give technical advice to competent authority whether a Government owned vehicle which has completed prescribed life and mileage may be declared condemned or it may be retained in service for sometime more after further repair, if necessary.

(ii) These instructions have been issued vide Finance Department No. S.O.(A/Cs)FD/2-2/96, dated 10.4.1996 at (Page 136 and 137).

Note:-4 The expected life in years and the mileage expected to be completed by Government owned motor vehicles before considering them for condemnation will be seven years and one lac and sixty thousand k.m respectively for all kind of vehicles (for both local and mufassil areas).



entered into with the contractor, etc so that there is normal audit check and financial control; and

iii) the expenditure should prove to be economical with reference to the service period of the tools, plants or machinery.

Note:-2 All those vehicles, whose annual repair charges work out upto 30% or more of their book value after completion of prescribed age may be abandoned and auctioned as per prescribed procedures.

Note:-3 Necessary instructions regarding repairs of vehicles etc. have been issued vide Finance Department No. S.O.(A/Cs)FD/2-3/96, dated 17.4.1996 and even No. dated 26.4.1997 and 28.2.1998 at Pages(137, 141, 142).

**SECOND SCHEDULE**  
**POWERS COMMON TO ALL DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
<b>13.</b>	Powers to Refund in accordance with rules or Powers in pursuance of decisions Rs.200,000 of court in respect of which 50,000 no appeal is proposed to be filed.	1. Administrative Department  2. Officers in Category-I  3. Officers in Category-II  4. Officers in Category-III	Full  Full  Upto  Upto Rs.
<b>14.</b>	Powers to suspend period not exceeding collection of Government dues period not exceeding months	1. Administrative Department  2. Officer in Category-I	For a  six months  For a  three
Note:- The officer will pass a detail order justifying his action while exercising these powers.			
<b>15 .</b>	Remission of Powers Government dues in accordance with rules.	1. Administrative Department	Full
Note:- A detailed order shall be passed justifying exercise of these powers in consultation with Finance Department.			
<b>16.</b>	To write off losses Rs.10,000/-	1. Administrative Department	upto

on account of  
report is sent

negligence or fraud.  
Accountant General

with full

and subject to

conditions

provided a

to the

and Audit

justification

prescribed

**SECOND SCHEDULE**  
**POWERS COMMON TO ALL DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
<b>17.</b>	To write off losses 30,000/-  other than those due 5,000/-  to negligence or fraud. prescribed  and a report to  A.G. and Audit.	1. Administrative Department  2. Officers in Category-I	upto  Upto  Subject to  conditions  sent to the

Note:-i. All cases involving loss of property, etc, exceeding Rs.5,000 should be reported to audit for comment before final orders are passed with regard to writing off of loss by Administrative Department or the Finance Department, as they case may be.

ii. A self-contained report should be sent to the Accountant General, with regard to the circumstances of the loss and the Accountant General would be entitled to call for such other documents and records as he considers necessary.

<b>18.</b>	Advances to Govt. Powers	1. Administrative Department	Full
	Servants. Powers	2. Officers in Category-I	Full
	Powers	3. Officers in Category-II	Full

Note:-1 Administrative Department and Officers in Category-I to sanction advances for construction of house, purchase of house, purchase of car or any other means of conveyance or purchase of typewriter.

<b>19.</b>	<b>HONORARIA</b> Powers	1. Administrative Department	Full
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Note: Subject to the following conditions:-  
a) This will be subject to the relevant Rules prescribed regarding grant of honoraria;

b) the total amount of the honoraria shall not exceed the amount provided in budget for the payment of honoraria and no re-appropriation shall be made from other budget heads for this purpose;

c) the sanction for the honoraria must show specific detail of the work done;

d) the amount of honoraria for each individual shall not exceed one month's pay;

e) each Administrative Department will send consolidated statement to the Chief Secretary and Finance Department showing names and amount; and

f) The honoraria fees in connection with the Departmental examinations will be paid in accordance with the rules of the various Departments.

**SECOND SCHEDULE**  
**POWERS COMMON TO ALL DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
<b>20.</b>	Powers to Sanction	1. Administrative Department	Full
	investigation of claim of	2. Officers in Category-I	Full
	Powers		
	Government servants to	3. Officers in Category-II	Full
	Powers		
	Arrears of pay, allowances etc.	4. Officers in Category-III	Full
	Powers		
		5. Officers in Category-IV	Full

Note:-1 Administrative Department and Officers in Category-I have full Powers in respect of T.A. Claims not more than three years old and other claims not more than seven years old.

Note:-2 Officers in Category-II,III,IV have full powers in respect of claim not more than three years old of Government Servants whom they are competent to appoint.



## SECOND SCHEDULE

### POWERS COMMON TO ALL DEPARTMENTS

S.No.	Nature of Power	To whom delegated	Extent and Condition if any
(1)	(2)	(3)	(4)
<b>22.</b>	Powers to incur expenditure on Powers  other official entertainments in connection with official meetings.  Note:- Subject to the following Conditions:  a) For light refreshment not exceeding Rs.10/- per head at meeting convened for official business.  b) For servicing Lunch boxes not exceeding Rs.150/- per head in meetings which are prolonged beyond office hours without break in the interest of government work.	1. Administrative Department	Full
<b>23.</b>	Relaxation of the prescribed time Powers  limit for submission of T.A. Bill  where no TA advance was drawn.  Note:- Where TA advance was drawn, TA adjustment bill should be submitted within one year of the date of performance of journey by the Government servant, failing which the advances will be recovered .	1. Administrative Department	Full
<b>24.</b>	Relaxation of the of the prescribed six months  time limit where the family of one year  transferred Government servant  could not join him within one year  due to shortage of accommodation,  education of children or on medical  or compassionate grounds	1. Administrative Department  2. Chief Secretary	upto  upto

**25. Grant of traveling and daily Powers**

1. Administrative Department Full

allowances or lodging charges to non-official members of commissions/ committees set-up by the Government and to foreign experts

Note:- Subject to:-

- i) It does not increase the maximum limit prescribed by the Government for highest Category.
- ii) Funds are available.

### 3. THIRD SCHEDULE SPECIAL POWERS TO CERTAIN DEPARTMENTS

#### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

#### **SPECIAL POWERS TO CERTAIN DEPARTMENT & OFFICERS.**

#### **1- ADMINISTRATION AND ESTABLISHMENT DEPARTMENT.**

##### **1.1 Technical Sanction**

a) Original works Powers	1. Administrative Department	Full
	2. Director Provincial Building Cell	Full
	3. Deputy Director Provincial Building Cell.	
Rs.500,000/-		

Note:- Subject to the conditions that excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

b) Ordinary and Special Repairs Full Powers	1. Administrative Department	
ton non-residential/office Full Powers	2. Director Provincial Building Cell	
buildings Rs.500,000/-	3. Deputy Director Provincial Building Cell	

Note:- Subject to the condition that the above powers are only for those works which are likely to be completed within a period of one year and funds are actually released.

c) Ordinary and Special Repairs	1. Administrative Department	
Rs.500,000/-		
to residential buildings	2. Director Provincial Building Cell	
Rs. 50,000/-		
	3. Deputy Director Provincial	Rs.
15,000/-		
	Building Cell.	

Note:- Subject to the condition that the above condition is not applicable on those works which are likely to be completed in more than one phase and funds are actually released.

**1.2 (i) Incurring of expenditure**

debitable to Commodities

and Services:-

Local Purchase	1. Chief Secretary	Full Powers
of Stationary.	2. Secretary Administration	Full Powers

Note:- Subject to the condition that:-

(a) Controller of Stationery and Printing Department has certified that the stationery in question can not be supplied from the Government Stores.

(b) No such certificate will be needed for an item not exceeding Rs. 500.

(ii) Addition to or repairs of	1. Chief Secretary	Full
Powers		
instruments and furniture.	2. Secretary Administration	Full
Powers		

Note:- Hiring of furniture should be avoided. The delegation is meant to cover the period till the furniture is purchased.

(iii) Expenditure on rent	1. Chief Secretary	Full
Powers		
of residential buildings	2. Secretary Administration	Full Powers
& Housing Subsidy.		

Note:- 75% of the basic pay of the occupant, or intending occupant subject to standing instructions and certificate from Works and Communication that rent is reasonable.

(iv) Ceremonial functions Powers within and State entertainments Estimates administered/organized by Rs.50,000 within	1. Chief Secretary	Full    Budget  upto
Under arrangements of E & A D Estimates.	2. Administrative Secretaries	Budget
Department Rs.50,000 within	3. Secretary Administration	

Budget Estimates

1.3 Administrative Approval for Rs.20,000,000  Works/Development Schemes	1. Administrative Department  (in sub committee)	upto
2. Administrative Department	Rs. 500,000/-  (without Sub Committee)	
3. Director Provincial Building Cell	Rs. 300,000/-	
4. Dy Director Provl. Building Cell	Rs. 50,000/-	

These powers are subject to the following conditions:-

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned department

**Chairman**

b) A representative of Finance Department

(not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below  
the rank of Assistant Chief of Section).

**Member**

d) A representative of Technical Department if it involves

works (not below the rank of Superintendent Engineer)

**Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

- ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.
- ii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.
- iii) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.
- iv) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.
- v) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.
- vi) The schemes do not have economic or other repercussions beyond the province.

Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

- a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].
- b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:-4. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

- b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.

1.4 Acceptance of Tenders Powers  Powers  Rs.500,000/-	1. Administrative Department  2. Director Provincial Building Cell  3. Deputy Director Provincial Building Cell.	Full  Full
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Note:- These powers are subject to the following conditions:-

- (i) The normal procedure laid down for invitation of tenders is followed .
- (ii) The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the 45%.
- (iii) Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tender upto the value of Rs.10 Lacs; (b) the Administrative Department if the value tender is more than Rs.30 Lacs and (c) Administrative Department, P & D Department, Finance Department, and the Government if it accedes Rs.30 Lacs or the Zila Council/Tehsil Council or Union Council as the case may be.

1.5 Sanction Tools and Plants, Powers  Powers	1. Administrative Department  a) Special  b) Ordinary	Full  Full
2. Director Provincial Budget Cell		
a) Special	Rs.2,000,000/-	
b) Ordinary	Full Powers	
3. Dy. Director Provincial Building Cell		
a) Special	Rs. 10,000/-	
b) Ordinary	Rs. 10,000/-	

Note:- Tools and Plants of a division are of two kinds:-

- a) General or ordinary tools and plants i.e. those required for the general use of the division.



<b>1.11</b> Leases of fruits trees and sale of Full Powers	1. Administrative Department	
grass growing on Government Full Powers	2. Director Provincial Building Cell	
Land Powers	3. Deputy Director Provincial Building Cell.	Full

Note:- Subject to open auction for a period of one year and proceeds are deposited in Government Account.

<b>1.12</b> Payment of Compensation under Full Powers	1. Administrative Department
Workmen's Compensation Act Full Powers	2. Director Provincial Building Cell

Note:- Subject to the conditions that payment in each case is pre-audited and all cases in which there is a doubt as to applicability of Act, are referred to the Law Department for legal advice.

<b>1.13</b> Sales of Surplus trees on Govt. Full Powers	1. Administrative Department
land other than along road. Full Powers	2. Director Provincial Building Cell

Note:- Subject to open auction provided that the land on which trees are standing is under the Control of Works and Services Department.

<b>1.14</b> Sanction employment of work Full Powers	1. Administrative Department
charged establishment Full Powers	2. Director Provincial Building Cell

Note:- Subject to the following conditions:-

- a) provision exists in the sanctioned estimates;
- b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work if required;
- c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;
- d) the power will be exercised for development schemes only (as otherwise employment of work-charged establishment is banned since 1974); and

e) services of work-charges employees will be dispensed with as soon as the works is completed and shall not be transferred to current budget or carried on from works to works.

**THIRD SCHEDULE**

-

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**2- ADMINISTRATION OF JUSTICE**

**2.1** Leases of land pertaining to Government Buildings under Administrative control of Administration of Justice. Full Powers

1. Administrative Departments/  
Chief Justice, Peshawar High Court

Note:- Subject to the condition that lease being openly auctioned for a period not exceeding one year and proceeds are deposited in Government Account.

**2.2** Leases of Fruit trees and sale of grass growing in the compounds of Government buildings/lands under Administrative control of Administration of Justice. Full Powers

1. Administrative Departments/  
Chief Justice, Peshawar High Court

2. District & Session Judges. Full Powers

Note:- Subject to the condition that lease being openly auctioned for a period of not more than one year and proceeds are deposited in Government Account.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**3-AGRICULTURE DEPARTMENT (AGRICULTURE WING)**

<p><b>3.1</b> To Sanction prizes for fruit Full Powers and Agricultural produce Powers competitions.</p>	<p>1. Director General Extension 2. Director, On-Farm Water Management. 3. Deputy Director of Agriculture 4. Extra Asstt: Director of Agriculture/Asstt: Director Water Management. 5. District Coordination Officer</p>	<p>Full Full -- -- Full Powers with the approval of District Nazim.</p>
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Note:- In accordance with rules and subject to the budgetary provision released for the purposes.

<p><b>3.2</b> To sanction expenditure Powers on the Purchase (at fixed rates) of improved seeds and other seed depot commodities including bags (under seed depot Rules) for distribution to the growers. Rs.5,000</p>	<p>1. Director General Agriculture Extension 2. Deputy Director Agriculture. 3. Extra Assistant Director of Agriculture. 4. Project Director, Training Center</p>	<p>Full -- -- upto</p>
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at a time

Rs.5,000  
at a time

5. Executive District Officer Agri. upto

**3.3** To sanction expenditure on the Officers. --

1. All concerned disbursing

purchase of seeds, manures, Powers 2. Director, On Form Water Manag: Full

implements insecticides bags for Rs.50,000 3. District Coordination Officer Upto

general use in the Department. Rs.25,000 4. Executive District Officer Agri. Upto

**Note:-** Subject to Budget Provision and actual release of funds.

**3.4** To sanction expenditure on the General Full Powers

1. Director

purchase of Livestock for Agriculture Extension.

use in departmental 2. Deputy Director of Agriculture --

institutions. 3. Other Disbursing Officers --

Rs.20,000 4. District Coordination Officer upto

at a time

5. Executive District Officer Agri. Rs.10,000

at a time

**3.5 a)** Purchase of Chemicals, Full Powers

1. Director General

equipments, apparatus Agriculture Extension.

Required by Research 2. Director On-Farm Full Powers

Stations training Institutes & Water Management.

other Department Officers. Powers 3. Director Agriculture Engineering Full

4. Deputy Director of Agriculture --

b) Purchase of aviation spirit 5. Extra Asstt: Director Agriculture/ --

for aerial sprays

Officers in Category-II.

c) Purchase of Petrol oil, lubricants upto Rs.50,000

6. District Coordination Officer

and spare parts of vehicles and

Agri. Machinery including Rs.20,000

7. Executive District Officer Agri. upto

bulldozers, tractors and drilling

rigs and incurring of other

8. Disbursing Officers --

expenditure on their general

overhauling and repairs.

**Note :** Item (b) is only for Agriculture Extension.

d) Purchase of tyres and tubes for will

The Director of Agriculture Engineering

vehicles and tractors and similar

exercise powers in respect of all items with the

other Agricultural Machinery.

exception of item (a).

e) Purchase of photographic materials for publicity works.

f) Purchase of tarpaulins required

for departments experimental

research & seed farms & covers

for vehicles.

g) Building of bodies of trucks/buses.

**3.6 Sale of Depot Full Powers**

Seeds Depot Officers (in Directorate

Commodities.

General of Agriculture Extension/

Water Management) E.A.D.A./

Project Directors/Assistant Directors

if specially nominated by the Director

General and Director Water Management/

District Officers Agriculture

Note:- Subject to sell depot commodities through non-official commission agents appointed by the department for the purpose at the rate to be fixed in accordance with the policy of the Government from time to time.

<p><b>3.7</b> Undertaking of Rs.20,000</p> <p>departmental petty constructions (Non-Development).  Rs.20,000</p>	<p>1. Director General  Agriculture Extension.</p> <p>2. Director Agriculture  Engineering</p> <p>3. Director, On-Farm  Water Management.</p> <p>4. Grade 17/18 Officers of  Agriculture Deptt. who  fall under category-III.</p> <p>5. Executive District Officer Agri.  Rs.15,000</p>	<p>Rs.20,000</p> <p>--</p>
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**3.8** (1) Maintenance and Repairs of  
Govt. buildings Ordinary  
Repair.(Non-Development.)

<p>a) Sanctioning expenditure Powers</p> <p>for replacement of window panes and door panes.</p>	<p>1. Administrative Department</p> <p>2. Officers in Category-I</p> <p>3. Officers in Category-II</p> <p>4. Officers in Category-III</p> <p>5. Officers in Category-IV</p>	<p>Full</p> <p>Full Powers</p> <p>--</p> <p>--</p> <p>--</p>
<p>b) Sanctioning expenditure Powers</p> <p>on replacement of</p>	<p>1. Administrative Department</p> <p>2. Officers in Category-I</p>	<p>Full</p> <p>Full Powers</p>

fixtures of nominal	3. Officers in Category-II	--
costs.	4. Officers in Category-III	--
	5. Officers in Category-IV	--
c) Sanctioning expenditure Powers	1. Administrative Department	Full
on very minor repairs	2. Officers in Category-I	Full Powers
of buildings.	3. Officers in Category-II	--
	4. Officers in Category-III	--
	5. Officers in Category-IV	--
<b>3.8(2) Special Repair.</b>	By Works and Services Department.	
<b>3.9 Technical Sanction.</b>		
a) Improvement of water Powers	1. Administrative Department	Full
courses & Precision	2. Director, On Form Water Manag:	Rs.1,500,000
land levelling.	3. Project Director/On Form	Rs. 400,000

Water Management



costs.	4. Officers in Category-III	--
	5. Officers in Category-IV	--
c) Sanctioning expenditure Powers	1. Administrative Department	Full
on very minor repair Powers	2. Officers in Category-I	Full
of buildings.	3. Officers in Category-II	--
	4. Officers in Category-III	--
	5. Officers in Category-IV	--
<b>4.2(2)</b> Special repairs.	By Works and Services Department	
<b>4.3</b> Invitation/acceptance Full Powers	1. Director Livestock & Dairy Development.	
of tenders for vegetable stores. Rs.40,000	2. Heads of Institutions (in Grade-18)	upto
	3. Other heads of Institutions who are disbursing Officers.	upto Rs.10,000
	4. Director V.R.I.	upto Rs.40,000
	5. Executive Distt: Officer Agriculture	upto Rs.20,000
<b>4.4</b> Fixation of prices for the Full Powers	1. Director Livestock & Dairy Development	
sale of animals produce and by-products. Rs.30,000	2. Officers in Category-I	upto
Note:- on the basis of rates prevailing in the market.		
<b>4.5</b> To Sanction Prizes for Full Powers	1. Director Livestock & Dairy Development.	
Livestock & Poultry. Competitions.		
Subject to budgetary provision/release of funds.		

**4.6** Purchase of livestock Powers 1. Director Livestock & Full

and Poultry.

Dairy Development.

Rs.75,000/-

2. Executive District Officer Agri.

Upto

Note:- Subject to Budget provision and release of funds.

**4.7** Sale of livestock Powers

1. Director Livestock &

Full

including poultry

Dairy Development.

and its by-products.  
75,000/-

2. Executive District Officer Agri.

Upto Rs.

**4.8** Declaration of Livestock Powers

1. Director Livestock &

Full

as surplus/unserviceable.

Dairy Development.

2. District Coordination Officer

Full Powers

**4.9** Disposal of surplus/  
Powers

1. Director Livestock &

Full

unserviceable livestock by

Dairy Development.

auction after wide publicity.

2. District Coordination Officer

Full Powers

3. Executive District Officer Agri.

Upto Rs. 75,000/-

Note:- Powers under rules 3.7 to 3.9 shall be exercised subject to the condition that all proceeds shall be deposited to Provincial Government Account.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**5-AGRICULTURE DEPTT (COOP.WING)**

**5.1** Loans to the Cooperative                      1. Administrative Department  
Deleted due to

Provincial, Cooperative                      2. Registrar, Cooperative                      liquidation  
Central and Cooperative                      Societies.                      of FPC bank  
Mortgage Banks registered  
Under the Cooperative  
Societies Act.

Note: Subject to the conditions that:-

- a) the aggregate of loans to the Provincial Cooperative Banks in any one year for their own financial transactions does not exceed Rs.5 lacs;
- b) any loan or the aggregate of any loan to any other Bank granted through the Provincial Cooperative Bank, does not exceed Rs.1 lac in any one year; and
- c) the period for re-payment of a loan does not exceed 10 years.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**6-ANTI-CORRUPTION DEPARTMENT**

<b>6.1</b> Rewards. Rs.5,000	1. Administrative Department	
Rs.2,000	2. Director Anti-Corruption	
300	3. S.P. Anti Corruption	Rs.1,000
	4. Anti-Corruption Officers	Rs.

### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

#### **7-EDUCATION DEPARTMENT**

<b>7.1</b> Purchase of Scientific Powers equipment & apparatus furniture, instruments in each case and teaching material. in each case  5,000 in each case	1. Administrative Department  2. Directors of Education  3. Officers in Category-I  4. Officers in Category-II  5. Officers in Category-III	Full  Rs.150,000  Rs. 75,000  Rs. 20,000  Rs.
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Note: Subject to the following conditions:-

- i) Budgetary provision is available and sanction has been issued by the competent authority.
- ii) Normal procedure and Government instructions/rules will be followed.
- iii) In the districts, these powers will be exercise with the concurrence of the purchase committee constituted by the Zila Council.

<b>7.2</b> Payment of Scholarships. Powers	1. Administrative Department	Full
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Note:-1) Subject to budgetary provision and actual release of funds to determine the number of scholarships to be paid in accordance with the existing rules applicable to various areas.

2) The award of scholarships to individual scholar will be regulated with the numbers sanctioned by the Administrative Department as under:-

Powers	2. Director of Colleges	Full
Powers	3. Director of Education, Schools,	Full

(Award of scholarship other than

	those upto High Classes)	
Powers (with	4. Executive District Officers	Full
approval of	(Award of scholarship upto	the
Council)	High Classes).	Zila

**7.3 Acceptance of Tenders.**

(a) Construction of Primary Full Powers

Schools/Primary portion upto Rs. 10,000,000

in Middle Schools. the approval of

Nazim

1. Administrative Department

2. Executive District Officer

Education

with

Zila

Note:- i) The normal procedure laid down for invitation of tenders is followed.

ii) The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the limit upto which the officer or authority is competent to accord technical sanction.

iii) Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted, reasons should be recorded and further approval should be obtained from (a) the Secretary Education for tenders upto the value of Rs.5 Lacs (b) the zila Council if the value of tender exceeds Rs. 10 Lacs.

(b) Dismantle and sell unservice- Rs.400,000

able buildings belonging to Rs.200,000

Education Department and upto Rs.200,000 with the

not borne on the books of approval of Zila Council.

C & W Department.

1. Administrative Department

2. Directors of Education

3. Executive District Officer

Education

Note:- These powers are subject to the condition that there is a certificate from competent authority declaring the building as:-

- i) Unserviceable and
- ii) Not required by any other Government Department.

**7.4** Leases of land pertaining to the 1. Administrative Department -- | Proposed to be

Government buildings and 2. Directors of Education -- | deleted

belonging to Education Deptt:

and not borne on the books

of C&W Department.

Note:- Subject to lease being openly auctioned for a period of one year at a time.

**7.5** Leases of fruits trees and 1. Administrative Department Full Powers

sale of grass growing on 2. Directors of Education Full Powers

Government land by 3. Other Drawing & Disbursing --

Auction. Officers

- 4. Executive District Officer Full Powers with the Education approval of Zila Council.

Note:- Subject to lease being openly auctioned for a period of one year at a time.

**7.6** Leases of land belonging to 1. Administrative Department Full Powers

Education Department in Forest 2. Directors of Education --

Areas and not borne on the books 3. Executive District Officer Full Powers with the

of Forest Department by auction. Education approval of Zila Council

Note:- Subject to the policy and rules laid down in that behalf.

**7.7** Undertaking of petty 1. Directors Education upto Rs.30,000

construction (Non- 2. District Education Officers

Development)	and other category-I Officers	--
	3. Officers in Category-II	--
2,000	4. Officers in Category-III	Rs.
Rs.20,000	5. Executive District Officer Edu:	upto
Rs.10,000	6. District Officer Education	upto

Note:- Subject to the Government laid down policy.

**7.8** Maintenance and Repair of  
Government buildings of Education  
Department (Non-Dev:)

i) Ordinary repairs	1. Administrative Department	Full Powers
	2. Directors of Education	Full
Powers		
a) Sanctioning expenditure	3. Officers in Category-I	Full
Powers		
for replacement	4. Officers in Category-II	Rs. 6,000
for each		
of window panes	5. Officers in Category-III	Rs. 2,000
institution		
and door panes.	6. Officers in Category-IV	Rs. 1,000   at
a time		

|through PTAs

the

|with

|approval of

Zila/Tehsil

Council

b) Sanctioning Expdr. Powers	1. Administrative Department	Full
on replacement	2. Officers in Category-I	Full Powers
of fixtures of  through PTAs	3. Officers in Category-II	Rs. 6,000
nominal costs. with the	4. Officers in Category-III	Rs. 2,000  and
1,000   approval of	5. Officers in Category-IV	Rs.
Zila Council/		

|Tehsil Council

c) Sanctioning expenditure Powers	1. Administrative Department	Full
on very minor repairs	2. Officers in Category-I	Full Powers
of buildings (including  through PTAs	3. Officers in Category-II	Rs. 10,000
white washing, paint  and with the	4. Officers in Category-III	Rs. 2,000
and plastering).  approval of	5. Officers in Category-IV	Rs. 1,000
Council/		Zila

|Tehsil Council

**7.9 (ii) Special Repairs.**

By the Works and Services Department.

With the approval of Zila/Tehsil Council.

**7.10 (a) To write off losses on Department Rs.50,000**

1. Administrative

account of library books.

2. Officers in Category-I

Rs.10,000

Note:-i) After recovery of double cost/replacement of books lost from borrowers to their market value at the time of detection of loss.

(b) Fixing of annual percentage

1. Officers in Category-I

\_\_\_\_\_ of Book losses in the Libraries

2. Officers in Category-II

of the department and to write

off such losses.

i) Upto 2% of the total collection or Rs. 5000/- per annum, which-ever is less, for the libraries with open shelf system and home lending facilities.

ii) Upto 1% of the total collection or Rs. 3000/- per annum, which-ever is less, for the libraries with closed shelves.

## THIRD SCHEDULE

### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

#### **8- ENVIRONMENT DEPARTMENT.**

##### **8.1 Technical Sanction**

Original works Powers	1. Administrative Department	Full
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Note:- Subject to the conditions that excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

8.2 Administrative Approval for Rs.20,000,000	1. Administrative Department	upto
--	------------------------------	------

Works/Development Schemes	(in sub committee)
2. Administrative Department	Rs. 500,000/- (without Sub Committee)

These powers are subject to the following conditions:-

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned department

#### **Chairman**

b) A representative of Finance Department

(not below the rank of Deputy Secretary).

#### **Member**

c) A representative of PE&D Deptt. (not below the rank of Assistant Chief of Section).

#### **Member**

a) A representative of Technical Department if it involves

works (not below the rank of Superintendent Engineer)

**Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

- i) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.
- ii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.
- iii) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.
- iv) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.
- v) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.
- vi) The schemes do not have economic or other repercussions beyond the province.

Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

- a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].
- b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:-4. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

- b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.

8.3 Acceptance of Tenders Powers 1. Administrative Department Full

Note:- These powers are subject to the following conditions:-

- a. The normal procedure laid down for invitation of tenders is followed .
- b. The rates quoted and/or amounts tendered are such that the total cost of a project/works will not exceed the amount for which the project/works is Administratively approved by more than the 45%.
- c. Where competitive tenders are to be invited under the rules, in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from (a) the Chief Engineer for tender upto the value of Rs.10 Lacs; (b) the Administrative Department if the value tender is more than Rs.30 Lacs and (c) Administrative Department, P & D Department, Finance Department, and the Government if it accedes Rs.30 Lacs or the Zila Council/Tehsil Council or Union Council as the case may be.

8.4 Sanction Tools and Plants, Powers 1. Administrative Department

a) Special Powers Full

b) Ordinary Powers Full

Note:- Tools and Plants of a division are of two kinds:-

- a) General or ordinary tools and plants i.e. those required for the general use of the division.
- b) Special tools and plants i.e. those required not for general purposes, but for a special work. The cost of the supply repairs and carriage of articles of class (a) is charged to the minor head □Tools and Plants□ whereas similar charges of class (b) are borne by the works concerned. In both cases the cost is charged in the accounts against sanctioned estimates in the same way as expenditure on works, though for purposes of sanction it is treated as expenditure on tools and plants (para 142 of CPWA Code).
- c) Subject to availability/release of funds.



### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

#### **10 FISHERIES WING**

**10.1** Fixation of rate for disposal Powers 1. Administrative Department Full

of Fish (to determine rates at

which fish caught on Govt.

2. Director of Fisheries.

Full Powers

account may be sold).

Note:- The Administrative Department will ensure that rates so fixed are not below the market-rates.

**10.2** Execution and sanction of Powers 1. Director of Fisheries Full

fishing contract (leasing Rs.100,000

2. Deputy Director Fisheries

upto

of fishing rights). 50,000

3. District Officer Fisheries

upto Rs.

Note:- Subject to the condition that:

a) Leases are granted through open auction or inviting sealed tenders through press.

b) Transparency of competitions is ensured and prices should be closed to the market.

c) Reserve price is more than 10% of the last auction or average bid of last 3 years whichever is more.

d) All receipts are deposited in Government Account

e) Leases is auctioned after every two years or as and when required

**10.3** Lease of land for grazing of Powers 1) Director Fisheries Full

Cattle or cultivation of fruit trees Upto Rs.100,000

2) Executive District Officer

In fisheries project areas. annum

Per

Note:- Subject to open auction or sealed tenders for one year and receipts are deposited in Government Account.

**10.4** Sale of trees and other products Powers  
 in Fisheries project areas  
 Upto Rs.20,000

1. Director Fisheries	Full
2. Executive District Officer Agri.	

Note:- Subject to open auction or sealed tenders for one year and receipts are deposited in Government Account.

**10.5** Acceptance of tenders & Rs.30,000  
 undertaking of petty construction  
 and repairs of buildings of  
 Fisheries Department.

1. Director of Fisheries	upto
--------------------------	------

Note:- Subject to the codal formalities and release of funds.

**10.6** Invitation/acceptance Powers  
 of tenders for consumable  
 store.

1. Director Fisheries	Full
2. Deputy Director Fisheries	Rs.20,000
3. Assistant Director Fisheries	--
4. Executive District Officer	Rs.20,000
5. District Officer	Rs.10,000

**10.7** Lease of land for purpose of Powers  
 fish pond/nurseries.  
 Rs.20,000

1. Administrative Department	Full
2. Director Fisheries	upto

Note:- 1. Subject to the rules and open auction, or sealed tenders through press provided that certificate for re-assessment of lease is obtained from Board of Revenue.

2. All auctions shall be carried out through Auction Committee.

**DISTRICT AUCTION COMMITTEE.**

Executive District Officer Fisheries	Chairman.
District Officer Fisheries	Member
Elected Representative of Nazim	Member

**PROVINCIAL AUCTION COMMITTEE.**

Deputy Director Fisheries	Chairman
Executive District Officer Agriculture of respective District	Member
Executive District Officer Finance of respective District	Member
Elected representative of Nazim of respective District	Member

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**11-FOOD DEPARTMENT**

<b>11.1</b> Acceptance of tenders invited Powers in the prescribed form after widest publicity for the transportation handling and labour charges (such as loading, unloading, stacking, un-stacking and weighing etc.) of Government stock.	1. Administrative Department 2. Director of Food 3. Deputy Director of Food	Full upto Rs.500,000 --
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Note:- Subject to observance of prescribed procedure for invitation of tenders.

<b>11.2</b> To write off losses on account 0.50% of the total of shortage drayage weevil and unit/ganji subject other similar causes e.g. damage value of due to heating, excessive moisture, leakage in bags destruction by unit/ganji rodents, difference in weight due maximum to variation in scales. Rs.50,000	1. Administrative Department 2. Director Food 3. Deputy Director Food	upto stock in a to a maximum upto 0.35% of stock in a subject to a Value of --
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<b>11.3</b> Sanctioning of Powers	1. Administrative Department	Full
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transfer of stock. within the	2. Director of Food	Full Powers
		Province

3. Deputy Director Food ---

**11.4** Grant of Cash reward to 2,000 1. Administrative Department upto Rs .

informers other than Government in each case  
servants and Police personnel, who  
are instrumental in detecting and  
bringing to Police breaches, contra-  
vention and infringements of the order  
and notification regarding movement  
of food grain and sugar.

Note:- Subject to the condition that the informers give full useful and correct information leading to detection of un-authorized movement of paddy, rice and wheat.

<b>11.5</b> Powers to accept quotations in Powers	1. Administrative Department	Full
respect of transportation of Rs.50,000	2. Director Food	Upto
Government stocks in cases where case		in each
Tenders have been invited but no Response is received.	3. Deputy Director food Incharge of Region	--

Note:- I. For transportation of stocks between places connected by rail and where rail transport is cheaper than road transport, these powers shall be exercised only in cases where railway wagons are not available.

Note:-II.(i) In case of emergency the Administrative Department may accept quotations for the transportation of stocks without going through the prescribed procedure of inviting tenders, provided full details of emergency shall be recorded in writing.

(ii) Similarly, in case of emergency of, Deputy Director Food after obtaining authorization from the Administrative Department may accept quotations upto Rs.50,000 at a time, without going through the prescribed procedure of inviting tenders.

<b>11.6</b> Powers to accept quotations in Powers	1. Administrative Department	Full
respect of handling and labour Rs. 50,000	2. Director Food	Upto
Charges (including charges for Rs. 25,000	3. Deputy Director Food	Upto
Loading, unloading, weighing etc) Upto Rs. 10,000	4. Director Food Controller	
of Government stocks in cases where tenders have been invited but no response is received.		
Note:- According to procedure laid down in the Purchase Manual.		
<b>11.7</b> Purchase of Gunny Bags, Powers	1. Administrative Department	Full
Fumigants, Tarpaulins and Rs.200,000	2. Director Food	upto
Weighing Scales.		
Note:- According to procedure laid down in the Purchase Manual.		
<b>11.8</b> Forfeiture of Securities Powers	1. Administrative Department	Full
of Food Grains Agents.	2. Director Food	Full Powers
	3. Deputy Director Food	--
<b>11.9</b> Release of Securities Powers	1. Administrative Department	Full
of Food-grains Agents. Rs.100,000	2. Director Food	
	3. Deputy Director Food	--
<b>11.10</b> Scheme to be financed from Powers subject to	1. District Coordination Officer	Full
Sugarcane (Development Cess) specified	in respect of Mill Areas within	the condition

Fund. their respective jurisdiction. in the  
note.

Note:- The exercise of these powers shall be subject to the following conditions:--

(1) The Development Plan not exceeding the funds released by the Finance Department is approved by respective Zila Council.

(2) The Powers shall be exercised by the District Coordination Officer concerned in Zonal Committee consisting of □

(i) The District Coordination Officer in whose jurisdiction, the Mill

Zone falls

Chairman

(ii) Director Food/Cane Commissioner NWFP or his representative

Member

(iii) Director Sugar crop Research Institute Mardan or his representative

Member

(iv) Superintendent Engineer, Irrigation Department of the District.

Member

(v) The Executive District Officer Finance & Planning

Member

(vi) The Executive District Officer of Agriculture in whose Region the

Mill Zone is located

Member/

Secretary

(vii) The Director Public Works Member

(viii) The Managing Director or General Manager or representative

of the Sugar Mill in the Mill Zone.

Member

(ix) A representative of the growers on the sugarcane Control Board of the

Mill zone

Member

(x) A representative of the Zila Council of the area in which the

Mill is located

Member

(xi) Any other Official or non-Official member who may be nominated

by Zila Nazim

Member

(3) Where two or more Sugar Mills are situated in close proximity may constitutes a common Zonal Committee, comprising the members of the various Zonal Committees, for the Mill Zones within which such sugar mills are located and such common Zonal Committee for all such Mill Zones.

(4) Subject to such general or special directions as Government may give and the availability of the required amount in the Fund, a Zonal Committee shall for the purposes specified in sub-rule(5) of rule 8 of the West Pakistan Sugarcane Development Cess Fund

Rules, 1964 have powers to formulate and initiate the scheme and select the roads and bridges, the construction, repair or maintenance where of is to be financed from the Fund and fixed their priorities subject to approval of Zila Council.

(5) A Scheme or other work approved by a Zonal Committee shall be executed by the Director Public Works or Superintending Engineer Irrigation Department as the case may be.

<b>11.11</b> Declaration of empty Powers	1. Administrative Department	Full
gunny bags surplus &	2. Officers in Category-I	Rs.500,000
their sales.	3. Officers in Category-II	--

Note:- i) Subject to the conditions that the sale is made by open auction after due publicity and observance of usual formalities.

ii) These amount refer to un-depreciated book value.

### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

#### **12-FOREST DEPARTMENT (Forest and Wildlife Wing)**

**12.1** Technical sanction in respect of works relating to 517 Forestry.

a) Original Works.	1. Administrative Department	Full Powers
	2. Chief Conservator of Forests	upto
Rs.4,000,000		
	3. Conservator of Forests.	upto
Rs.2,000,000		
	4. Divisional. Forest Officers/	upto
Rs. 500,000		
	District Officer	

Note:- Provided the excess over the amount for which Administrative Approval has been accorded does not exceed 10%. In case excess exceeds 10%, then fresh Administrative Approval will be required.

b) For special and ordinary repairs including replacement and renewal of existing works.	1. Administrative Department	Full Powers
	2. Chief Conservator of Forests.	Rs.75,000
	3. Conservator of Forests.	Rs.40,000
	4. Divisional Forests Officers.	Rs.20,000

Note:- Subject to availability /release of funds.

<b>12.2</b> Execution of Forests contracts for disposal of Forest Produce and to fix the terms of contracts.	1. Administrative Department	Full Powers
	2. Chief Conservator of Forests	Rs.2,000,000
	3. Conservator of Forests.	Rs. 500,000
100,000	4. Divisional Forests Officers/	Rs.
	District Officer	

Note:- Provided the contract is entered into after open auction through tenders and highest bid or offer is accepted and contract will be vetted by Law Department.

<b>12.3</b> Acceptance of tenders for Powers	1. Administrative Department	Full
Forest works or civil works of Forest Department, such as Rs.2,000,000	2. Chief Conservator of Forests	Rs.4,000,000
construction of buildings and conservancy works etc.	3. Conservator of Forests.	
	4. Divisional Forests Officers/ District Officer.	Rs. 500,000

These powers are subject to the conditions that:

- i) normal procedure laid down for tenders is followed
- ii) the rate quoted and/or amounts tendered are such that the total cost of the project/work will not exceed the amount for which technical sanction has been accorded by more than 2%
- iii) where competitive tenders are invited under the rules, in case the lowest tender from an approved contractor is not accepted, detail reasons should be recorded to ensure transparency and not to favour any particular party and further approval should be obtained from
  - a) the Chief Conservator Forest for tender upto the value of Rs. One million
  - b) the Administrative Department if the value of the tender is more than Rs. One million but not exceeding Rs. Two million
  - c) Above Rs. Two million, it will be retendered.

<b>12.4</b> Sanctioning tools, plants and tents for various Forest works.	1. Administrative Department	Full
	2. Chief Conservator of Forests	Rs.500,000
	3. Conservator of Forests.	Rs.100,000
	4. Divisional Forest Officers/ DFO(D)/District Officer	Rs.
50,000		

<b>12.5</b> Purchase of Livestock. Powers	1. Administrative Department.	Full
Rs.400,000	2. Chief Conservator of Forests.	upto

Rs.100,000	3. Conservator of Forests/Wildlife.	upto
Rs. 25,000	4. DFO, Wildlife/District Officer	upto

Note:- Subject to release of funds.

<b>12.6</b> Sale of livestock & Powers	1. Administrative Department.	Full
its by-products. annum	2. Chief Conservator of Forests	Rs.200,000 per annum
Rs.100,000 per annum	3. Conservator of Forests/Wildlife.	
50,000	4. DFO, Wildlife/District Officer	Rs.

Note:- Provided the proceeds are deposited in Government Account.

<b>12.7</b> Sanctioning of usual payments Powers	1. Administrative Department.	Full
on sowing planting etc. under	2. Chief Conservator of Forests.	Rs.4,000,000
517 Forestry in development	3. Conservator of Forests.	Rs.2,000,000
and non-development budget	4. Divisional Forest Officers/ District Officer	Rs. 500,000

<b>12.8</b> Leases of land in Powers	1. Administrative Department.	Full
Forest Areas.	2. Chief Conservator of Forest.	Full Powers
Powers	3. Conservator of Forests.	Full
Powers	4. Divisional Forest Officers/ District Officer	Full

Note:- These powers are subject to condition

a) all leases will be granted by auction or tenders

b) Administrative Department and Chief Conservator may grant lease upto 5 years for Irrigated land and 10 years for Barani Land.

c) Conservator or Divisional Forest Officer may grant lease upto 50 acres for one year in each case.

**12.9** Lease of land buildings upto  
Rs. 30,000 per month 1. Administrative Department

for specific purposes such 2. Chief Conservator of Forests Rs.15,000 per  
month

as mills, timber depots etc.

**12.10** To dismantle and sell 1. Administrative Department. Full  
Powers

unserviceable buildings. 2. Chief Conservator of Forests. Full Powers

3. Conservator Forest Rs.300,000

4. Divisional Forest Officers/  
District Officer Rs.300,000

Note:- Provided that a certificate is obtained from C&W Department for their being unserviceable. Bids are invited through tenders & funds are deposited in Government Account.

**12.11** Reward in Forest cases:-

i) Out of the sum accepted 1. Administrative Department Full  
Powers

as compensation not 2. Chief Conservator of Forest. Full Powers

exceeding 1/4th of the 3. Conservator of Forest Full Powers

amount realized. 4. Divisional Forest Officers Full Powers

ii) Out of the sum accepted  
as compensation plus  
value of property not  
exceeding 1/4th of  
the amount realized.

**12.12** To write off 1. Administrative Department  
Rs.10,000

irrecoverable 2. Chief Conservator of Forests Rs. 4,000

Forest Revenue. 3. Conservator of Forest. Rs. 2,000

Note:- A report in each case should be given to Director General Audit fully justifying this action.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**13-HEALTH DEPARTMENT**

<b>13.1</b>	To invite and accept Powers	1. Administrative Department	Full
	tenders for consumable stores other than drugs and medicines.	1. Officers in Category-I 2. Officers in Category-II 3. Officers in Category-III 4. Officers in Category-IV	Full Powers Rs.100,000 Rs. 75,000 Rs. 10,000

Note:- Provided that in all cases the lowest tender is accepted and decision is taken on the recommendation of the Board/Committee constituted for the purpose by the Health Department.

<b>13.2</b>	Undertaking of petty Rs.25,000 Construction (Non-Dev:). Department who fall under Category-II.	1. Director General Health 2. Grade 18 Officers of Health	--
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<b>13.3</b>	(1) Maintenance and repair of buildings Ordinary repairs (Non-Development)		
a)	Sanctioning expenditure for replacement of window panes and door panes.	1. Administrative Department 2. Officers in Category-I 3. Officers in Category-II 4. Officers in Category-III 5. Officers in Category-IV	Full Powers Full Powers Rs.10,000 Rs. 2,000 Rs. 1,000
b)	Sanctioning expenditure on	1. Administrative Department 2. Officers in Category-I	Full Powers Full Powers

replacement of	3. Officers in Category-II	Rs.6,000
fixtures at	4. Officers in Category-III	Rs.2,000
nominal costs.	5. Officers in Category-IV	Rs.1,000

c) Sanctioning Powers	1. Administrative Department	Full
expenditure on	2. Officers in Category-I	Full Powers
very minor repair	3. Officers in Category-II	Rs.10,000
of buildings.	4. Officers in Category-III	Rs. 2,000
	5. Officers in Category-IV	Rs. 1,000

Note:- In districts, these powers will be executed with the approval of Nazim subject to approval of Zila Council in the Districts only.

**13.3** (2) Special Repairs. By Works and Services Department.

**13.4** Purchase of Powers

	1. Administrative Department	Full
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Machines/Drugs.	2. Officers in Category-I	Full Powers
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Note:1) Subject to availability of budgetary provision and release of funds by the Finance Department.

2) The above powers shall be exercised by Officers of Health Department, only after approval of single contract rate by the Health department.

**13.5** Payment of remuneration Powers

	1. Administrative Department	Full
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to the external teachers	2. Dean PGMI	Full Powers
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engaged for lectures.

**13.6** Powers to sanction expenditure Powers

	1. Administrative Department	Full
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on purchase of pharmaceuticals Powers	2. Officers in Category-I	Full
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	3. Officers in Category-II	
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Rs.10,000 at a time

at a time	4. Officers in Category-III	Rs. 5,000
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at a time.

5. Officers in Category-IV

Rs. 1,000

### THIRD SCHEDULE

#### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

#### **14- INDUSTRIES, COMMERCE, LABOUR, MINERAL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT**

**14.1** To dismantle and sell Powers  
unserviceable buildings.

1. Administrative Department	Full
2. Director of Industries/Labour	Rs.40,000

Note:- Provided that a certificate is obtained from C & W Department about their being unserviceable.

**14.2** Lease of land pertaining Powers  
to Government buildings.

1. Administrative Department	Full
2. Director of Industries/Labour	Full Powers

Note:- Subject to the condition that the lease being openly auctioned for a period of one year at a time.

**14.3** Leases of fruit trees and Powers  
sale of grass growing on Government Land .  
at Head Quarter

1. Administrative Department	Full
2. Director of Industries/Labour	Full Powers
3. Deputy Director of Industries	Full Powers

Note:- Subject to the condition that the lease being openly auctioned for a period of one year at a time.

#### **TECHNICAL EDUCATION.**

**14.4** Purchase of Training Material Full Powers

1. Administrative Department	
2. Officer in Category-I	
3. Officer in Category-II	

Rs.75,000 in each case

Rs.20,000 in each case

5,000 in each case

4. Officer in Category-III Rs.

Note:- Subject to the following conditions:-

i) Budgetary provision is available and sanction has been issued by the competent authority.

ii) Normal procedure and Government instructions/rules will be followed.

iii) In the districts, these powers will be exercise with the concurrence of the purchase committee constituted by the Zila Council.

**14.5** Payment of Scholarship Powers subject to

1. Administrative Department |Full

provision to

2. Officer in Category-I |Budget

|determine the number of

3. Officer in Category-II

|Scholarships to be paid in

|accordance with the existing

applicable to various

|Rules

|areas.

**14.6** Sanction expenditure on repairs Full Powers

1. Administrative Department

of Government owned Building Powers

2. Officer in Category-I Full

(including white washing and Rs.10,000 for each

3. Officer in Category-II

mud plastering). Institution at a time.

4. Officer in Category-III Rs.

2,000 for each

Institution at a time.

1,000 for each	5. Officer in Category-IV	Rs.
Institution at a time.		
<b>14.7</b> Installation of Machinery and Full Powers	1. Administrative Department	
Equipment in the TTCs/SDCs. Powers	2. Officer in Category-I	Full
Rs.20,000	3. Officer in Category-II	
Rs.10,000	4. Officer in Category-III	
<b>14.8</b> Repairs and carriage of Full Powers	1. Administrative Department	
Tools & Plants.	2. Officer in Category-I	
Rs.50,000 at a time	3. Officer in Category-II	
Rs.25,000 at a time		

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**15- IRRIGATION DEPARTMENT**

**15.1 Technical Sanction**

i) Original Works.	1. Administrative Department	Full Powers
	2. Chief Engineers	Full Powers
	3. Superintending Engineers	Rs.10,000,000
	4. Executive Engineers	Rs. 2,000,000

Note:- Subject to the following conditions:-

i) that excess over the amount for which the Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required;

ii) (a) Ordinary and special repairs to non-residential buildings and other structures belonging to the Government.	1. Administrative Department	Full Powers
	2. Chief Engineers	Full Powers
	3. Superintending Engineers	Rs.1,000,000
	4. Executive Engineers	Rs. 200,000

Note:- Subject to the furnishing of lists and actual release of funds. No liability will be accrued in anticipation of funds.

(b) Ordinary and special repairs to residential buildings.	1. Administrative Department	upto Rs.500,000
	2. Chief Engineers	upto Rs.100,000
	3. Superintending Engineers	upto Rs. 50,000
	4. Executive Engineers	upto Rs. 10,000

Note:- Subject to the furnishing of lists and actual release of funds. No liability will be accrued in anticipation of funds.

<b>15.2 Administrative Approval Department</b>	<b>Rs.20,000,000</b>	1. Administrative Department
of works/Developmental		(in Departmental Development

Schemes.	Working Party)	
1,000,000	2. Administrative Department	Rs.
	(with out sub-Committee)	
750,000	3. Chief Engineers	Rs.
Rs. 500,000	4. Superintending Engineers	
	5. Executive Engineers	--

Note:- These powers shall be subject to the conditions that:-

i) These powers shall be excised by the Administrative Secretary in Departmental Development Working Party consisting of the members as indicated below:-

1) Secretary to Government of NWFP.

**Chairman**

2) A representative of Finance Department

(not below the rank of (Deputy Secretary).

**Member**

3) A representative of Planning Environment & Dev.

Deptt: (not below the rank of Chief of Section).

**Member**

ii) These powers shall be exercised only in respect of Plans/schemes involving expenditure of Departmental nature;

iii) No expenditure on a scheme shall be incurred unless there is a provision in the Development budget of the year;

iv) the schemes so sanctioned shall be sent to the Finance Department as well as Planning and Development Department, simultaneously for their record;

v) where any of the member is not present the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Sub-Committee;

vi) the schemes sanctioned are in line with the objectives of the National Plans and there is no deviation from the Principles and Policies laid down in the Plan; and

vii) the schemes do not have economic or other repercussions beyond the Province.

viii) Budgetary allocation has been made.

Note:-(2) For the meeting of the Departmental Development Working Party, the instructions contained in the West Pakistan Finance Department letter No.SOAA-11-42-63-505/65, dated 26-3-1965 (reproduced at page 135) should be observed.

<b>15.3</b> Acceptance of tenders. Powers	1. Administrative Department	Full
Powers	2. Chief Engineers	Full
Rs.10,000,000	3. Superintending Engineers	
2,000,000	4. Executive Engineers	Rs.

Note:- These powers are subject to the following conditions:-

- i) the normal procedure laid down for invitation of tenders is followed and the rates quoted are such that the total cost of a project will not exceed the amounts for which the works are administratively approved by more than the limits upto which the officers or authority is competent to accord technical sanctions;
- ii) where competitive tenders are to be invited under the rules in case the lowest tender from an approved contractor is not accepted reasons should be recorded and further approval should be obtained from:-
  - a) the Chief Engineers for tenders upto the value of Rs.5 lacs.
  - b) the Administrative Department if the value of the tender is more than 5 Lacs. and
  - c) A Ministerial committee to be notified by the Government if the value of the tenders exceed Rs.10 Lacs.
- iii) the amount of any tender does not exceed the estimate by more than 10%.

<b>15.4</b> Purchase of Tools and Plants.	1. Administrative Department	
b) Ordinary	a) Special	Full Powers
	b) Ordinary	Full Powers
	2. Chief Engineers	
a) Special		Rs.2,000,000
b) Ordinary		Rs. 500,000
	3. Superintending Engineers	
a) Special		Rs.100,000

b) Ordinary	Rs.100,000		
		4. Executive Engineers.	
a) Special	Rs. 20,000		
b) Ordinary	Rs. 20,000		
<b>15.5</b> Repairs and Carriage Powers		1. Administrative Department	Full
charges of Tools and Plants.		2. Chief Engineers	Full Powers
		3. Superintending Engineers	Rs.30,000
		4. Executive Engineers	
Rs.20,000			
<b>15.6</b> Sanctioning estimates for Powers within the		1. Superintending Engineers	Full
purchase or manufacture of sanctioned for			limits
materials to be used on works.			reserve stock.
<b>15.7</b> Purchase or Manufacture of Powers		1. Executive Engineers	Full
Materials to be used on works.			
Note:- Subject to the limit sanctioned for reserved stock subject to the approval of sanction of estimates being obtained where required by the provision of paragraph 4.27 and 4.28 of the Public Works code reproduced below:-			
<b>4.27</b> The manufacture or collection of materials involving an outlay of Rs.10000 or upwards, must in all cases be covered by a detailed estimates showing the proposed outlay and the materials to be received.			
<b>4.28</b> If the materials be for a work already duly sanctioned, or for reserve stock within the sanctioned limit for the Division, the estimate will merely require the approval of the Superintending Engineers but in all other cases the estimate must be duly sanctioned by competent authority as though for an original work.			
<b>15.8</b> Sanction to fix stock limit Powers		1. Administrative Department	Full
of various Divisions.		2. Chief Engineers	Rs.2,000,000
<b>15.9</b> To dismantle & sell un-service- Powers		1. Administrative Department	Full

able buildings belongings to 2. Chief Engineers Rs.100,000  
Irrigation Department.

Note:- Provided that a certificate from C&W Department about their being unserviceable should be obtained.

**15.10** Leases of surplus Powers 1. Administrative Department Full  
buildings belonging to 2. Chief Engineers (Buildings to  
be leased Irrigation Department. 3. Superintending Engineers with the  
Concurrence of  
S&GAD/Finance

Department).

Note:-i) Subject to the condition that leases being openly auctioned for a period of one year.

ii) Will be declared surplus with the concurrence of S&GAD/Finance Department.

**15.11** Leases of Land pertaining Powers 1. Administrative Department Full  
to Government buildings. 2. Chief Engineers Full Powers  
Powers 3. Superintending Engineers Full

Note:- Subject to the condition that leases being openly auctioned for a period of one year.

**15.12** Leases of fruit trees and Powers 1. Administrative Department Full  
sale of grass growing on 2. Chief Engineers Full Powers  
Government Land . 3. Superintending Engineers Full Powers  
Powers 4. Executive Engineers Full

Note:- Subject to the condition that leases being openly auctioned for a period of not more than one year.

<b>15.13</b> Lease of water powers Powers for Mills. Powers	1. Administrative Department 2. Chief Engineers Full Powers 3. Superintending Engineers	Full  Full
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Note:- Subject to the condition that leases being openly auctioned as per Private Power Policy.

<b>15.14</b> Power to sanction supply of Powers canal water for the purposes other than Irrigation Purposes.	1. Superintending Engineers	Full
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Note:- For the period not exceeding one year provided that the rates are not lower than those previously approved by Government.

<b>15.15</b> Sanctioning of carriage and Powers handling charges of stock materials, chargeable to stock.	1. Executive Engineers	Full
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<b>15.16</b> Sanctioning Carriage of Powers Tools and Plants. 40,000 20,000	1. Administrative Department 2. Chief Engineers 3. Superintending Engineers 4. Executive Engineers	Full Rs.200,000 Rs. Rs.
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<b>15.17</b> Sanctioning of purely 20% increase temporary increase of sanctioned temporary stock limit of a of Division to be absorbed within six months from	1. Superintending Engineers	Upto  over the  permanent limit  any Division.
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the date of increase.

**15.18** Sanctioning of sale of trees                      1. Superintending Engineers                      Full Powers

whether standing or fallen,                      2. Executive Engineers                      Rs.10,000

green or dead by public auction.

**15.19** Sanctioning of sale proceeds                      1. Executive Engineers                      Full Powers

of thinning and pruning of

standing trees.

Note:- Subject to the condition in Paragraphs 2.7 (5) of Irrigation Manual of orders amended as under:-

**2.7(5)** The produce of thinning and pruning and dead and fallen trees may be sold in site by public auction at the discretion of the Divisional Officer or by acceptance of tendered price with the approval of the Superintending Engineers and the sale proceeds credited direct to "V-Receipt from the Plantation " without passing the transaction through the manufacture accounts.

Note:- When cutting and carriage is done by the purchaser, the cost to be paid by him will be the value of unfilled fuel at plantation site.

No wood shall, however, be allowed to be removed from the plantation site until it has been measured. All measurements shall be made after stacking. The stacks should be long and narrow, not more than 4 or 5 feet in width and the wood laid in one direction so as to be closely packed, a measurement of three and half cubic feet being taken as equal to a maund.

**15.20** Payment of compensation                      1. Administrative Department                      Full Powers

under workmen's                      2. Chief Engineers                      Full Powers

Compensation Act.                      3. Superintending Engineers                      Full Powers

and Officers in Correspondence

rank holding independent Charge.

Note:- Full Powers upto the amount admissible under the Act provided that the payment in each case is per-audited and all cases in which there is a doubt as to the applicability of the Act are referred to the Law Department for legal advice.

**15.21** To Write off losses due to                      1. Administrative Department  
Rs.150,000

depreciation of serviceable	2. Chief Engineers	Rs.100,000
stock (i.e. books losses only	3. Superintending Engineers	Rs. 40,000
opposed to actual losses).	4. Executive Engineers	Rs. 10,000

Note:- The officer shall record comprehensive note justifying his orders and a copy of this will be forwarded to Director General Audit, and Accountant General.

**15.22** To Sanction Powers

	1. Administrative Department	Full
employment of work	2. Chief Engineers	Full Powers
Charged Estt:	3. Superintending Engineers	Rs.1,500
	4. Executive Engineers	

Rs.1,500

Note:- These powers are subject to the following conditions.

- a) Provision exists in the sanctioned estimates;
- b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work, if required;
- c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;
- d) the powers will be exercised for development schemes only (as otherwise employment of work charged establishment out of current budget is banned since 1974); and
- e) services of work-charged employees will be dispensed with as soon as the work is completed and shall not be transferred to current budget or carried on from work to work.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**16-NWFP PUBLIC SERVICE COMMISSION**

<b>16.1</b> Advertisement Powers	1. Chairman	Full
Charges.	2. Secretary	Rs. 6,000
case)		(in each

Note:- Subject to availability of funds.

<b>16.2</b> Incurring of expenditure Powers	1. Chairman	Full
on payment of remuneration to persons employed in connection with the examination held by Public Service Commission.	2. Secretary	Rs. 2,000

<b>16.3</b> Hiring of furniture, stadia/halls Powers	1. Chairman	Full
labour charges of carriage of furniture, etc., and provision of other essential facilities connected with examination held by the Commission.		

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

**17-POLICE DEPARTMENT**

<b>17.1</b> Rewards permissible Powers	1. Administrative Department	Full
Under the rules.	2. I.G Police	Full Powers
Rs.5,000	3. Additional I.G.	Full Powers
	4. D.I.G Police	upto
	5. A.I.G Police	Rs.2,000

Telecommunication and  
Provincial Armed Reserved.

Rs.2,000	5. District Officer of Police
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Note:- Subject to the rules laid down in Police Rules and availability of funds.

<b>17.2</b> To invite and accept tenders on prescribed from for consumable Rs.200,000 store required for Police availability of Offices/Department. exceeding time.	1. I.G. Police 2. Additional I.G Police 3. D.I.G Police 4. Head of Offices	Full Powers Full Powers Upto the funds not Rs.75,000 at a
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**17.3** Technical Sanction

a) Ordinary repairs to the non-residential	1. Administrative Department 2. I.G. Police	Full Powers Full Powers
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buildings.	3. Additional I.G. Police	Full Powers
	4. D.I.G. Police	
Rs.100,000		
	5. District Officer Police	Rs.
50,000		
b) Ordinary repairs	1. Administrative Department	Rs.100,000
to the residential	2. I.G. Police	Rs.100,000
buildings.	3. Additional I.G. Police	Rs.100,000
	4. D.I.G. Police	Rs.
20,000		
	5. District Officer Police	Rs.
10,000		
c) Minor Works.	1. I.G. Police	Rs.150,000
	2. Additional I.G. Police	Rs.150,000
	3. D.I.G. Police	Rs.
40,000		
	4. District Officer Police	Rs.
20,000		
d) Special repairs to	1. Administrative Department	Full Powers
non-residential buildings	2. I.G. Police	Full Powers
and residential buildings.	3. Additional I.G. Police	Full Powers
	4. D.I.G. Police	Rs.150,000
	5. District Officer Police	Rs.
50,000		

Note:- Subject to:-

- i) Submission of annual work plan to I.G. Police NWFP by the end of August every financial year.
- ii) Approval of the work plan by I.G. Police NWFP by end of September in a financial year.
- iii) Approval of PC-I as per Government instructions.

**17.4** Administrative Approval Powers  
 (Minor Works, and Annual Repairs and Maintenance Works).  
 Rs.50,000

1. Administrative Department Full Powers  
 2. I.G. Police Full Powers  
 (with proposal of PC-I)  
 3. District Officer Police

Note:- For special repair works, Administrative Approval to be accorded subject to the conditions as listed in the note under item 18.3.

**17.5** Acceptance of tender of Powers works.  
 Rs.150,000  
 Rs. 50,000

1. Administrative Department Full Powers  
 2. I.G. Police Full Powers  
 3. Additional I.G. Police Full Powers  
 4. D.I.G. Police  
 5. District Officer Police

**17.6** Payment of death compensation Powers  
 to dependents of the Police personnel killed on duty  
 (Gazetted or Non-Gazetted)/  
 Compensation for injuries sustained  
 By Police personnel on duty.

1. Administrative Department Full Powers  
 2. I.G. Police Full Powers

Note:- Subject to the laid down criteria approved by the Provincial Government from time to time and availability of budget/funds.

**17.7** Animal Ration. Powers

1. Administrative Department Full Powers  
 2. I.G. Police Full Powers  
 3. Additional I.G. Police Full Powers

**17.8** Purchase of Ammunition/ Powers  
 Anti-Riot.

1. Administrative Department Full Powers  
 2. I.G. Police Full Powers

None:- According to procedure prescribed in the Purchase Manual.

**17.9** Grant of Cash Award to Rs.10,000 at a time  
Police Personnel for Extra  
Ordinary performance of duty at a time

	1. Administrative Department	
	2. I.G. Police	Rs.10,000 at a

Note:- Detailed criteria/rules for cash awards to be got approved by the Provincial Government.

**17.10** Installation of Telephone in Powers  
Police Station, Police Line,  
District Police Officers.

	1. I. G. Police	Full
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Note:- Subject to availability of funds with the condition that it should not exceed one telephone with maximum limit of Rs.5,000/- per month at a Police Station. For other Offices, only one telephone will be installed with a maximum limit of Rs.5000.

**17.11** To sanction and incur expenditure for the purchase of Uniforms.  
Rs.150,000 at a time  
50,000 at a time

	1. I.G. Police	Full Powers
	2. Additional I.G. Police	Full
	3. D.I.G. Police	Upto
	4. District Officer Police	Upto Rs.

Note:- Procurement is made in accordance with the prescribed procedure/Purchase Manual and funds are available.

**17.12** To sanction and incur expenditure on repairs and replacement of equipment, transport.  
Rs.50,000  
25,000

	1. I.G. Police	Full
	2. Additional I.G. Police	Full
	3. D.I.G. Police	Upto
	4. District Officer Police	Upto Rs.

Note:- Procurement is made in accordance with the prescribed procedure/Purchase Manual and funds are available, subject to release of funds.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**18- PRISON DEPARTMENT**

**18.1** Rewards to Subordinate Staff      1. I. G. Prison      Rs.500/- in  
any one case  
  
for good work within the course      Total Reward not to  
exceed  
  
of their ordinary duty.      Rs.1000 per person  
per annum

Note:- Subject to availability/release of funds.

**18.2** Expenditure of the following  
nature on State Prisoners.

a) Purchase of articles      1. Administrative Department      Full Powers  
for Games.      2. I. G. Prison      Central Jail  
  
annum)      Rs.10,000 (per  
  
Jail      District  
  
(per annum)      Rs.6,000  
  
Others      Sub-Jail  
  
(per annum).      Rs.1,000

b) Special Medical      1. I. G. Prison      Rs.5,000  
Treatment.      (per head per  
annum)

Note:- Subject to availability/release of funds.

<b>18.3</b> Purchase of Tools and Powers	1. Administrative Department	Full
Implements.	2. I. G. Prison	Rs.20,000

Note:- Subject to availability/release of funds.

<b>18.4</b> Administrative approval to Powers	1. Administrative Department	Full
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works of Jail buildings to be Rs.200,000	2. I.G. Prison	Upto
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carried out of departmental fund/  
grant under Function 23100/44000  
and 23100/44300 (Non-Development).

<b>18.5</b> Technical Sanction to estimates Powers	1. Administrative Department	Full
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of expenditure on works of the Rs.200,000	2. I.G. Prison	Upto
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nature mentioned above.

<b>18.6</b> To invite and accept tenders for Powers	1. Administrative Department	Full
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above mentioned works. Rs.200,000	2. I.G. Prisons	upto
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<b>18.7</b> Leases of land pertaining to the Powers	1. Administrative Department	Full
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building of Jail Department and  
not borne on the books of  
C&W Department.

Note:- Subject to the condition that the lease being openly auctioned for a period of one year and Lease money is deposited in Government Accounts.

<b>18.8</b> Lease of fruit trees and Powers	1. Administrative Department	Full
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sale of grass growing on Government Land .	2. I. G. Prison	Full Powers
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Note:- Subject to the condition that lease being openly auctioned for a period of one year and receipts shall be deposited in departmental fund which will be auditable.

<b>18.9</b> To invite and accept Full Powers	1. Administrative Department	
tenders of dietary articles and	2. I.G. Prisons	Full Powers
Miscellaneous articles for use Rs.50,000	3. Superintendent Central Jail	Upto
sanction thereof . Rs.25,000	4. Superintendent of District Jail	Upto

<b>18.9</b> Purchase of Medicines and Powers	1. Administrative Department	Full
other equipment for use of Rs.200,000 per annum	2. I. G. Prisons	upto
jail hospitals Rs. 50,000 per annum	3. Superintendent Center Jail	upto
Rs. 25,000 per annum	4. Superintendent of District Jail	upto

Note:- Powers under Rule 12.8 and 12.9 are exercisable subject to invitation of tenders and to the extent funds are available/released.

<b>18.10</b> Powers to invite and accept Powers	1. Administrative Department	Full
tender for uniform articles	2. I.G. Prisons	Full
for watch and ward staff.		

<b>18.11</b> Powers to invite and accept Powers	1. Administrative Department	Full
tenders of raw materials and Powers	2. I.G. Prisons	Full
other equipment for use in the Rs.50,000	3. Superintendent, Center Jail	upto
jail factory Rs.20,000	4. Superintendent of District Jail	upto

Note:- Subject to availability and release of funds. Proceeds from sale of finished goods shall be deposited in the Government Account.

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**19- REVENUE DEPARTMENT**

<b>19.1</b> To sanction loans under Powers Agriculture Loans Act. Rs.10,000 in each case availability of Instructions Board of	1. Board of Revenue 2. District Revenue Officer/ Collector	Full       Subject to funds and issued by Revenue.
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<b>19.2</b> To sanctions loans under the Rs..100,000 in each case Land Improvement Loans Act. Rs..10,000 in each case	1. Board of Revenue 2. District Revenue Officer/ Collector
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Note:- Subject to availability of funds and instructions issued by Board of Revenue when

Finance Department has allowed such loaning.

<b>19.3</b> Suspension of recoveries Powers of loans under the Land Improvement Loans Act and Agriculture Loans Act.	1. Board of Revenue	Full
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Note:- Full powers are subject to the provision of Taqavi Acts and the rules made there under. Board of Revenue has to pass a detail order justifying this action.

**19.4** Grants-in-Aid. 1. Board of Revenue Full Powers

Note:- Subject to the provision of funds and granting of rewards permissible under the rules.

**19.5** Refund in cases in which money is credited to

Government for purchase subject 1. District Revenue Officer/ Full Powers  
of stamps but stamps are Collector to Law.  
not actually purchased.

**19.6** To write off value of:

i) Non Postal stamps obsolete, unserviceable or spoiled.

ii) Water marked plain 1. Board of Revenue Rs.100,000 subject  
to detail order  
paper which is damaged  
justifying order  
and unfit for use.  
the auction

a) Stamps lost in transit.

b) Loss of stamps forming 2. District Revenue Rs. 300/-  
part of the stock in Officer/Collector  
a local Branch Deptt:

**19.7** To write off irrecoverable 1. Board of Revenue  
Rs.10,000 subject to  
loss of stamps revenue. detail order

**19.8** Refund of Court fee stamps

affixed un-necessarily, in 1. District Revenue Officer/ Full Powers  
consequence of an order of Collector  
a Court.

Note:- Subject to On production of an order of the Court.

**19.9** Refund or renewal of impressed 1. Collector/District Powers Full

or adhesive court-fee stamps Revenue Officer

which have been spoiled or rendered useless or unfit for purpose intended or for which the purchaser has not immediate use.

Note:- Subject to the deduction of ten paisa per rupee of face value in the case of refunds except in

case of court fee stamps not spoiled or rendered unfit for use returned to Collector's store on.

a. expiration of License;

b. revocation of License for any reason other than fault of the Licensee.

**19.10** Refund of revenue other 1. Board of Revenue Rs.5,000  
wise than in accordance (in each case)

with the rules but not in relaxation of any rules.

**19.11** Remission of Revenue 1. Board of Revenue Full  
Powers

in accordance with rules. (with the approval of Government)

**19.12** Remission of Revenue other wise 1. Board of Revenue  
Rs.5,000

than in accordance with rules but not in relaxation of rules.

**19.13** Remission of Land revenue 1. Board of Revenue Full  
Powers| subject to

due to calamities | detail  
order

approval | and

|of government

**19.14** To Sanction Remission of Rs.100 by Audit Officer cases. 1. District Revenue Officer/ Collector in individual Upto

**19.15** Remission of acreage rates. Powers harvest in case. 1. Board of Revenue Full 2. Collectors Rs.500 per a single

**19.16** To levy or remit Powers acreage rates. 1. Board of Revenue Full

**19.17** Remission of rent on temporary cultivation 1. Collectors Rs.100

Note:- Full power subject to standing orders issued by Board of Revenue from time to time

( returns of remission granted should be furnished to the Board of Revenue).

**19.18** Shifting of installment connected with disposal of land. 1. Board of Revenue 2 years 2. Collectors --

**19.19** Increase in number of half year installments installments connected with disposal of land. yearly installments 1. Board of Revenue Upto 10 2. Collectors Upto 4 half

**19.20** To dismantle and sell Powers unserviceable buildings. 1. Board of Revenue Full

Note:- Provided that a certificate from Communication and works Department about their being

unserviceable should be obtained.

**19.21** Leases of land pertaining to Government Buildings. 1. Board of Revenue Full Powers

to Government Buildings.

Note:- Subject to the leases being openly auctioned for one year at a time.

**19.22** Leases of surplus buildings. 1. Board of Revenue Full Powers

Note:- Full Powers for a period not exceeding one year after obtaining competitive offers/open auction.

**19.23** Leases of fruit trees and Power sale of grass growing in compounds of Government Buildings belonging to Revenue Department. 1. District Revenue Officer ] Full 2. Director Land Records | for a period 3. District Settlement Officer |not more than one year.

Revenue Department.

**19.24** Leases of:-

1. Land under the rules in accordance contained in with appendix-III with the rules lease for the lease to land contained Administration rules for the and III lease of waste Manual other Administration than that lands contained in Period 1. Board of Revenue Full Powers in accordance the rules for the of waste lands in Appendix-II to Land for a Maximum

appendix-II include in a provided

of twenty years

colonization to land area held

that the total

Administration Manual or single

on lease by a

which is likely to come under exceed

lessee does not

perennial irrigation in the and

one hundred

foreseeable future. acres.

fifty

2. Land for grazing of cattle. upto ten

1. Collectors.

Full Powers

not

acres for a period

years.

exceeding Two

3. Fruit trees not in the Powers For one

1. Collectors.

Full

compound of Government

year provided the

Buildings.

reserve rent does

Rs.1,000/-

not exceed

**19.25** Lease of state Agricultural fifty acres for a

1. Collectors

Upto

period not exceeding ten harvests. Subject to any order issued by the Govt. or the Board of Revenue and provided that the Area

to be held at one time  
 by Lease shall not exceed  
 the limit Fix under the  
 Revenue order.

**19.26** Lease of state land for Powers

1. Board of Revenue

Full

Agri. purposes by

Upto five years

private treaty.  
 fifty acres for a

3. Collectors/District

Upto

two years only

Revenue Officer

period of

of land for

in respect

offers by tenders

which

fail to attract

or auction

provided that

a bidder,

land beyond

no lease of

is allowed in

two years

continuation of the allowed

same lease

without the

sanction of

the Board of

Revenue.

**19.27** Lease of state land for Powers subject to

1. Board of Revenue

Full

Non-Agricultural  
that the

purposes.  
involve

the conditions

Lease does not

the erection of a  
building.

**19.28** Lease of land  
Powers subject

to Local Bodies.  
approval of

Government.

**19.29** Lease of state land  
Powers subject

for brick kilns.  
standing orders

Board of

and in

consultation with city

Government

of Urban

Areas and

Government

areas .

**19.30** Long lease with special  
Powers

1. Board of Revenue

1. Collectors

1. Board of Revenue

Full

Full

Full

to

to the

of the

Revenue

District

In respect

area and

District

in other

conditions under a scheme approved by Government.

**19.31** Lease of Nazul Powers subject to

1. Board of Revenue

Full

Land. the

the conditions that if

agricul-

lease is for non

does

tural purposes it

erection

note involve the

of a building.

**19.32** Grant of state Agricultural Powers subject to

1. Board of Revenue

Full

land in Colonies.

the conditions that the

in

grant is made

with the

accordance

standing orders of

scheme approved by

Revenue Department

and in consultation with

Finance Department .

**19.33** Allotment of land for graveyards Powers

1. Collectors

Full

& cremations ground.

Note:- Subject to consultation with City District or District Government, as the case may be.

**19.34** Allotment of land for kanals subject to

1. Collectors/District

Upto 2

Kanals (Tanning Yards). standing orders of Board of Revenue .	Revenue Officer	the
<b>19.35</b> Sale of state land for sold by agricultural purposes. held in accordance with the conditions app- roved by government or Board of Revenue; and b. the reserve price is approved by Board of Revenue before auction is held c. maximum limit will be upto 50 acres.	1. Board of Revenue	a. the land is auction
Note:- The result of such auction should be reported to the Board of Revenue in such a form as may be prescribed by it.		
<b>19.36</b> Sale of state land for non agricultural purposes by:-		
a) Public auction	1. Board or Revenue	Full Powers
b) Private treaty at subject to Market Value. upto maximum of	1. Board of Revenue	Full Powers Prescribed conditions
i) half an acre in urban area ii) five acres in rural area		
Note:- Both in case of (a) and (b) where applicable City District clearance to be obtained.		
<b>19.37</b> Sale of escheated Land	2. Collectors	Rs.50,000
Note:- Subject to the condition that the land is sold by auction after wide publicity.		
<b>19.38</b> Sale of awkward plots Powers of state land for Agri.	1. Board of Revenue	Full

purposes by private  
treaty.

**19.39** Sale of Nazul Land by:-

a) Public auction. 1. Board of Revenue Full Powers

b) Private treaty subject to 1. Board of Revenue Full Powers

at market value. Prescribed  
condition upto a maximum of

(i) half of an acre in Urban areas

(ii) five acres in Rural areas

**19.40** To sanction or cancel Powers 1. Collectors Full

sale of old wells.

**19.41** Grant of Nazul land free Powers with in the 1. Board of Revenue Full

of cost to local bodies. approval of  
grant.

**19.42** Sale of sites required powers subject 1. Board of Revenue Full

exclusively for the conditions that to the

purpose of a temple, the first four  
kanals

mosque or other religious are paid for half  
the

building in state owned market value  
and any

towns i.e. town built area in excess is  
paid

mainly on state owned for at full  
market rates.

Land in colonies.

**19.43** Sale of Land required Powers 1. Board of Revenue Full

exclusively for the purpose of mosque, temple, or church in areas of other than those specified in item 20.44.

Note:- Subject to the condition that clearance of City District is obtained where applicable.

**19.44** To sanction reserve Powers 1. Administrative Department Full

price of land to be sold by auction. 2. Board of Revenue Full Powers

**19.45** To cancel sale of state land powers in the 1. Board of Revenue Full

and refund the price already paid the not of price without on or following cases; provided that the cancellation is of whole area and part of it and the paid is refunded an interest there compensation:-

- 1) the land is sold and after sale it transpires that:-
  - a) It or a part of it, is owned by another person; or
  - b) It or part of it, is already allotted or leased out to another person or it has

already been sold on installment basis to another person; or

- c) a part, or whole of it is graveyard.
- 2) The land is sold as commanded by a canal but is found later as a result of the Irrigation Department's report that a major part of it is situated outside the Irrigation boundary of the canal.
- 3) The land is sold erroneously under some mistake of fact.

Note:- A copy of the order canceling the sale should in each case be supplied to the Board of Revenue.

**19.46** Exchange of Nazul land 1. Board of Revenue i) upto half of an acre in of equal value urban areas  
ii) upto five acres in rural areas

**19.47** Exchange of land under the 1. Board of Revenue Full powers in the following cases:-  
present grant of occupancy a) where land has been acquired  
with state land in for public purposes;  
colony areas. b) where the Irrigation Deptt.  
find difficulty in maintaining irrigation; and

c) where the land has been adversely affected by water logging and the sub-soil water is reported by the Irrigation Department or any other agency of Government dealing with water logging and salinity control, to be within

five feet of the surface and the area affected has become banjar to the extent of one third of the total holding and is in-capable of bearing 25 paisa crop owing to the presence of thur.

<p><b>19.48</b> To sanction renewal for the annual value of</p> <p>term of the new settlement under.</p> <p>of land revenue, assignments enjoyed by religious and charitable institutions or rest houses the terms of which have expired with the expiring settlement.</p>	<p>1. Board of Revenue</p>	<p>Grant of</p> <p>Rs.5000 or</p>
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<p><b>19.49</b> To convert an assignment of land the annual value of</p> <p>revenue released for the life or provided</p> <p>lives of altered the Manager or which the con-</p> <p>Managers of religious and shall in</p> <p>charitable institution or rest house resumed until it</p> <p>into an assignment for the terms resumption under</p> <p>of the new settlement on the which it</p> <p>conditions of its proper maintenance made.</p> <p>even though one or more of the</p>	<p>1.Board of Revenue</p>	<p>Grant of</p> <p>Rs.1000/- or under</p> <p>that a grant of</p> <p>ditions have been so</p> <p>no case be</p> <p>is liable to</p> <p>the conditions on</p> <p>was originally</p>
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grantees is still alive

**19.50** To sanction continuance of the annual value

of village grants at a under period not

general re-assessment of the new

of a district. settlement.

1. Board of Revenue

All grants

of Rs.400 or

exceeding the term

**19.51** To sanction continuance of of annual

religious & charitable grant

for the remainder of terms

of a settlement if the original

term of release expires during

the period of settlement.

1. Board of Revenue

All Grants

value of Rs. 1000/-

or under.

**19.52** Sale of village residential powers subject to the

shop site by private treaty. of

the price.

1. Collectors

Full

orders of the Board

Revenue regarding

**19.53** Fixation of compensation Powers

in case involving breach of the conditions of sale.

1. Administrative Department

Full

**THIRD SCHEDULE**

**SPECIAL POWERS TO CERTAIN DEPARTMENTS**

S.No.	Nature of Power	To whom delegated	
(1)	(2)	(3)	

**19- REVENUE DEPARTMENT**

<b>19.1</b> To sanction loans under Powers Agriculture Loans Act. Rs.10,000 in each case availability of Instructions Board of	1. Board of Revenue 2. District Revenue Officer/ Collector	Full  Subject to funds and issued by Revenue.
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<b>19.2</b> To sanctions loans under the Rs..100,000 in each case Land Improvement Loans Act. Rs..10,000 in each case	1. Board of Revenue 2. District Revenue Officer/ Collector
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Note:- Subject to availability of funds and instructions issued by Board of Revenue when

Finance Department has allowed such loaning.

<b>19.3</b> Suspension of recoveries Powers of loans under the Land Improvement Loans Act and Agriculture Loans Act.	1. Board of Revenue	Full
---	---------------------	------

Note:- Full powers are subject to the provision of Taqavi Acts and the rules made there under. Board of Revenue has to pass a detail order justifying this action.

**19.4** Grants-in-Aid. 1. Board of Revenue Full Powers

Note:- Subject to the provision of funds and granting of rewards permissible under the rules.

**19.5** Refund in cases in which money is credited to

Government for purchase subject 1. District Revenue Officer/ Full Powers  
of stamps but stamps are Collector to Law.  
not actually purchased.

**19.6** To write off value of:

i) Non Postal stamps obsolete, unserviceable or spoiled.

ii) Water marked plain 1. Board of Revenue Rs.100,000 subject  
to detail order  
paper which is damaged  
justifying order  
and unfit for use.  
the auction

a) Stamps lost in transit.

b) Loss of stamps forming 2. District Revenue Rs. 300/-  
part of the stock in Officer/Collector  
a local Branch Deptt:

**19.7** To write off irrecoverable 1. Board of Revenue  
Rs.10,000 subject to  
loss of stamps revenue. detail order

**19.8** Refund of Court fee stamps

affixed un-necessarily, in 1. District Revenue Officer/ Full Powers  
consequence of an order of Collector  
a Court.

Note:- Subject to On production of an order of the Court.

**19.9** Refund or renewal of impressed 1. Collector/District Powers Full

or adhesive court-fee stamps Revenue Officer

which have been spoiled or

rendered useless or unfit for

purpose intended or for which the

purchaser has not immediate use.

Note:- Subject to the deduction of ten paisa per rupee of face value in the case of refunds except in

case of court fee stamps not spoiled or rendered unfit for use returned to Collector's store on.

a. expiration of License;

b. revocation of License for any reason other than fault of the Licensee.

**19.10** Refund of revenue other 1. Board of Revenue Rs.5,000  
wise than in accordance (in each case)

with the rules but not in

relaxation of any rules.

**19.11** Remission of Revenue 1. Board of Revenue Full  
Powers

in accordance with rules. (with the  
approval of

Government)

**19.12** Remission of Revenue other wise 1. Board of Revenue  
Rs.5,000

than in accordance with rules

but not in relaxation of rules.

**19.13** Remission of Land revenue 1. Board of Revenue Full  
Powers| subject to

due to calamities  
order

| detail

approval | and

|of government

**19.14** To Sanction Remission of Rs.100 by Audit Officer cases. 1. District Revenue Officer/ Collector in individual Upto

**19.15** Remission of acreage rates. Powers harvest in case. 1. Board of Revenue 2. Collectors Full Rs.500 per a single

**19.16** To levy or remit Powers acreage rates. 1. Board of Revenue Full

**19.17** Remission of rent on temporary cultivation 1. Collectors Rs.100

Note:- Full power subject to standing orders issued by Board of Revenue from time to time

( returns of remission granted should be furnished to the Board of Revenue).

**19.18** Shifting of installment connected with disposal of land. 1. Board of Revenue 2. Collectors 2 years --

**19.19** Increase in number of half year installments installments connected with disposal of land. yearly installments 1. Board of Revenue 2. Collectors Upto 10 Upto 4 half

**19.20** To dismantle and sell Powers unserviceable buildings. 1. Board of Revenue Full

Note:- Provided that a certificate from Communication and works Department about their being

unserviceable should be obtained.

**19.21** Leases of land pertaining to Government Buildings. 1. Board of Revenue Full Powers

to Government Buildings.

Note:- Subject to the leases being openly auctioned for one year at a time.

**19.22** Leases of surplus buildings. 1. Board of Revenue Full Powers

Note:- Full Powers for a period not exceeding one year after obtaining competitive offers/open auction.

**19.23** Leases of fruit trees and Power sale of grass growing in compounds of Government Buildings belonging to Revenue Department. 1. District Revenue Officer ] Full 2. Director Land Records | for a period 3. District Settlement Officer |not more than one year.

Revenue Department.

**19.24** Leases of:-

1. Land under the rules in accordance contained in with appendix-III with the rules lease for the lease to land contained Administration rules for the and III lease of waste Manual other Administration than that lands contained in Period 1. Board of Revenue Full Powers in accordance the rules for the of waste lands in Appendix-II to Land for a Maximum

appendix-II include in a provided

of twenty years

colonization to land area held

that the total

Administration Manual or single

on lease by a

which is likely to come under exceed

lessee does not

perennial irrigation in the and

one hundred

foreseeable future. acres.

fifty

2. Land for grazing of cattle. upto ten

1. Collectors.

Full Powers

not

acres for a period

years.

exceeding Two

3. Fruit trees not in the Powers For one

1. Collectors.

Full

compound of Government

year provided the

Buildings.

reserve rent does

Rs.1,000/-

not exceed

**19.25** Lease of state Agricultural fifty acres for a

1. Collectors

Upto

period not exceeding ten harvests. Subject to any order issued by the Govt. or the Board of Revenue and provided that the Area

to be held at one time  
 by Lease shall not exceed  
 the limit Fix under the  
 Revenue order.

**19.26** Lease of state land for Powers

Agri. purposes by

private treaty.  
 fifty acres for a

two years only

of land for

offers by tenders

fail to attract

provided that

land beyond

is allowed in

continuation of the allowed

without the

the Board of

1. Board of Revenue

3. Collectors/District

Revenue Officer

Full

Upto five years

Upto

period of

in respect

which

or auction

a bidder,

no lease of

two years

same lease

sanction of

Revenue.

**19.27** Lease of state land for Powers subject to

1. Board of Revenue

Full

Non-Agricultural  
that the

the conditions

purposes.  
involve

Lease does not

the erection of a  
building.

**19.28** Lease of land  
Powers subject

1. Board of Revenue

Full

to Local Bodies.  
approval of

to

Government.

**19.29** Lease of state land  
Powers subject

1. Collectors

Full

for brick kilns.  
standing orders

to the

Board of

of the

and in

Revenue

consultation with city

Government

District

of Urban

In respect

Areas and

area and

Government

District

areas .

in other

**19.30** Long lease with special  
Powers

1. Board of Revenue

Full

conditions under a scheme approved by Government.

**19.31** Lease of Nazul Powers subject to

1. Board of Revenue

Full

Land. the

the conditions that if

agricul-

lease is for non

does

tural purposes it

erection

note involve the

of a building.

**19.32** Grant of state Agricultural Powers subject to

1. Board of Revenue

Full

land in Colonies.

the conditions that the

in

grant is made

with the

accordance

standing orders of

scheme approved by

Revenue Department

and in consultation with

Finance Department .

**19.33** Allotment of land for graveyards Powers

1. Collectors

Full

& cremations ground.

Note:- Subject to consultation with City District or District Government, as the case may be.

**19.34** Allotment of land for kanals subject to

1. Collectors/District

Upto 2

<p>Kanals (Tanning Yards). standing orders of Board of Revenue .</p>	<p>Revenue Officer</p>	<p>the</p>
<p><b>19.35</b> Sale of state land for sold by agricultural purposes. held in accordance with the conditions app- roved by government or Board of Revenue; and b. the reserve price is approved by Board of Revenue before auction is held c. maximum limit will be upto 50 acres.</p>	<p>1. Board of Revenue</p>	<p>a. the land is auction</p>
<p>Note:- The result of such auction should be reported to the Board of Revenue in such a form as may be prescribed by it.</p>		
<p><b>19.36</b> Sale of state land for non agricultural purposes by:-</p>		
<p>a) Public auction</p>	<p>1. Board or Revenue</p>	<p>Full Powers</p>
<p>b) Private treaty at subject to Market Value. upto maximum of</p>	<p>1. Board of Revenue</p>	<p>Full Powers Prescribed conditions</p>
<p>i) half an acre in urban area ii) five acres in rural area</p>		
<p>Note:- Both in case of (a) and (b) where applicable City District clearance to be obtained.</p>		
<p><b>19.37</b> Sale of escheated Land</p>	<p>2. Collectors</p>	<p>Rs.50,000</p>
<p>Note:- Subject to the condition that the land is sold by auction after wide publicity.</p>		
<p><b>19.38</b> Sale of awkward plots Powers of state land for Agri.</p>	<p>1. Board of Revenue</p>	<p>Full</p>

purposes by private  
treaty.

**19.39** Sale of Nazul Land by:-

a) Public auction. 1. Board of Revenue Full Powers

b) Private treaty subject to 1. Board of Revenue Full Powers

at market value. Prescribed  
condition upto a maximum of

(i) half of an acre in Urban areas

(ii) five acres in Rural areas

**19.40** To sanction or cancel Powers 1. Collectors Full

sale of old wells.

**19.41** Grant of Nazul land free Powers with in the 1. Board of Revenue Full

of cost to local bodies. approval of  
grant.

**19.42** Sale of sites required powers subject 1. Board of Revenue Full

exclusively for the conditions that to the

purpose of a temple, the first four  
kanals

mosque or other religious are paid for half  
the

building in state owned market value  
and any

towns i.e. town built area in excess is  
paid

mainly on state owned for at full  
market rates.

Land in colonies.

**19.43** Sale of Land required Powers 1. Board of Revenue Full

exclusively for the purpose of mosque, temple, or church in areas of other than those specified in item 20.44.

Note:- Subject to the condition that clearance of City District is obtained where applicable.

**19.44** To sanction reserve Powers 1. Administrative Department Full

price of land to be sold by auction. 2. Board of Revenue Full Powers

**19.45** To cancel sale of state land powers in the 1. Board of Revenue Full

and refund the price already paid the not of price without on or following cases; provided that the cancellation is of whole area and part of it and the paid is refunded an interest there compensation:-

- 1) the land is sold and after sale it transpires that:-
  - a) It or a part of it, is owned by another person; or
  - b) It or part of it, is already allotted or leased out to another person or it has

already been sold on installment basis to another person; or

- c) a part, or whole of it is graveyard.
- 2) The land is sold as commanded by a canal but is found later as a result of the Irrigation Department's report that a major part of it is situated outside the Irrigation boundary of the canal.
- 3) The land is sold erroneously under some mistake of fact.

Note:- A copy of the order canceling the sale should in each case be supplied to the Board of Revenue.

**19.46** Exchange of Nazul land 1. Board of Revenue i) upto half of an acre in of equal value urban areas

ii) upto five acres in rural areas

**19.47** Exchange of land under the 1. Board of Revenue Full powers in the following cases:-

- a) present grant of occupancy acquired where land has been with state land in for public purposes;
- b) colony areas. Depts. where the Irrigation

find difficulty in maintaining irrigation; and

c) where the land has been adversely

affected by water logging and the sub-soil water is reported by the Irrigation Department or any other agency of Government dealing with water logging and salinity control, to be within

five feet of the surface and the area affected has become banjar to the extent of one third of the total holding and is in-capable of bearing 25 paisa crop owing to the presence of thur.

<p><b>19.48</b> To sanction renewal for the annual value of</p> <p>term of the new settlement under.</p> <p>of land revenue, assignments enjoyed by religious and charitable institutions or rest houses the terms of which have expired with the expiring settlement.</p>	<p>1. Board of Revenue</p>	<p>Grant of</p> <p>Rs.5000 or</p>
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<p><b>19.49</b> To convert an assignment of land the annual value of</p> <p>revenue released for the life or provided</p> <p>lives of altered the Manager or which the con-</p> <p>Managers of religious and shall in</p> <p>charitable institution or rest house resumed until it</p> <p>into an assignment for the terms resumption under</p> <p>of the new settlement on the which it</p> <p>conditions of its proper maintenance made.</p> <p>even though one or more of the</p>	<p>1.Board of Revenue</p>	<p>Grant of</p> <p>Rs.1000/- or under</p> <p>that a grant of</p> <p>ditions have been so</p> <p>no case be</p> <p>is liable to</p> <p>the conditions on</p> <p>was originally</p>
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grantees is still alive

**19.50** To sanction continuance of the annual value

of village grants at a under period not

general re-assessment of the new

of a district. settlement.

1. Board of Revenue

All grants

of Rs.400 or

exceeding the term

**19.51** To sanction continuance of of annual

religious & charitable grant

for the remainder of terms

of a settlement if the original

term of release expires during

the period of settlement.

1. Board of Revenue

All Grants

value of Rs. 1000/-

or under.

**19.52** Sale of village residential powers subject to the

shop site by private treaty. of

the price.

1. Collectors

Full

orders of the Board

Revenue regarding

**19.53** Fixation of compensation Powers

in case involving breach of the conditions of sale.

1. Administrative Department

Full

## THIRD SCHEDULE

### SPECIAL POWERS TO CERTAIN DEPARTMENTS

S.No.	Nature of Power	To whom delegated
(1)	(2)	(3)

#### **21- WORKS AND SERVICES DEPARTMENT**

##### **21.1 Technical Sanctions:-**

- |                              |                              |             |
|------------------------------|------------------------------|-------------|
| a) Original Works            | 1. Administrative Department | Full Powers |
| 2. Chief Engineers           | Full Powers                  |             |
| 3. Superintending Engineers/ | upto Rs.10,000,000           |             |

Director Public Works (BPS-19)

a) Highways

b) Buildings

4. Executive Engineers/Deputy

Director Works (BPS-18)

a) Highways                      Rs.2,000,000

b) Buildings                      Rs.2,000,000

Note:- Subject to the conditions that

a) excess amount over the amount for which Administrative Approval has been accorded does not exceed 10%. In case it does exceed, fresh Administrative Approval will be required.

b) The above condition is only for those works which are likely to be completed within a period of one year.

c) The above condition is not applicable on those works which are likely to be completed in more than one phase.

d) All codal formalities shall be completed before granting Technical Sanction.

- |                             |                              |              |
|-----------------------------|------------------------------|--------------|
| b) Ordinary and Special     | 1. Administrative Department | Full Powers  |
| Repairs to non-residential/ | 2. Chief Engineers           | Full Powers  |
| office buildings.           | 3. Superintending Engineers/ | Rs.1,000,000 |

Director Public Works(BPS-19)

4. Executive Engineers/Deputy Rs. 200,000

Director Works (BPS-18)

Note:- Subject to the condition:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

c) Ordinary and Special Rs.500,000	1. Administrative Department	upto
Repairs to residential Rs.100,000 in case Buildings.	2. Chief Engineers	upto
case of	3. Superintending Engineers/ Director Public Works	Rs.50,000 in each building.

4. Executive Engineers/Deputy Rs.10,000 in case of  
Director Public Works each building

Note:- Subject to the conditions:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

d) Ordinary and Special	1. Administrative Department.	Full Powers
Repairs to roads.	2. Managing Director PHA	Full Powers
	3. Chief Engineers	Full Powers
	4. Superintending Engineers/	

Rs.2,000,000

Director Public Works

5. Executive Engineers Rs. 400,000

Note:- Subject to the conditions that:-

a) the Works relating to repair have been approved by the Zila Council or the Government as the case may be

b) Works are awarded only against the funds released only and liabilities shall not be accrued

c) No works shall be carried out in anticipation of funds.

**21.2** Administrative approval  
Rs.20,000,000

1. Administrative Department

for works/Developmental  
schemes

(in Departmental Development  
Works Program)

2. Administrative Department

Rs. 500,000

(without sub committee)

3. Chief Engineers

Rs.

300,000

4. Superintending Engineers/  
Executive Engineers

Rs.

100,000

Rs. 50,000

Executive Engineers

5. District Development Committee Rs. 10,000,000

These powers under 21.1 and 21.2 are subject to the following conditions:-

Note:- 1) The powers delegated to the Administrative Department with Departmental Developmental Working Party and District Development Committee shall be exercised subject to the conditions that:-

i) The powers shall be exercised by Administrative Secretaries in the working party consisting of the following:-

a) Secretary to Government in the concerned department

**Chairman**

b) A representative of Finance Department

(not below the rank of Deputy Secretary).

**Member**

c) A representative of PE&D Deptt. (not below

the rank of Assistant Chief of Section).

**Member**

a) A representative of Technical Department if it involves

works (not below the rank of Superintendent Engineer)

**Member.**

When there is unanimity, no reference to the Provincial Development Working Party shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party.

(ii) These powers shall be exercised only in respect of plans/schemes involving expenditure of development nature. The PC-I should not include provision for staff and vehicles which must be got cleared from Finance Department prior to placing the PC-I for consideration and approval of competent forum.

(iii) No expenditure on a scheme shall be incurred unless it is reflected in the ADP and there is a provision in the Development Budget of the year.

(iv) The schemes so approved and sanctioned shall be sent to the Planning & Development and Finance Department simultaneously for their record.

(v) Where any of the member is not present, the scheme should not be approved unless of course that member has sent his comments in writing and these comments have been considered by the Working Party.

(i) The schemes sanctioned are in line with the objectives of the national plans and there is no deviation from the principles and policies laid down in the plans.

(ii) The schemes do not have economic or other repercussions beyond the province.

Note:-2. The powers delegated to Administrative Departments without Departmental Development Working Party, Heads of Departments and Officers in category-I shall be subject to the following conditions.

a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the development budget or the non-developmental budget of that year as the case may be [see also note-5 (a)].

b) In case of Development schemes, copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.

Note:- 3. For the meetings of Departmental Developmental Working Party, the instructions contained in West Pakistan Finance Departments letter No. S.O.AA II-42-63-505/65 dated 26th March 1965 (reproduced at page 135) may be observed.

Note:- 4 a) The District Development Committee shall consist of District Coordination Officer:

	District Nazim	Chairman
Chairman	District Coordination Officer	Vice

	Executive District Officer Finance & Planning	Member
Member/Secretary	District Planning Officer	
	District Officer Finance Member	
	Executive District Officer Works & Services	Member
	Executive District Officer Sponsoring Department	Member
	District Officer of Sponsoring Department	Member
	The attendance of Planning and Finance representatives shall be compulsory	

b) The power for approval of schemes shall be subject to the following conditions:-

(i) where the schemes involve creation of new posts or purchase of vehicles, that portion of the scheme will be got cleared from Provincial Finance Department before considering the scheme for approval

(ii) the Committee shall not be competent to approve any scheme based on subsidy

(iii) No scheme will be approved or implemented unless it is reflected in the ADP or District Development Plan approved by the Zila Council.

(iv) The Committee shall approve schemes only relating to functions devolved to Districts.

(v) The Administrative approval will be issued by the EDO of the Concerned Group of Department under the signature of District Coordination Officer.

(vi) The District Officer of P & D will issue minutes of the meeting of District Development Committee while representatives of Planning and Finance will present their report regarding scrutiny, viability, compliance of financial rules for consideration.

Note:-5. a) Where the schemes involve creation of new posts of staff or purchase of vehicles or equipment, that portion of such schemes shall be separately got cleared from the Finance Department before the scheme is considered even if it is within the competence of Departmental Development Working Party, Administrative Departments, Category-I Officers, or District Development Committee.

b) None of the above schemes shall exceed the sanctioning powers of the Departmental Development Working Party or District Development Committee.

<b>21.3</b>	Acceptance of Tenders Powers	1. Administrative Department	Full
		2. Chief Engineers	Full
	Powers		



b) Ordinary	Rs.100,000   approval of
4. Executive Engineers/Deputy Director Public Works	Rs. 50,000   Zila Council

**Note:-** Tools and Plants of a division are of two kinds:-

a) General or ordinary tools and plants i.e. those required for the general use of the division.

b) Special tools and plants i.e. those required not for general purposes, but for a special work. The cost of the supply repairs and carriage of articles of class (a) is charged to the minor head "Tools and Plants" whereas similar charges of class (b) are borne by the works concerned. In both cases the cost is charged in the accounts against sanctioned estimates in the same way as expenditure on works, though for purposes of sanction it is treated as expenditure on tools and plants. ( Para 142 of CPWA Code).

c) Subject to availability/release of funds.

<b>21.5</b> Repairs & Carriage Powers	1. Administrative Department	Full Powers
of tools and Plants.	2. Chief Engineers	Full Powers
Rs.50,000	3. Superintending Engineers/	

Director Public Works

4. Executive Engineers Public Works	Rs.30,000
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<b>21.6</b> Sanctioning fixation of Powers	1. Administrative Department	Full Powers
stock limits of various Districts.	2. Chief Engineers	Full Powers
	3. Zila Council	Full Powers

<b>21.7</b> To Dismantle and sell Powers	1. Administrative Department	Full Powers
unserviceable buildings	2. Chief Engineers	Rs. 1,000,000
Provided it	3. District Coordination Officer	Rs. 700,000
is approved	4. Executive District Officer Works	Rs. 300,000

by the Zila

Council.

**21.8** Leases of surplus Powers 1. Administrative Department Full

Buildings. subject to 2. District Coordination Officer Full Powers

approval of Zila

Council.

Note:- Full powers are subject to a period not exceeding one year after obtaining competitive offers.

**21.9** Leases of Land pertaining Powers 1. Administrative Department Full

to Government Buildings 2. Chief Engineers Full Powers

Powers subject to 3. Superintending Engineers/ Full

Director Public Works. approval of Zila Council

Note:- Subject to the lease being openly auctioned for a period of one year at a time.

**21.10** Leases of Land along Powers 1. Administrative Department. Full

Provincial/National Highways

for Petrol Pumps at 2. Chief Engineers Full Powers

prescribed rates.

Note:- Subject to the conditions that site is approved by the District Petrol Pump Committee, the land is under the control of Works and Service Department, NOC of Provincial Highway Authority or NHA, as the case may, has been obtained and lease is auctioned or compatible sealed tenders are invited.

**21.11** Leases of surplus land along Department Full Powers 1. Administrative

National Highways (within Province)

& Provincial Highways for Purchase

other than Petrol Pumps.

Note:- Subject to the following conditions:-

- i) open auction for one year at a time;
- ii) land will not be used for any permanent structure;
- iii) the land is under the control of Works and Service Department;
- iv) approval of the Board of Revenue to determine reserve price will be obtained before auction;
- v) NOC of Provincial Highway Authority shall be obtained.

<b>21.12</b> Leases of fruits trees & Department	1. Administrative Full Powers	
sale of grass growing Powers	2. Chief Engineers	Full
on Government Land . Powers	3. Superintending Engineers/	Full

Director Public Works

Note:- Subject to open auction for a period of one year and proceeds are deposited in Government Account.

<b>21.13</b> Payment of Compensation Powers   upto the	1. Administrative Department	Full
under Workmen's amount	2. Chief Engineers	Full Powers
Compensation Act. admissible	3. Superintending Engineers/	Full Powers
Executive Engineers.		under the
		act.

Note:- Subject to the conditions that payment in each case is pre-audited and all cases in which there is a doubt as to applicability of Act, are referred to the Law Department for legal advice.

<b>21.14</b> Sale of surplus Powers	1. Administrative Department	Full
trees on Government	2. Chief Engineers	Full Powers
land other than Subject to	3. Superintending Engineers/	Full Powers
along roads. Council	Director Public Works	approval of Zila

Note:- Subject to open auction provided that the land on which trees are standing is under the Control of Works and Services Department.

<b>21.15</b> To Sanction employment Powers	1. Administrative Department	Full
of Work-charged Establishment	2. Chief Engineers	Full Powers
	3. Superintending Engineers/ Executive Engineers.	Rs.1,100

Note: Subject to the following conditions:-

- a) provision exists in the sanctioned estimates;
- b) the power is exercised only when the order to commence the work has been received and they are hired only for such particular work, if required;
- c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category;
- d) the power will be exercised for development schemes only (as otherwise employment of work-charged establishment is banned since 1974); and
- e) services of Work-Charges employees will be dispensed with as soon as the work is completed and shall not be transferred to current budget or carried on from works to works.

<b>21.16</b> Administrative approval to Powers	1. Administrative Department	Full
deposit works	2. Chief Engineers	Upto Rs.
2 million		
1 million subject	3. Superintending Engineer/ Director Public Works	Upto Rs. to the
condition that		Total
amount required		for
completion of the		job has been
deposited		in advance.

21.17 Powers to write off losses due to Rs. 100,000	1. Chief Engineer	Upto
Depreciation of serviceable stock 40,000 with the	2. Director Public Works	Upto Rs.
(book losses as apposed to actual Nazim		approval of Zila
losses)		

Note:- The delegatee shall pass a detail order justifying this action.