

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. **27047** /F  
FIN-COD-RULE-0002-2018

Dated. **27.09.2021**

**OFFICE MEMORANDUM**

**Sub: Amendment of Delegation of Financial Power Rule, 1978.**

In order to ensure timely execution of various projects, schemes and programmes and ensure improvement in delivery of services, the State Government have been pleased to further enhance the financial powers in different aspects in supersession of FD OM No.20181/F Dated 30.07.2021 and partial modification to FD OM No.13863/F dt.08.04.2013. Accordingly, the powers as prescribed in Delegation of Financial Power Rule, 1978 and amendments made from time to time, are revised as indicated below: -

2. Rule-10(d) shall be substituted by the following provisions:

Subject to the conditions mentioned above, the general powers of the Administrative Departments and Heads of Departments to sanction contingent expenditure will be as follows:

(In Rs.)

<b>Authority</b>	<b>Recurring</b>	<b>Non-Recurring</b>
Administrative Department	Full Power	Full Power
Member, Board of Revenue/PCCF/DG & IG of Police	40,00,000/- (Per annum in each case)	2,00,00,000/- (In each case)
Other Heads of Department (including RDC)	20,00,000/- (Per annum in each case)	1,00,00,000/- (In each case)

3. Rule-11-A shall be omitted.

4. Sub-Rule-(1) of Rule-12 shall be substituted by the following provisions:

Subject to Sub-Rules (2), (3) and (4) and the provisions of the Odisha General Financial Rules governing procurement of goods, engagement of consultants, outsourcing of services and execution of contracts, the powers of Administrative Departments and Heads of Departments to execute contracts and sanction expenditure on purchases shall be as follows:

(In Rs.)

Authority	Delegated power for		
	Procurement of goods	Engagement of consultant	Outsourcing of services
Administrative Departments	Full Power	3,00,00,000/-	Full Power
Heads of Departments	10,00,00,000/-	1,00,00,000/-	50,00,000/-

**Provided that** Administrative Department shall engage consultant for approved project involving high technical requirement within two percentage of the project cost for such services as Architectural Designs, DPR preparations, Constructions, supervision consultancy, 3<sup>rd</sup> party quality monitoring and other ancillary services.

5. Sub-Rule-(1) of Rule-13 shall be substituted by the following provisions:

Powers of Heads of Departments other than the Member, Board of Revenue, Revenue Divisional Commissioner (RDC), Principal Chief Conservator of Forest (PCCF), Director General & Inspector General (DG & IG) of Police and other than those under Works Department, Water Resources Department, Energy Department, Rural Development Department, Panchayati Raj & Drinking Water Department and Housing & Urban Development (H&UD) Department in each case are as follows:

(In Rs.)

Sl. No.	Particulars	Revised Power	
1	Residential Building	5,00,00,000/-	
2	Non-Residential Building	8,00,00,000/-	
3	Communication, Irrigation, Public Health & Electricity	5,00,00,000/-	
4	Sanitary and Water Supply Installation	Non-Residential	1,00,00,000/-
		Residential	50,00,000/-
5	Electrical Installation	Non-Residential	1,00,00,000/-
		Residential	40,00,000/-
6	Circuit House, IB, Rest Shed and office-cum-Residential Building	2,00,00,000/-	
7	Drinking Water Supply	5,00,00,000/-	
8	Other items	50,00,000/-	

6. Sub-Rule-(2) of Rule-13 shall be substituted by the following provisions:

Powers of Member, Board of Revenue, RDC, PCCF, DG & IG of Police and Collector in each case are as follows:

(In Rs.)

Sl. No.	Descriptions		Power of Member, Board of Revenue, PCCF and DG&IG of Police	Power of RDC	Power of Collector
1	2		3	4	5
1	Residential Building		7,50,00,000/-	4,50,00,000/-	3,00,00,000/-
2	Non-Residential Building		15,00,00,000/-	10,00,00,000/-	4,00,00,000/-
3	Communication		10,00,00,000/-	6,00,00,000/-	4,00,00,000/-
4	Circuit House, IB, Rest Shed and office-cum-Residential Building		4,50,00,000/-	3,00,00,000/-	1,50,00,000/-
5	Sanitary and Water Supply Installation	Non-Residential	1,00,00,000/-	75,00,000/-	30,00,000/-
		Residential	75,00,000/-	30,00,000/-	15,00,000/-
6	Electrical Installation	Non-Residential	1,00,00,000/-	75,00,000/-	30,00,000/-
		Residential	75,00,000/-	30,00,000/-	15,00,000/-
7	Drinking Water Supply		5,00,00,000/-	2,00,00,000/-	1,00,00,000/-

7. Sub-Rule-(3) of Rule-13 shall be substituted by the following provisions:

Powers of Administrative Departments other than the Revenue & Disaster Management Department, Works Department, Water Resources Department, Energy Department, Rural Development Department, Housing & Urban Development Department, Panchayati Raj & Drinking Water Department and ST & SC Development Department to accord administrative approval are double the financial limits indicated for Heads of Departments under Sub-Rule (1) above.

8. Sub-Rule-(4) of Rule-13 shall be substituted by the following provisions:

Powers of Revenue & Disaster Management Department, Works Department, Water Resources Department, Energy Department, Rural Development Department, Housing & Urban Development Department, Panchayati Raj & Drinking Water Department and ST & SC Development Department in each case are as follows:

(In Rs.)

Sl. No.	Particulars	Revised Power	
1	Residential Building	15,00,00,000/-	
2	Non-Residential Building	30,00,00,000/-	
3	Communication, Irrigation, Public Health & Electricity	50,00,00,000/-	
4	Flood Control, Drainage, Anti-Water Logging and Anti-Sea Erosion	25,00,00,000/-	
5	Sanitary and Water Supply Installation	Non-Residential	3,00,00,000/-
		Residential	1,50,00,000/-
6	Electrical Installation	Non-Residential	5,00,00,000/-
		Residential	2,00,00,000/-
7	Circuit House, IB, Rest Shed and office-cum-Residential Building	10,00,00,000/-	
8	Drinking Water Supply	50,00,00,000/-	
9	Other items	2,00,00,000/-	

9. A Sub-Rule-(5A) shall be added after Sub-Rule-(5) of Rule-13.

Powers of different authorities in respect of projects financed under MLALADS, Special Problem Fund, Critical Gap Fund, Biju KBK Plan, Biju Kandhamal 'O' Gajapati Yojana:

(In Rs.)

Sl. No.	Scheme	Collectors	BDO/Executive Officer of ULBs
1	2	3	4
1	MLALADs	Full Power	10,00,000/-
2	Special Problem Fund	Full Power	10,00,000/-
3	Critical Gap Fund	Full Power	10,00,000/-
4	Biju KBK Plan	20,00,00,000/-	NA
5	Biju Kandhamal 'O' Gajapati Yojana	20,00,00,000/-	NA

10. Sub-Rule-(4) of Rule-15 shall be substituted as follows:

Subject to the above conditions, the general powers of different authorities to sanction write-off of losses will be as follows:

(In Rs.)		
Sl. No.	Particulars	Finance Power (in each case)
1	Administrative Department	4,00,000/-
2	Member, Board of Revenue	3,00,000/-
3	Heads of Department	2,00,000/-
4	Collector	1,00,000/-
5	Heads of other sub-ordinate office	50,000/-

**Provided that** writing off of losses exceeding Rs.4,00,000/- (Rupees Four Lakh), the approval of Cabinet shall be necessary after the concurrence of the Finance Department.

11. Sub-Rule-(d) of Rule-20 shall be substituted as follows:

Subject to the conditions mentioned above, the general powers of the Head of the Offices/Sub-ordinate authorities to sanction contingent expenditure will be as follows:

(In Rs.)			
Sl. No.	Authority	Recurring (Per annum in each case)	Non-Recurring (In each case)
1	Collector	10,00,000/-	50,00,000/-
2	Heads of sub-ordinate office (Sr. Class-I & above)	2,00,000/-	4,00,000/-
3	Heads of sub-ordinate office (Jr. Class-I)	1,50,000/-	3,00,000/-
4	Heads of sub-ordinate office (Class -II)	60,000/-	2,00,000/-

12. Annexure-C reads with Rule-10 shall be replaced as below:

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
1	Purchase and repair of bicycle	(1) Purchase of new cycle and annual expenditure on repairs shall be regulated by the monetary limits fixed by the Government from time to time. (2) Except for special reasons to be recorded in writing, no cycle shall be condemned before expiry of the prescribed period of life.
2	Conveyance hire charges	Subject to a maximum of Rs.500/- per month conveyance hire charges by the cheapest means of conveyance may be reimbursed to non-gazetted Government servants for journeys, not below two kilometers from their office or place of work, for which no travelling allowance is admissible under the rules. No reimbursement should however be made when such journeys are performed in the ordinary course of duty or compensatory leave or special remuneration is sanctioned for the purpose.
3	Fixtures and furniture and other articles of dead stock including survey appliances and instruments.	(1) Heads of Department may sanction expenditure up to Rs.10,00,000/- per annum subject to budget provision and the scale prescribed by the Government and rates approved by the Government and rates approved by the Directorate of Export, Promotion and Marketing. (2) Fancy and costly furniture should not be purchased. Purchase of steel furniture should be restricted to ordinary chairs, tables and almirahs.
4	Freight, demurrage, wharf 'age charges	Subject to budget provision and norms prescribed by Finance Department. (1) Heads of Department may sanction demurrage, wharf age charges up to Rs.50,000/- in each case. (2) Administrative Departments may sanction airlifting of stores in cases of extreme urgency, which should be reported to the Finance Department.
5	Hire of Office furniture	(1) Office furniture may be hired only when it is not supplied by the Public Works Department. Electrical equipment, bells, heaters, coolers, clocks, etc. should not however be hired. (2) Heads of Departments may sanction expenditure on hiring office furniture up to Rs.20,000/- per office per annum.

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
6	Land	Subject to any general or special order issued by the Government, purchase of land for use by any Departments requires sanction of Government in the Revenue & Disaster Management Department.
7	Law Charges	<p>(1) Expenditure on law suits to which Government is a party, fee of Law Officers, Advocates, Pleaders etc. and reimbursement of legal expenses incurred by a Government servant accused of an offence or sued for damages on the ground of some act done by him in his official capacity may be sanctioned by Administrative Departments and Heads of Departments with the concurrence of the Legal Remembrancer and in accordance with the Government instructions and rules in force.</p> <p>(2) Subject to budget provision and norms prescribed by Finance Department, Administrative Department shall have full power to sanction payment in advance and the powers of Heads of Department and Collectors shall be as follows :-  Heads of Department – Rs. 2,00,000/- in each case  Collectors – Rs.1,00,000/- in each case.</p> <p>(3) Payments in satisfaction of decretal dues or awards are treated as "Charged Expenditure" and should be regulated in accordance with the provision made in the Budget.</p> <p>(4) Subject to budget provision and norms prescribed by Finance Department powers of Administrative Department and Heads of Departments to sanction decretal dues shall be as follows: -  Administrative Department - Full Powers  Heads of Department – Rs. 10,00,000/- in each case</p>
8	Motor vehicles including motor cycles, motor boats & launches.	

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
	(i) Purchase	Where specific provision has been made in the Budget with Finance Department's concurrence at the pre-budget stage, Administrative Departments may sanction expenditure with the concurrence of Finance Department provided further that it would be considered by the Finance Department if the purchase is on replacement basis and Secretary of the Department certifies regarding availability of a Driver and deposit of the sale proceeds of the condemned vehicle in Government Account. These powers shall not however, be exercised by re-appropriation of funds from other heads.
	(ii) Maintenance, upkeep and repairs.	Expenditure may be sanctioned subject to the scales and monetary limit prescribed under the Rules Regulating Control and use of Government vehicles.
	(iii) Hiring of private vehicles for office under the State Govt.	Expenditure for hiring of vehicles shall be sanctioned subject to norms and stipulation prescribed by Finance Department in FD OM No.30464/F Dated 06.09.2019, FD OM No.33326 dated 27.09.2019 and FD OM No. 34085/F Dated 29.09.2012 as amended from time to time. (See Appendix –3.1 for details)
9	Municipal rates and taxes, water tax and electricity charges.	(1) The Administrative Department/Heads of Department and Head of the Office will have full power to sanction expenditure on Municipal rates and taxes, water tax and electricity charges in respect of their own establishments for which adequate budget provision should be ensured by the concerned authorities in consultation with FD.



Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		<p>(2) Payment of Municipal Rates and Taxes, Water Tax and Electricity charges should be made strictly in time in order to avail the rebate/concession, wherever offered/ permitted. In case, payment is not made in time and consequently, Delayed Payment Surcharge (DPS) is required to be paid, such additional expenditure towards DPS shall be the personal liability of the concerned Drawing &amp; Disbursing Officer of the Administrative Department, Heads of Department and Head of the Office, as the case may be, responsible to ensure timely payment. <u>The Administrative Department, Heads of Department and Head of the Office have full powers to purchase pre-paid electricity Card/Meter from the Distribution Companies for advance payment of electricity charges which would be adjusted against the actual consumption.</u></p> <p>(3) Payment of Municipal rates and taxes should be regulated in accordance with the provisions of Chapter-4 of the Odisha Public Works Department Code and Government instructions issued from time to time.</p>
10	<p>Petty Works and repairs</p> <p>(i) Execution of petty works and repairs including special repairs To Government buildings, provisions of sanitary fittings, water supply and electricity and repair of the installations.</p> <p>(ii) Repairs and alteration to hired and requisitioned buildings.</p>	<p>(i) Subject to the provisions of Departmental Rules, if any, expenditure on petty works and repairs, not exceeding Rs. 1,00,000/- in each case, may be classified as contingent expenditure and sanctioned by the Administrative Department/ Heads of Department concerned. Constructions and repairs exceeding Rs.1,00,000/- should be treated as works expenditure and handled by the Works Department/concerned Engineering Department.</p> <p>(ii) Subject to the terms of lease/ requisition, expenditure on repairs/ alteration to hired/ requisitioned buildings not exceeding Rs.50,000/- in each case may be sanctioned by Administrative Departments and Heads of Departments concerned. Arrangements should be made in such cases to remove the installation/ materials added to the buildings after their release.</p>
11	Postage, Telegram and Courier charges	

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
	i) Postage and courier charges	<p>(1) Postal charges should not be drawn in contingent bills for non-service stamps unless required for foreign mail. However, Postal charges paid to courier services can be paid from contingencies.</p> <p>(2) Service postage stamps should not be used for private correspondence of Government servants e.g., applications/ representations for pay, leave, transfer, Provident Fund advance, Income – tax payment etc.</p> <p>(3) Where the cost of an establishment is chargeable to more than one head of account, charges for service stamps should be divided proportionately.</p>
	(ii) Money- order Commission	<p>(4) Charges for remittance of money by postal money order for payment of Government dues should ordinarily be borne by the payee. The cost of remittance may, however, be borne by the Government in the following cases :-</p> <p>(i) Remittance of revenue collected at outlying stations to Treasuries.</p> <p>(ii) Pay, allowances and contingent charges of subordinate Government Servants posted in outlying stations situated at a distance of more than eight kilometers from the nearest Treasury as provided under S.R. 156 of the Treasury Code (See Appendix – 3.6 for S.R. 156)</p> <p>(iii) Scholarships/ stipends of students with prior approval of the sanctioning authority.</p> <p>(iv) Remittance of bata to court witnesses for attending Criminal and session courts.</p> <p>(v) Any other case with specific approval of the Government. (F.D. Notification No.Codes 13/94 (pt) 45630/F., dated 11<sup>th</sup> Nov., 1999, FD Notification No.FIN-COD-RULE-0002-2012-22393/F., dated 08.06.2012)</p>
	(iii) Telegram Charges	Omitted

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
12	Printing	Forms prescribed for use in Courts and Government offices are printed at the Government Press. Printing of forms in any other press without previous sanction of Government is prohibited. Proposals with cost estimates for local printing of forms in other presses may, where necessary, be submitted to Government for approval in consultation with the Director of Printing, Stationary and Publication. Where local printing is undertaken, formal contracts should be entered into with the presses.
13	Binding charges	Subject to Budget provision and norms Prescribed by Finance Department, Administrative Departments and Heads of Departments may have full powers to sanction binding charges for registers, books, periodicals, reports, etc. through local press or binders as the case may be.
14	Publications	
	(i) Official Publication of the Government of Odisha	Official publications of the State Government like the Gazette, Civil List, Codes, Manuals and Annual Reports etc. should be obtained from the Government Press free of cost. Distribution of the Publication should be controlled by the Administrative Departments / Heads of Departments concerned with the publications.
	ii) Non-official Publications and the Publications of the Government of India and other State Governments.	Administrative Departments and Heads of departments may sanction expenditure on purchase of Non-Official Publications and Publications of the Government of India and other State Governments subject to availability of Budget provision and observance of the normal rules.
15	Hiring of accommodation for office, office-cum-residence and other official purpose like store, dispensary, hostel, etc.	(1) Subject to provisions under Rule 157 of the Odisha General Financial Rules (See Appendix – 3.7), accommodation for office purpose may be hired on the basis of a certificate of non-availability of Government Accommodation from the Departmental authority in charge of Government buildings in the locality and certificate of fair-rent from an officer not below the rank of an Assistant Engineer. In the new Capital, the certificate of non-availability should be obtained from the Director of Estate. A fair-rent certificate shall ordinarily remain

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		<p>valid for a period of three years from the date of issue.</p> <p>(2) In special and unavoidable circumstances Administrative Departments and Heads of Departments may hire accommodation for office purpose at a rent not exceeding Rs.24,000/- per month in urban areas and Rs.12,000/- per month in rural areas without obtaining fair-rent certificate.</p> <p>(3) The rent for a hired building should not ordinarily exceed the certified fair-rent. In special circumstances, however, Administrative Departments and Heads of departments may sanction rent up to 20 per cent above the certified rent for which reasons are to be recorded in writing.</p> <p>(4) Accommodation should not ordinarily be hired for purely residential purposes. For office purposes the scale of accommodation shall be as prescribed in Appendix – XII of OPWD Code Volume-II as amended from time to time. The scale of accommodation admissible is indicated below :-  Head of Department. 250-300 Sq.ft.  Class - I Officer... 200-250 Sq.ft.  Gazetted Officer.. 100-175 Sq.ft.  Head Ministerial.. 50 Sq.ft.  Assistance/ Clerk/ Auditor, etc. 40 Sq.ft.  Stenographer/Typist/Diarist/ Records Supplier, etc.- 30 Sq.ft  Reasonable allowance may be made for special requirement of accommodation, if any, for Court work, record Room, etc. The authorities sanctioning rent should certify that the accommodation hired is in accordance with the prescribed scale.</p>

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		(5) Where accommodation is hired for Office-cum-Residential purpose the residential portion should be allotted to the incumbent of a specific post and thereafter it should be binding on him and his successors to occupy that portion until alternative accommodation is secured for office alone. Only such accommodation as is surplus to office requirement may be set apart for residence and the accommodation so set apart should not be in excess of what is appropriate to the status of the Officer. The rent payable by the officer should be determined on the basis of plinth area or at the rate of 10 percent of his monthly pay whichever is higher, subject to a maximum of 50 percent of the rent of the house.
		(6) Out-houses, if any, may be utilized as Store or allotted to the Class IV staff on payment of rent.
		(7) No accommodation should be hired for a period exceeding 5 years at a time. No accommodation should also be hired under these rules at any place outside the State. However, If any accommodation outside the State is absolutely essential in the overall interest of the State, such accommodation can be hired with prior concurrence of Finance Department and specific approval of the Chief Minister. The provisions of the Odisha General Financial Rules not inconsistent with these provisions should be followed.
		(8) Powers of Administrative Department and Heads of Department to sanction rent for hired accommodation shall be as follows: - Administrative Departments: Full Powers Heads of Departments: Rs. 24,00,000/- per annum in each case Revenue Divisional Commissioner: Up to Rs.50,000/- per month for storage of food grains

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		(9) Where the Finance Department or the Administrative Department have concurred in the sanction of House Rent, Renewal of sanction subject to production of fair rent certificate and certificate of non-availability of accommodation as provided under Para. (1) may be accorded by the Department / Heads of Departments concerned for a further period of three years.
16	Staff paid from contingencies	(1) Remuneration of staff paid from contingencies shall be regulated by the general or special orders issued by the Government in that behalf from time to time. (2) Where sanction is accorded for contingent paid staff, the yardstick, if any, prescribed for the purpose should be observed and details thereof, together with the reasons for creation of such staff should be indicated in the sanction order. However, specific prior approval of Finance Department is necessary before according any sanction by the Administrative Department for the contingent paid staff.
17	Local purchase of stationery	Local purchase of stationery for office use is to be regulated as per the provisions contained under Rule-16 read with <b>Appendix – 8.1 and 8.2.</b>
18	Stores	Subject to the provisions of these rules, the provisions of the Odisha General Financial Rules shall apply to purchase of stocks and stores.
19	Supply of liveries, badges etc. and grant of washing allowance.	(i) Expenditure on supply of liveries and payment of washing allowance may be sanctioned by Administrative Departments and Heads of Departments subject to the monetary limits, scales of supply, periodicity of renewal etc. fixed by the Finance Department from time to time. (ii) Liveries to peons of temporary establishment on the scale as allowed to permanent Peons may be sanctioned by Administrative Department and Heads of Departments as the case may be subject to budget provision and eligibility.

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		(iii) Liveries to Class IV Government Servant other than peon may be sanctioned by Administrative Departments and Heads of Departments as the case may be subject to budget provision and eligibility.
20	Installation of Telephones/ FAX including Mobile and Internet facility	Administrative Departments and Heads of Departments may sanction installation of telephones/Fax including Mobile and Internet facility to the entitled functionaries as specified in Commerce Department Circular No.Tel.17/03-3377/Com. Dt.05.05.2003 and No.Gen-II-Tel-21/2010-1177/Com. dt.18.02.2010 ( <b>Appendix-3.3 and Appendix-3.2</b> ) in consideration of nature of duty attached to the office concerned. Administrative Departments and Heads of Departments shall have full powers to sanction expenditure on telephone charges (including trunk calls, Mobile and Internet charges) and Rentals subject to ceiling prescribed by Finance Department/Commerce & Transport Department from time to time.
21	Tents and Camps Furniture	(1) Initial supply of tents and camp furniture should not be made to any office/ establishment without prior approval of the Administrative Department indicating the scale of supply in respect of each item. (2) Tents, Durries, etc. should normally be purchased from Jails.
22	Typewriters/ Computers/Laptops	(1) Purchase of new typewriters shall not be made. Typewriters should be gradually substituted by Desktop Computers with Printers. Procedure/ Guidelines prescribed by Information Technology Department vide their Resolution No.IT-IV-37/2008-2185/IT, dt. 03.06.2008 read with Resolution No.3345-IT-VI-11/2009-IT., dt.30.12.2009 ( <b>Appendix – 3.5 and 3.4</b> ) as amended from time to time and guidelines issued, if any, by Finance Department shall be followed for purchase of computers, laptops and printers etc.

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
		(2) Adequate functional justification for the purchase of laptop, and laptop not being issued routinely, should be ensured. In all cases, sanction of the Secretary of the Administrative Department should be obtained for purchase of laptop. The officer who is given the laptop will be personally responsible for the safety and security of the laptop which will remain Government property and will need to be surrendered at the time of handing over of the charge. In case of loss, the loss will be recovered from the officer based on the book value of the laptop. The officer concerned will be at liberty to have the laptop insured at his personal cost.
23	Iron Safe	Not more than one iron safe of a reasonable size should be purchased for one Drawing and Disbursing Officer.
24	Duplicator (Omitted)	Omitted
25	Purchase of Instruments Minor Equipment and Apparatus.	Subject to budget provision and norms prescribed by Finance Department, the Heads of Department may sanction expenditure up to Rs.2,00,000/- per annum.
26	Payment of Customs duty and other expenses in respect of imported items.	Subject to budget provision and norms prescribed by Finance Department power of- Administrative Department - Full powers Heads of Department – Full Power
27	Sanction of expenditure on hosting lunch/ dinner or entertainment/ sightseeing etc. to delegates/ officials from the Central Government including members and official of Finance Commission/ Planning Commission/ State Government including other State Government visiting the State/ attending Inter-State/ Zonal/ Regional Council Meetings convened by the Department.	Subject to budget provision/ availability of funds and norms prescribed by Finance Department, the Administrative Department may sanction expenditure up to Rs.15,00,000/- per annum.



Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
28	Purchase of Hot Weather Equipment, Air Cooler, Water Cooler and Air Conditioners, etc.	Subject to budget provision and norms prescribed by the Finance Department, the Administrative Department have full powers.
29	Purchases of calculating Machines (i.e., hand operated, electrical or battery operated.)	Subject to budget provision and norms prescribed by the Finance Department. Administrative Department... Full Powers Heads of Department ... Full Powers
30	Purchase of plain paper copier/ Xerox Machine/ Scanner.	Subject to budget provision and norms prescribed by the Finance Department, the Administrative Department may sanction purchase of (not) more than one plain paper copier/ Xerox machine/ Scanner for the Department. Heads of Department may sanction purchase of not more than two plain paper copier/Xerox machine/Scanner for his/her own office.
31	Repairs to calculating punching, sorting and Xerox machines/ Plain paper copier/Scanner/ Computer/Laptop/Scanner/Fax	Subject to budget provision and norms prescribed by Finance Department, the Administrative Department/ Heads of Department and Heads of Offices have full powers to sanction expenditure on repairs.
32	(a) Sanction of ex-gratia payment to the next of eligible kin of the deceased Defence and Paramilitary Personnel from Defence and Paramilitary Personnel Relief Fund	(a) Subject to budget provision and guideline issued under FD Resolutions No.19893/F dated 17th May 2012, No.53525/F dated 27 <sup>th</sup> December, 2010, No.29449/F dated 1st July, 2010, No.44261/F dated 8th October, 2004, No.47241/F dated 24th November, 2000 the Administrative Department will have full power to sanction the ex-gratia <b>(Appendix – 3.8 to 3.12).</b>
	(b) Sanction of ex-gratia to the next of eligible kin to the deceased due to natural calamities from the Chief Minister's Relief Fund.	(b) Subject to budget provision and guideline issued under Revenue and Disaster Management Department Resolutions No.7813/R&DM dated 25th February 2012, General Administration Department Resolution No.11872/Gen. dated 9th June 2009, Revenue and Disaster Management Department Resolutions No.31597/R&DM dated 8th August, 2007, the Administrative Department will have power to sanction the ex-gratia <b>(Appendix – 3.13 to 3.15).</b>

Sl. No.	Items of expenditure	Restriction / Clarification / Monetary limit subject to which expenditure can be incurred.
1	2	3
	(c) Sanction of Compassionate Grant to the next of eligible kin of deceased Government servant.	(c) Subject to budget provision and guideline issued under FD Resolution No.27826/F dated 21.06.2010 the Administrative Department will have full power to sanction the compassionate Grant <b>(Appendix – 3.16).</b>
	(d) Compensation to the victims who have suffered loss or injury as a result of the crime and require rehabilitation	(d) Sanction of compensation to the victims shall be regulated as per the Home Department Notification No. CP/CR-07/12-27466 dt.12.07.2012 read with CP/CR-07/12-49915/C&HR, dt.27.12.2012 <b>(Appendix – 3.17 and 3.18)</b>
33	Sanction of expenditure on official entertainment.	Subject to budget provision Secretaries to Departments of Government, Member, Board of Revenue and Special Relief Commissioner, Odisha may sanction expenditure up to Rs.1,00,000/- per annum.

13. The provisions of this Office Memorandum shall come into effect from the date of issue.

By Order of the Governor

Sd/-

**(Vishal Kumar Dev)**  
Principal Secretary to Government