



GOVERNMENT OF KERALA

Abstract

DEPARTMENT OF HOMOEOPATHY—DELEGATION OF  
POWERS TO VARIOUS OFFICERS OF THE DEPARTMENT—  
RECOMMENDATION OF THE EMPOWERED COMMITTEE—APPROVED—  
ORDERS ISSUED

HEALTH (J) DEPARTMENT

G.O. (P) 228/84/HD

Dated, Trivandrum, 17th August, 1984.

Read:—Do Lr. No. 22265/E3/80/HD dated 1-1-1982 from Dr. K.Z. George,  
former Director of Homocopathy.

ORDER

The Director of Homocopathy has forwarded proposals regarding the administrative and/or financial powers to be delegated to the Director of Homocopathy, Dy. Director of Homocopathy, Administrative Officer, Administrative Assistant, District Medical Officers, Chief Medical Officers and Medical Officers in the Department of Homocopathy. The Empowered Committee constituted to consider and recommend the proposals has considered the proposals and made its recommendations.

Government have examined the recommendations of the Committee in detail and are pleased to delegate the administrative and/or financial powers to the Director of Homocopathy and other officers in the Department as indicated in Column (2) in the Annexure to this order.

By order of the Governor,  
M.G.K. MURTHY,  
Secretary to Government.

To

The Director of Homeopathy, Trivandrum  
The Accountant General (Audit)  
The Accountant General (Accounts and Entitlement)  
The Govt. Press, Trivandrum  
The Director of Treasuries, Trivandrum  
Personnel and Administrative Reforms Department  
General Administration Department (Services)  
GAD (SC) (vide item No. 2186)  
Stock file and O/C.

GPT. 3/3699/M.C.

DEPARTMENT OF HOMOEOPATHY  
DELEGATION OF POWERS

G.P.T. 33699/M.C.

<i>Existing</i>	<i>Enhanced} New powers now Delegated</i>
(1)	(2)
1. DIRECTOR OF HOMOEOPATHY	
<i>Appointments</i>	<i>Appointments</i>
1. Appointments to all posts upto and including lowest gazetted posts in each category in the Department, subject to Public Service Commission Rules	Appointments to all posts upto and including lowest gazetted posts in each category in the Department, subject to Public Service Commission Rules
2. <i>Maintenance of Service Books:</i> To maintain Service Books of all categories of employees in the Non-gazetted cadre in the Department	To maintain Service Books of all categories in the Non-gazetted cadre in the Department.
3. <i>Transfer and Postings:</i> To order transfer and postings of all officers upto the District level in the Department	To order transfers and postings of all officers upto the District level in the Department.
4. <i>Leave:</i> To sanction all kinds of leave except study leave, Special disability leave and leave without allowances, exceeding four months to the officers whom the Director is competent to appoint and in such cases	To sanction all kinds of leave except study leave, leave without allowance and special disability leave not exceeding 120 days to the officers whom he is competent to appoint and in such cases.

(1)

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- (a) to make arrangements for additional charge &
- (b) to issue certificate contemplated under rule 33(b) Part I, KSR

- (a) To make arrangements for additional charge and
- (b) to issue certificate contemplated under rule 33 (b) Part I of KSR

5. *Casual Leave:*

To sanction casual leave to all officers in the Directorate and the Department

To sanction casual leave to all officers in the Directorate and the Department

6. *T.E. Bills :*

To countersign the T. E. bills in respect of all the officers in the Department and to draw his own T.E. bills with countersignature by the Health Secretary

To countersign the T. E. Bills in respect of all the officers and establishment in the Department and to draw his own T. E. bills without countersignature by Government

7. *Drawal of Pay and Allowances:*

To draw the pay and allowances of the Non-gazetted officers in the Directorate and Department

[As on column (i)]

8. *Increment:*

To sanction or withhold increments to all officers whom Director is competent to appoint

To sanction or withhold increments to all officers whom the Director is competent to appoint

9. *Inspection :*

To conduct inspection of all the subordinate institutions in the Department

To conduct inspections of all the subordinate institutions in the Department

10. *Approval of Tour Programmes:*

To approve advance tour programme and tour diaries in respect of the Officers in the Department

To approve advance tour programme and tour diaries in respect of the officers in the Department

11. *Fixing of Headquarters and shifting of offices:*

To detach Officers from one office and fix to another office as their headquarters on working arrangements depending on the exigencies of public service and in such cases to authorise to meet the T.A. and to meet the money order commission for sending their pay whichever found necessary

To detach officers from one office and fix to another office as their headquarters on working arrangements depending on the exigencies of public service and in such cases to authorise the T. A. and to meet the money order commission for sending their pay wherever found necessary

12. *Shifting of posts:*

To shift posts in the non-gazetted cadre from one office to another for a period not exceeding six months depending on exigencies

To shift any post in which the Director is competent to make appointment from one office to another depending on the exigencies, for six months

13. *Shifting of Hospitals/Dispensaries:*

To sanction shifting of Hospitals/Dispensaries within the same Panchayat/Municipality/Corporation area

To sanction shifting of Hospitals/Dispensaries within the same Panchayat/Municipalities/Corporation area

14. *Tour outside the state:*

To sanction journey of subordinate officers outside the states in the adjoining states provided the journey is on tour and there is no financial commitment on the part of Government

To sanction Journey of subordinate officers to other states within the country provided the journey is on tour and there is no financial commitment on the part of Government

(1)

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15 *Disciplinary powers :*

To dismiss, degrade, suspend, withhold increments or withhold and reduce the pay, discharge, retire under the rules or accept the resignation of any officer whom the Director is competent to appoint

(a) to make enquiries on complaints raised or irregularities noticed and to take appropriate action

(b) to dismiss, degrade, suspend, withhold increments or withhold and reduce the pay, discharge, retire under the rules or accept the resignation of any officer whom Director is competent to appoint

16. *Other duties:*

1. *Financial Powers*

1. *Agreements:*

To execute:

(a) agreements in respect of advance sanctioned under the scheme for the grant of advance for house construction in the case of N.G.Os. in the Department

To execute all deeds in connection with appointment of Honorary Medical Officer Grant-in-Aid to Private Homoeo Colleges and Contractors for the supply of Stores, for the purchase of which the Director is competent to issue administrative sanction.

(b) assignments and reassignments of Insurance Policies offered as collateral securities by N.G.Os. in the Department for House construction advance

(c) release deeds in respect of properties mortgaged to Government by N.G.Os. in the Department as security for house construction advance taken by them (vide book of financial powers)

2. *Ceremonial functions*

To incur expenditure for each ceremonial functions upto Rs. 100 (Rupees hundred only) (vide book of financial powers)

To incur expenditure for each ceremonial function upto Rs. 1500 (one thousand five hundred only) subject to Budget provisions.

3. *Contingencies—Non-recurring*

To incur non-recurring contingent expenditure upto Rs. 1500 in each case subject to Budget provision (vide book of Financial Powers)

To incur non-recurring contingent expenditure upto Rs. 2000 (Two thousand) in each case subject to Budget provision.

4. *Disposal in auction*

To sanction the disposal of all unserviceable or surplus stores, tools and plants, office furniture etc., upto a book value of Rs. 15,000 in each case without any annual limit.

To sanction the sale in auction of fallen and dead trees, standing on Government lands under the control of the Department, and

To sanction the sale in auction of living trees standing in Government lands under control of the Department if necessary (vide book of Financial powers)

As in column (1)

5. *Investigation of arrear claims*

To sanction investigation of arrear claims of Government servants including time barred claims (vide book of Financial Powers)

To sanction investigation of arrear claims of Government servants including time barred claims (vide book of Financial Powers).

(1)

(2)

6. <i>Medical Expenses</i> To sanction all cases of re-imbusement of medical expenses	To sanction all cases of re-imbusement of medical expenses subject to rule.
7. <i>Petty expenses: "Medical Camps"</i> Nil.	To incur expenditure upto Rs. 5,000 (Five thousand) for each camp subject to Budget provisions.
8. <i>Petty constructions repairs and maintenance</i> To sanction maintenance and petty construction and repair works for execution upto Rs. 4,000 on a proper estimate, without reference to the Public Works Department.	As in column (1)
9. <i>Printing</i> To sanction printing by private Press when the Superintendent of Government Presses cannot meet the requirements of the Department within a month, at a cost not exceeding Rs. 2000 at a time subject to the condition that the rates should not be above those prescribed by the Superintendent of Government Presses.  In emergent cases the work may be entrusted to private Presses without reference to the Superintendent of Government Presses at a cost not exceeding Rs. 500 at a time subject to an annual limit of Rs. 500.	To sanction printing by private presses when the Superintendent of Government Presses cannot meet the requirements of the Department within a month at a cost not exceeding Rs. 5000 (five thousand) at a time subject to the condition that the rates should not be above those prescribed by the Superintendent of Government Presses.
10. <i>Provident Fund</i> To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals from Provident Fund Deposits.	To sanction all cases of temporary withdrawals in normal cases and in cases requiring special sanction and non-refundable withdrawals from Provident Fund Deposits in respect of all officers in normal cases only.
11. <i>Purchase of Books, Maps and Periodicals</i> To sanction purchase of books and maps from the open market according to requirements and subject to Budget provision.	As in column (1)
12. <i>Purchase of furniture</i> To sanction purchase of furniture locally for the use in the Department provided that (i) no Government agency is able to supply the required furniture in time and (ii) there is adequate Budget provision.	To sanction purchase of furniture locally for the use in the Department subject to Store Purchase Rules and Budget provision.
13. <i>Purchase of Stationery</i> To sanction purchase of stationery articles locally in urgent and unforeseen circumstances, upto a limit of Rs. 150 at a time subject to a maximum of Rs. 1500 per annum.	To sanction purchase of stationery articles locally in urgent and unforeseen circumstances upto a limit of Rs. 500 (Five hundred) at a time subject to a maximum of Rs. 5000 (Five thousand) per annum.
14. <i>Refund</i> The accord sanction for the refund of all sums received by any officer under their control when it is clear that the Government are not entitled to such amounts.	To accord sanction for the refund of all sums received by any officer under their control when it is clear that the Government are not entitled to such amounts.

(1)

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15. *Renting of Buildings*

To sanction the hiring of private buildings—

- (i) when the accommodation is provided in a separate building upto Rs.300 (Three hundred) in each case
- (ii) When the accommodation is provided in a separate building partly used as a private residence rent proportionate to the extent of the main building set aside solely for office use subject to a maximum of half the rent of the house or Rs. 90 per month whichever is less.

To sanction the hiring of private buildings upto Rs. 1500 (One thousand five hundred) per mensem in each case.

16. *Repairs to Motor Vehicles*

To sanction expenditure or repairs to motor vehicles by approved workshops at the rates approved by the Assistant Engineers of the Regional Engineering Workshop Sub-divisions attached to the B&R Circles, PWD upto Rs. 2000 including the cost of spare parts in each case without any annual limit.

To sanction expenditure or repairs to motor vehicles by approved workshops upto Rs. 5000 (Five thousand) including the cost of spare parts in each case without any annual limit.

To replace minor parts of Departmental vehicles costing upto Rs. 50 at a time without inspection and certificates by the Assistant Engineers of the Regional Engineering Workshops Sub-division of the Public Works Department.

17. *Shifting of Telephone*

To shift an existing telephone connection.

To shift an existing telephone connection

18. *Write-off*

To sanction write off irrecoverable arrears of revenue and other irrecoverable amounts upto Rs. 5000 in each case, subject to an annual limit of Rs. 25000 provided that a copy of such orders is sent to the Accountant General with a note of the circumstances which occasioned or led to the loss subject to the conditions that the case does not disclose—

As in column (1)

- (a) a defect in the system or in the rules the amendment of which require the orders of a higher authority;
- (b) serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of higher authority.

19. *Destruction of bedding and clothing*

To sanction destruction of bedding and clothing and sundry articles which are applied to Hospitals and Dispensaries and which are liable to natural deterioration due to long and frequent use and which have become unserviceable after a period of 3 years from the date of supply subject to observance of the relevant rules.

As in column(1)

20. *Lease of land, disposal of usufructs etc.*

To sanction the sale by auction of usufructs of trees and leasing out of premises of Government institutions for cultivation upto a maximum period of 3 years at a stretch subject to rules (vide G. O. Rt. No. 3553/78/HI) dated 1-12-1978).

To sanction the sale by auction of usufructs of trees and leasing out of premises of Government institution for cultivation upto a maximum period of three years.

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21. Auction of empty containers, unserviceable articles etc.

To sanction the disposal of empty containers, dealwood boxes and other unserviceable article in auction after giving the due publicity subject to relevant rules irrespective of financial limits. (vide G.O. Rt. No. 3553/78/111). dated 1-2-1978).

To sanction and disposal of empty containers, dealwood boxes and other unserviceable articles in auction after giving due publicity subject to relevant rules.

22. Repairs:

To sanction repairs of furniture, kitchen utensils, clocks, typewriter etc., subject to a maximum expenditure of Rs. 250 at a time and subject to the condition that repairs of items supplied generally by Stationery Department are not undertaken by the Department (G.O.Rt. 3553/78/111). dated 1-2-1978)

To sanction repairs of furniture, kitchen utensils etc., subject to the condition that the repairs of items supplied by Stationery Department are not undertaken by the Department.

23. Local Purchase of Medicines and hospital accessories

To sanction local purchase subject to budget allotment

To sanction purchase of furniture, library books, Laboratory apparatus, Lab instruments, machinery and equipments upto Rs. 1 lakh at a time subject to budget provision and as per S. P. Rules.

24. Renewal and Supply of Uniforms

To sanction the renewal and supply of uniforms to the categories of staff for whom uniform have been sanctioned by Government and subject to the terms of sanction. (vide G. O. Rt. 3552/78/HD. dated 1-12-1978).

To sanction the renewal and supply of uniforms to the categories of staff for whom uniform have been sanctioned by Government and subject to the terms of sanction.

25. Administrative sanction

To accord administrative sanction for recurring supplies required for the normal running of the Department for which funds are provided in the budget. (vide rule 9 of Store Purchase Manual)

To accord administrative sanction and enter into, contract for recurring supplies required for the normal running of the Department for which funds are provided in the Budget, following Store Purchase Rules.

(ii) To accord administrative sanction for purchase of other items upto Rs. 10,000 at a time (vide rule 9 of the Store Purchase Manual).

26. Works

To give Administrative sanction for original works upto 2 lakhs

As in Column (1)

27. Advertisement charges

To sanction advertisement charges without monetary limit subject to the existing condition that the rates should be those approved by the Director of Public Relations.

As in Column (1)

28. Indent of Dietary articles

Nil

Nil

29. Grant of Fee Concession

Nil

To grant fee concession of children of political sufferers.

30. Quotation for Dietary articles

Nil

Nil

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(1)	(2)
31. <i>Food Advance</i> Nil	Nil
<b>DEPUTY DIRECTOR</b>	
1. <i>Appointments</i> Nil	To make appointments to the post of Attender/Attendant/Nursing Assistant/Store Attender/Record Attender and Last Grade Employees in the Department subject to Public Service Commission recruitment rules.
2. <i>Maintenance of Service Books</i> Nil	To maintain service books of all categories of employees whom he is competent to appoint.
3. <i>Leave</i> Nil	To sanction all kinds of leave except study leave, special disability leave, and leave without allowances exceeding 120 days to all officers in the Department whom he is competent to appoint and in such cases (a) to make arrangements for additional charge, and (b) to issue certificate contemplated under rule 33 (b) Part I, KSR.
4. <i>T.A. Bills</i> Nil	To countersign the T. E. bills in respect of the officers of and below the rank of District Medical Officers and to countersign T. E. bills of Technical Officers under him, and to draw his own T.A. Bills without countersignature.
5. <i>Approval of Tour Programme</i> Nil	To approve advance tour programme and tour diaries in respect of the District Medical Officers.
6. <i>Other Duties</i> Nil	To look after all urgent and routine matters in the Directorate and Departmental institutions in the place of Director as the situation warrants in the absence of the Director (while on tour, casual leave etc.) and to correspond with Government during the absence of Director in urgent matters subject to the ratification of the Director on his return.
7. <i>Contingencies, Non-recurring</i> Nil	To incur non-recurring contingent expenditure upto Rs. 1000 (one thousand) in each case subject to Budget provision.
8. <i>Provident Funds</i> Nil	To sanction temporary withdrawals from the Provident Fund deposits in the case of officers whom he is competent to appointment, in normal case.
9. <i>Renting of buildings</i> Nil	To sanction the rent for private buildings hired for departmental use upto Rs. 1000 (one thousand) per month in each case.
10. <i>Write off</i> Nil	To sanction write off of the cost of unserviceable broken articles upto a maximum of Rs. 300 (three hundred) per institution per year.



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11. *Destruction of bedding and clothing etc.*

Nil.

To sanction destruction of bedding and clothing and sundry articles which are supplied to hospitals/dispensaries and which are liable to deterioration due to long and frequent use and which have become unserviceable after a period of 3 years from the date of supply, subject to observance of relevant rules provided the book value of which does not exceed Rs. 500 (five hundred) at a time.

12. *Lease of land—Disposal of Usufructs etc.*

To sanction the sale by auction of usufructs of trees leasing out of premises of Government institutions for cultivation upto a maximum period of 3 years at a time subject to rules in force and subject to a maximum of Rs. 500 (five hundred) in each case.

13. *Auction of empty containers—Unserviceable articles etc.*

Nil

To sanction disposal of empty containers, dealwood boxes and other unserviceable articles in auction after giving due publicity subject to relevant rules upto the value of Rs. 300 (three hundred) per institution per year.

14. *Repairs*

Nil

To sanction repairs of furniture kitchen utensils etc., subject to a maximum expenditure of Rs. 500 (five hundred) at a time, subject to the conditions that the repairs of items supplied generally by stationery Department are not undertaken by the Department.

15. *Quotation for dietary articles:*

Nil

To approve quotation for 3 months at a time.

ADMINISTRATIVE OFFICER:

1. *Appointment*

Nil

To make appointments to the posts in the Ministerial cadre in the Department and Part-time Sweepers in the Directorate subject to Public Service Commission Recruitment Rules.

2. *Maintenance of Service Books*

Nil

To maintain Service Books of all categories of employees whom he is competent to appoint.

3. *Leave*

Nil

To sanction all kinds of leave except study leave, Special disability leave and leave without allowances exceeding 120 days of the officers who is competent to appointment and in such cases:

- (a) to make arrangements for additional charge; and
- (b) to issue certificate contemplated under Rule 33 (b) Part I, KSR.

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4. T. E. Bills  
Nil

To countersign the T.E. bills of the Gazetted Officers in the Ministerial cadre in the office.

5. Other duties  
Nil

To sanction destruction of old files and records as per rules. In correspond with Accountant General in the matter of Audit objections, reconciliation and stock account provided the final report as got approved by the Director. To pass payment orders after disbursement of contingent expenditure.

6. Provident Fund  
Nil

To sanction temporary withdrawals from the Provident Fund Deposits in the cases of officers whom he is competent to appoint in normal cases.

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ADMINISTRATIVE ASSISTANT:

1. T. E. Bills  
Nil

To draw the T. E. bills in respect of Non-Gazetted Officers in the Directorate.

2. Disposal of Pay and Allowances  
Nil

To draw the pay and allowances of all the Non-Gazetted Officers in the Directorate.

DISTRICT MEDICAL OFFICERS

GPT. 33699 MC.

1. Appointments  
Nil

To make appointments to Class IV posts.

2. Maintenance of Service Books  
Nil

To sign and maintain the Service Books of the Medical Officers and staff of the Dispensaries within his jurisdiction and that of Non-Gazetted Officers of his own office.

3. Leave  
Nil

To sanction all kinds of leave (except study leave and special disability leave) for a period not exceeding 30 days to the staff of the Dispensaries within his jurisdiction provided no substitutes are required. To sanction all kinds of leave to the Part-time-Sweeper within his jurisdiction subject to eligibility and to make substitute arrangements.

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4. T. E. Bills

- (a) To draw T. E. Bills of his own institution as well as that of his subordinates without countersignature.
- (b) To countersign T. E. Bills of Hospitals and Dispensaries in his jurisdiction.

5. Disposal of pay and allowances  
Nil

To draw and disburse the pay and allowances of the subordinates in his Office/District.

6. Approval of Tour Programme  
Nil

To sanction tours to all officers under him within his jurisdiction.

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7. Contingencies—Non-recurring Nil	To incur non-recurring contingent expenditure upto Rs. 500 in each case subject to annual limits 300.
8. Disposal in auction Nil	To sanction disposal of empty containers, dealwood boxes and other unserviceable articles in auction after giving due publicity, subject to the relevant rules upto the value of Rs. 200 (Two hundred) per institution per year.
9. Medical Camp Nil	To incur expenditure of Rs. 2000 (two thousand) for each Medical Camp.
10. Provident Fund Nil	To sanction temporary withdrawals from P. F. Deposits in the case of NGO's in his District in normal cases without relaxation of rules.
11. Write off	To write off the cost of unserviceable/broken articles upto a maximum of Rs. 100 per Institution per year.
12. Destruction of bedding and clothing	To sanction destruction of bedding and clothing and sundry articles supplied to hospitals/dispensaries and which are liable to deterioration due to long and frequent use and which have become unserviceable after a period of 3 years from the date of supply subject to observance rules provided the book value of which does not exceed Rs. 250 at a time.
13. Lease of land, disposal of usufructs etc.	To sanction the sale by auction usufructs of tree and leasing out of premises of Government Institutions for cultivation upto a maximum period of 3 years at a time subject to rules in force upto a maximum amount of Rs. 300 per Institution.
14. Repairs	To sanction repairs of furniture, kitchen utensils etc., subject to a maximum expenditure of Rs. 330 at a time subject to budget allotment and subject to the condition that repairs of items supplied generally by the stationery department are not undertaken by the Department.
15. Local purchase of Medicine and hospital Accessories	To sanction local purchase to the Institution under him up to Rs. 500 at a time subject to budget allotment.
16. Quotation for dietary articles	To approve quotation to 3 months at a time.

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VI. CHIEF MEDICAL OFFICER

- |                                                                        |                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <i>Maintenance of service books</i><br>Nil                          | To sign and maintain the service books of the <i>Non-Gazetted Officers</i> in his establishment.                                                                                                                                                                                             |
| 2. <i>T. E. Bills</i><br>Nil                                           | (a) To draw <i>T. E. bills</i> of his own institution duly countersigned by the District Medical Officer.<br><br>(b) To draw contingent bills for which there is required sanction and budget provision.                                                                                     |
| 3. <i>Contingencies--Non-recurring</i>                                 | To incur non-recurring contingent expenditure upto Rs. 100 (hundred) in each case subject to an annual limit of Rs. 600 (Six hundred).                                                                                                                                                       |
| 4. <i>Disposal in auction</i><br>Nil                                   | To sanction disposal of empty containers dealwood boxes and other unserviceable articles in auction after giving the publicity subject to the relevant rules upto the value of Rs. 100 (hundred) per year.                                                                                   |
| 5. <i>Provident fund</i><br>Nil                                        | To sanction temporary withdrawal from the P. F. deposits in the case of <i>Non-Gazetted Officers</i> in his institution in normal cases without relaxation of rules.                                                                                                                         |
| 6. <i>Destruction of Bedding and Clothing</i>                          | To sanction destruction of bedding and clothing and sundry articles which are supplied to hospitals/dispensaries and which are liable to deterioration due to long and frequent use, subject to relevant rules provided the book value of which does not exceed Rs. 100 (hundred) at a time. |
| 7. <i>Lease of land, Disposal of usufructs etc.</i><br>Nil             | To sanction the sale by auction of usufructs of trees and leasing out of premises of Government institutions for cultivation upto a maximum period of 3 years at a time subject to rules in force upto a maximum amount of Rs. 150 (hundred and fifty only).                                 |
| 8. <i>Repairs</i><br>Nil                                               | To sanction repairs to furniture, kitchen utensils etc., subject to a maximum expenditure of Rs. 100 (hundred) at a time subject to budget allotment and to the condition that the repairs of items supplied generally by the Stationery Department are not undertaken by the Department.    |
| 9. <i>Local purchase of Medicines and Hospitals accessories</i><br>Nil | To make local purchase of medicines and sundries in his institution upto Rs. 150 (One hundred and fifty) at a time subject to annual ceiling of Rs. 1500 (One thousand five hundred).                                                                                                        |
| 10. <i>Indent of Dietary articles</i><br>Nil                           | To pass indent of dietary articles against existing contract, subject to budget provision and also the condition that the amount does not exceed requirements for 2 weeks.                                                                                                                   |

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11. *Food Advance*

Nil

To draw food advance for the purchase of ration articles such as sugar and rice limiting the amount for the requirements for two weeks at a time as per contingent bills provided every advance is settled before the third advance is drawn.

**MEDICAL OFFICER**

1. *T. E. Bills*

Nil

To draw T. E. Bills at his own institution duly countersigned by the District Medical Officer. To draw Contingent Bill for expenditure for which there is sanction and budget provision.

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2. *Contingencies--Non-recurring*

Nil

To incur non-recurring contingent expenditure upto Rs. 50 (fifty) in each case subject to an annual limit of Rs. 300 (three hundred).

3. *Disposal in auction*

Nil

To sanction disposal of empty containers, dealwood boxes and other unserviceable articles in auction after giving due publicity subject to the relevant rules upto Rs. 50 (fifty) per year.

4. *Lease of land, Disposals of usufructs etc.*

To sanction the sale by auction of usufructs of trees and leasing out of premises of Government institutions for cultivation upto a maximum period of 3 years at a time subject to rules in force upto a maximum amount of Rs. 75 (seventy five).

5. *Repairs*

Nil

To sanction repairs of furniture, kitchen utensils etc., subject to a maximum expenditure of Rs. 50 (fifty) at a time subject to budget allotment and to the condition that repairs of the items supplied generally by the stationery department are not undertaken by the Department.

6. *Local purchase of Medicine and Hospital accessories*

Nil

To make local purchase in his institution upto Rs. 50 (fifty) at a time subject to an annual ceiling of Rs. 500 (Rs. Five hundred).

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