

GOVERNMENT OF KERALA
ABSTRACT

Forest Department – Establishment- Administrative Officer, Office of the Chief Conservator of Forests-Delegation of powers orders issued.

AGRICULTURE (FOREST) DEPARTMENT

G.O. (MS) 458/61/Agri.

Dated, Trivandrum, 12.5.1961

Read:- 1. G.O. MS 955/60/P.D (Special) dated 10.12.1960

2. Letter No. E1-42806/60 dated 10/11.1.61

ORDER

Government are pleased to delegate the administrative Officer in the offices of the Chief Conservator of Forests, Trivandrum with the following powers.

Part I. Administrative

- (i) To sanction appointment of non-Gazetted officers except Managers to sanctioned posts in the forest Department, subject to Public service commission Recruitment Rules and other orders in force from time to time.
- (ii) To sanction transfers and posting of all non-Gazetted staff in the Department for which he is the appointing authority. In the case of executive and protective staff, the administrative Officer will consult the Chief Conservator of Forests and issue orders after approved.
- (iii) To sanction all kinds of leave, subject to eligibility, except special disability leave and study leave to all officers in the Department below the rank of Divisional Forest Officers.

Note: According to Rule 3 in appendix VII to Kerala Service Rules, an Officer requiring Casual leave could take the order of the read of his office. The delegation in this regard will therefore to confine to the staff in the office of the Chief Conservator of Forests.

- (iv) To sanction the transfer of non-technical staff borne on temporary establishment from the circle to another as and whom occasion arises.
- (v) To sanction increase to including those at the stage of sufficiency for in the case of all officers one he is competent to appoint.
- (vi) To accord permission to officers of the Department case be in competent to appoint to change their order.

Part II- Financial

- (i) To sanction letter of credit required by the Divisional Forest Officers and correspond with the Accountant General in such matters.
- (ii) To sanction advertisement charges up to Rs. 250/- in such case subject to the condition that the raise are approved by the Director of Public Relations.
- (iii) To sanction investigation of arrear claims (expecting) time-barred claims by the Accountant General of the officers of the Department and under contingencies which are not more than five years old.
- (iv) No will exercise the name powers as those of the Chief Conservator for Forests regarding sanctioning of temporary Withdrawal from provident fund Deposits of subordinates in the Department.
- (v) To incur non-recurring contingent expenditure to Rs. 250/- (Rupees two hundred and fifty) in each case, provided that there is provision in the budget and provided that the general rules in Appendix 14 of the Travancore Financial and Account Code of Appendix 7 of the Madras Forest Code are followed.
- (vi) To sanction refund relating to on item of forest revenue due to cancellation of Rules. Full powers of the Chief Conservator of Forests provided that the cancellation is ordered of the Conservator of Forests.
- (vii) To sanction maintenance and petty construction and repair works for execution up to Rs. 1000/- (Rupees one thousand only) on a proper estimate in each case without etc. to the Public Works Department, provided that in the case of buildings they are not included in the P.T.B Register.

- (viii) To sanction purchase of ** locally a urgent and unforeseen cases to a limit of Rs. 50/- (Rupees Fifty only) and in such case subject to a maximum of Rs. 250/- (Rupees two hundred and fifty only) per year. Then the purchase exceed Rs. 10/- (Rupees ten only). It should as effected after inviting competitive quotations.
- (ix) No will exercise the case powers as those of the Chief Conservator of Forests in respect of purchase of books for the use of the Department.
- (x) To sanction the hiring of private building a subject tot he rules laid down in Part II, annexure item no. 8 of G.O.T. 400/58/Public Reforms dated 31.3.1958
- (xi) To sanction printing of publically literature, pamphlets, circulars etc. In the Government Prepare subject to the condition that care should be taken to one that sufficient number of copies are not printed in the first print itself, subject to the rules laid down in G.O.P 400/58/Public Reforms dated 31.3.1958 item No. 12 Part II annexure.
- (xii) To sanction purchase of furniture locally up to a maximum limit of Rs. 300/- in each case subject to provision in the budget and also rules laid down in G.O.P 400/58 Public dated 31.3.1956 item No. 13 Part II annexure.
- (xiii) To exercise the powers of the Chief Conservator of Forests in the matter of lease to Government Servants, such as House construction scheme, Cycle Advances, advance for the purchase of motor car. Mosquito note etc.

Part III. Miscellaneous

- (i) Forest Budge-Control of Revenue and expenditure
- (ii) Statutory rules relating to State services
- (iii) Appeals and memorials
- (iv) Intergration of Service
- (v) Ministerial service Forest Subordinate service and Last Grade service, Appointment, promotions, transfers, leave, retirement, retrenchment, pension etc and grant of leave to these as per rules.
- (vi) Statutory rules relating to Ministerial Forest subordinate and last grade services.
- (vii) Work charges etc establishment
- (viii) Allegations against ministerial staff of the Forest Department
- (ix) Correspond with the A.G. in all matters relating to accounts and other routine matters.
- (x) To dispose of all non-technical papers which may case up as a matter of routine
- (xi) Distribution of work is the office of the Chief Conservator of Forests
- (xii) To Inspect all subordinate officer in the Department and revises thereof.

2. Orders delegating further powers to the Administrative Officer will issue separately.

By order of Governor,

C. THOMAS
Secretary to Government.

To,

The Chief Conservator of Forests etc.

Forwarded/by Order,
Sd/-
Superintendent.

Endt. On N.C. 526/58 dated 20.5.61

Copy to Stock File, Circular file and Manager's stock file and all sections.

Sd/-
V. Govinda Menon,
Conservator of Forests,
Fowarded / by order.

Manager.