

## ORDER

In supersession of all previous orders in connection with the delegation of powers the Additional Director (Admn.)/ Joint Director (Admn)/ Additional Directors of Agriculture & FW, Joint Directors of Agriculture & FW, Chief Hydrologist (GWC) and A.O posted at Head Quarter are hereby authorized to exercise the powers to the extent mentioned against each:-

Item No.	Rules/ instructions	Nature of Powers	Extent of Powers vested in DGA	To whom delegated	Extent of Powers redelegated
<b>PUNJAB FINANCIAL RULES VOL.I</b>					
1.	S.No.1of Rule 19.6	To sanction non recurring exp. Upto Rs. 1,00,000/- not otherwise provided for in this rule ( other than exp. On installation of new telephone)	Upto 100000/- for any one item	i) All Addl. Dir. Agri.&FW/ Jt. Dir. Agri.&FW/ JD(Admn.),Chief Hydrologist (GWC) at HQ	i) Up to Rs. 40,000/- for any one item in respect of the schemes controlled by them.
2.	S.No.3 of Rule19.6	To sanction exp. out of contingencies for the carriage of office record etc.	Upto Rs. 2000/- per annum	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
3.	S.No.4 of Rule19.6	To sanction of payment of demurrage wharfage charges out of contingency.	Upto Rs. 1000/- in each case provided that amount had become payable due to unavoidable circumstances	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
4.	S.No.5 of Rule19.6	To sanction exp. on service postage stamps for use in Govt. offices & Institute.	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
5.	S.No.6 of Rule19.6	To sanction posts of Class-IV employees whose pay is chargeable to contingencies (To engage upto 4 hours part-time).	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers subject to rules.
6.	S.No.19 of Rule19.6	To sanction local purchase of locks of Indian manufactures where no rate contract of Controller of Stores Haryana exist.	Up to Rs. 400/- in each case	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
7.	S.No.22 of Rule19.6	To sanction petty local purchase of stationery usually supplied by the Controller of Stationery other than special articles of stationery mentioned in para 10.9(10) of the printing & Stationery manual	Upto Rs. 350/- for each purchase in emergent cases subject to the rules of chapter 10 of P&S manual	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
8.	S.No.24 of Rule19.6	To sanction the purchase of books & Maps	Full Powers	Addl.Dir.(Admn.)/ JD(Admn)	Full powers subject to budget provision and to the condition that the exp. of any one book does not exceeds 50/- including

0.	S No.28 of Rule19 6	To sanction expenditure in emergent cases on account of binding work executed locally.	Upto 700/- in each case	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
1.	S.No.32 of Rule19 6	To sanction purchase of bicycle for the use of their own offices as well as for certain subordinate offices.	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
2.	S No 33 of Rule19 6 readwith S.No 9(a) of Ann B to appendix 16 of Vol.II	To sanction supply of liveries summer clothing of Class-IV employees	Full Power	Addl Dir.(Admn.)/ JD(Admn)	Full Powers
3	Sr No 19 6 of PFR	To sanction expenditure on repairs of Government vehicle(s) as per Sr. No. 22 of the PFR Vol. (Haryana First Amendment Rules), 2006	Full Powers	Addl Dir (Admn) / JD(Admn)	Upto Rs 30,000/-
14.	S.No.3 of Rule19.10	To sanction advance for purchase of cycle	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
15.	S No 10 25 of PFR Vol I	To sanction advance on transfer	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
16.	S.No.1 of Rule19.14 (A)	To declare article of store or stocks surplus or unserviceable	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
17.	S No 2 of Rule19 14 (A)	To sanction sale of articles of stores or stock declare surplus or unserviceable by competent authority  (i) at book value or market value which ever is greater  ii) by public auction	Full Power 5000	Addl Dir (Admn.)/ JD(Admn)	Full Powers
18	S.No 3 of Rule19 14 (a)	To sanction disposal for sale article of stores by sale or otherwise	Upto Rs 1500/-	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
<b>PUNJAB CIVIL SERVICE RULE VOL.I PART-I</b>					
19.	S.No.4 of Rule15.1	Power to define the limit of a Govt. servant sphere of duty under rule 2.53	Full Power in respect of Govt. employees	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
20.	S.No.5 of Rule15.1	Power to permit a Govt. staff to appear in an optional examination under schedule to chapter--II para-7	Full Power in respect of non gazetted servants	Addl.Dir.(Admn.)/ JD(Admn)	Full Power
<b>CIVIL SERVICES RULES VOL.I, PART-II</b>					
21	S No 24 of appendix 12	Power to grant leave to non-gazetted staff	Full Power	Addl.Dir (Admn.)/ JD(Admn)	Full Powers
<b>CIVIL SERVICES RULES VOL.II</b>					
22.	S.No.2 of Annexure B referred to in note 2 below rule 13.14, 13.15(5) &	To sanction temporary advance of non-gazetted employee from their general provident fund	Full Powers subject to conditions laid down in rule 13.14	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers

3.	Rule 13.29, note 2, Annexure B to Chapter XIII of CSR Vol.II	To sanction non-refundable advance from General Provident Fund.	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full powers
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#### IVIL SERVICES RULES VOL.III

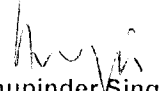
4	S.No 1 of Rule 2 2	Power to direct a Govt. servant to perform a journey in the respect of the public service for any purpose not specified in the rule.	Full Powers in respect of traveling allowance at tour rates subject to the limitations of the powers to sanction absence from sphere of duty, contained in S.No.6 of rule 15.1 in Vol.I Part-I of these rules	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers subject to the relevant conditions.
15	S. No 10 of rule 2.35	Power to decide whether a particular absence is absence on duty for the purpose of rules 2.35	Full Powers in individual cases provided that the absence is for reason of public nature which should be stated and that the period of absence does not exceed 14 days in each case	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers subject to the relevant conditions.
26.	S.No.11 of Rule 2.37	Power to restrict the duration & frequency of journeys on tours	Full powers	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
27.	S.No.9 of rule 19.6 of PFR Vol.I	To sanction the payment of rent for houses of land for other than residential purposes i.e. for ordinary office accommodation godowns etc.	Upto Rs. 10000/- for the office accommodation and Rs. 2000/- per mensem for land and house other than for office and residential purpose in each individual case subject to condition mention in para-2 of Haryana Govt. letter No. 10/36/91-2FICW, dt. 1.10.91	i) All Addl. Dir. Agri.&FW/ Jt. Dir. Agri.&FW At HQ, JD(Admn.),Chief Hydrologist (GWC) in respect of the schemes controlled by them.	Full Powers
28.	19.6 PFR Vol.I Part-I	Power to sanction expenditure Upto Rs 5000/-	Full Powers and full	DDO	Full Powers

		dues such as Telephone, Electricity, Water/ Sewerage bill/HUDA dues/ Municipal dues or any other Govt. dues		
29.	Power to sanction the medical reimbursement bills Upto Rs. 500000/-	Full Power	Addl.Dir. (Admn.)/ JD(Admn)	1. Full powers except for non Govt. hospital treatment. 2. Upto Rs 100000/- DDO
30.	Power to sanction the tour programmes of Officers at the Head Quarter working as Head of Sections	Full Power	-	-
31.	Power to sanction the tour programme of Class-I Officers of field level	Full Power	Concerned ADA/JDA	Full Powers
32.	Power to sanction the casual leave Upto 4 days to Class-III & IV at H.Q. level	Full Power	Branch Incharge	Full Powers
33.	Power to sanction the casual leave beyond 4 days of Class-III & IV employees at H.Q. level	Full Power	Asstt. Dir.(Admn.)	Full Powers
34.	Power to sanction the investigation of claims	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
35.	Power to forward the application forms to other departments and issue of NOC of all class III&IV employees.	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
36.	Power of sanction leave-encashment to all class-II officers and class-III and IV employees of HQ.	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
37.	Power to grant ACP to all Class-III & IV employees whose cases are covered within rules	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers except marginal/ denial cases, subject to verification by AO
38.	Power to grant extension in services beyond the age of 55 years to all Class-III & IV employees whose cases fall within the instructions issued by C.S.	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Power except marginal/ denial cases
39.	Confirmation, crossing of E.B.(except marginal cases) & extension of period of probation of non- gazetted employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers in clear cases as per Govt. policy/ instructions
40.	Acceptance of resignation of non gazetted employee when	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers

1.		Permission to do higher studies by all Class-III & IV employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
2.		Job of gazetted officers in field and non-gazetted staff of Directorate	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
3.		Sale and purchase of property in respect of non-gazetted employee and Class-II officers	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
14.		Communication of adverse remarks	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
15.		Fixation of HQ during suspension and increase in substance allowance of non-gazetted employee	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
16.		1. Refundable/ Non-refundable advance, HBA, Scooter, Car, Cycle, Moped, Motor cycle advance. 2. Mortgage deed in respect of Scooter, Car, Cycle, Moped, Motor cycle & HBA	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
17.		Granting of additional increment of 8 years or 18 years service and higher standard scale of all class-III&IV employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
18.		Grant of Earned Leave, annual increment to Class-II Officer, EB( except stoppage and marginal cases)	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Power
19.		Grant of annual increment to class-I officers	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
50.		Countersigning of pension cases	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
51.		Power to sanction tour programmes of officers at HQ other than Head of Sections	Full power	Head of Sections	Full Powers
52.		Warning with a copy in the personal file in respect of Asstt./ Jr. Auditor/ Sr. Scale Stenos, Jr. Scale Stenos/ Steno typists, Clerks, Restorers and other Class-III employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
53.		Countersigning of ACRs of Non-gazetted employees	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
54.		Power to sanction Rs.25000/- as ex-gratia amount	Full Power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
55.		Issue of residence certificate to employees	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
56.		Approval of pay fixation of class-I officers.	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Power
57.	i) PCSR Vol.III 2.107 ii) PMA. Rules 1940 and Govt.	Countersigning of TA bills/ Medical Bills of Director General of Agriculture, Haryana	FC/Commissioner Agriculture	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers

8.	Hr. Govt. letter dt. 31.1.06	Change of option for claiming medical reimbursement in respect of officials/officers of the deptt.	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
9.	PCSR Vol.III 2.107	Countersigning of TA bills of Class-I officers of Field offices and all officers of Hq.	Full power	A.O. (HQ)	Full Powers
0.		To issue resident Certificate Domicile Certificate, Caste Certificate N.O.C. Passport etc. of the Group 'C' & 'D' employees	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
1.		To sanction tour programmes of the Class-III & IV Officials working at Hq.	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers
2.		To sign on I-card of pensioners working in Agri. Deptt.	Full power	Account Officer.(HQ)	Full Powers
3.		To grant Children Education Allowance to Group 'A' 'B' 'C' & 'D' employees working at HQ.	Full power	Addl.Dir.(Admn.)/ JD(Admn)	Full Powers, subject to verification by AO.


Dated: 31.08.2016

  
**Bhupinder Singh, HCS**  
 Director of Agriculture and Farmers Welfare,  
 Haryana

Indst. No. 5273-5302/E-III(2) Dated, PKL the:-

01/09/2016

A copy is forwarded to All Officers in Directorate of Agriculture and Farmers Welfare, Haryana, Panchkula for information and necessary action.

  
**Joint Director (Admn.)**  
 for Director of Agriculture and Farmers Welfare,  
 Haryana

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