

**Delegation of Powers and duties and responsibilities to the Chairman, the Member Secretary and other Officials of the Kerala State Commission for Minorities**

In supersession of all existing orders of the Commission regarding the delegation of powers, duties and responsibilities to various authorities/officials of the Commission, Kerala State Commission for Minorities hereby approve the following delegation of powers, duties and responsibilities.

**Chairman**

In urgent and time bound cases, to approve any of the items of expenditure which are beyond the delegated powers of the Member Secretary subject to confirmation/ratification by the Commission in the next meetings.

**Member Secretary**

1. To sanction all kinds of leave, except study leave and special disability leave to the Registrar, subject to rules.
2. To be the Reporting Authority in the matter of CR of the Registrar and Reviewing Authority in the matter of the CR of Finance Officer and Section Officer and accepting authority in respect of other officials.
3. To sanction expenditure on purchase of stores/articles, repairs and replacement of spare parts of the Commission vehicles and on petrol charges. telephone charges etc. in each case with an annual limit of Rs. 3,00,000.
4. To sanction write-off of irrecoverable articles including the value of stores up to Rs.25,000 in each case, subject to an annual limit of Rs. 1.00 lakh.
5. To sanction disposal of unserviceable articles.
6. To sanction advertisement charges up to Rs. 2.00 lakh in each case.
7. To incur non-recurring contingent expenditure subject to relevant conditions in KFC.
8. To sanction printing by private presses with an annual limit of Rs. 1.00 lakh subject to verification of the bills by the Superintendent of Government Presses.
9. (a) To sanction purchase of Books and Maps with an annual limit of Rs. 1.00 lakh subject to budget provision.  
(b) To Sanction purchase of furniture with an annual limit of Rs. One lakh subject to Store Purchase Rules and availability of budget provision based on provisions contained in GO (P) No. 224/2000/Fin dtd 27.1.2000.  
(c) To sanction purchase of stationery articles subject to an annual limit of Rs 50,000 subject to Store Purchase Rules and subject to availability of funds
10. To sanction refreshment charges for sittings/conference and meeting upto Rs 5000 at Headquarters and Rs. 10000 at outstation in each case.

11. To be the Disciplinary Authority in respect of the staff on deputation to Commission, subject to KCS (CC & A) Rules.
12. To sanction official tour of Registrar within the State and to sanction official tour of Registrar as well as all other officers outside the State subject to Government Rules
13. To sanction all cases of reimbursement of medical expenses subject to Government Servants Medical Benefits Rules and also to condone delay in deserving cases upto two months.
14. To be the authority in the matter of maintenance of service Books, other Establishment Registers, documents, books, articles and Registers.
15. To approve letters to Government.
16. To depute officers and staff for hearings/sittings/programmes of the Commission.
17. To be the Controlling officer of official vehicles.
18. To sanction compensatory off/leave in eligible cases as per the Government Rules
19. To issue press release/paper publications etc. as per approval of the competent authority
20. To sanction salary/wages and TA claims to the entire staff of the Commission, Chairman and Members.
21. To monitor court cases where Commission is one of the respondents.

### **Powers of Registrar**

1. To sanction all kinds of leave except study leave and special disability leave to the Finance Officer and Section Officer.
2. To be the Reporting Authority of CR of Finance Officer and Section Officer and Reviewing Authority of Assistants, LDCs and PA to Chairman
3. To sanction tour of Finance Officer and Section Officer.
4. To issue notice etc, in connection with the Hearing/Sitting of the Commission
5. To approve all Proceedings of the Commission
6. To address Head of Departments and District Collectors by DO letter
7. To pass orders on the nature of disposal of files other than MCOPs (files other than MCOPS).
8. To be the Appellate Authority in RTI Cases

### **Powers of Finance Officer**

1. To be the authority to prepare plan and Budget of the Commission
2. To prepare Annual Financial Report of the Commission
3. To tender advice on matters, which have financial commitment
4. To be the State Public Information Officer in RTI cases
5. To do treasury reconciliation every month.
6. To submit the Cash Book to Registrar/other senior officials/competent authority on or before 10th of every month.
7. Renewal of insurance premium, remittance of road tax and other taxes due to Govt./Local bodies
8. To arrange to prepare replies to audit report and audit objection.

### **Powers of Section Officer**

1. To sanction casual leave to the Assistants, Clerks, Office Attendants and other staff working in the section
2. To be the reporting authority of Confidential Reports of Assistants, LDCs and PA to Chairman.
3. To sign fair copies of draft proceedings, Office orders and Circulars
4. To transfer files and papers to other sections/seats in conformity with the Standing Orders on subject distribution.
5. To issue reminders in printed format on cases pending with Departments.
6. To acknowledge petitioners whose petitions are registered as MCOPS.
7. To distribute work among Assistants in the section including working arrangement as and when necessary.
8. Management, of grievance petition enquiries and liaison work with Public during office hours.

Approved by the Commission in its meeting held on 15.6.2017 at Thiruvananthapuram.

**Bindu Thankachy M.K.**  
**Member Secretary**