

GOVERNMENT OF KERALA

Abstract

25/

Delegation of Powers - Powers to the Principals and other Officers in the Govt. Homoeopathic Medical Colleges - Recommendations of the empowered Committee - Approved - Orders issued.

HEALTH (J) DEPARTMENT

G.O.(MS) 160/84/HID.

Dated, 19-6-84

- Read:-
1. Letter No. 2318/G2/81/GHMC dt. 16.10.81 from the Principal, Govt. Homoeopathic Medical College, Calicut.
 2. Letter No. 28/83/GCHI dt. 17.2.83 from the Principal Govt. Homoeopathic Medical College, Trivandrum.

O R D E R

The Principals of the Govt. Homoeopathic Medical Colleges have forwarded proposals regarding the administrative and/or financial powers to be delegated to the Principals and other officers of the Govt. Homoeopathic Medical Colleges. The Empowered Committee constituted to consider and recommend the powers to be delegated, considered the proposals and made their recommendations.

2. Govt. have examined the recommendations of the Empowered Committee and order that the administrative and /or Financial Powers as indicated in Column (2) in the Annexure be delegated to the Principal and other officers of the Govt. Homoeo Medical Colleges.

(By Order of the Governor)

M.G.K. Murthy,
Secretary.

To

Principal, Govt. Homoeopathic Medical College, Trivandrum
Principal, Govt. Homoeopathic Medical College, Calicut
Accountant General (Audit)/Accountant General (A&E)
Director of Treasuries, Trivandrum
Finance Department
General Administration (Sc) Dept. vide proceedings of the Council of Ministers dt. 7.6.84 on item 1996.
Stores Purchase Department
The CA to Secretary (H)
SF/OC.

To AI

Approved for issue

S/L

Section Officer.

STATEMENT SHOWING THE EXISTING ADMINISTRATIVE/FINANCIAL POWERS AND ENHANCED/NEW POWERS NOW FURTHER DELEGATED TO THE PRINCIPALS OF HOMOEO COLLEGES AND OTHER OFFICES AT VARIOUS LEVEL IN THE HOMOEO COLLEGES.

Existing Powers	Enhanced new powers now delegated
1. <u>PRINCIPAL</u>	
1) Appointments: Nil	a) To take appointments up to and including the lowest Gazetted post in each category of posts in the College and the Collegiate hospital subject to the Public Service Commission recruitment Rules. b) To engage guest lecturers on payment of honorarium not exceeding Rs. 50/-per hour, subject to a maximum amount of Rs. 1000/- per month. c) To permit any qualified Doctor to work as a Volunteer/honorary Doctor in the Collegiate hospitals in case of need. d) To sanction the acceptance of extra work by the staff of the College in Co-operative Societies as per Rules. e) To permit staff to accept examinership in any Government recognised institution
2. <u>Transfers and Postings</u> : Nil	To order transfer and postings of all officers, whom is competent to appoint.
3. <u>Leave</u> : Nil	a) To sanction all kinds of leave except study leave, special, disability leave and leave without allowance not exceeding 120 days to all teaching staff subordinate to him and to make arrangements for additional charge and sanction charge allowance under Rule 53(iii) and (iii), Part I, RSN. b) To sanction special casual leave to members of staff to attend meetings of the University and Bodies connected with Education of which they are members.
4. <u>Service Books</u> : Nil	To maintain Service Books of Officers under his control.
5. <u>Tour</u> : Nil	To sanction tours of officers subordinate to him within the state and also to the contiguous districts of neighbouring states.
6. <u>Shiftings of Head-Quarters and Officers.</u>	To detach or depute officers from office/Unit to other office/unit on working arrangement on exigences of Service and in such cases to authorise T.A and to meet M.O. Commission from contingencies for sending their pay.

- 7. Shifting of different/section of the College/Collegiate Hospital : Nil
To sanction shiftings of different sections/Unit of the College/Collegiate Hospitals in administrative, and academic interest.
- 8. Shifting of Posts : Nil
To shift posts in class III & IV from one office to another for a period not exceeding 6 months in Public Interest.
- 9. Creation of posts Contingencies : Nil
To sanction posts of full time and part time sweepers as per the standards prescribed by Govt. on the basis of the area to be swept or cleaned.
- 10. Bills: Nil
To draw establishment pay bills, contingent bills IA bills to members subordinate to him in the College and collegiate hospital and countersign IA bills of Gazetted officers working under him.
- 11. Provident Fund : Nil
a) To sign applications for admission to the General Provident Fund of all Officers Subordinate to him.
b) To sanction temporary advances both in Ordinary cases and in case requiring special sanction and non-refundable withdrawals subject to the provisions of the general provident fund (Kerala) Rules to the members of staff subordinate to him.
To sanction mosquito net advance and Cycle advance subject to budget provision.
- 12. Advance : Nil
To sanction investigation of arrears claims including those which cannot be verified by audit owing to the limited period of preservation of records.
- 13. Investigation sanction : Nil
To sanction all cases of re-imbusement of Medical expenses of members of staff subject to the rules for the purpose.
- 14. Medical Reimbursement : Nil
To incur expenditure on law charges.
- 15. Law charges : Nil
To sanction purchase of furniture, library books, Laboratory apparatus, Lab instruments, machinery and equipments up to Rs. 1 lakh at a time subject to budget provision and as per store purchases Rules.
- 16. Purchase : Nil
- 17. Purchase in case of Emergencies : Nil
To sanction in emergent cases the purchase of dietary articles not ex-

- exceeding Rs. 3000/- at a time with observing S.P. Rules.
18. Purchase of Stationery : Nil To sanction local purchase of stationery articles upto Rs. 250/- at a time subject to a maximum of Rs. 2000/- a year subject to budget provision.
19. Repair Charges : Nil a) To sanction expenditure on repairs to motor vehicles by approved workshops up to Rs. 5000/- in each case, without annual limit.
b) To undertake repairs of buildings, furniture, sanitary and electrical installations, Lab. apparatus, instruments Machinery and equipments repairs & replacements upto Rs. 10,000/- after inviting quotation.
- ~~20x Contingent Charges Nil~~ Taxation
c) To undertake petty items of repair works in unforeseen and emergent cases upto a monetary value of Rs. 500/- at a time without inviting quotation.
20. Contingent Charges : Nil To sanction expenditure of non-recurring contingent charges upto Rs. 2,500/- in each case, subject to budget provision.
21. Petty items of expenditure : Nil To incur items of expenditure of a trivial nature not exceeding Rs. 200/- at a time for bonafide purpose even if there are no specific rules to regulate such expenditure.
22. Demurage Charges : Nil To sanction demurage charges upto Rs. 200/- at a time.
23. Telephone charges: Nil To sanction shifting of telephone.
24. Examination charges Seminar Charges : Nil To sanction T.A. honoraria/sittings fee etc. to guest lectures, visiting professors, examiners, speakers and experts participating in Seminars, interview, select committee, test etc. as per rules.
25. Rent Rate, taxes, Wages. : Nil a) To rent private buildings for college, Hospitals/hostels etc. upto a monetary limit of Rs. 1500/- P.M
b) To incur expenditure on Wages, rent, rates and taxes at the prescribed rates.
26. Lease, Disposal in auction : Nil a) To sanction auction sale of usufracts of trees and the lease of premises, usufracts, dealwood boxes and all un-serviceable article in the College and hospital as per the relevant rules.
b) To sanction destruction of bedding and clothing sundry articles which are liable to deterioration due to long and constant use which, have become unserviceable after a period of three years from the date of its actual use.

- 71
- : 4 :
- c) To sanction the disposal of all un-serviceable or surplus stores, tools and plants, office furniture, materials at site of works, dismantled materials etc. as the case may be up to a book value of Rs. 15,000/- in each case.
27. Uniform : Nil
To sanction supply/renewal of uniform to categories of staff who are eligible to receive uniforms under general orders of Government and to sanction stitching charges/washing charges etc. at the rates prescribed.
28. Write off : Nil
To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts upto Rs. 5000/- in each case subject to an annual limit of Rs. 25,000/-
29. Works : Nil
To give administrative sanction to works schemes and purchase of stores costing not more than Rs. 3 lakhs.
To call for tenders for works, original or repairs tender total of which does not exceed Rs. 5/- lakhs and accept them as per rules and arrange for the execution of works through the lowest tender as per rules.
30. Execution of Agreements : Nil
To execute release deeds in respect of properties mortgaged to Govt. by officers subordinate to him.
31. General : Nil
To execute agreements in respect of private Building taken on rent.
will have direct control even the college as regards academic administrative and financial matters and have overall supervision of the collegiate hospital.
will be responsible for the maintenance of proper discipline in the College.
2. SUPERINTENDENT
1. Leave : Nil
To sanction all kinds of leave except study leave special disability leave and leave without allowance not exceeding 30 days to all officers subordinate to him, except teaching staff.
2. Service Books: Nil
To maintain service books of officers under his control.

3. Shiftings of Head-Quarters and officers : Nil
To detach or depute officers from office/unit department to another the hospital on working arrangements on exigencies of service for a period not exceeding one month.
4. Shifting of different section of the Collegiate Hospital
5. Bills : Nil
To sanction shifting of different sections/departments units of Hospital in administrative interest.
To draw establishment pay bills, contingent bills TA bills of members subordinate to him.
6. Provident Fund
To sign applications for admissions to the GPF of all officers subordinate to him.
b) To sanction temporary advances both in ordinary cases and in cases requiring special sanction and non-refundable withdrawals subject to the provisions of GPF (Kerala) Rules to the members of the staff subordinate to him upto Rs. 5000/-
7. Advance
To sanction mosquito net advance and cycle advance subject to budget provision.
8. Purchase in case of emergencies :
To sanction in emergent cases the purchase of dietary articles at a cost not exceeding Rs. 500/- at a time.
9. Repair charges :
To undertake petty items of repair work in unforeseen and emergent cases upto a monetary value of Rs. 500/- at a time without inviting quotation.
10. Contingent charges Non-recurring
To sanction expenditure on non-recurring contingent charges upto Rs. 200/- in each case subject to the budget provision.
11. Demarrage Charges: Nil
To sanction demarrage charges upto Rs. 50/- at a time.
12. Lease, Disposal in auction.
a) To conduct the auction sale of ashes, usufructs, deal wood boxes and all unserviceable articles in the hospital as per rules.
b) To sanction the disposal of all unserviceable of surplus stores tools and plants, office furniture, materials at site of works, dismantled materials etc. as the case may be upto a book value of Rs. 5000/- in each case.
13. Write off.
To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts upto Rs. 500/- in each case.

41

14. General

Will have direct control over the Collegiate Hospital as regards administrative and Financial matters and have overall supervision of the Collegiate Hospital. The officers of the Collegiate Hospital will work according to the instructions issued by him from time to time. Will be responsible for the maintenance of proper discipline in the Collegiate Hospital.

Leave : Nil

Administrative officer/Senior Supdt.

To sanction all kinds of leave except study leave special disability leave and leave without allowances not exceeding 30 days to all officer subordinate to him.

Medical Re-imbusement: Nil

To sanction all cases of re-imbusement to all Non gazetted officer other than teaching staff under his control.

General:

- a) Will have direct control over the college office.
- b) To organise section in the office.
- c) To conduct and supervise the audit of accounts.
- d) Including the verification of each cash. to verify and attest the entries in the cashbook, subsidiary registers, acquittance Roll, contingent registers.
- e) To conduct periodical inspection of the office & Registers and stores.
- f) To receive monies received in the office and to issue receipt.

.....

S

P-