

**GOVERNMENT OF MEGHALAYA
FINANCE DEPARTMENT**

OFFICE ORDER
Dated Shillong the 1st April, 2013

No.FC(II)19/98/Pt./47: In partial modification of Office Order No.FC(II).19/98/43, dated 30th March, 2011, it is hereby directed that all departmental files/proposals will henceforth be processed and submitted in conformity with the work flow chart indicated hereafter.

WORK FLOW CHART

<i>Name of Division</i>	<i>Movement of files from Division for disposal as Delegation of Power</i>				
	To	To	To	To	To
Finance Control I	Under Secy., Smti. J.Wanswett	Jt. Secy., Shri.W.R.Lyngdoh	Com. & Secy., Finance	Addl. Chief Secy., Finance	CM i/c Finance
Finance Control II	NIL	Jt. Secy., Smti. M.Fancon	- do -	- do -	- do -
Finance Estt.	Dy. Secy., Smti. D.Mukhim	O.S.D., Shri.P.A.Sawian	- do -	- do -	- do -
Finance APF	Under Secretary, Smti. V.Lynrah	Jt. Secy., Shri.W.R.Lyngdoh	- do -	- do -	- do -
Finance Pension Cell	Under Secy., Smti. V.Lynrah	O.S.D., Shri.P.A.Sawian	- do -	- do -	- do -
Finance RR	NIL	O.S.D., Shri.P.A.Sawian	- do -	- do -	- do -
Finance Pay Revision	U/Secy., Shri. M.Lyngdoh	O.S.D., Shri.P.A.Sawian	- do -	- do -	- do -
Finance Budget	U/Secy., 1) Shri.P.S. Nongkynrih 2) Shri.H.N.Areng	Jt. Secy., Shri.W.R.Lyngdoh	- do -	- do -	- do -
Finance EA	U/Secy., Shri.E.Y.Chen	DIF/Secy., Smti. D.T.Kharshiing	- do -	- do -	- do -
Institutional Finance	U/Secy., 1)Shri.E.E.S.Lamare 2)Smti. N.Tariang	1)OSD, Ex-officio/ Dy.Secy., Smti.T.J.Tariang 2)OSD, Ex-officio/ Dy.Secy., Shri.K.S.Nongbri	- do -	- do -	- do -

Further, with a view to ensure prompt disposal of departmental proposals, powers as indicated below, are hereby delegated to the indicated level of departmental Officials.

POWER DELEGATED

Sl. No.	Designation of Officer	Power delegated for clearance of proposals.
1.	2.	3.
1.	Addl. Chief Secy., i/c Finance Department	<ul style="list-style-type: none"> i. All Policy matters. ii. Clearance of all Plan Schemes involving a total cost of more than Rs.50.00 lakh and Non-Plan Schemes involving a total cost of more than Rs.10.00 lakh. iii. All Revised Administrative Approval proposals in respect of any kind of construction work exceeding 20% of the original cost and involving a revised cost of more than Rs.50.00 lakh. iv. Continuing Scheme having new items or with over 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs.20.00 lakh. v. Purchase and replacement of vehicles. vi. Purchase of new machinery/equipment costing Rs.20.00 lakh and above. vii. All proposals relating to the creation of posts. viii. Allotment of LOA/LOC above Rs.50.00 lakh. ix. All proposals not covered by the powers delegated below.
2.	Com. & Secretary, Finance Department	<ul style="list-style-type: none"> i. Clearance of any category of Plan Schemes upto Rs.50.00 lakh and Non-Plan Scheme upto Rs.10.00 lakh. ii. All Revised Administrative Approval Proposals in respect of any kind of Construction work which do not exceed 20% of the Original cost and involving a revised cost of Rs.50.00 lakh and below. iii. Continuing Scheme having new items or with over 10% increase of preceeding year's expenditure, subject to a limit of Rs.20.00 lakh. iv. Purchase of new machinery/equipment upto Rs.20.00 lakh. v. Retention of Temporary Posts. vi. Medical Treatment & Reimbursement. vii. Leave matters and officiating arrangements. viii. Pension cases. ix. HBA and other Advances. x. GPF Advances/withdrawals. xi. Training of Officers of Deptts. within the country. xii. Pay fixation. xiii. Declaration of DDO's. xiv. All cases other than specified above are to be put to next higher Senior Officers. xv. Allotment of LOA upto Rs.50.00 lakh.
3.	Joint Secy./O.S.D, Finance Department.	<ul style="list-style-type: none"> i. Clearance of any category of Plan Schemes upto Rs.20.00 lakh and Non-Plan Schemes upto Rs.5.00 lakh. ii. All Revised Administrative Approval Proposals in respect of any kind of construction works which do not exceed 20% of the original cost and involving a revised cost of Rs.20.00 lakh and below. iii. Continuing Scheme having new items or with 10% increased of preceeding year's expenditure subject to a limit of Rs.10.00 lakh. iv. Purchase of equipment/machinery upto Rs.5.00 lakh. v. Allotment of LOA upto Rs.5.00 lakh.

		vi. All cases other than specified above are to be put up to next higher Senior Officers.
4.	Deputy Secretary, Finance Department.	<ul style="list-style-type: none"> i. Clearance of any category of Plan Schemes upto Rs.10.00 lakh and Non-Plan Schemes upto Rs.2.00 lakh. ii. All Revised Administrative Approval Proposals in respect of any kind of construction works which do not exceed 20% of the original cost and involving a revised cost of Rs.10.00 lakh and below. iii. Continuing Scheme (e.g Agriculture, Forest, Soil & Water Conservation etc.) having new items or with 10% increased of preceeding year's expenditure provided that the additional cost involved does not exceed Rs.5.00 lakh. iv. Purchase of equipment/machinery upto Rs.2.00 lakh. v. Allotment of LOA upto Rs.2.00 lakh. vi. All cases other than specified above are to be put up to next higher Senior Officers.
5.	Under Secretary, Finance Department	<ul style="list-style-type: none"> i. Clearance of any category of Plan Schemes costing upto Rs.5.00 lakh and Non-Plan Schemes upto Rs.1.00 lakh other than Proposals for purchase of machinery/equipment and provided that the proposals are supported by specific budget provisions. ii. Allotment of LOA upto Rs.1.00 lakh. iii. All cases other than specified above are to be put up to next higher Senior Officers.

N.B

- 1) All policy proposals, views on Cabinet matters of other Departments' Transfers and Postings, decisions on matter which have not precedence, legislative matters, proposals to the Central Government, regardless of value of cost estimates will be submitted to the Additional Chief Secretary i/c Finance for obtaining Government Orders.
- 2) Notwithstanding the delegation of powers as indicated in the above table, the Officers of Finance Department, may at their discretion and wisdom bring to the notice of the next Senior Officer, any proposal in case of serious doubt or reservation.
- 3) In the absence of Addl. Chief Secretary i/c Finance on tour or leave in excess of seven working days, the Commissioner & Secretary Finance may exercise all powers of the Addl. Chief Secretary i/c Finance.
- 4) Files/proposals submitted by other Departments should be disposed within one Week from the date of receipt. In case it is necessary to seek clarifications from the concerned Department, this may be done comprehensively. With a view to ensure that the queries of different of line-officers do not result in a departmental file returning to the concerned department, more than once, for clarification, all required Queries/Clarification shall be sought from the concerned department only after the proposed queries have been seen by all levels of line-officers and approved by the Additional Chief Secretary/Commissioner & Secretary i/c Finance. In case further clarifications are needed, this may be done by calling the Departmental Officers for discussions and the proposal disposed thereafter, with a reasonable time period, not exceeding a further one week.
- 5) Where it is considered that a proposal deserves to be rejected, this may be done only with the approval of the Chief Minister/Minister i/c Finance. While communicating such decision, clear and specific reasons for such rejection have to be indicated to the Department concerned.
- 6) Where it is felt that consultation with Officers at higher levels is necessary, dealing officers should feel free to approach senior level officers for such consultation at any time. This should however, not affect the prompt disposal of the proposal.

- 7) Exercise of powers delegated are subject to strict conformity with all CODAL FORMALITIES, PRACTICE, PRECEDENT, the provisions of the Meghalaya Delegation of Power of Rules, as amended till date and Standing instructions and Guidelines issued by Finance Department.

This Order issues with the approval of the Chief Minister i/c Finance Department.

***Addl. Chief Secy. to the Govt. of Meghalaya,
Finance Department.***

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Memo. No.FC.(II) 19/98/Pt./47-A

Dated Shillong the 1st April, 2013

☞ Copy for information and necessary action:-

- 1) P.S to the Chief Minister, i/c Finance Department for kind information of Chief Minister.
- 2) Additional Chief Secretary to the Govt. of Meghalaya, i/c Finance Department.
- 3) Commissioner & Secretary to the Govt. of Meghalaya, Finance Department.
- 4) Secretary./Jt. Secy./Under Secy. to the Govt. of Meghalaya, Finance (EA) Deptt.
- 5) O.S.D./Dy. Secy. to the Govt. of Meghalaya, Finance (E) Deptt.
- 6) Jt. Secy./Under Secy. to the Govt. of Meghalaya, Finance (B) Deptt.
- 7) Jt. Secy./Under Secy. to the Govt. of Meghalaya, Finance (EC-I) (EC-II) (PR) etc. Deptt.
- 8) All Superintendents of Finance Deptts.

By Order etc.,

***Jt. Secy. to the Govt. of Meghalaya,
Finance (E.C.II) Department.***

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