



**THE PUNJAB DELEGATION
OF
FINANCIAL POWERS
RULES, 2016**

(Effective from the 1st July, 2016)

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

PREFACE TO THE 10TH EDITION

Delegation of Financial Powers Rules provide a regulatory framework for the management of expenditure by the Provincial Government Officers. Previously, Punjab Delegation of Financial Power Rules, 2006 were in vogue. However, with the passage of time, the extent of powers delegated to the Administrative Departments and their subordinate offices have rendered inadequate. Finance Department carried-out an exercise to revise and update these financial powers, especially, the financial powers for issuance of Administrative Approvals, Technical Sanction Estimates and Powers of Departmental Development Sub-Committee (DDSC) for approval of development schemes. It is pertinent to mention that the instant revision signifies a marked departure from the previous Delegation of Financial Powers as the revision draws force from a detailed analysis of lacunae in the Delegation of Financial Powers Rules, 2006. This revision will improve financial discipline and remove inherent weaknesses in the framework of financial regulations. Furthermore, amendments in related Financial Rules have also been considered and incorporated in the revised book to make it compatible. However, any error, mission, if noticed, may be referred to Finance Department for necessary rectification.

I, appreciate, the untiring efforts and extensive experience of Mr. Abdus Samad, Mr. Arshad Rashid, Additional Finance Secretaries, Mr. Muhammad Imran Qureshi, Deputy Secretary (FR), Finance Department and their staff, especially, the dedication of work by Mr. Muhammad Shehzad and Mr. Muhammad Faheem, Composers.

Dated Lahore, the 1st July, 2016

SHOUKAT ALI
FINANCE SECRETARY

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**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

July 1st, 2016

NOTIFICATION

No.FD(FR)II-2/89(P-I). In exercise of the powers conferred under Article 119 of the Constitution of the Islamic Republic of Pakistan, Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement.- (1) These rules may be cited as the Punjab Delegation of Financial Powers Rules 2016.

(2) They shall come into force at once.

2. Definitions.- (1) In these rules:

- (a) "Chief Secretary" means Chief Secretary to the Government;
- (b) "Government" means Government of the Punjab;
- (c) "Officer in Category-I" means an officer mentioned in Part-I of the First Schedule;
- (d) "Officer in Category-II" means an officer mentioned in Part-II of the First Schedule;
- (e) "Officer in Category-III" means an officer mentioned in Part-III of the First Schedule;
- (f) "Officer in Category-IV" means an officer mentioned in Part-IV of the First Schedule;
- (g) "rules" means the Punjab Delegation of Financial Powers Rules 2016; and
- (h) "Schedule" means a Schedule appended with the rules.

(2) An expression used in the rules but not defined shall have the same meaning as assigned to it in the Punjab Financial Rules, Volume-I.

3. Delegation of powers.- (1) The authorities, mentioned in third column of the Second Schedule, may exercise the powers conferred in second column of the Second Schedule to the extent as mentioned in fourth column of the Second Schedule.

(2) Notwithstanding anything contained in sub-rule (1) of this rule:

- (a) the following may exercise the financial powers of an administrative department:
 - (i) Chief Justice, Lahore High Court Lahore;
 - (ii) Provincial Ombudsman, Punjab;
 - (iii) Ombudsperson, Punjab;
 - (iv) Chairman, Punjab Public Service Commission;
 - (v) Chairman, Punjab Service Tribunal;
 - (vi) Secretary, Provincial Assembly of the Punjab;
 - (vii) Secretary to the Governor of the Punjab;
 - (viii) Secretary to the Chief Minister of the Punjab;

- (ix) Director General, Monitoring and Evaluation, Planning and Development Department; and
 - (x) Divisional Commissioner;
- (b) Provincial Police Officer may, subject to the superintendence through Home Department mentioned under Article 9(1) of the Police Order, 2002 (22 of 2002), exercise financial powers of an administrative department mentioned under Part-I (powers common to all department) of the Second Schedule;
 - (c) Secretary to Government (Implementation and Coordination Wing), Services and General Administration Department may exercise the financial power of an administrative department mentioned at serial number 21 of Part-I of the Second Schedule pertaining to the reimbursement of medical claim of a Minister to Government;
 - (d) Additional Secretary (Supply) to the Government, Services and General Administration Department as well as Additional Secretaries to the Government controlling budget of the administrative departments may exercise the powers of an Officer of Category-II mentioned under Part-I, (powers common to all departments) of the Second Schedule;
 - (e) Government may, by notification, confer any financial power of an administrative department on any officer of the Government;
 - (f) Government may, by notification, confer the financial power of an officer of any category as mentioned in the First Schedule on any other officer of the Government; and
 - (g) Government may, by notification, confer the special financial power mentioned in Part-II of the Second Schedule on any officer of the Government.
4. Notwithstanding anything contained in rule 3 of the rules, the higher authority in a department shall have the same powers as have been delegated to an authority subordinate to it under the rules.
 5. The power conferred, under rule 4 of the rules, on a higher authority shall not be in derogation of, but in addition to, the power of the subordinate authority.
 6. The power delegated, under rule 3 of the rules, shall be exercised subject to any general or specific conditions laid down in Second Schedule or in any other rules made by or instructions issued by the Government.
 7. The powers, conferred in second column of the Second Schedule, shall not operate for ex-post facto regularization and ex-post facto sanction of payment made either without sanction or under incompetent sanction.
 8. The power, not delegated under the rules, shall be exercised by the Finance Department of the Government.
 9. The Punjab Delegation of Financial Powers Rules, 2006 are hereby repealed.

**SECRETARY
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

FIRST SCHEDULE

PART-I OFFICERS IN CATEGORY-I

[see rule 2(1) (c)]

The following officers shall be considered as Officer in Category-I:

1. Additional Chief Secretary;
2. Secretaries to Government (Chief Secretary shall be the Secretary to Government so far as establishment is concerned if no other Secretary to Government in the Services and General Administration Department has been so declared as Secretary to Government);
3.
 - (a) Special Secretary to Government;
 - (b) Registrar, Lahore High Court, Lahore;
 - (c) Chairman, Punjab Labour Appellate Tribunal;
 - (d) Presiding Officer, Punjab Labour Court;
 - (e) all heads of the attached departments;
 - (f) all heads of the Special Institutions and Autonomous Bodies, till such time that the special institution or autonomous body frames its own Delegation of Financial Powers Rules under the relevant law;
 - (g) Additional Inspector General of Police;
 - (h) Deputy Inspector General of Police;
 - (i) District and Sessions Judge;
 - (j) Military Secretary to Governor, Punjab;
 - (k) Chief Pilot, VIP Flight;
 - (l) Officer Incharge Aviation Flight (Rotary Wing) to Government, Home Department; and
 - (m) Director General, Punjab Emergency Service;
4.
 - (a) Director of Agriculture include all other Directors and officers of equivalent rank and status, and incharge of independent offices of Agriculture Department of the Government;
 - (b) Director, Livestock and Dairy Development Department include all other Directors and officers of equal rank and status, and Incharge of independent offices of Livestock and Dairy Development Department of the Government;
 - (c) Principal Veterinary Officer, Livestock and Dairy Development Department of the Government; and
 - (d) Chief Research Officer, Buffalo Research Institute, Bhunikey, Pattoki.
5.
 - (a) Principal or Director General, College of Ophthalmology, Lahore;
 - (b) Director, Institute of Blood Transfusion;
 - (c) Secretary, Punjab Blood Transfusion Authority;
 - (d) Director Health Services;
 - (e) Medical Director, Children's Hospital or I.C.H. Lahore;

- (f) Principal, Postgraduate College of Nursing, Lahore;
 - (g) Chairman Drug Courts;
 - (h) Surgeon General, Punjab;
 - (i) Dean, Post Graduate Medical Institute, Lahore;
 - (j) Principal, De' Montmorency College of Dentistry, Lahore; and
 - (k) Dean, Institute of Public Health or Institute of Hygiene and Preventive Medicine, Lahore;
6. Medical Superintendent of the following hospitals:
- (a) Lady Willingdon Hospital, Lahore;
 - (b) Lady Aitchison Hospital, Lahore;
 - (c) Punjab Dental Hospital, Lahore;
 - (d) Holy Family Hospital, Rawalpindi;
 - (e) Mayo Hospital, Lahore; and
 - (f) Punjab Institute of Mental Health, Lahore;
7. (a) Director of Education (Colleges);
- (b) Director or Coordinator, Punjab Education Assessment System (PEAS), Lahore; and
- (c) Additional Director Public Instructions (Elementary Education), Lahore;
8. (a) Director General to the Government, Organization and Method (O&M), Services and General Administration Department;
- (b) Director General to Government, Population Welfare Department;
- (c) Presiding Officer of the District Consumer Courts in the Punjab;
- (d) Director of Information and other field officers of the Information Department of the Government having status of Director; and
- (e) the Deputy Director, Food;
9. all heads of project or program either indigenous or foreign funded projects; and
10. (a) Chief Monitoring, Programme Monitoring and Implementation Unit (PMU), Irrigation Department of the Government; and
- (b) Electric Inspector, Energy Department of the Government.

PART-II
OFFICERS IN CATEGORY-II
[see rule 2(1) (d)]

The following officers shall be considered as Officer in Category-II:

1. Officer incharge in basic scale 19 and above of independent offices other than those mentioned in Part-I of this Schedule;
2. Director of Land Records or Inspector-General of Registration;
3. Settlement Officers;

4. Principal of Degree Colleges, Training Colleges, Training Institutes or College of Physical Education;
5. District Education Officers;
6. Divisional Director, Local Fund Audit, Finance Department of the Government;
7. Principal of special institutions;
8. Deputy Inspector General, Prison Department;
9. District Police Officer;
10. Secretary, District Public Safety and Police Complaints Commission (DPS and PCC), Home Department of the Government;
11. Director (A&F) or Chief Medical Officer, Incharge of RHS-A, Master Training Centre;
12. Additional Secretaries in the Punjab Civil Secretariat who control the budget;
13. Regional head or regional manager of project or program either indigenous or foreign funded projects;
14. Director, Project Management Office of the Project of Taunsa Barrage, Rehabilitation and Modernization;
15. Principal Research Officer, Hydraulics Wing of Punjab Irrigation Research Institute (IRI);
16. Director Engineering and M&E, Strategic Planning or Reform Unit;
17. Director Engineering, Project Management Unit (PMU) for Lower Bari Doab Canal Improvement Project (LBDCIP), Irrigation Department of the Government, Lahore;
18. Secretary, Punjab Public Service Commission, Lahore; and
19. Additional Principal Veterinary Officer, Livestock and Dairy Development Department of the Government.
20. Secretary, Ombudsman Punjab, Lahore

PART-III
OFFICERS IN CATEGORY-III

[see rule 2(1) (e)]

The following officers shall be considered as Officer in Category-III:

1. Officer incharge in basic scales 18 and above of independent offices other than those mentioned in Part-II of this Schedule; and
2. Deputy Secretaries in the Punjab Civil Secretariat who control the budget.

PART-IV
OFFICERS IN CATEGORY-IV

[see rule 2(1) (f)]

The drawing and disbursing officers other than those mentioned in Parts I, II and III of this Schedule shall be considered as Officer in Category-IV.

SECOND SCHEDULE

[see rule 3(1)]

PART-I POWERS COMMON TO ALL DEPARTMENTS

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
1.	Reciprocal up-gradation and down gradation of posts.	Administrative Department.	Full Powers.
	<p>Note-1: The administrative department shall exercise full powers to upgrade or down grade of posts provided the expenditure is met within overall budget of the department and up-gradation or down gradation is reciprocal in the cadre ensuring that the total Number of posts in each pay scale in a cadre remain the same.</p> <p>Note-2: The Chief Justice of Lahore High Court, Lahore shall exercise full powers to upgrade or down grade of posts provided the expenditure is met within overall budget of the Lahore High Court, Lahore.</p> <p>Note-3: In case the upgraded post is deemed to be a permanent requirement, such post/s shall be got created from Finance Department through SNE.</p>		
2.	Abolition of posts.	(i) Administrative Department.	Full Powers.
(ii) Officers in Category-I.		Full powers in respect of the posts under his control.	
(iii) Officers in Category-II.		Full powers in respect of posts in BS-1 to BS-16 under his control.	
	<p>Note-1: All orders regarding abolition of posts shall be communicated to the Accountant General, Punjab or District Accounts Officer concerned and Finance Department.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>Note-2: The Chief Justice of Lahore High Court, Lahore shall exercise full powers to create new posts, abolish old posts, and change in nomenclature of posts provided the expenditure is met within overall budget of the Lahore High Court, Lahore. In case such newly created post is deemed to be a permanent requirement, such post shall be got created from Finance Department through SNE.</p>		
3.	To sanction expenditure against the detailed objects in the budget estimates.	(i) Administrative Department.	Full powers.
(ii) Officers in Category-I.		Full powers.	
(iii) Officers in Category-II.		Not exceeding Rs.2.000 million at a time.	
(iv) Officers in Category-III.		Not exceeding Rs.1.500 million at a time.	
(v) Officers in Category-IV.		Not exceeding Rs.1.000 million at a time.	
	<p>Note-1: Official telephones or official cell phones for residences and offices shall be sanctioned by the administrative department and Officers in Category-I respectively.</p> <p>Note-2: Residential telephone charges shall be sanctioned by the administrative department and designated officers upto the ceiling of reimbursement notified by Finance Department.</p> <p>Note-3: Hiring of buildings on rent would be subject to the conditions that (a) the accommodation is according to the scale approved by the Government, (b) the rent does not exceed the tax assessed by the Excise, Taxation and Narcotics Department for the purpose of Urban Immovable Property Tax. In case the rent exceeds as assessed by the Excise, Taxation and Narcotics Department, the Administrative Department shall give rent reasonability certificate and, (c) non-availability certificate by the C&W Department that there is no official building available for housing a particular office.</p> <p>Note-4: Hiring of lands subject to the condition that rent reasonability certificate is given by an officer of Revenue Department exercising powers of the Collector under Land Revenue Act 1967.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
4.	Compensation payable to any individual under law or rules or judgment of Courts.	(i) Administrative Department.	Full Powers.
		(ii) Officers in Category-I.	Full Powers.
		(iii) Officers in Category-II.	Upto Rs.0.100 million in each case.
		(iv) Officers in Category-III.	Upto Rs.0.050 million in each case.
5.	Engagement of contingent paid staff at the rates approved by the competent authority, from time to time.	(i) Administrative Department.	Full Powers.
		(ii) Officers in Category-I.	Full Powers.
		(iii) Officers in Category-II	Full Powers.
		(iv) Officers in Category-III	Full Powers.
		(v) Officers in Category-IV.	Full Powers.
6.	Cash reward and bonus where grant of reward or bonus is permissible under the rules.	(i) Administrative Department.	Upto Rs.0.100 million in each case.
		(ii) Officers in Category-I.	Upto Rs.0.075 million in each case.
		(iii) Officers in Category-II.	Upto Rs.0.050 million in each case.
7.	Grants-in-Aid.	Administrative Department.	Full powers in accordance with the rules.
8.	Powers of administrative approval to works or development schemes.	(i) Administrative Department in Departmental Development Sub-Committee (DDSC).	Upto Rs.400.000 million.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(ii) Divisional Commissioner in Divisional Development Working Party (DDWP).	Upto Rs.200.000 million – Provincial Government Schemes.
		(iii) Officers in Category-I.	Upto Rs.10.000 million.
Note 1: Composition of Departmental Development Sub-Committee (DDSC) shall be as under:			
	(i) Secretary to Government of the concerned department.		Chairman
	(ii) A representative of Planning and Development Department not below the rank of Additional Secretary, Chief of Section or Assistant Chief of Section.		Member
	(iii) A representative of Finance Department not below the rank of Deputy Secretary.		Member
Note 2: (i) If there is difference of opinion, the scheme shall be referred to the provincial development working party. (ii) No expenditure shall be incurred on a scheme unless there is a provision in the development budget of the year. (iii) The scheme so sanctioned shall be sent to the Planning and Development Department and Finance Department, simultaneously for their record. (iv) Finance Department would clear the posts, separately, of the schemes approved by DDSC, whereas there will be no need for clearance of posts separately from Finance Department for the schemes approved by PDWP and ECNEC, provided the case has been examined by Finance Department properly and a certificate to this effect given in the PDWP by Finance Department. (v) A development scheme having a subsidy / foreign aid element shall be brought to the PDWP for approval irrespective of its cost (vi) Administrative Approval of the scheme approved by PDWP and ECNEC shall be issued by the Sponsoring Department.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	Note 3: (i) The composition of Divisional Development Working Party (DDWP) shall be as under:		
	(a) Divisional Commissioner.		Chairman
	(b) District Coordination Officers in the Division concerned.		Member
	(c) Divisional Head of concerned Department.		Member
	(d) Superintending Engineer, Irrigation Department.		Member
	(e) Superintending Engineer concerned, C&W Department.		Member
	(f) Director (Development).		Secretary
	(ii) The administrative approval of the schemes approved by the DDWP shall be issued by the sponsoring Department. (iii) Finance Department would clear the posts, separately, of the schemes approved by DDWP. (iv) Development scheme having a subsidy / foreign aid element shall be brought to the PDWP for approval irrespective of its cost.		
9.	Powers of Administrative Approval (for maintenance and repair works of residential and non-residential buildings - chargeable to current budget of the department concerned).	(i) Officers in Category-II.	Upto Rs.2.000 million.
(ii) Officers in Category-III.		Upto Rs.1.500 million.	
(iii) Officers in Category-IV.		Upto Rs.1.000 million.	
	<p>Note 1: These powers may be exercised by the designated officers in the line departments, in respect of M&R works executed by the public works departments;</p> <p>Note 2: No administrative approval and technical sanction in the line departments would be required for M&R works upto Rs.0.100 million and institutions may carry out these works on the quarterly basis, if required;</p> <p>Note 3: Certificate of satisfactory completion of work from the concerned Head of the office or institution requisitioning the execution of work shall be required for final payments and closing of the accounts by the executing agency; and</p> <p>Note 4: 10% and 4.5% cushion admissible for original works for technical sanction and acceptance of tender respectively shall not be allowed for M&R works.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
10.	Re-appropriation of funds.	(i) Administrative Department.	Full powers.
		(ii) Officers in Category-I.	Full powers.
<p>Subject to the following conditions:</p> <ul style="list-style-type: none"> (i) No re-appropriation will be made from one grant to another grant. (ii) No re-appropriation will be made to meet expenditure for a purpose the allotment for which was specifically reduced or refused by the Provincial Assembly. (iii) No authority subordinate to the one who reduced an allocation will increase such reduced allocation by means of re-appropriation. (iv) No re-appropriation will be made to or from "basic pay of officers" and "basic pay of staff" and regular allowances. (v) Re-appropriation will not be made from and to the provisions for secret service expenditure. (vi) Re-appropriation will not be made so as to divert the provision for specified new items to other purposes. (vii) Re-appropriation will not be made so as to convert the provision specifically made for expenditure in foreign exchange into expenditure in local currency. (viii) No re-appropriations will be made from one detailed function to another. (ix) In the case of expenditure on works: <ul style="list-style-type: none"> (a) No re-appropriation will be made to meet any expenditure which is likely to involve further outlay in a future financial year. (b) No re-appropriation will be made from or to the major work / minor work and repairs / maintenance; (c) No re-appropriation will be made from the allotment for a new original major work to any other work or item or vice versa; and (d) Re-appropriation can be made from an original major work in progress only to a work or works of the same category. 			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>(x) In the case of development schemes:</p> <p>(a) Re-appropriation will not be made except for approved schemes; and</p> <p>(b) The approved cost of the scheme will not be exceeded, through re-appropriation, by more than 10% of the amount for which the scheme has been administratively approved.</p> <p>(xi) No re-appropriation will be made out of the budgetary allocations under “Electricity, POL, Gas, and Telephone Charges Rent, Rates and Taxes” without the prior approval of the Finance Department.</p> <p>Note-1: The Chief Justice, Lahore High Court, Lahore, shall have full powers to re-appropriate funds from one head of account to another head of account within the allocated budget of the Lahore High Court, Lahore.</p> <p>Note-2: The Provincial Ombudsman, Punjab, shall have full powers to re-appropriate funds from one head of account to another head of account within the allocated budget of the Ombudsman, Punjab.</p> <p>Note-3: The Ombudsperson, Punjab shall have full powers to re-appropriate funds from one head of account to another head of account within the allocated budget of the Ombudsman, Punjab.</p> <p>Note-4: The Chairman, Punjab Public Service Commission (PPSC), Lahore, shall have full powers of re-appropriation of funds from one object to another object while remaining within one detailed function and within same grant of the current budget of PPSC.</p> <p>Note-5: The Chairman, Punjab Service Tribunal (PST), Lahore, shall have full powers of re-appropriation of funds from one object to another object within the allocated budget of the Tribunal.</p>		
11.	Power to declare vehicles / machinery / equipment / spares / stores / stocks as un-serviceable.	<p>(i) Administrative Department.</p> <p>(ii) Officers in Category-I.</p> <p>(iii) Officers in Category-II.</p> <p>(iv) Officers in Category-III.</p>	<p>Full powers.</p> <p>Full powers.</p> <p>Upto the value of Rs.0.500 million per item.</p> <p>Upto the value of Rs.0.100 million per item.</p>

Sr. #	Nature of power	To whom delegated	Extent						
1	2	3	4						
	<p>Note 1: In case of vehicles, minimum distance of three lac kilometers and for motor cycles / scooters two lac kilometers shall be the criterion for replacement respectively.</p> <p>Note 2: The sanctioned strength of vehicles / motor cycles / scooters in an Administrative Department / functional unit shall be approved by Finance Department to keep the number of vehicles / motor cycles / scooters in a Department in line with the valid need.</p>								
12.	Powers to sell surplus or un-serviceable vehicles / machinery / equipment / spares / stores / stocks by auction by the disposal committee.	(i) Administrative Department in the Committee.	Full Powers.						
(ii) Officers in Category-I in the Committee.		Full Powers.							
(iii) Officers in Category-II.		Upto Rs.1.000 million at a time.							
(iv) Officers in Category-III.		Upto Rs.0.25 million at a time.							
	<p>Note: The disposal committee shall be as under: -</p> <table border="1" data-bbox="310 906 1873 1068"> <tr> <td data-bbox="310 906 1507 954">Officer in Category-I of the concerned Department.</td> <td data-bbox="1507 906 1873 954">Chairman</td> </tr> <tr> <td data-bbox="310 954 1507 1011">A representative of S&GAD not below the rank of a BS-18.</td> <td data-bbox="1507 954 1873 1011">Member</td> </tr> <tr> <td data-bbox="310 1011 1507 1068">A representative of Finance Department not below the rank of BS-18.</td> <td data-bbox="1507 1011 1873 1068">Member</td> </tr> </table>			Officer in Category-I of the concerned Department.	Chairman	A representative of S&GAD not below the rank of a BS-18.	Member	A representative of Finance Department not below the rank of BS-18.	Member
Officer in Category-I of the concerned Department.	Chairman								
A representative of S&GAD not below the rank of a BS-18.	Member								
A representative of Finance Department not below the rank of BS-18.	Member								
13.	Power to order refund in accordance with the rules or in pursuance of decisions of Courts in respect of which no appeal is proposed to be filed.	(i) Administrative Department.	Full Powers.						
(ii) Officers in Category-I.		Full Powers.							
(iii) Officers in Category-II.		Upto Rs.1.000 million in each case.							
(iv) Officers in Category-III.		Upto Rs.0.500 million in each case.							

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
14.	Powers to suspend collection of Government dues.	(i) Administrative Department.	For a period not exceeding one year.
		(ii) Officers in Category-I.	For a period not exceeding 3 months.
15.	Remission of Government dues in accordance with the rules.	(i) Administrative Department.	Full Powers.
		(ii) Officers in Category-I.	Full Powers.
16.	To write off losses on account of negligence and fraud.	Administrative Department.	Upto Rs.0.100 million in each case
17.	To write off losses other than those due to negligence or fraud.	(i) Administrative Department.	Upto Rs.0.500 million in each case provided the Administrative Secretary certifies that responsibility to the loss does not lie on any individual.
		(ii) Officers in Category-I.	Upto Rs.0.100 million in each case provided the category-I Officer certifies that responsibility to the loss does not lie on any employee of the Government.
18.	Powers to sanction investigation of claims of Government servants to arrears of pay, allowances, etc.	(i) Administrative Department.	Full powers in respect of T.A. claims not more than 3 years old, and other claims not more than 6 years old.
		(ii) Officers in Category-I.	Full powers in respect of T.A. claims not more than 3 years old, and other claims not more than 6 years old.
		(iii) Officers in Category-II (iv) Officers in Category-III. (v) Officers in Category-IV.	Full powers in respect of claims not more than 3 years old of Government servants to whom they are competent to appoint).

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
19.	(a) Leases of Land pertaining to Government buildings.	(i) Administrative Department.	Full Powers subject to leases being openly auctioned for a period not exceeding three years.
	(b) Auctioning of service outlet / canteen, leases of fruit trees and sale of grass growing in the compounds of Government Buildings / Land	(ii) Officers in Category-I.	Full Powers subject to leases being openly auctioned for a period not exceeding three years.
		(iii) Officers in Category-II.	Full Powers subject to leases being openly auctioned for a period not exceeding one year.
20.	Power to dismantle and sell-unserviceable buildings.	(i) Administrative Department.	Upto the value of Rs.10.000 million in each case.
		(ii) Officers in Category-I	Upto the value of Rs.5.000 million in each case.
Note: The prescribed procedure as in para 3.10 of B&R Code may be adopted for the calculation of value of the dismantled material.			
21.	Power to sanction reimbursement of medical charges.	(i) Administrative Department.	Upto Rs.1.500 million in each case.
		(ii) Head of Attached Department.	Upto Rs.1.000 million in each case.
		(iii) Officer in Category-I	Upto Rs.0.500 million in each case.
		(iv) Officer in Category-II	Upto Rs.0.200 million in each case.
		(v) Officer in Category-III	Upto Rs.0.100 million in each case.
		(vi) Officer in Category-IV	Upto Rs.0.050 million in each case.
		(vii) Registrar, Lahore High Court, Lahore.	Upto Rs.1.500 million in each case.
		(viii) District and Session Judge.	Upto Rs.0.500 million in each case.

PART-II**SPECIAL POWERS TO CERTAIN DEPARTMENTS AND OFFICERS**

Note: Powers specified in this part are in addition to and not in substitution of the powers mentioned in Part-I of this Schedule

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
1. AGRICULTURE DEPARTMENT			
1.	To sanction prizes for fruit and agricultural produce competitions.	(i) Director General.	Full powers.
		(ii) Director.	Full powers.
		(iii) Deputy Director.	Upto Rs.0.100 million in each case.
2.	To sanction expenditure on the purchase of improved seeds and other seed depots commodities, including bags for distribution to the growers.	(i) Director.	Full Powers.
		(ii) Deputy Director.	Full Powers.
		(iii) Extra Assistant Director.	Upto Rs.0.100 million in each case.
3.	To sanction expenditure on the purchase of seeds, manures, implements, the insecticides, the bags for general use in the Department.	(i) Director General.	Full Powers.
		(ii) Director.	Full Powers.
		(iii) Deputy Director.	Upto Rs.0.500 million in each case.
		(iv) Extra Assistant Director.	Upto Rs.0.100 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
4.	To sanction expenditure for purchase of livestock at department / institutions / organization.	(i) Director.	Full Powers.
		(ii) Deputy Director.	Full Powers.
		(iii) Other Drawing & Disbursing Officers.	Upto Rs.0.500 million in each case.
5.	To sanction expenditure on purchase of earth moving machinery including bulldozers.	Administrative Department.	Full Powers.
6.	To accord technical sanction to construction of buildings and execute the works themselves.	(i) Director General.	Full Powers.
		(ii) Director.	Upto Rs.1.000 million in each case.
		(iii) Deputy Director.	Upto Rs.0.500 million in each case.
	Note: The detailed estimates will be given by the Building Department.		
7.	Powers to declare surplus and sell agricultural produce and depot commodities.	(i) Director General.	Full Powers.
		(ii) Director or Deputy Director / Agriculture Engineer / Extra Assistant Director.	Full powers to sell farm produce by open auction through a committee constituted by Director / Director General Agriculture.
8.	Powers to accord technical sanction for soil and water conservation works.	(i) Director Soil Conservation.	Full Powers.
		(ii) Deputy Director Soil Conservation / Agricultural Engineer Soil Conservation / District Soil Conservation Officer.	Upto Rs.1.000 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	Note: Provided that excess over the amount for which the administrative approval has been accorded does not exceed 10 per cent. In case the excess exceeds 10 per cent, fresh administrative approval will be required.		
9.	To accord technical sanction to estimates for construction of a water course.	(i) Director, On-Farm Water Management Development Project.	Full Powers.
		(ii) Water Management Coordinator.	Upto Rs.1.000 million in each case.
10.	To sanction expenditure on purchase of material to be used on works (each Water Course to be considered as an independent work).	(i) Director, On-Farm Water Management Development Project.	Full Powers.
		(ii) Water Management Coordinator.	Upto Rs.0.600 million in each case.
11.	Expenditure on carriage and handling of various stock materials.	(i) Director, On-Farm Water Management Development Project.	Full Powers.
		(ii) Water Management Coordinator.	Upto Rs.3.000 million in each case.
12.	To accord technical sanction of estimates for installation of Pressurized Irrigation System (Sprinkler / Drip / Bubbler, Gated Pipe etc.).	(i) Director General, Agriculture (WM).	Full Powers.
		(ii) Project Director, PCIU, HEIS.	Full Powers.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Director, OFWM.	Upto Rs.10.000 million.
		(iv) Regional Deputy Project Director, HEIS.	Upto Rs.5.000 million.
13.	To sanction expenditure on purchase of material to be used for installation of Pressurized Irrigation Systems (Sprinkler / Drip / Bubbler, Gated Pipes etc.).	(i) Director General, Agriculture (WM).	Full Powers.
		(ii) Project Director, PCIU, HEIS.	Full Powers.
		(iii) Director, OFWM.	Upto Rs.3.000 million.
		(iv) Regional Deputy Project Director, HEIS.	Upto Rs.2.000 million.
Note: Each site / scheme to be considered as an independent work.			
2. ANTI-CORRUPTION DEPARTMENT			
1.	Grant of rewards admissible under the Rules.	(i) Administrative Department.	Upto Rs.0.100 million in each case.
		(ii) Director General of Anti-corruption.	Upto Rs.0.075 million in each case.
		(iii) Regional Director, Anti-corruption	Upto Rs.0.050 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
3. COMMUNICATION AND WORKS DEPARTMENT			
1.	Technical Sanction:		
	(a) In the case of original works.	(i) Administrative Department.	Full powers.
		(ii) Chief Engineers.	Full powers.
		(iii) Superintending Engineers.	Upto Rs.50.000 million both for Highways and Buildings.
		(iv) Executive Engineers.	Upto Rs.15.000 million both for Highways and Buildings.
	Note: The powers under Sr. No.1 (a) are subject to the condition that the excess over the amount for which the administrative approval has been accorded does not exceed 10 percent. In case, the excess exceeds 10 percent, fresh administrative approval will be required.		
	(b) In the case of Ordinary and Special Repairs (Non-residential buildings & machinery and equipment).	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Full Powers.
		(iii) Superintending Engineers.	Upto Rs.3.000 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.600 million in each case.
	(c) Powers for ordinary and special repairs to Residential Buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Upto Rs.0.500 million in case of each building during a year.
		(iii) Superintending Engineers / EDO.	Upto Rs.0.200 million in case of each building during a year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Executive Engineers.	Upto Rs.0.100 million in case of each building during a year.
	(d) In case of ordinary and special repairs to roads.	(i) Chief Engineers.	Full Powers.
		(ii) Superintending Engineers.	Upto Rs.6.000 million in each case.
		(iii) Executive Engineer.	Upto Rs.1.500 million in each case.
2.	Acceptance of tenders.		
	(a) Original Works.	(i) Administrative Department.	Full powers.
		(ii) Chief Engineers.	Full powers.
		(iii) Superintending Engineers.	Powers equal to value of the Technical Sanction for such works.
		(iv) Executive Engineers.	Powers equal to value of the Technical Sanction for such works.
	These powers are subject to the condition that the normal procedure laid down for invitation of tenders may be followed that the rates quoted and / or amounts tendered are such that the total cost of a project / work will not exceed, the amount for which technical sanction (Work out lay only) has been accorded, by more than 4.5%;		
	(b) Maintenance and Repair:		
	(i) In the case of Ordinary and Special Repairs. (Non-residential buildings & machinery and equipment).	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Full Powers.
		(iii) Superintending Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Executive Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.
	(ii) In case of ordinary and special repairs to Residential Buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to residential buildings viz Full Powers.
		(iii) Superintending Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to residential buildings Upto Rs.2.000 million in each case.
		(iv) Executive Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to residential buildings viz Upto Rs.0.500 million in each case.
	(iii) In case of ordinary and special repairs to roads.	(i) Chief Engineers.	Full Powers.
		(ii) Superintending Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.
		(iii) Executive Engineer.	Powers equal to the powers for the grant of Technical Sanction for such works.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	Note: The rates quoted and / or amounts tendered are such that the total cost of a work will not exceed the amount of technically sanctioned estimates.		
3.	To sanction employment of work charged establishment subject to the condition that:		
	(a) Provision exists in the sanctioned estimates;	(i) Administrative Department.	Full powers.
	(b) the power is exercised only when the order to commence the work has been received;	(ii) Chief Engineers.	Full powers.
	(c) The monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and	(iii) Superintending Engineers.	On salaries upto Rs.0.020 million per mensum.
	(d) Method of recruitment Terms & conditions prescribed in the preface of prevailing schedule of Wages Rates shall be followed.	(iv) Executive Engineers.	On salaries upto Rs.0.015 million per mensum.
4.	Power to sanction fixation of stock limits of various Divisions.	(i) Administrative Department. (ii) Chief Engineers.	Full powers including Powers to decrease any stock limits temporarily or permanently.
5.	Powers to sanction Tools and plants, ordinary and special.	(a) ORDINARY	
		(i) Administrative Department.	Upto Rs.3.000 million in each case.
		(ii) Chief Engineers.	Upto Rs.2.000 million in each case.
		(iii) Superintending Engineers.	Upto Rs.0.500 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.200 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(b) SPECIAL	
		(i) Administrative Department.	Upto Rs.5.000 million in each case.
		(ii) Chief Engineers.	Upto Rs.4.000 million in each case.
		(iii) Superintending Engineers.	Upto Rs.1.000 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.300 million in each case.
6.	Powers to sanction repairs and carriage of Tools and Plants.	(i) Administrative Department.	Upto Rs.1.500 million in each case.
		(ii) Chief Engineers.	Upto Rs.1.000 million in each case.
		(iii) Superintending Engineers.	Upto Rs.0.200 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.100 million in each case.
7.	Payment of compensation under the Workmen Compensation Act.	(i) Administrative Department.	Full powers to the amount admissible under the Act, provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of the Act are referred to the Chief Engineer for obtaining legal advice.
		(ii) Chief Engineers.	
		(iii) Superintending Engineers.	
8.	Administrative approval for Works.	Superintending Engineers.	Upto Rs.2.100 million in each case.
	<p>Note-1: These powers shall be subject to the conditions that:—</p> <p>(a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development Budget or the Non-Development Budget of that year, as the case may be; and</p> <p>(b) In case of Development Scheme copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.</p> <p>Note-2: The scheme involving new posts shall be got cleared from the Finance Department.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
9.	Leases of surplus buildings.	(i) Administrative Department.	Full powers for a period not exceeding one year after obtaining competitive offer.
(ii) Chief Engineers.		Full powers for a period not exceeding one year after obtaining competitive offer.	
(iii) Superintending Engineers.		Full powers for a period not exceeding one year after obtaining competitive offer.	
10.	(a) Leases of land along Provincial Highways and District Roads for petrol pumps / CNG Stations / LPG Stations and Storage Tanks at the prescribed rates.	(i) Administrative Department.	Full powers for a period of 5 years.
(ii) Chief Engineers.	Full powers for a period of 5 years.		
Subject to the conditions that: <ul style="list-style-type: none"> <li data-bbox="323 932 1734 964">(i) The site is approved by the District Petrol Pump / CNG Station / LPG Station and Storage Tanks Committee; <li data-bbox="323 987 1352 1019">(ii) The land is under the control of the Communications and Works Department; <li data-bbox="323 1042 1864 1140">(iii) The relevant Oil / Natural Resource Company certifies that no Government dues are in arrears from it on account of petrol pumps / CNG Station / LPG Station and Storage Tanks constructed on Government / Private land along Provincial Highways / District Government Roads; and <li data-bbox="323 1162 831 1195">(iv) Lease agreement shall be signed. 			
(b) Renewal of leases for petrol pumps / CNG Station / LPG Station and Storage Tanks at the prescribed rates.	(i) Administrative Department.	Full powers for a period of 5 years subject to the conditions as mentioned at 10 (a).	

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(ii) Chief Engineers.	Full powers for a period of 5 years subject to the conditions as mentioned at 10 (a).
		(iii) Superintending Engineers.	Full powers for a period of 3 years subject to the conditions as mentioned at 10 (a).
11.	Lease of land along Provincial Highways for approach to industrial units, mills, factories, grid stations of WAPDA, private houses and other similar premises.	Chief Engineer Highways.	Full powers at prescribed rates. The rate shall be reviewed by the Administrative Department in consultation with the Finance Department after every two years.
12.	To issue work orders for works & repair.	(i) Executive Engineers.	Upto Rs.0.100 million in each case.
		(ii) Sub-Divisional Officers.	Upto Rs.0.060 million in each case.
13.	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimates, e.g. stationery surveying equipment, testing instruments, computers, printers, plotters and scientific drawing instruments required for the preparation of estimates, furniture and equipment for site office, etc. for the same work / estimates.	(i) Superintending Engineers.	Full Powers.
		(ii) Executive Engineers.	Upto Rs.0.100 million in each case.
	<p>Provided that:</p> <ul style="list-style-type: none"> (i) Expenditure on survey scientific drawing testing instruments and computers, printers and plotters does not exceed 1% of the approved estimates; (ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work / project; and (iii) Diversion would not be for acceptance of tender in any case. 		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
14.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution / completion of the work.	(i) Superintending Engineers.	Full powers.
		(ii) Executive Engineers.	Upto Rs.0.100 million in each case.
15.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	(i) Superintending Engineers.	Full Powers.
		(ii) Executive Engineers.	Upto Rs.0.100 million during the financial year.
4. SCHOOL EDUCATION DEPARTMENT			
1.	Leases of land belonging to Education Department in forest area and not borne on the books of the Forest or any other Department, by auction.	(i) Administrative Department	Full powers subject to rules and policy laid down.
		(ii) Director, Public Instructions.	Full powers subject to rules and policy laid down.
2.	(i) To give technical sanction to the estimates for expenditure on Annual / Special repairs of educational institutions, operation and maintenance of Equipments, Tools, Plants, Machinery and other facilities and sanction payments thereof.	(i) EDO (Education / Schools)	Upto Rs.0.300 million in each case.
		(ii) District Officer (Education / Schools).	Upto Rs.0.200 million in each case.
		(iii) Head of the Institution on recommendations of School Council.	Upto Rs.0.500 million in each case, provided the rates have been prepared on the basis of Market Rate System.
	(ii) Annual / Special Repairs of buildings of Polytechnic Institutes.	(i) Director of Education (Colleges)	Upto Rs.15,000/- in each case.
		(ii) Principals of the Colleges.	Upto Rs.7,500/- in each case.
Note: However, the powers of technical sanction and acceptance of tender in the above cited offices shall be exercised in the prescribed manner.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
3.	Leases of land, auctioning of service outlets / Canteen, Tuck-shop, stands, leases of fruit trees, sale of grass growing in the compounds of Government buildings / land.	Heads of Institutions, on the recommendations of School Council	Full Powers subject to leases being openly auctioned for a period not exceeding three years at a time.
4.	Payment of cash reward to teachers in schools as per approved yardstick.	(i) Administrative Department / Director Public Instructions.	Full Powers.
		(ii) Officers in Category-I.	Full Powers.
		(iii) Officers in Category-II.	Upto Rs.0.200 million in each case.
		(iv) Officers in Category-III.	Upto Rs.0.010 million in each case.
		(v) Officers in Category-IV.	Upto Rs.0.008 million in each case.
5. HIGHER EDUCATION DEPARTMENT			
1.	Leases of land belonging to Higher Education Department in forest area and not borne on the books of the Forest or any other Department, by auction.	(i) Administrative Department	Full powers subject to rules and policy laid down.
		(ii) Director, Public Instructions.	Full powers subject to rules and policy laid down.
2.	(i) To give technical sanction to the estimates for expenditure on Annual / Special repairs of educational institutions, operation and maintenance of Equipments, Tools, Plants, Machinery and other facilities and sanction	(i) Director (Colleges)	Upto Rs.0.300 million in each case.
		(ii) Deputy Director (Colleges) / Principals of Degree Colleges.	Upto Rs.0.200 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	payments thereof. (ii) Annual / Special Repairs of buildings of Polytechnic Institutes.	(iii) Head of the Institution on recommendations of College Council. (iv) Principal of Intermediate Colleges. (i) Director of Education (Colleges). (ii) Principals of the Colleges.	Upto Rs.0.500 million in each case, provided the rates have been prepared on the basis of Market Rate System. Upto Rs.0.010 million in each case. Upto Rs.0.030 million in each case. Upto Rs.0.015 million in each case.
	Note: However, the powers of technical sanction and acceptance of tender in the above cited offices shall be exercised in the prescribed manner.		
3.	Leases of land, auctioning of service outlets / Canteen, Tuck-shop, stands, leases of fruit trees, sale of grass growing in the compounds of Government buildings / land.	Heads of Institutions, on the recommendations of College Council	Full Powers subject to leases being openly auctioned for a period not exceeding three years at a time.
4.	Payment of cash reward to teachers in colleges as per approved yardstick.	(i) Administrative Department. (ii) Officers in Category-I. (iii) Officers in Category-II. (iv) Officers in Category-III. (v) Officers in Category-IV.	Full Powers. Full Powers. Upto Rs.0.200 million in each case. Upto Rs.0.010 million in each case. Upto Rs.0.008 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
6. ENERGY DEPARTMENT			
1.	Technical Sanction:		
(a)	In the case of original works.	(i) Administrative Department.	Full Powers.
(ii)		Chief Engineer / Project Director in BS-20 or equivalent.	Full Powers.
(iii)		Director or equivalent.	Upto Rs.50.000 million in each case.
(iv)		Electric Inspector / Deputy Director.	Upto Rs.15.000 million in each case.
Note 1: The powers under Sr. No.1 (a) are subject to the condition that the excess over the amount for which the administrative approval has been accorded does not exceed 10 percent.			
(b)	In the case of ordinary and Special repairs to Irrigation Works, Non-residential, buildings and machinery & equipment	(i) Administrative Department.	Full powers.
(ii)		Chief Engineer / Project Director in BS-20 or equivalent.	Full powers.
(iii)		Director or equivalent.	Upto Rs.3.000 million in each case.
(iv)		Electric Inspector / Deputy Director.	Upto Rs.0.600 million in each case.
(c)	Special and ordinary repairs to residential buildings.	(i) Administrative Department.	Full Powers.
(ii)		Chief Engineer / Project Director in BS-20 or equivalent.	Upto Rs.0.500 million in case of each building during the year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Director or equivalent.	Upto Rs.0.300 million in case of each building during the financial year.
		(iv) Electric Inspector / Deputy Director.	Upto Rs.0.150 million in case of each building during the financial year.
2.	Acceptance of tenders:		
(a)	Original Work.	(i) Administrative Department.	Full powers.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Full powers.
		(iii) Director or equivalent.	Powers equal to the powers for the grant of Technical Sanction for such works.
		(iv) Electric Inspector / Deputy Director.	Powers equal to the powers for the grant of Technical Sanction for such works.
	<p>The powers are subject to the conditions that:</p> <p>(i) The normal procedure laid down for invitation of tenders is followed;</p> <p>(ii) The rates quoted and / or amounts tendered are such that the total cost of a project / work will not exceed, the amount for which the technical sanction has been accorded, by more than 4.5%;</p> <p>(iii) Prevailing Punjab Procurement Rules may be followed.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(b) Maintenance and repair works:		
	(i) In the case of Ordinary and Special Repairs. (Non-residential buildings & machinery and equipment).	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Full Powers.
		(iii) Director or equivalent.	Powers equal to the powers for the grant of Technical Sanction for such works.
		(iv) Electric Inspector / Deputy Director.	Powers equal to the powers for the grant of Technical Sanction for such works.
	(ii) In case of ordinary and special repairs to Residential buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Full Powers.
		(iii) Director or equivalent.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Upto Rs.3.000 million in each case.
		(iv) Electric Inspector / Deputy Director.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Upto Rs.0.600 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>These powers are subject to the conditions that:</p> <p>(i) the normal procedure laid down for invitation of tenders is followed;</p> <p>(ii) the rates quoted and / or amounts tendered are such that the total cost of a work will not exceed the amount of technically sanctioned estimates; and</p> <p>(iii) Prevailing Punjab Procurement Rules may be followed.</p>		
3.	To sanction employment of work-charged establishment subject to the conditions that:		
	(a) Provision exists in the sanctioned estimates;	(i) Administrative Department.	Full powers.
	(b) the powers is exercised only when the order to commence the work has been received; and	(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Full powers.
	(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and	(iii) Director or equivalent.	On salaries upto Rs.0.012 million per mensem.
	(d) Method of recruitment Terms & conditions prescribed in the preface of prevailing schedule of Wages Rates shall be followed.	(iv) Electric Inspector / Deputy Director.	On salaries upto Rs.0.012 million per mensem.
4.	Powers to sanction fixation of stock limit of various divisions.	(i) Administrative Department.	Full powers including powers to decrease any stock limits temporarily or permanently.
		(ii) Chief Engineers / Project Director in BS-20 or equivalent.	Full powers including powers to decrease any stock limits temporarily or permanently.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
5.	Powers to sanction Tools and plants, ordinary and special.	<p>(a) <u>ORDINARY</u></p> <p>(i) Administrative Department.</p> <p>(ii) Chief Engineer / Project Director in BS-20 or equivalent.</p> <p>(iii) Director or equivalent.</p> <p>(iv) Electric Inspector / Deputy Director.</p> <p>(b) <u>SPECIAL</u></p> <p>(i) Administrative Department.</p> <p>(ii) Chief Engineer / Project Director in BS-20 or equivalent.</p> <p>(iii) Director or equivalent.</p> <p>(iv) Electric Inspector / Deputy Director.</p>	<p>Upto Rs.3.000 million in each case.</p> <p>Upto Rs.2.000 million in each case.</p> <p>Upto Rs.0.500 million in each case.</p> <p>Upto Rs.0.300 million in each case.</p> <p>Upto Rs.5.000 million in each case.</p> <p>Upto Rs.4.000 million in each case.</p> <p>Upto Rs.1.100 million in each case.</p> <p>Upto Rs.0.300 million in each case.</p>
6.	Payment of compensation under the Workmen's compensation Act.	<p>(i) Administrative Department.</p> <p>(ii) Chief Engineer / Project Director in BS-20 or equivalent.</p>	Full powers upto the amount admissible under that Act provided that the payment in each case is pre audited and all cases in which there is a doubt as to the applicability of the

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Director or equivalent.	Act are referred to the Chief Engineer for obtaining legal advice
7.	Administrative approval for works.	Director or equivalent.	Upto Rs.4.000 million in each case.
	<p>Note: These powers shall be subject to the following conditions:</p> <p>(a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development budget or the non-development budget of that year, as the case may be; and</p> <p>(b) In case of development schemes copies there of shall be sent to the Planning and Development Department and the Finance Department for their record.</p>		
8.	Powers to write off losses due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses).	(i) Chief Engineer / Project Director in BS-20 or equivalent.	Upto Rs.1.000 million in each case.
(ii) Director or equivalent.		Upto Rs.0.500 million in each case.	
(iii) Electric Inspector / Deputy Director.		Upto Rs.0.100 million in each case.	
9.	Rent of buildings, lease of land and or other immovable property belonging to Government by auction or competitive tenders.	(i) Administrative Department.	Full powers. Lease agreement shall be signed.
(ii) Chief Engineer / Project Director in BS-20 or equivalent.		Full powers. Lease agreement shall be signed.	
(iii) Director or equivalent.		Upto 3 years provided the rent of the property does not exceed Rs.0.100 million per month.	

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Electric Inspector / Deputy Director.	Upto 3 years provided the rent of the property does not exceed Rs.0.050 million per month.
10.	<p>Powers to sanction repairs, replacement, overhauling etc. of light machinery, motor vehicles and other tools and plants subject to the restrictions:</p> <p>(i) that the repairs are carried out in the Government Workshop;</p> <p>(ii) in the absence of Government Workshop open tenders are invited; and</p> <p>(iii) the expenditure is economical with reference to the service period of the tools, plants or machinery.</p>	(i) Administrative Department.	Upto Rs.1.250 million or 50 percent of the book value of the machinery whichever is less.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Upto Rs.1.000 million or 50 percent of the book value of the machinery whichever is less.
		(iii) Director or equivalent.	Upto Rs.0.500 million or 25 percent of the book value of the machinery whichever is less.
		(iv) Electric Inspector / Deputy Director.	Upto Rs.0.300 million or 10 percent of the book value of the machinery whichever is less.
11.	Lease of water power for mills.	(i) Administrative Department.	Full powers for a period not more than 5 years by auction, lease agreement may also be signed.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Full powers for a period not more than 5 years by auction lease agreement may also be signed.
		(iii) Director or equivalent.	Full powers for a period not more than 5 years by auction, lease agreement may also be signed.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
12.	To sanction estimates for purchase or manufacture of materials to be used on work.	Director or equivalent.	Full power within the limits sanctioned for reserve stock.
13.	To purchase or manufacture materials to be used on works.	Electric Inspector / Deputy Director.	Full powers within the limits sanctioned for reserve stock subject to the approval or sanction of the estimate being obtained where required by the provisions of paragraphs 4.27 and 4.28 of the Punjab Public Works Department Code.
14.	To sanction the carriage and handling charges of stock materials chargeable to stock.	Electric Inspector / Deputy Director.	Full Powers
15.	To sanction purely temporary increase of reserve stock limits of a Division, such increase to be absorbed within six months from the date of the increase.	Director or equivalent.	Upto 20 percent increase over the sanctioned permanent limit of any Division.
16.	Powers to sanction carriage of tools and plants.	(i) Administrative Department.	Upto Rs.1.500 million in each case.
		(ii) Chief Engineer / Project Director in BS-20 or equivalent.	Upto Rs.1.000 million in each case.
		(iii) Director or equivalent.	Upto Rs.0.200 million in each case.
		(iv) Electric Inspector / Deputy Director.	Upto Rs.0.100 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
17.	To sanction sale of trees whether standing or fallen, green or dead by Public auction.	(i) Director or equivalent. (ii) Electric Inspector / Deputy Director.	Full Powers. Upto Rs.0.100 million during the financial year.
18.	To sanction sale proceeds of thinning and pruning of standing trees.	Electric Inspector / Deputy Director.	Full powers subject to the condition in paragraph 2.6 of Irrigation Manual of Order.
19.	To issue work orders for works and repairs.	(i) Electric Inspector / Deputy Director. (ii) Assistant Electric Inspector.	Upto Rs.0.100 million in each case. Upto Rs.0.050 million in each case.
20.	To divert provision for Contingencies of sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, instruments and scientific drawing instrument required for the preparation of estimates for furniture and equipment for site office, etc. for the same work / estimate.	(i) Director or equivalent. (ii) Electric Inspector / Deputy Director.	Full powers. Upto Rs.0.050 million in each case.
<p>Provided that:</p> <ul style="list-style-type: none"> (i) Expenditure on survey, scientific drawing and testing instrument does not exceed 1% of the approved estimates; (ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for same work / project; and (iii) Diversion would not be made for acceptance of tender in any case. 			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
21.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution / completion of the work.	(i) Director or equivalent.	Full Powers.
		(ii) Electric Inspector / Deputy Director.	Upto Rs.0.050 million in each case.
7. FOOD DEPARTMENT.			
1.	(i) Powers to accept tenders in respect of transportation, handling and labour charges (including charges for loading unloading stacking, un-stacking weighing, up-gradation / sieving for the purposes of exports or supply to an International Agency sieving if required on account of infestation etc) of Govt. stocks.	(i) Administrative Department.	Full Powers
		(ii) Director Food	Full Powers.
		(iii) Deputy Director Food.	Full Powers.
	(ii) Powers to accept quotations in respect of transportation of Govt. stocks and labour activity (including charges for loading, unloading, stacking, un-stacking, weighing up-gradation / sieving for the purposes of exports or supply to an International Agency, sieving if required on account of infestation etc) in cases where tenders have been invited but no response is received under prevailing Punjab Procurement Rules.	(i) Administrative Department.	Full powers.
		(ii) Director Food.	Full powers.
		(iii) Deputy Director of Food Incharge of the Region.	Upto Rs.0.300 million for each storage centre.
Note: Prevailing Punjab Procurement Rules shall be followed.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
2.	To write off losses on account of shortage enroute or in storage due to dryage weevil and other similar causes e.g. damage due to heating excessive moisture leave in a bags destruction by insects other than weevils destruction by rodents difference in weight due to variation in scales.	(a) For stocks stored house type godowns / bins / ganjies over one year.	
		(i) Administrative Department	Upto 0.50% of the total stock in a Unit / ganji subject to maximum value of Rs.0.200 million.
		(ii) Director Food.	Upto 0.35% of the total stock in a unit / ganji subject to maximum value of Rs.0.105 million.
		(iii) Deputy Director Food Incharge of Region.	Upto 0.25% of the total value of stock stored in a unit / ganji subject to maximum value of Rs.52,500/-
Note: The above powers are subject to the condition that the handling staff is proceeded against under the Efficiency and Discipline rules.			
		(b) Enroute / transit losses of Government stocks duly verified by the dispatching end staff / officer nominated by the competent authority for verification on the spot:	
		(i) Administrative Department.	Upto Rs.0.150 million in any one case.
		(ii) Director Food.	Upto Rs.0.075 million in any one case.
		(iii) Deputy Director Incharge of Region.	Upto Rs.37,500/- in any one case.
Provided the total weight of the consignment is not less than one thousand tons.			

Sr. #	Nature of power	To whom delegated	Extent	
1	2	3	4	
3.	Power to sanction transfer of Stocks.	(i) Administrative Department.	Full powers.	
		(ii) Director Food.	Full powers.	
		(iii) Deputy Directors.	Full powers.	
		(iv) Assistant Director Incharge of Region.	Full powers.	
4.	Powers to purchase gunny bags, fumigants, tarpaulins, weighing scales, etc.	(i) Administrative Department.	Full Powers.	
		(ii) Director Food.	Full Powers.	
		(iii) Deputy Directors Incharge of Region.	Full Powers.	
5.	Powers to release of forfeit securities food grains agents.	(i) Administrative Department.	Full powers.	
		(ii) Director Food.	Full powers.	
		(iii) Deputy Directors Food Incharge of Region.	Upto Rs.0.100 million subject to the conditions prescribed by the Government / Director Food.	
6.	Schemes to be financed from Sugarcane Development Cess Fund.	District Co-ordination Officer as the agent of Commissioner, Sugarcane Development Cess Fund.	Full Powers.	
			Note: The exercise of these powers shall be subject to the following conditions:	
			(1) The Powers shall be exercised by the District Coordination Officer concerned in District Sugarcane (Dev) Cess Committee consisting of :	
			(i) District Co-ordination Officer of the concerned District.	Chairman

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(ii) A representative of each Sugar Mills in the District. In case of District without a Sugar Mill one representative of each Sugar Mill purchasing Sugarcane from the said District.		Member
	(iii) The representative of the growers equal in number of Sugar Mills in the District. In case of District without a Sugar Mills the number of representatives of the growers is equal to the number of Sugar Mills Purchasing Sugarcane from the District. The representatives shall be nominated by the Governor from the panels submitted by the DCO concerned.		Member
	(iv) The Executive District Officer (Works & Services).		Member
	(v) The Executive District Officer (Agriculture).		Member
	(vi) Deputy Director Food in whose region the mill is situated.		Member
	(vii) District Food Controller concerned.		Member
	(viii) The Executive District Officer (Finance & Planning).		Member
	(ix) A representative of Zila Nazim.		Member
	(x) A representative of P&D Department.		Member
	(xi) Any other member to be co-opted by the District Coordination Officer for technical reason and advice etc.		Member
	(2) Subject to such general or special directions as Government may give and the availability of the required amount in the Fund, a District Sugarcane (Dev) Cess Committee shall for the purposes specified in sub-rule (5) of rule 8 of the Punjab 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 whereof is to be financed from the Fund and fix their priorities.		
	(3) A Scheme or other work approved by a District Sugarcane (Dev) Cess Committee shall be executed by the Executive District Officer (Works & Services).		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
8. FORESTRY, WILDLIFE & FISHERIES DEPARTMENT			
(A) FISHERIES WING			
1.	Power to fix rates for disposal of fish / fish seed.	Administrative Department.	Full powers to determine rates at which fish caught on Government account may be sold.
2.	To sanction expenditure on the purchase of fish seed, manure, fishing implements and breed fish, etc.	(i) Director General / DCO.	Full Powers.
		(ii) Director / EDO.	Upto Rs.0.200 million in each item.
		(iii) Deputy Director.	Upto Rs.0.100 million in a year.
		(iv) Assistant Director / DO.	Upto Rs.0.050 million in a year.
3.	To sanction expenditure on purchase of chemicals, equipment and apparatus required at Research Stations, Hatcheries, Nurseries and Training Centers	(i) Director-General / DCO.	Full Powers.
		(ii) Director / EDO.	Upto Rs.0.500 million in a year.
4.	To accept tenders of fishing on share basis from government farms and other public waters reserved for departmental operations.	Director-General.	Full powers.
5.	Lease of land for grazing of cattle or cultivation of fruit trees in fisheries project areas.	Director-General.	Full Powers by open auction or tenders for one year..
6.	Sale of trees and other products in fisheries project areas.	Director-General.	Full Powers by open auction or tenders for a period of one year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
7.	To approve highest bid of fishing leases in open auction.	(i) Director General.	Full Powers.
Subject to the condition that the highest bid is more than 10% of the last auction. Provided further that the highest bid of those water areas which do not fulfill the above criteria would be approved by the Administrative Department on the recommendations of the Special Committee comprising: - Director General (Convener), Finance Department and Administrative Department.			
		(ii) Director.	Upto Rs.0.500 million in each case.
Subject to the condition that the highest bid is more than 10% of the last auction.			
		(iii) Deputy Director.	Upto Rs.0.300 million in each case.
Subject to the condition that the highest bid is more than 10% of the last auction.			
		(iv) Assistant Director.	Upto Rs.0.150 million in each case.
Subject to the condition that the highest bid is more than 10% of the last auction.			
8.	To Auction Fishing Rights.	Director-General.	Full powers.
Subject to condition that open auction is held by the Auctioning Authority, i.e. Deputy Director Fisheries / Assistant Director, Fisheries, under the Auction Committees as under:			
(1) DISTRICT AUCTION COMMITTEE			
(i) Assistant Director / Deputy Director.		Chairman	
(ii) Assistant Warden of Fisheries of the respective District.		Member	
(iii) Any other Assistant Director / Deputy Director of Fisheries of the adjoining District.		Member	

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(2) PROVINCIAL AUCTION COMMITTEE		
	(i) Any Director Fisheries, nominated as Chairman by the Director General.		Chairman
	(ii) Assistant Director.		Member
	(iii) Any Assistant Director of the Directorate.		Member
9.	To write off the mortality of fish fry during artificial fish breeding at hatcheries / nurseries.	Administrative Department.	Upto Rs.0.600 million on the recommendations of D.G, Fisheries after investigation / enquiry.
10.	Renting out departmental accommodation to the departmental contractors during the period of contract.	Director General.	Full Powers on competitive rates.
11.	Cutting / Pruning / disposal of green trees for better management of departmental installations and for the development projects.	Director General.	Full Powers on competitive rates.
12.	Approval for disposal of under size fish i.e. less than One Kilogram caught during netting of Government Water bodies and sold through open auction.	(i) Director General.	Upto Rs.0.050 million during the year.
		(ii) Director.	Upto Rs.0.020 million during the year.
13.	Excavation of new ponds or repair of ponds.	(i) Director General.	Full Powers.
		(ii) Director.	Upto Rs.0.100 million during the year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
(B) FORESTS WING			
1.	<p>Power to sanction employment of work charged establishment subject to the condition that:</p> <p>(a) provision exists in the sanctioned estimates;</p> <p>(b) the power is exercised only when the order to commence the work has been received;</p> <p>(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and</p> <p>(d) Method for recruitment Terms & conditions prescribed in the preface of prevailing schedule of Wage Rates shall be followed.</p>	<p>(i) Administrative Department.</p> <p>(ii) Chief Conservator.</p> <p>(iii) Conservator / Director Incharge and other officers in corresponding ranks holding independent charges.</p> <p>(iv) Divisional Forests Officer / Principal Punjab Forest Schools.</p>	<p>Full powers.</p> <p>Full powers.</p> <p>On Salaries upto Rs.0.015 million per mensem.</p> <p>On Salaries upto Rs.0.012 million per mensem.</p>
2.	<p>Power of technical sanction in respect of works chargeable to Forestry construction works in the Development and Non-Development budgets.</p> <p>(a) For original works.</p>	<p>(i) Administrative Department.</p> <p>(ii) Chief Conservator.</p> <p>(iii) Conservator / Director Incharge.</p> <p>(iv) Divisional Forests Officer / Principal Forest School.</p>	<p>Full Powers.</p> <p>Full Powers.</p> <p>Upto Rs.5.000 million in each case.</p> <p>Upto Rs.0.100 million in each case.</p>

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(b) For special and ordinary repairs including replacements and renewal of existing works.	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers
		(iii) Conservator / Director Incharge.	Upto Rs.0.500 in each case.
		(iv) Divisional Forests Officer / Principal Forest School.	Upto Rs.0.100 million in each case.
3.	Power to enter into forest contracts (for disposal of forest produce) and to fix the terms of the contracts.	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers.
		(iii) Conservator.	Upto Rs.4.000 million in each case.
		(iv) Divisional Forests Officer and other officers in corresponding ranks holding independent charges.	Upto Rs.0.400 million in each case.
	Note: The powers shall be exercised subject to the condition that open auction takes place or tenders are invited and the highest bid or offer is accepted.		
4.	(a) Sale of forest produce to Government Departments, Autonomous Bodies / Institution.	(i) Chief Conservator.	Full powers at the rates obtained in the last auction or at average rates of last four auctions whichever is higher.
		(ii) Conservator.	Full powers at the rates obtained in the last auction or at average rates of last four auctions whichever is higher.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Divisional Forests Officer.	Upto Rs.0.100 million per contract.
	(b) Sale of minor forest produce, e.g. seed, stamps, grazing grass, Karries, brushwood, etc. at fixed rates.	(i) Chief Conservator	Full Powers.
		(ii) Conservator.	Full Powers.
5.	Power to sanction purchase of feed / ration for animals / birds, chemicals medicines and other materials etc.	(i) Chief Conservator.	Full Powers.
		(ii) Conservators.	Upto Rs.0.200 million at a time at competitive rates
		(iii) Divisional Forests Officer.	Upto Rs.0.100 million at a time at competitive rates
6.	Power to sanction all usual payments on sowing or planting etc., under Forestry Works / Operations in development and non-development budget.	(i) Chief Conservator.	Full Powers.
		(ii) Conservators.	Full Powers.
		(iii) Divisional Forests Officer.	Full Powers.
7.	Lease of land in Forests areas.	(i) Chief Conservator.	By auction or tenders upto 5 years for irrigated lands and upto 15 years for Barani lands.
		(ii) Conservators.	By auction or tenders for three years.
		(iii) Divisional Forests Officer.	By auction or tenders upto 50 acres in each case for three years.
8.	Powers to sanction special grant of timber or other forests produce free or at favourable rates	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	for special purposes of public utility.	(iii) Conservators.	Upto Rs.0.100 million during a financial year.
9.	Powers regarding acceptance of tenders for forest work (or civil works) of Forest Department such as Construction of buildings and conservancy work etc.	(i) Administrative Department.	Equal to the powers for the grant of Technical Sanction.
(ii) Chief Conservator.		Equal to the powers for the grant of Technical Sanction.	
(iii) Conservator.		Equal to the powers for the grant of Technical Sanction.	
(iv) Divisional Forests Officer.		Equal to the powers for the grant of Technical Sanction.	
	<p>These powers are subject to the conditions that:</p> <p>(i) the normal procedure laid down for invitation of tenders is followed;</p> <p>(ii) the rates 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 4.5%; and</p>		
10.	To sanction leases for specific purposes such as Mills, timber depots, etc.	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers
11.	To sanction sale and purchase of livestock / Wildlife and its by products in open auction.	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers
		(iii) Conservator.	Upto Rs.0.100 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Divisional Forests Officer.	Upto Rs.0.100 million in each case.
12.	Powers to write off losses of wild animals / birds and other exhibits due to natural causes other than negligence or fraud.	(i) Administrative Department.	Upto Rs.0.600 million in each case.
		(ii) Chief Conservator.	Upto Rs.0.100 million in each case.
	Note: Provided the enquiry is conducted and the report is sent to FD and Audit Department with the certification by the sanctioning authority that the loss was due to the natural causes other than fraud or negligence.		
13.	Lease of premises for Canteens, Cycle Stands, Car Parking, Jhoolas etc.	(i) Administrative Department.	Full Powers.
		(ii) Chief Conservator.	Full Powers.
	Note 1: Subject to leasing being openly auctioned for a period of three years at a time. Note 2: The term Conservator of Forests includes Director, B&A, Director, PFRI, Gatwala and Administrator, Lal Suhanra National Park, BWP. Similarly, Divisional Forest Officer includes Deputy Director & Asstt. Director, Sericulture, Principal Forest Schools and Senior Research Officer, Sericulture.		
14.	To sanction rewards in forest cases.	Administrative Department.	Full Powers not exceeding ¾th of the proceeds / fine realized in each case.
	Note: - The grant of reward shall be subject to the following conditions: - (i) No reward shall be admissible to any officer / official of Forest Department if the damage detected belongs to his area of jurisdiction; (ii) No reward shall be sanctioned unless the entire amount of fines / proceeds of confiscated property are realized from the offenders and deposited in the government treasury; and (iii) The reward shall be sanctioned only on the recommendations of the "Reward Scrutiny Committee" consisting of the following officers:		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(i) Secretary, FW&F Department.		Convener
	(ii) Chief Conservator.		Member
	(iii) Conservator.		Member
	(iv) Divisional Forest Officer.		Member
(C) PARKS & WILDLIFE WING			
1.	Power to accord technical sanctions in respect of works chargeable to -Preservation of Wildlife and Control of Hunting in development and non-development budget.		
	For special and ordinary repairs including replacement / renewal of existing work / Structure.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Upto Rs.1.000 million in each case.
		(iii) Deputy Director	Upto 0.050 million in each case.
2.	Power to sanction purchase of feed for animals / birds chemicals, medicines, baits, cartridges and other materials.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Full Powers.
		(iii) Director	Upto Rs.0.500 million in each case.
		(iv) Deputy Director.	Upto Rs.0.200 million each time.
3.	To sanction all usual payments on sowing, planting afforestation, under "Preservation of Wildlife & Control of Hunting".	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Full Powers.
4.	To sanction sale of livestock / wildlife / species and its byproducts.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Full Powers.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
5.	Powers to write off losses of wild animals / birds and other exhibits due to natural causes other than negligence or fraud.	Administrative Department.	Full Powers on the recommendations of D.G, W&P after investigation / enquiry in the prescribed manner and the report shall be sent to F.D and Audit.
6.	Powers to write off irrecoverable Wildlife revenue.	Administrative Department.	Upto Rs.1.000 million on the recommendations of D.G, W&P after investigation / enquiry in the prescribed manner and the report shall be sent to Finance Department and Audit.
7.	Powers to sanction culling of crippled, aged and disabled animals / birds etc.	Administrative Department.	Full Powers after investigation / enquiry in the prescribed manner and the report shall be sent to Finance Department and Audit.
8.	Lease of premises for Canteens, Cycle Stands, Car Parking, Jhoolas and Fruit Trees etc.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Full Powers.
9.	Lease of premises for Canteen, Cycle Stands, Car Parking etc.	(i) Administrative Department.	Full Powers
		(ii) Director General.	Full Powers
10.	Lease of premises for Jhoolas and other related amusement facilities etc.	(i) Administrative Department.	Full Powers
		(ii) Director General.	Full Powers
<p>Note 1: Subject to leasing of premises for Canteens, Cycle Stands, Car Parking, being openly auctioned for a period of three years at a time.</p> <p>Note 2: Subject to leasing of Jhoolas and other related amusement facilities etc. being openly auctioned for a period of 5-8 years at a time extendable to ten years on the basis of performance under a comprehensive long term leasing contract to safeguard the interest of the Provincial Government.</p>			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
11.	To sanction purchase of wildlife and its by products.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Upto Rs.50.000 million.
		(iii) Director.	Upto Rs.20.000 million.
12.	Powers regarding acceptance of tenders and civil work of Wildlife Department.	(i) Administrative Department.	Full Powers.
		(ii) Director General.	Full Powers
		(iii) Director.	Equal to the powers for grant of Technical Sanction.
		(iv) Deputy Director.	Equal to the powers for grant of Technical Sanction.
9. HEALTH DEPARTMENT			
1.	Power to sanction expenditure on purchase of pharmaceuticals for Local Purchase (LP).	(i) Head of Institution.	Full Powers.
		(ii) Officers in Category-I.	Full powers.
		(iii) Officers in Category-II.	Upto Rs.0.300 million at a time.
		(iv) Officers in Category-III.	Upto Rs.0.200 million at a time.
		(v) Officers in Category-IV.	Upto Rs.0.100 million at a time.
2.	To incinerate the used / infectious linen articles of the hospitals subject to recommendations of condemnation committee to be constituted by Health Department.	(i) Administrative Department.	Full Powers.
		(ii) Head of attached Department.	Full Powers.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Head of Institution.	Full Powers.
		(iv) Officers in Category I.	Full Powers.
		(v) Officers in Category II.	Full Powers.
		(vi) Officers in Category III.	Full Powers.
		(vii) Officers in Category IV.	Full Powers.
3.	Leases of land, auctioning of service outlets / Canteen, Tuck-shop, stand, leases of fruit trees, sale of grass growing in the compounds of Government buildings / land etc.	(i) Administrative Department.	Full Powers subject to leases being openly auctioned for a period not exceeding three years at a time.
		(ii) Officers in Category-I.	Full Powers subject to leases being openly auctioned for a period not exceeding two years at a time
		(iii) Officers in Category-II	Full Powers subject to leases being openly auctioned for a period not exceeding one year at a time.
		(iv) Officers in Category-III	Full Powers subject to leases being openly auctioned for a period not exceeding one year at a time.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
10. HOUSING, URBAN DEVELOPMENT AND PUBLIC HEALTH ENGINEERING DEPARTMENT			
1.	Technical Sanction:		
	(a) In the case of original works.	(i) Administrative Department.	Full power.
		(ii) Director-General (PMU) / Chief Engineer.	Full power.
		(iii) Director (Incharge of Divisional Offices) / Superintending Engineer.	Upto Rs.50.000 million in each case.
		(iv) Deputy Directors (Incharge of District level Offices) / Executive Engineers Construction Division) / Executive Engineer.	Upto Rs.15.000 million in each case.
<p>Note: The powers under serial No.1 (a) shall be exercised subject to the condition that the excess over the amount for which administrative approval has been accorded does not exceed 10 percent. In case the excess exceeds 10 percent fresh administrative approval will be required.</p>			
	(b) In case of ordinary and special repairs to non-residential buildings, machinery and equipment.	(i) Director-General.	Full Powers.
		(ii) Director (Incharge of Divisional level office).	Upto Rs.1.000 million in each case.
		(iii) Deputy Director Incharge of District level office.	Upto Rs.0.200 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(c) Powers for ordinary and special repairs to residential buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Upto Rs.0.150 million in case of each building during a year.
		(iii) Superintending Engineers.	Upto Rs.60,000/- in case of each building during a year.
		(iv) Executive Engineers.	Upto Rs.30,000/- in case of each building during a year.
2.	Acceptance of Tenders:		
(a)	In case of Original Works.	(i) Administrative Department.	Full powers.
		(ii) Director General / Chief Engineer.	Full powers.
		(iii) Director (Incharge of Divisional level office) / Superintending Engineer.	Powers equal to the power for the grant of Technical Sanction for such works.
		(iv) Deputy Director Incharge District level Office / Executive Engineer.	Powers equal to the power for the grant of Technical Sanction for such works.
Note: The rates quoted and / or amount tendered are such that the total cost of project work will not exceed the amount for which technical sanction has been accorded by more than 4.5%;			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	b) Maintenance & Repair in case of ordinary and special repairs.	(i) Director General.	Full powers.
		(ii) Director (Incharge of Divisional level office).	Powers equal to the powers for the grant of Technical Sanction for such works.
		(iii) Deputy Director Incharge of District level office.	Powers equal to the powers for the grant of Technical Sanction for such works.
Note: Prevailing Punjab Procurement Rules may be followed.			
3.	(a) Provision exists in the sanctioned estimates; (b) The power is exercised only when the order to commence the work has been received and (c) The monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and (d) Method of recruitment terms & conditions prescribed in the preface of prevailing schedule of Wages Rates shall be followed.	To sanction employment of work charged establishment subject to the condition that :	
		(i) Administrative Department.	Full Powers.
		(ii) Director General / Chief Engineer.	Full Powers.
		(iii) Director, Incharge of Divisional Level Office / Superintending Engineer.	On salaries upto Rs.0.012 million per mensem.
		(iv) Deputy Director, Incharge Of District level Office / Executive Engineer.	On salaries upto Rs.0.012 million per mensem.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
4.	Powers to sanction fixation of stock limits of various District level offices or project Divisions.	(i) Administrative Department.	Full powers.
		(ii) Director General / Chief Engineer.	Full powers.
5.	Power to sanction tools and plants ordinary and special.	(i) <u>ORDINARY</u>	
		(i) Administrative Department.	Upto Rs.3.000 million in each case.
		(ii) Director General / Chief Engineer	Upto Rs.2.000 million in each case.
		(iii) Director Incharge of Divisional level Office / Superintending Engineer.	Upto Rs.0.500 million in each case.
		(iv) Deputy Director Incharge of District Level Office / Executive Engineer.	Upto Rs.0.200 million in each case.
		(ii) <u>SPECIAL</u>	
		(i) Administrative Department.	Upto Rs.5.000 million in each case.
		(ii) Director General / Chief Engineer.	Upto Rs.4.000 million in each case.
(iii) Director Incharge of Divisional level Office / Superintending Engineer.	Upto Rs.1.000 million in each case.		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Deputy Director Incharge of District Level Office / Executive Engineer.	Upto Rs.0.300 million in each case.
6.	Powers to sanction repairs and carriage of tools and plants.	(i) Administrative Department.	Upto Rs.1.500 million in each case.
(ii) Director General / Chief Engineer.		Upto Rs.1.000 million in each case.	
(iii) Director Incharge of Divisional level Office / Superintending Engineer.		Upto Rs.0.200 million in each case.	
(iv) Deputy Director Incharge of District Level Office / Executive Engineer.		Upto Rs.0.100 million in each case.	
7.	Payment of compensation under the Workmen Compensation Act.	(i) Administrative Department. (ii) Director General / Chief Engineer. (iii) Director Incharge of Divisional level Office / Superintending Engineer.	Full powers upto the amount admissible under the Act, provided that the payment in each case is pre-audited and all cases in which there is a doubt as to the applicability of Act are referred to the Director General for obtaining legal advice.
8.	Administrative approval for Housing Schemes.	Director Incharge of nucleus Level Office / Superintending Engineer.	Upto Rs.2.100 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>Note 1: These powers shall be a subject to the following conditions:</p> <p>(a) No expenditure on a scheme shall be incurred unless necessary provision for such expenditure exists in the Development Budget or Non –Development Budget of that year, as the case may be; and</p> <p>(b) In case of Development Schemes copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.</p> <p>Note 2: The Scheme involving new posts shall be got cleared from the Finance Department.</p>		
9.	Lease of surplus buildings.	(i) Administrative Department.	Full power for a period not exceeding three years after obtaining competitive offers.
		(ii) Director General / Chief Engineer.	Full power for a period not exceeding three years after obtaining competitive offers.
		(iii) Director Incharge of Divisional level Office / Superintending Engineer.	Full power for a period not exceeding two years after obtaining competitive offers.
10.	To remit the penalties imposed on account of deviation by the Prospective builders in Housing scheme of the HUD&PHE Department.	(i) Administrative Department	Full Powers at prescribed rates.
		(ii) Director General / Chief Engineer.	Full Powers at prescribed rates.
11.	To issue work orders for works and repairs.	(i) Deputy Director / Executive Engineer Construction Division / Executive Engineer.	Upto Rs.0.100 million in each case.
		(ii) Assistant Director	Upto Rs.0.060 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
12.	To divert provision for contingencies of a sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, testing instruments and scientific drawing instruments required for the preparation of estimates furniture and equipment for site office, etc for the same work / estimate.	(i) Director / Superintending Engineer.	Full Powers.
		(ii) Deputy Director / Executive Engineer Construction Division	Upto Rs.0.100 million in each case.
	<p>Provided that:</p> <ul style="list-style-type: none"> (i) expenditure on survey, scientific drawing and testing instruments does not exceed 1% of the approved estimate; (ii) diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for the same work / project; and (iii) diversion would not be for acceptance of tender in any case. 		
13.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution / completion of the work .	(i) Director / Superintending Engineer.	Full powers.
		(ii) Deputy Director / Executive Engineer Construction Division / Executive Engineer.	Upto Rs.0.100 million in each case.
14.	To sanction sale of trees whether standing or fallen, green or dead by public auction.	(i) Director / Superintending Engineer.	Full powers.
		(ii) Deputy Director / Executive Engineer.	Upto Rs.0.100 million during the financial year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
11. IRRIGATION DEPARTMENT.			
1.	Technical Sanction.		
	(a) In the case of original works.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Full Powers.
		(iii) Superintending Engineers.	Upto Rs.50.000 million in each case.
		(iv) Executive Engineers.	Upto Rs.15.000 million in each case.
Note: The powers under Sr. No.1 (a) are subject to the condition that the excess over the amount for which the administrative approval has been accorded does not exceed 10 percent.			
	(b) In the case of ordinary and special repairs to irrigation works, non-residential, buildings and machinery and equipment.	(i) Administrative Department.	Full powers.
		(ii) Chief Engineers.	Full powers.
		(iii) Superintending Engineers.	Upto Rs.3.000 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.600 million in each case.
	(c) Special and ordinary repairs to residential buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Upto Rs.0.500 million in case of each building during the year.
		(iii) Superintending Engineers.	Upto Rs.0.300 million in case of each building during the financial year.
		(iv) Executive Engineers.	Upto Rs.0.150 million in case of each building during the financial year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
2.	Acceptance of tenders: -		
(a)	Original Work.	(i) Administrative Department.	Full powers.
		(ii) Chief Engineers.	Full powers.
		(iii) Superintending Engineers and other officers in corresponding ranks holding independent charges.	Powers equal to the powers for the grant of Technical Sanction for such works.
		(iv) Executive Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.
	<p>The powers are subject to the conditions that:-</p> <ul style="list-style-type: none"> (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 / work will not exceed, the amount for which the technical sanction has been accorded, by more than 4.5%; and (iii) Prevailing Punjab Procurement Rules may be followed. 		
(b)	Maintenance and repair works:		
(i)	In the case of Ordinary and Special Repairs. (Non-residential buildings & machinery and equipment).	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Full Powers.
		(iii) Superintending Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iv) Executive Engineers.	Powers equal to the powers for the grant of Technical Sanction for such works.
	(ii) In case of ordinary and special repairs to Residential buildings.	(i) Administrative Department.	Full Powers.
		(ii) Chief Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Full Powers.
		(iii) Superintending Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Upto Rs.3.000 million in each case.
		(iv) Executive Engineers.	Powers equal to the powers for the grant of Technical Sanction of ordinary and special repairs to non-residential buildings viz Upto Rs.0.600 million in each case.
	<p>These powers are subject to the conditions that:</p> <ul style="list-style-type: none"> (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 work will not exceed the amount of technically sanction estimates; and (iii) Prevailing Punjab Procurement Rules may be followed. 		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
3.	<p>To sanction employment of Work-Charged establishment subject to the conditions that :-</p> <p>(a) Provision exists in the sanctioned estimates;</p> <p>(b) the powers is exercised only when the order to commence the work has been received; and</p> <p>(c) the monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and</p> <p>(d) Method of recruitment Terms & conditions prescribed in the preface of prevailing schedule of Wages Rates shall be followed.</p>	<p>(i) Administrative Department.</p> <p>(ii) Chief Engineers.</p> <p>(iii) Superintending Engineers and other officers in corresponding ranks holding independent charges.</p> <p>(iv) Executive Engineers.</p>	<p>Full powers.</p> <p>Full powers.</p> <p>On salaries upto Rs.0.012 million per mensum.</p> <p>On salaries upto Rs.0.012 million per mensum.</p>
4.	Powers to sanction fixation of stock limit of various divisions.	<p>(i) Administrative Department.</p> <p>(ii) Chief Engineers.</p>	<p>Full powers including powers to decrease any stock limits temporarily or permanently.</p> <p>Full powers including powers to decrease any stock limits temporarily or permanently.</p>
5.	Powers to sanction Tools and plants, ordinary and special.	<p>(a) <u>ORDINARY</u></p> <p>(i) Administrative Department.</p> <p>(ii) Chief Engineers.</p>	<p>Upto Rs.3.000 million in each case.</p> <p>Upto Rs.2.000 million in each case.</p>

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(iii) Superintending Engineers.	Upto Rs.0.500 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.300/- in each case.
		(b) SPECIAL	
		(i) Administrative Department.	Upto Rs.5.000 million in each case.
		(ii) Chief Engineers.	Upto Rs.4.000 million in each case.
		(iii) Superintending Engineers.	Upto Rs.1.100 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.300 million in each case.
6.	Payment of compensation under the Workmen's Compensation Act.	(i) Administrative Department.	Full powers upto the amount admissible under that Act provided that the payment in each case is pre audited and all cases in which there is a doubt as to the applicability of the Act are referred to the Chief Engineer for obtaining legal advice.
		(ii) Chief Engineers.	
		(iii) Superintending Engineers and other officers in corresponding ranks holding independent charges.	
7.	Administrative approval for works.	Superintending Engineers.	Upto Rs.4.000 million in each case.
	<p>Note 1: These powers shall be subject to the following conditions:</p> <p>(a) No expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development budget or the Non-Development Budget of that year, as the case may be;</p> <p>(b) In case of Development schemes copies thereof shall be sent to the Planning and Development Department and the Finance Department for their record.</p> <p>Note 2: The schemes involving new posts shall be got cleared from the Finance Department.</p>		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
8.	Powers to write off losses due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses).	(i) Chief Engineers.	Upto Rs.1.000 million in each case.
		(ii) Superintending Engineers.	Upto Rs.0.500 million in each case.
		(iii) Executive Engineers.	Upto Rs.0.100 million in each case.
9.	Leases of Buildings, land or other immovable property belonging to Government by auction or competitive tenders.	(i) Administrative Department.	Full powers, provided the lease is for a period not exceeding 5 years. Lease agreement shall be signed.
		(ii) Chief Engineers.	Full powers, provided the lease is for a period not exceeding 3 years. Lease agreement shall be signed.
		(iii) Superintending Engineers and other officers in corresponding ranks holding independent charges.	Upto 3 years provided the rent of the property does not exceed Rs.0.100 million per month.
		(iv) Executive Engineers.	Upto 3 years provided the rent of the property does not exceed Rs.0.050 million per month.
10.	Powers to sanction supply of canal water for other than irrigation purposes.	Superintending Engineer	For a period not exceeding 3 years provided that the rates are not lower than those previously approved.
11.	Powers to sanction repairs, replacement, overhauling etc. of light machinery, motor vehicles and other tools and plants subject to	(i) Administrative Department.	Upto Rs.1.250 million or 50 percent of the book value of the machinery whichever is less.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>the restrictions:</p> <p>(i) that the repairs are carried out in the Government Workshop;</p> <p>(ii) in the absence of Government Workshop open tenders are invited; and</p> <p>(iii) the expenditure is economical with reference to the service period of the tools, plants or machinery.</p>	<p>(ii) Chief Engineers.</p> <p>(iii) Superintending Engineers.</p> <p>(iv) Executive Engineer.</p>	<p>Upto Rs.1.000 million or 50 percent of the book value of the machinery whichever is less.</p> <p>Upto Rs.0.500 million or 25 percent of the book value of the machinery whichever is less.</p> <p>Upto Rs.0.300 million or 10 percent of the book value of the machinery whichever is less.</p>
12.	Lease of water power for mills.	<p>(i) Administrative Department.</p> <p>(ii) Chief Engineers.</p> <p>(iii) Superintending Engineers.</p>	<p>Full powers for a period not more than 5 years by auction, lease agreement may also be signed.</p> <p>Full powers for a period not more than 5 years by auction, lease agreement may also be signed.</p> <p>Full powers for a period not more than 5 years by auction, lease agreement may also be signed.</p>
13.	To sanction estimates for purchase or manufacture of materials to be used on work.	Superintending Engineers.	Full powers within the limits sanctioned for reserve stock.
14.	To purchase or manufacture materials to be used on works.	Executive Engineers.	Full powers within the limits sanctioned for reserve stock subject to the approval or sanction of the estimate being obtained where required by the provisions of

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
			paragraphs 4.27 and 4.28 of the Punjab Public Works Department Code.
15.	To sanction the carriage and handling charges of stock materials chargeable to stock.	Executive Engineers.	Full Powers
16.	To sanction purely temporary increase of reserve stock limits of a Division, such increase to be absorbed within six months from the date of the increase.	Superintending Engineers.	Upto 20 percent increase over the sanctioned permanent limit of any Division.
17.	Powers to sanction carriage of tools and plants.	(i) Administrative Department.	Upto Rs.1.500 million in each case.
		(ii) Chief Engineers.	Upto Rs.1.000 million in each case.
		(iii) Superintending Engineers.	Upto Rs.0.200 million in each case.
		(iv) Executive Engineers.	Upto Rs.0.100 million in each case.
18.	To sanction sale of trees whether standing or fallen, green or dead by Public auction.	(i) Superintending Engineers.	Full Powers.
		(ii) Executive Engineers.	Upto Rs.0.100 million during the financial year.
19.	To sanction sale proceeds of thinning and pruning of standing trees.	Executive Engineers.	Full powers subject to the condition in paragraph 2.6 of Irrigation Manual of Order.
20.	To issue work orders for works and repairs.	(i) Executive Engineers.	Upto Rs.0.100 million in each case.
		(ii) Sub-Divisional Officer.	Upto Rs.0.050 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
21.	To divert provision for Contingencies of sanctioned estimate for purchase of new items, provision for which could not be made in the original estimate, e.g. stationery, surveying equipment, instruments and scientific drawing instrument required for the preparation of estimates furniture and equipment for site office, etc. for the same work / estimate.	(i) Superintending Engineers.	Full powers.
		(ii) Executive Engineers.	Upto Rs.0.050 million in each case.
	<p>Provided that –</p> <p>(i) Expenditure on survey, scientific drawing and testing instrument does not exceed 1% of the approved estimates;</p> <p>(ii) Diversion would not be for the purchase of vehicles or for the construction of residential or office accommodation other than the site office for same work / project; and</p> <p>(iii) Diversion would not be made for acceptance of tender in any case.</p>		
22.	To divert provision for contingencies of a sanctioned estimate for meeting expenditure on minor additions to the work and for repairs necessary for the execution / completion of the work.	(i) Superintending Engineers.	Full Powers.
		(ii) Executive Engineers.	Upto Rs.0.050 million in each case.
23.	Power to sell agriculture produces including standing crops / fodders etc.	(i) Administrative Department.	Full Powers
		(ii) Chief Engineers (Research).	Full Powers.
		(iii) Director Land Reclamation, Punjab.	Upto Rs.0.100 million.
		(iv) Deputy Director Land Reclamation, Punjab.	Upto Rs.0.040 million.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
12. LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT			
1.	Power to invite tenders and Acceptance thereof for the purchase of consumable stores.	(i) Heads of Institutions in BPS-18 and above.	Full Powers.
		(ii) Other Heads of Institutions who are disbursing officers.	Upto Rs.1.000 million in each case.
2.	Fixation of prices for the sale of animal produce and by-products.	(i) Director / EDO of Livestock & Dairy Development Department.	Full powers on the basis of the rates prevailing in the market.
		(ii) Officers in Category-II & III.	Powers upto Rs.0.050 million in each case on the basis of the rates prevailing in the market.
3.	Writing off loss of livestock due to natural causes, other than negligence or fraud.	(i) Administrative Department.	Upto Rs.0.600 million in each case.
		(ii) Director General.	Upto Rs.0.100 million in each case.
		(iii) Director.	Upto Rs.0.050 million in each case.
<p>Note: Subject to the condition that the matter is investigated and report thereof is submitted to the Finance Department and D.G, Audit with the certificate by the respective authority that the loss was due to natural causes other than negligence and misconduct of the staff concerned.</p>			
4.	To sanction expenditure for purchase of Livestock / Poultry Birds for use at department / institutions / public organization.	Director.	Full Powers.
5.	To declare animals / birds culled and surplus.	Director.	Full Powers in committee.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
6.	To sell culled and surplus animals / birds by auction.	Director.	Full Powers.
7.	To sanction disposal of animal / birds for breeding purposes.	Director.	Full Powers.
8.	To declare farm produce as surplus.	Director.	Full Powers.
9.	To sell the surplus farm produce through auction.	Director.	Full Powers.
10.	To declare Tree as surplus.	Director.	Full Powers.
11.	To declare standing crops as surplus.	Director.	Full Powers.
12.	To sell the surplus standing crops through open auction.	Director.	Full Powers.
	Note: The Powers at Sr. No 6 to Sr. No.13 shall be exercised on the recommendations of a committee consisting of Deputy Director, Livestock, Economist, Representative from the Agriculture / Forest Department as the case may be, Incharge of concerned farm and District Livestock Officer of the concerned District.		
	13. LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT DEPARTMENT (PROVINCIAL SET-UP)		
	The Engineers of Local Government and Community Development Department would exercise the powers of technical sanction, acceptance of tenders and sanction expenditure to the extent of powers as delegated to the Engineers of corresponding rank in Communication and Works and Public Health Engineering Departments for identical works or items.		

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
14. MINES AND MINERALS DEPARTMENT			
1.	To accord technical sanction of repairs / civil works		
	(a) In case of original works	(i) Administrative Department.	Full Powers.
		(ii) Mines Labour Welfare Commissioner.	Upto Rs.10.000 million.
		(iii) Deputy Director (Works)	Upto Rs.3.000 million.
Note: The powers under Sr. No.1 (a) are subject to the condition that excess over the amount for which administrative approval has been accorded does not exceed 10%. In case, the excess exceeds 10%, fresh administrative approval will be required			
	(b) In case of ordinary and special repairs (non-residential buildings and water supplies)	(i) Administrative Department.	Full Powers
		(ii) Mines Labour Welfare Commissioner.	Upto Rs.1.500 million in each case
		(iii) Deputy Director (Works)	Upto Rs.0.300 million in each case
	(c) Powers for ordinary and special repairs to residential buildings.	(i) Administrative Department.	Full Powers
		(ii) Mines Labour Welfare Commissioner.	Upto Rs.0.500 million in each case.
		(iii) Deputy Director (Works)	Upto Rs.0.100 million in each case
	(d) In case of ordinary and special repairs to roads.	(i) Mines Labour Welfare Commissioner.	Upto Rs.3.000 million.
		(ii) Deputy Director (Works)	Upto Rs.0.600 million.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
2.	Acceptance of tenders:		
	(a) Original works	(i) Administrative Department	Full Powers
		(ii) Mines Labour Welfare Commissioner.	Equal to value of technical sanction for such works.
		(iii) Deputy Director (Works)	Equal to value of technical sanction for such works
	(b) Maintenance and repairs		
	(i) In case of ordinary & special repairs of non-residential buildings and water supplies	(i) Administrative Department	Full Powers
		(ii) Mines Labour Welfare Commissioner.	Equal to value of technical sanction for such works
		(iii) Deputy Director (Works)	Equal to value of technical sanction for such works
	(ii) In case of ordinary & special repairs of residential buildings	(i) Administrative Department	Full Powers
		(ii) Mines Labour Welfare Commissioner.	Equal to value of technical sanction for such works
		(iii) Deputy Director (Works)	Equal to value of technical sanction for such works
Note: The above mentioned powers at Sr. No.1 & 2 are subject to prevailing Punjab Procurement Rules.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
3.	To sanction employment of work charged establishment subject to the condition that:— (a) Provision exists in the sanctioned estimates; (b) the power is exercised only when the order to commence the work has been received; (c) The monthly wages allowed do not exceed the emoluments including allowances admissible to regular establishment of the same category; and (d) Method of recruitment Terms & conditions prescribed in the preface of prevailing schedule of Wages Rates shall be followed.	(i) Administrative Department. (ii) Mines Labour Welfare Commissioner. (iii) Deputy Director (Works)	Full powers. Full powers. On salaries upto Rs.0.013 million per mensum.
15. POLICE			
1.	Payment of rewards where grant of rewards is permissible under the police rules.	(i) Administrative Department. (ii) Provincial Police Officer / Inspector General of Police. (iii) Deputy Inspector General of Police. (iv) Superintendent of Police.	Full powers. Full powers. Upto to Rs.0.100 million in each case. Upto to Rs.0.020 million in each case.
2.	(a) Powers to invite tenders in prescribed form for consumable stores required for the Police.	Head of Office.	Full powers.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(b) Powers to accept above mentioned tenders.	(i) Provincial Police Officer / Inspector General of Police.	Full powers.
		(ii) Deputy Inspector General of Police.	Full powers.
	(c) Powers to sanction expenditure on consumable dietary articles / items.	(i) Head of the Police College.	Upto Rs.150 per trainee per day.
		(ii) Head of the Police School.	Upto Rs.150 per trainee per day.
3.	To give technical sanction to estimates for expenditure on all petty and annual repairs as well as original works or special repairs to buildings in the charge of Police Department.	(i) Provincial Police Officer / Inspector General of Police.	Full Powers provided the estimates are duly vetted by C&W Department concerned.
		(ii) Deputy Inspector General of Police.	Upto Rs.0.250 million in each case provided the estimates are duly vetted by C&W Dept. concerned.
		(iii) Superintendent of Police and Principal, Commandant Police Training Centre, Sihala.	Upto Rs.0.100 million in each case provided the estimates are duly vetted by C&W Department concerned.
4.	To sanction and incur expenditure for the purchase of uniforms.	(i) Deputy Inspector General of Police.	Full Powers.
		(ii) Superintendent of Police.	Upto Rs.0.500 million in each case.
5.	(a) To sanction initial uniform allowance to Police Officers of the APUG and Punjab Police Officers.	Provincial Police Officer / Inspector General of Police.	Full powers subject to the conditions laid down in rule 4.5 of the Punjab Police Rules.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	(b) To sanction renewal of Summer and Winter uniforms allowance to Police Officers of the APUG and Punjab Police Officers.	Provincial Police Officer / Inspector General of Police.	Full powers subject to the conditions laid down in rule 4.5 of the Punjab Police Rules.
	(c) To sanction horse / saddlery allowance on requirements of an officer to keep a horse.	Provincial Police Officer / Inspector General of Police.	Full powers subject to the conditions laid down in rule 4.5 of the Punjab Police Rules.
6.	To sanction the expenditure on 'Cost of Investigation'.	(i) The Provincial Police Officer / Inspector General, Police, Punjab.	Full Powers.
(ii) Additional Inspector General, Police, (Investigations), Punjab.		Full Powers.	
(iii) Regional Police Officer.		Upto Rs.0.200 million in each case.	
(iv) The Deputy Inspector General, Police.		Upto Rs.0.100 million in each case.	
(v) SSP / Regional Investigation Branch / The District Police Officer / SP / Investigation Districts.		Upto Rs.0.050 million in each case.	

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
16. POPULATION WELFARE DEPARTMENT			
1.	Reimbursement of IRC claims of CS cases of the RHS-B Centres.	Administrative Department.	Full powers.
2.	Reimbursement of IRC claims of CS cases of RHS-A Centres.	Medical Officer / Incharge RHS-A Centres.	Full powers.
17. PRINTING PRESS DEPARTMENT.			
1.	Power to sanction Tools and Plants.	(i) Controller of Printing and Stationery.	Upto Rs.2.000 million per item.
		(ii) Superintendent Government Printing Press, Lahore/Bahawalpur.	Upto Rs.0.200 million per item.
2.	To sanction expenditure on account of printing and binding work at private presses.	(i) Administrative Department.	Full powers.
		(ii) Controller of Printing and Stationery.	Full powers.
		(iii) Superintendent Government Printing Press, Lahore/Bahawalpur.	Upto Rs.0.100 million in each case.
		(iv) Manager, Government Presses.	Upto Rs.0.050 million in each case.
Note: Subject to the condition that reasons are recorded for not getting the job done at Government Press and prevailing Punjab Procurement Rules shall be followed for getting the work done at private presses.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
18. PRISONS DEPARTMENT.			
1.	To grant rewards to Warders and Head Warders for good work within the course of their ordinary duty.	Inspector General of Prisons.	Upto Rs.0.002 million in a case. Total rewards not to exceed Rs.0.015 million per person per annum.
2.	To sanction expenditure of the following nature on detainees:		
	(a) Purchase of articles of games.	(a) Inspector General of Prisons.	Full Powers.
	(b) Special medical treatment.	(b) Inspector General of Prisons.	Upto Rs.0.100 million per head per annum.
3.	To sanction purchase of tools and implements.	Inspector General of Prisons.	Full Powers.
4.	To grant technical sanction to estimates of expenditure on minor repair / works executed departmentally.	(i) Administrative Department.	Full Powers.
		(ii) Inspector General of Prisons.	Upto Rs.1.000 million in each case provided the estimates are duly verified by the Engineer concerned.
5.	Powers to invite and accept tenders of dietary articles and sanction expenditure thereof.	(i) Inspector General of Prisons.	Full powers.
		(ii) DIG (Prisons)	Upto Rs.0.500 million at a time for an article or each class of similar articles.
		(iii) Superintendent, Jail Class-I.	Upto Rs.0.300 million at a time for an article or each class of similar articles.
		(iv) Superintendent, Jail Class-II.	Upto Rs.0.100 million at a time for an article or each class of similar articles.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
19. PUBLIC SERVICE COMMISSION			
1.	Advertisement charges.	(i) Chairman.	Full Powers.
		(ii) Secretary.	Full Powers.
2.	To sanction expenditure on payment of remuneration to government servants and / or to persons other than government servants; employed in connection with the examinations held by the Commission.	(i) Chairman.	Full Powers.
		(ii) Secretary.	Full Powers.
3.	Hiring of furniture, stadium / halls, labour charges for carriage of furniture, etc., and provision of other essential facilities connected with examination held by the Commission.	(i) Chairman.	Full powers.
		(ii) Secretary.	Full Powers.
20. RECLAMATION AND PROBATION DEPARTMENT			
1.	To grant rewards for the arrest of absconders and absentees from amongst the probationally released prisoners.	(i) Director, Reclamation & Probation.	Upto Rs.0.010 million in each case.
		(ii) Assistant Director Reclamation & Probation.	Upto Rs.0.002 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
21. REVENUE DEPARTMENT (A) GENERAL Note: The powers detailed in this section are to be exercised subject to the general or specific instructions issued by the Board of Revenue from time to time.			
1.	Remission of revenue in accordance with the rules.	(i) Board of Revenue	Full powers.
		(ii) Divisional Commissioner	Full powers.
2.	Remission of Land Revenue due to calamities.	(i) Board of Revenue	Full powers.
		(ii) Divisional Commissioner	Rs.0.020 million per District.
		(iii) District Collector	Rs.0.002 million per District.
3.	Remission of revenue otherwise those due calamities in accordance with the rules, but not in relaxation of any rules.	(i) Board of Revenue	Rs.0.004 million in each case.
		(ii) Divisional Commissioner	Rs.0.002 million in each case
4.	Refund of revenue otherwise than in accordance with the rules, but not in relaxation of rules	Board of Revenue	Upto Rs.0.004 million in each case.
5.	Powers to sanction loans under the Agriculturist Loans Act.	(i) Board of Revenue	Full powers.
		(ii) Divisional Commissioner	Upto Rs.0.100 million in each case.
		(iii) District Collector	Upto Rs.0.030 million in each case.
		(iv) Assistant Commissioner Incharge of Sub-Division	Upto Rs.0.020 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
		(v) Tehsildar / Mukhtiarkar.	Rs.0.002 million in each case.
6.	Powers to sanction loans under the Land Improvement Loan Act.	(i) Board of Revenue	Rs.0.200 million in each case.
		(ii) Divisional Commissioner	Rs.0.100 million in each case.
		(iii) District Collector	Rs.0.030 million in each case.
		(iv) Assistant Commissioner Incharge of Sub-Divisions.	Rs.0.020 million in each case.
7.	Powers to sanction suspension of recoveries of loan under the Land Improvement Loans Act and the Agriculturist Loans Act.	(i) Board of Revenue	Full powers in accordance with the Taccavi Acts and Rules.
		(ii) Divisional Commissioner	Full powers in accordance with the Taccavi Acts and Rules.
		(iii) District Collector	Upto the extent of three installments in each case, irrespective of the amount of loans.
8.	Powers to sanction the remission of disallowances by Audit Officers.	Divisional Commissioner	Upto the sum of Rs.200 in individual cases.
9.	To sanction refund of court-fee stamps affixed unnecessarily, in consequence of an order of a Court.	Collector	Full powers on production of an order of the Court.
10.	To sanction refund of mutation fee in case of rejection of mutation in accordance with the rules.	Assistant Commissioner Incharge of a Sub-Division.	Full powers.
11.	To sanction refund or renewal of impressed or adhesive court-fee stamps which have been	Collector	Full powers, subject to the deduction of six paisa per Rupee of face value

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	spoiled, or rendered useless or unfit for the purpose intended or for which the purchaser has not immediate use.		in the case of refunds, except in case of court-fee, stamps not spoiled or rendered unfit for the returned in Collector, store on— (i) expiration of licence; or (ii) revocation of licence for any reason other than fault of the licensee.
12.	To sanction expenditure in cases in which money is credited to Government or purchase of stamps, but stamps are not actually purchased.	Divisional Commissioner	Full powers.
13.	To sanction writing off of the value of: (i) non-postal stamps that are obsolete, unserviceable or spoiled. (ii) water-marked plain paper which is damaged and unfit for use. (iii) (a) Stamps lost in transit. (b) loss of stamps forming part of the stock in a local Branch Depot.	(i) Divisional Commissioner (ii) Collector	Upto Rs.500/- Upto Rs.300/-
14.	To write off irrecoverable loss of stamps revenue.	(i) Divisional Commissioner (ii) Collector	Upto Rs.500/- Upto Rs.300/-
15.	Leases of surplus buildings.	Board of Revenue	For a period not exceeding one year.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
(B) DISPOSAL OF LAND			
1.	To sanction grant of State Agricultural lands in colonies.	Divisional Commissioner	Full powers subject to the condition that the grant is made in accordance with standing orders or a Scheme approved by the Revenue Department in consultation with the Finance Department.
2.	To sanction grant of nazul lands free of cost of Local Bodies.	(i) Board of Revenue / Administrative Department.	Full powers.
		(ii) Divisional Commissioner.	Upto the value of Rs.0.020 million
3.	To allot land for graveyards and cremation grounds	Collector	Full powers.
4.	To allot land for kanals (tanning yards)	(i) Divisional Commissioner	Full powers subject to Standing Orders of the Board of Revenue
		(ii) Collector	Upto limit of two kanals in each case subject to Standing Orders of the Board of Revenue
5.	To sell State land for agricultural purposes.	Divisional Commissioner	Upto fifty acres; provided that: (a) The land is sold by auction held in accordance with the rules; and (b) The reserve price is approved by the Board of Revenue before the auction is held.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
			Note: The result of such auction should be reported to the Board of Revenue in such form as may be prescribed by it.
6.	To sanction sale of awkward plots of State land for agricultural purpose by private treaty.	(i) Board of Revenue / Administrative Department. (ii) Divisional Commissioner	Full powers. Full powers, provided: (a) the price should not be less than the previous year's auction price or the previous three years average auction price (whichever is higher) in the same of an adjoining chak or village; (b) 10 percent of the price is charged in addition on account of concession to sell by private treaty; (c) if the land is encroached upon, then in addition. 10 percent of the price for unintentional encroachment and 50 percent of the price for intentional encroachment; and (d) the sale is in accordance with the policy laid down by Government or Board of Revenue

Sr. #	Nature of power	To whom delegated	Extent	
1	2	3	4	
			Note: A copy of the sanction should be forwarded to the Board of Revenue	
7.	To sanction sale of escheated land.	(i) Divisional Commissioner	Full powers	
		(ii) Collector	Upto the value of Rs.0.030 million subject to the condition that the land is sold by public auction after fully publicity.	
8.	To sanction sale of nazul Land by:			
		(i) Public auction; and	(i) Board of Revenue	Full powers.
			(ii) Divisional Commissioner	Sites upto five acres.
			(iii) Collector	Sites upto two acres.
	(ii) Private treaty at market value.	Board of Revenue	(i) in a Municipal Corporation or a First Class Municipality-sites upto half an acre; (ii) in a second class Municipality and other urban area-site upto one acre; and (iii) in rural areas-sites upto five acres.	
9.	To sanction or cancel sale of old wells.	Collector	Full powers.	

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
10.	To sanction sale of State land for non-agricultural purposes by:		
	(i) Public auction; and	(i) Board of Revenue	Full powers.
		(ii) Divisional Commissioner	Sites upto five acres.
		(iii) Collector	Sites upto two acres.
	(ii) Private treaty at market value.	Board of Revenue	(i) In a Municipal corporation or first class Municipality-sites upto half an acre; (ii) in a Second Class Municipality and other urban areas-sites upto one acre; (iii) in rural areas-sites upto five acres.
11.	To sanction sale of sites required exclusively for the purpose of a mosque, temple, church or other religious buildings in State-owned towns, i.e. towns built mainly on State owned land colonies.	(i) Board of Revenue	Full powers subject to the condition that the first four kanals are paid for at half the market value and any area is excess is paid for at full market rates.
		(ii) Divisional Commissioner	Upto 4 kanals in any individual case at half the market value of the land.
		(iii) Collector	Upto 2 kanals at half the market value of the land.
12.	To sanction sale of land required exclusively for the purpose of a mosque, temple or church in	(i) Divisional Commissioner	Upto 12 kanals subject to the condition that the first 4 kanals are

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	areas other than those specified in item 11.	(ii) Collector	paid for at half the market value and any area in excess at full market rates. Upto 4 kanals at half the market value of the land.
13.	To sanction reserve price of land to be sold by auction.	(i) Board of Revenue / Administrative Department.	Full powers.
		(ii) Divisional Commissioner	For land they are competent to sell.
14.	To sanction sale of village residential shod site by private treaty.	Collector	Full powers subject to the order of the Divisional Commissioner regarding the price.
15.	To fix amount of compensation in cases involving breach of the conditions of sale.	(i) Board of Revenue / Administrative Department	Upto Rs.0.020 million
		(ii) Divisional Commissioner	Upto Rs.0.002 million
16.	To cancel sale of State land and refund the price already paid in cases in which:– (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 a 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	Divisional Commissioner	Full powers provided that:– (a) the cancellation is of the whole and not of part of it; and (b) the price paid is refunded without any interest there on or compensation. Note: A copy of the order canceling sale should in each case be

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
	<p>(c) a part, or whole of it, is a graveyard.</p> <p>(2) the land is sold as commanded by a canal but it is found later on as a result of the Irrigation Department's report that a major part of it is situated outside the Irrigation boundary of the canal; or</p> <p>(3) the land is sold erroneously under some mistake of fact.</p>		supplied to the Board of Revenue
(C) <u>EXCHANGE</u>			
17.	To sanction exchange of Nazul land of equal value.	Board of Revenue	<p>(a) in a Municipal Corporation or a First Class Municipality-sites upto half an acre;</p> <p>(b) in a Second Class Municipality and other urban areas-sites upto one acre;</p> <p>(c) other areas-sites upto five acres.</p>
18.	To sanction exchange of land under the peasant grant of occupancy with state land in colony areas.	(i) Board of Revenue	<p>(a) where land has been acquired for public purposes;</p> <p>(b) where the Irrigation Department find difficulty in maintaining irrigation; and</p> <p>(c) where the land has been adversely affected by water-logging, and the sub-soil water is</p>

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
			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 1/3rd of the total holding and is incapable of bearing 25 paise corp owing to the presence of thur.
		(ii) Divisional Commissioner	Powers to sanction exchange upto 25 acres within 10 years of the grant and subject to the limitation given in the item 18(i) above.
(D) <u>LEASE</u>			
19.	To sanction lease of:		
	(1) Land under the rules contained in Appendix III to the Land Administration Manual other than land included in a colonization scheme or which is likely to come under perennial irrigation in the forceable future.	(i) Board of Revenue	Full powers in accordance with the rules for the lease of waste lands contained in Appendix II to the land Administration.
		(ii) Divisional Commissioner	Upto one hundred and fifty acres in accordance with the rules for the lease of waste land contained in Appendix III to the Land Administration Manual for a

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
			maximum period of twenty years, provided that the total area held on lease by a single lease does not exceed on one hundred and fifty acres.
	(2) Land for grazing of cattles.	(i) Divisional Commissioner	Full powers.
		(ii) Collector.	Upto ten acres for a period not exceeding two years.
	(3) Fruit trees not in the compound of Government buildings.	(i) Divisional Commissioner	Full powers.
		(ii) Collector	For one year.
20.	To lease out State agricultural land by tenders in colonies.	(i) Divisional Commissioner	Full powers subject to any order issued by Government or the Board of Revenue and provided that the area to be held at one time by a lease shall not exceed the limit fixed under the Land Revenue Orders.
		(ii) Collector	Upto one hundred acres of a period not exceeding ten harvests.
21.	To lease out State land for agricultural purposes by private treaty.	(i) Board of Revenue.	Full powers upto five years.
		(ii) Divisional Commissioner.	Upto fifty acres for a period of two years under prevailing Punjab Procurement Rules.
		(iii) Collector	Upto fifty acres for a period of one year under prevailing Punjab Procurement Rules.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
22.	To sanction long lease with special conditions under a scheme approved by Government.	(i) Board of Revenue.	Full powers.
		(ii) Divisional Commissioner	Full powers subject to standing order of the Board of Revenue.
23.	To sanction lease of nazul land.	(i) Board of Revenue / Administrative Department	Full powers.
		(ii) Divisional Commissioner	Lease of areas upto five acres for a period not exceeding five years provided that the lease does not involve erection of a building.
24.	To sanction lease of State land for non-agricultural purposes.	(i) Board of Revenue	Full powers subject to the condition that the lease does not involve the erection of a building.
		(ii) Divisional Commissioner	(a) In a Municipal Corporation or a first class Municipality leases of areas upto two acres for a period not exceeding five years provided the lease does not involve the erection of a building. (b) In a second class Municipality and other areas, leases of areas upto five acres for a period not exceeding five years provided that the lease does not involve the erection of a building.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
25.	To sanction lease of land to local bodies / Governments.	(i) Divisional Commissioner	Full powers subject to the standing orders issued from time to time by Government or the Board of Revenue.
		(ii) Collector	Upto two acres for a period of five years provided the lease does not involve the erection of any building.
26.	To lease out State land for brick kilns.	Collector	Full powers subject to standing orders of the Board of Revenue.
(E) <u>CONCESSIONS AND REMISSIONS</u>			
27.	To sanction renewal, for the term of the new settlement of land revenue, assignments enjoyed by religious and charitable institutions or rest-houses the terms of which have expired (with the expiring settlement).	Board of Revenue	Grants of the annual value of Rs.50 or under.
28.	To convert an assignment of land revenue released for the life or lives of the Manager or Managers of any religious and charitable institution or rest house into an assignment for the term of the new settlement on the condition of its proper maintenance even though one or more of the grantees is still alive.	Board of Revenue	Grants of the annual value of Rs.50 or under provided that a grant of which the condition have been so altered shall in no case be resumed until it is liable to resumption under the conditions on which it was originally made.
29.	To sanction continuance of village service grants at a general re-assessment of a district.	Board of Revenue	All grants of the annual value of Rs.20 or under for any period not exceeding the term of the new settlement.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
30.	To sanction continuance of religious and charitable grants for the remainder of term of settlement if the original term of release expires during the period of settlement.	Board of Revenue	All grants of the annual value of Rs.50 or under.
31.	To remit acreage rate.	(i) Divisional Commissioner	To remit upto Rs.100 per harvest in a single case.
		(ii) Collector	Upto Rs.50 per harvest in a single case.
32.	To levy or remit acreage rate.	Board of Revenue	Full powers.
33.	To sanction remission of rent on temporary cultivation.	(i) Divisional Commissioner	Full powers subject to standing orders issued by the Board of Revenue from time to time (Returns of remission granted should be furnished to the Board of Revenue).
		(ii) Collector	Upto Rs.100/-
34.	Shifting of installments connected with disposal of land.	(i) Board of Revenue	Upto three years.
		(ii) Divisional Commissioner	Upto two years.
		(iii) Collector	Upto one year.
35.	Increase in number of installments connected with the disposal of land.	(i) Board of Revenue	Upto 14 half yearly installments.
		(ii) Divisional Commissioner	Ten half yearly installments.
		(iii) Collector	Six half-yearly installments.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
22. SECRETARIAT (SERVICES AND GENERAL ADMINISTRATION DEPARTMENT)			
1.	(i) Expenditure on rent of residential buildings.	Chief Secretary.	Upto 20 percent of the pay of the occupant, or the intending occupant subject to a certificate from the Executive Engineer that the rent is reasonable.
	(ii) Ceremonial functions and state entertainment.	Chief Secretary.	Full Powers.
2.	To sanction expenditure on operation & maintenance of aircrafts.	Chief Pilot, VIP Flight.	Upto Rs.10.000 million at a time.
3.	Powers to sanction expenditure on purchase of gifts.	Director General (Protocol).	Upto Rs.2.000 million in each case.
Note: The kind of gift may be approved by the Chief Minister.			
4.	Powers to sanction expenditure on arrangements for the guests of the Punjab Government.	(i) Secretary (I&C), S&GAD.	Full Power
		(ii) Director General (Protocol)	Upto Rs.1.000 million in each case.
Note : (i) Details of the hotels / guests houses, hired for the accommodation of the distinguished guests of the Punjab Government will be provided to the Secretary (I&C) prior to the conduct of visits; and (ii) Monthly statements of all expenses incurred on the accommodation of guests shall be furnished to the Secretary (I&C) and Chief Secretary respectively.			

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
23. SPECIAL EDUCATION DEPARTMENT			
1.	Payment of Scholarships.	Administrative Department.	Full Powers in accordance with the existing rules applicable to various areas.
2.	Award of Scholarship to individual scholars within the number sanctioned by the Administrative Department.	(i) Director.	Full Powers to award of Primary / Middle Schools Scholarships tenable in Primary and Secondary Classes.
		(ii) District Education Officer.	Full Powers to award of Primary / Middle Schools Scholarships tenable in Primary and Secondary Classes.
3.	Leases of land belonging to Special Education Department in forest area and not borne on the books of the forest or any Department by auction.	Administrative Department.	Full Power subject to rules and policy laid down.
4.	(i) To give Technical Sanction to the estimates for expenditure on painting and replacement of glass panes of doors and windows of educational institutions.	(i) Director, Special Education, Punjab, Lahore.	Upto Rs.0.100 million in each case.
		(ii) District Education Officer (Special Education) Officers	Upto Rs.0.050 million in each case.
	(ii) Annual / Special Repairs of Buildings of Schools of Special Education.	Director, Special Education, Punjab, Lahore.	Upto Rs.0.020 million in each case.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
24. <u>YOUTH AFFAIRS, SPORTS, ARCHAEOLOGY & TOURISM DEPARTMENT</u>			
1.	Technical Sanction:		
	(a) In case of original works of conservation of the Historical Monuments Protected under Punjab Special Premises (Preservation) Ordinance 1985, Antiquities Act, 1975 and Punjab Heritage Foundation Act, 2005.	(i) Director General.	Full Powers.
		(ii) Director.	Upto Rs.6.000 million in each case.
		(iii) Deputy Director.	Upto Rs.4.000 million in each case.
	(b) In case of special repair works of conservation of the Historical Monuments Protected under Punjab Special Premises (Preservation) Ordinance 1985, Antiquities Act, 1975 and Punjab Heritage Foundation Act, 2005 and other residential / non-residential buildings.	(i) Director General.	Full Powers.
		(ii) Director.	Upto Rs.4.000 million in each case.
		(iii) Deputy Director.	Upto Rs.2.000 million in each case.
2.	Acceptance of Tenders: In case of works (original / special) of conservation of the Historical Monuments Protected under Punjab Special Premises (Preservation) Ordinance 1985, Antiquities Act, 1975 and Punjab Heritage Foundation Act, 2005 and other residential / non-residential buildings.	(i) Director General.	Equal to the powers for the grant of Technical Sanction for such works.
		(ii) Director.	Equal to the powers for the grant of Technical Sanction for such works.
		(iii) Deputy Director.	Equal to the powers for the grant of Technical Sanction of such works.

Sr. #	Nature of power	To whom delegated	Extent
1	2	3	4
3.	(i) Auctioning / awarding contracts for Canteen / Snack Bar, Car Parking / Motorcycle / Scooter / Cycle Stand and Curio Shop / Gift Shop at historical monuments and archeological sites.	Director General.	Full Powers for a period of three years at a time.
	(ii) Auctioning of fruit trees and dead / fallen trees at the historical monuments / sites.	Director General.	Full Powers

