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**GOVERNMENT OF KERALA**  
**Abstract**

Labour and Skills Department – Insurance Medical Services – Delegation of financial powers to subordinate officers of Insurance Medical Services Department – Sanctioned - Orders issued.

**LABOUR & SKILLS (F) DEPARTMENT**

**G.O.(P)No. 42/2018/LBR**

Dated, Thiruvananthapuram, 19.05.2018.

- Read:-
1. G.O(P)No.102/2017/Fin dated 07.08.2017.
  2. Letter No. B2/12289/2013/DIMS dated 03.01.2018 of the Director, Insurance Medical Services Department.
  3. Minutes of the Empowered Committee meeting held on 05.04.2018.

**ORDER**

As per the Government Order read as 1<sup>st</sup> paper above, Finance Department has revised the financial powers delegated to Administrative Departments in the Secretariat and to Heads of Departments. That department has also ordered that for delegating financial powers to subordinate officers, decision can be taken by the Empowered Committee of the concerned Administrative Department.

2) The Director, Insurance Medical Services Department vide letter read as 2<sup>nd</sup> paper above has forwarded detailed proposals for delegating the financial powers to the subordinate officers in the Insurance Medical Services Department.

3) The Empowered Committee consisting of the Additional Chief Secretary, Labour and Skills Department; Director, Insurance Medical Services Department; and the nominees of Personnel and Administrative Reforms Department and Finance Department have discussed the proposal in detail and decided to delegate the financial powers vested with the Director of Insurance Medical Services Department to the subordinate officers. Hence Government are pleased to delegate the financial

powers to the subordinate officers of Insurance Medical Services Department as appended to this order.

By Order of the Governor,


**TOM JOSE**

**ADDITIONAL CHIEF SECRETARY**

To :- The Regional Director, ESI Corporation, Panchadeep Bhavan, North Swaraj Round, Thrissur- 680 020  
The Director, Insurance Medical Services Department, Thiruvananthapuram.  
Regional Deputy Director, Insurance Medical Services Department, Kollam/Kochi/Kozhikode.  
Principal Accountant General (A&E, Audit), Kerala, Thiruvananthapuram. Finance Department.  
Personnel and Administrative Reforms Department.  
Information and Public Relations (Web & New Media) Department (for publishing in the official website of Government of Kerala).  
Stock File/Office Copy.

Copy to:- P.S to Hon'ble Minister, Labour and Skills Department.

Forwarded By order



Section Officer

ഭ. മ. സ. മി. 2 - 12289/2013/ഡി. എ. സ. മ. രാജ് സി . 5. 2018.

മനുഷ്യവകുപ്പിന് പകർപ്പ് അറിയിക്കേണ്ടി മാത്രം.

Dr. Rajee K  
w/encd copy

വിതരണം: സെ. ഡി. ഡി. ടി. 2,  
ഡി. ഡി. (നഷ്ടനഷ്ടം/പോലീസ്) - 3 ക (അ. എ. സ. മ. രാജ്)  
സെ. എ. സ. മ. രാജ് (Local purchase of drugs & dressings and expenditure  
നഷ്ടനഷ്ടം) drug & dressings' allotment. മ. മ. മ. രാജ് സി.  
നഷ്ടനഷ്ടം/പോലീസ് രാജ് സി.

പകർപ്പ്: 25/5/18  
സെ. ഡി., സി. ഡി. എ. മ. രാജ്, സി. ഡി. എ. മ. രാജ്, സെ. എ. സ. മ. രാജ്  
ഡി. എ. മ. രാജ്, ഇ. എ. സ. മ. രാജ് (അ. എ. സ. മ. രാജ് സി. രാജ്)  
സെ. എ. സ. മ. രാജ്

ANNEXUREDELEGATION OF FINANCIAL POWERS TO SUBORDINATE OFFICERS OF INSURANCE MEDICAL SERVICES DEPARTMENT

| Sl. No.                          | Item                                 | Existing Powers   | Revised Powers   |
|----------------------------------|--------------------------------------|---|--|
| <b>I. ADMINISTRATIVE OFFICER</b> |                                      |   |  |
| 1.                               | Non-recurring contingent expenditure | To incur non-recurring contingent expenditure in the offices of the Directorate of Insurance Medical Services upto ₹ 2,500/- in each case subject to budget provision and in accordance with rules in the K.F.C | To incur non-recurring contingent expenditure in the office of the Directorate of Insurance Medical Services upto ₹ 3,750/- (Rupees three thousand seven hundred and fifty only) in each case subject to budget provision and in |

|    |                                 |   |
|----|---------------------------------|---|
|    |                                 | accordance with rules in the K.F.C  |
| 2. | Purchase of Stationery articles | To sanction local purchase of stationery articles in urgent and unforeseen circumstances upto ₹ 1,000/- in each case subject to a maximum of ₹ 10,000/- per annum observing Stores Purchase Rules.  |
|    |                                 | To sanction local purchase of stationery articles in urgent and unforeseen circumstances upto ₹ 2,000/- (Rupees two thousand only) in each case subject to a maximum of ₹ 20,000/- (Rupees twenty thousand only) per annum observing Stores Purchase Rules. |
| 3. | Printing                        | To sanction printing and publicity of literature, pamphlets, circulars, forms, etc required for the Department upto ₹ 1,000/- at a time subject to an annual limit of ₹10,000/- in accordance to the standing   |
|    |                                 | To sanction printing and publicity of literature, pamphlets, circulars, forms, etc required for the Department upto ₹ 1,500/- (Rupees one thousand and five hundred only) at a time subject to an annual limit of ₹ 15,000/- (Rupees                        |

|    |  |  |  |
|----|--|--|--|
|    |  | instructions.  | fifteen thousand only) in accordance to the standing instructions.   |
| 4. | Purchase of furniture                                | To sanction purchase of furniture locally subject to a maximum limit of ₹ 5,000/- in each case subject to the budget provision and rules.  | To sanction purchase of furniture locally subject to a maximum limit of ₹ 10,000/- (Rupees ten thousand only) in each case subject to the budget provision and rules.  |
| 5. | Telephone bills, electricity bills and water charges | To pass for payment of all routine office expenditure like telephone bills, electricity bills, water charges, etc. and also to sanction payment recurring expenditure upto ₹ 5,000/- in each case subject to budget provision. | To pass for payment of all routine office expenditure like telephone bills, electricity bills, water charges, etc. and also to sanction payment recurring expenditure upto ₹ 10,000/- (Rupees ten thousand only) in each case subject to budget provision. |

## II. JOINT DIRECTOR OF INSURANCE MEDICAL SERVICES

|    |           |   |   |
|----|-----------|---|---|
| 1. | Financial | Purchase of spare parts for maintenance of store van and vehicle attached to him upto ₹ 5,000/- at a time with annual limit of ₹ 20,000/- | Purchase of spare parts for maintenance of store van and vehicle attached to him upto ₹ 8,000/- (Rupees eight thousand only) at a time with annual limit of ₹ 25,000/- (Rupees twenty five thousand only) |
|----|-----------|---|---|

## III. REGIONAL DEPUTY DIRECTOR

|    |   |  |   |
|----|---|--|---|
| 1. | Petty construction repair and maintenance | To issue administrative sanction for petty construction, repair and maintenance of ESI Buildings and Staff quarters using the funds of ESI Corporation upto ₹ 25,000/- | To issue administrative sanction for petty construction, repair and maintenance of ESI Buildings and Staff quarters using the funds of ESI Corporation upto ₹ 25,000/- (Rupees twenty five thousand only) |
|----|---|--|---|

|    |  |  |   |
|----|--|--|---|
| 2. | Stationery articles                        | To sanction purchase of stationery articles locally in urgent and unforeseen cases upto a limit of ₹ 1,000/- at a time subject to an annual ceiling of ₹ 10,000/- and subject to Store Purchase Rules. | To sanction purchase of stationery articles locally in urgent and unforeseen cases upto a limit of ₹ 3,000/- (Rupees three thousand only) at a time subject to an annual ceiling of ₹ 30,000/- (Rupees thirty thousand only) and subject to Store Purchase Rules. |
| 3. | Non-recurring items of contingent expenses | To sanction non-recurring items of contingent expenses upto ₹ 2,500/- at a time and to draw all contingent bills without countersignature.   | To sanction non-recurring items of contingent expenses upto ₹ 5,000/- (Rupees five thousand only) at a time and to draw all contingent bills without countersignature.  |
|    |  | To dispose in public auction unserviceable   | To dispose in public auction unserviceable articles the book  |

|    |                          |   |   |
|----|--------------------------|---|---|
| 4. | Unserviceable articles   | articles the book value of which does not exceed ₹ 10,000/- with annual ceiling of ₹ 25,000/- and to dispose of empties of all the institutions in the region in public auction.                            | value of which does not exceed ₹ 25,000/- (Rupees twenty five thousand only) with annual ceiling of ₹ 75,000/- (Rupees seventy five thousand only) and to dispose of empties of all the institutions in the region in public auction.   |
| 5. | Repair of motor vehicles | To sanction repairs of motor vehicles in urgent cases through approved workshops when the cost does not exceed ₹ 5,000/- in each case including the cost of spare parts with an annual limit of ₹ 20,000/-. | To sanction repairs of motor vehicles in urgent cases through approved workshops when the cost does not exceed ₹ 7,500/- (Rupees seven thousand and five hundred only) in each case including the cost of spare parts with an annual limit of ₹ 20,000/- (Rupees twenty thousand only). |
|    |                          | To repair equipments,   | To repair equipments, furniture   |



|    |                                       |   |  |
|----|---------------------------------------|---|--|
| 6. | Repair equipments and furniture of    | furniture etc., at a cost not exceeding ₹ 5,000/- in each case at a time, observing Stores Purchase Rules.  | etc., at a cost not exceeding ₹ 7,500/- (Rupees seven thousand and five hundred only) in each case at a time, observing Stores Purchase Rules.   |
| 7. | Sanction of reimbursement expenditure | To sanction reimbursement expenditure incurred in respect of medical treatment of Insured Person and his family under Regulation 96 A of ESI (General) Regulations, 1950 upto ₹ 3,000/- | To sanction reimbursement expenditure incurred in respect of medical treatment of Insured Person and his family under Regulation 96 A of ESI (General) Regulations, 1950 upto ₹ 6,000/- (Rupees six thousand only) |

#### IV. SUPERINTENDENTS OF ESI HOSPITALS

|  |  |   |  |
|--|--|---|--|
|  |  | To sanction purchase of stationery locally in | To sanction purchase of stationery locally in urgent and |
|--|--|---|--|

|    |  |  |   |
|----|--|--|---|
| 1. | Purchase stationery of                                     | urgent and unforeseen cases upto a limit of ₹ 500/- in each case and subject to annual limit of ₹ 5,000/-  | unforeseen cases upto a limit of ₹ 750/- (Rupees seven hundred and fifty only) in each case and subject to annual limit of ₹ 8,000/- (Rupees eight thousand only).  |
| 2. | Non-recurring contingent expenditure                       | To sanction non-recurring contingent expenditure upto ₹ 1,500/- at a time subject to budget provision.   | To sanction non-recurring contingent expenditure upto ₹ 3,000/- (Rupees three thousand only) at a time subject to budget provision.   |
| 3. | Local purchase of medicines and Other hospital necessities | To Sanction local purchase of medicines and other hospital necessities upto ₹ 5,000/- at a time without observing Store Purchase Rules in times of emergencies and unavoidable circumstances and to purchase upto ₹ 10,000/- at a time | To sanction local purchase of medicines and other hospital necessities upto ₹ 8,000/- (Rupees eight thousand only) at a time without observing Store Purchase Rules in times of emergencies and unavoidable circumstances and to purchase upto ₹ 15,000/- (Rupees |

|    |                     |   |   |
|----|---------------------|---|---|
|    |                     | observing Stores Purchase Rules subject to allotment.   | fifteen thousand only) at a time observing Stores Purchase Rules subject to budget allotment.   |
| 4. | Repair of Ambulance | To sanction repairs of Ambulance of the Hospital in urgent cases through approved workshops upto ₹ 15,000/- subject to Public Works Department Rules.   | To sanction repairs of Ambulance of the Hospital in urgent cases through approved workshops upto ₹ 15,000/- (Rupees fifteen thousand only) subject to Public Works Department Rules.  |
| 5. | Dispose in          | To dispose in public auction after giving wide publicity unserviceable articles, the book value of which does not exceed ₹ 5,000/- in each case subject to annual limit of ₹ 25,000/- in case, there is a rate contract in force to dispose of the empties etc. without | To dispose in public auction after giving wide publicity unserviceable articles, the book value of which does not exceed ₹ 8,000/- (Rupees eight thousand only) in each case subject to annual limit of ₹ 30,000/- (Rupees thirty thousand only) in case, there is a rate |

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|    | public auction                                 | any monetary limit. The amount realized shall be remitted in the respective receipt head of account of this department. | contract in force to dispose of the empties etc. without any monetary limit. The amount realized shall be remitted in the respective receipt head of account of Insurance Medical Services Department. |
| 6. | Unserviceable articles                         | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/-                      | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/- (Rupees two thousand only)  |
| 7. | Expenditure of burial of unclaimed dead bodies | To sanction expenditure of burial of unclaimed dead bodies upto ₹ 4,000/- in each case subject to rules.                | To sanction expenditure of burial of unclaimed dead bodies upto ₹ 4,000/- (Rupees four thousand only) in each case subject to rules.   |

|                               |                                      |   |  |
|-------------------------------|--------------------------------------|---|--|
| 8.                            | Repair of equipments                 | To sanction repairs of equipments, furniture, machinery, kitchen utensils, etc. upto ₹ 2,500/- at a time with an annual limit of ₹ 25,000/-.  | To sanction repairs of equipments, furniture, machinery, kitchen utensils, etc. upto ₹ 4,000/- (Rupees four thousand only) at a time with an annual limit of ₹ 25,000/- (Rupees twenty five thousand only).      |
| 9.                            | Expenditure on transfer of a patient | To incur expenditure on transfer of a patient in case of emergencies to the nearest referral hospital when the ambulance is not available upto a maximum of ₹ 1,000/- in each case. | To incur expenditure on transfer of a patient in case of emergencies to the nearest referral hospital when the ambulance is not available upto a maximum of ₹ 3,000/- (Rupees three thousand only) in each case. |
| V. DEPUTY DIRECTOR (AYURVEDA) |                                      |   |  |

|    |                                       |   |   |
|----|---------------------------------------|---|---|
| 1. | Non-recurring contingent expenditure  | To sanction non-recurring contingent expenditure upto ₹ 1,500/- in each case on allotment of funds under budget provision | To sanction non-recurring contingent expenditure upto ₹ 2,500/- (Rupees two thousand and five hundred only) in each case on allotment of funds under budget provision                   |
| 2. | Local purchase of stationery articles | To make local purchase of stationery articles upto ₹ 500/- at a time subject to ₹ 5,000/- under budget provision.         | To make local purchase of stationery articles upto ₹ 1,000/- (Rupees one thousand only) at a time subject to amount spent ₹ 5,000/- (Rupees five thousand only) under budget provision. |
| 3. | Unserviceable articles                | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/-                        | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/- (Rupees two thousand only)   |

|    |                                       |   |  |
|----|---------------------------------------|---|--|
| 4. | Sanction of reimbursement expenditure | Verification of Medical Reimbursement Claim bills of IPs (Ayurveda) above ₹ 1,000/- | To sanction reimbursement expenditure incurred in respect of medical treatment of IP and his family under regulation 96 A of ESI (General) Regulations 1950 above ₹ 2,000/- (Rupees two thousand only) |
|----|---------------------------------------|---|--|

## VI. DEPUTY DIRECTOR (HOMOEOPATHY)

|    |                                      |  |  |
|----|--------------------------------------|--|--|
| 1. | Non-recurring contingent expenditure | To sanction non recurring contingent expenditure upto ₹ 1,500/- in each case on allotment of funds under budget provision. | To sanction non recurring contingent expenditure upto ₹ 2,500/- (Rupees two thousand and five hundred only) in each case on allotment of funds under budget provision. |
|    |                                      | To make local purchase of  | To make local purchase of  |

|    |                                       |  |   |
|----|---------------------------------------|--|---|
| 2. | Local purchase of stationery articles | stationery articles upto ₹ 500/- at a time subject to ₹ 5,000/- under budget provision.            | stationery articles upto ₹ 1,000/- (Rupees one thousand only) at a time subject to ₹ 5,000/- (Rupees five thousand only) under budget provision.  |
| 3. | Unserviceable articles                | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/- | To write off unserviceable articles when the book value of each articles does not exceed ₹ 2,000/- (Rupees two thousand only)   |
| 4. | Sanction of reimbursement expenditure | Verification of Medical Reimbursement Claim bills of IPs (Homoeo) above ₹ 1,000/-                  | To sanction reimbursement expenditure incurred in respect of medical treatment of IP and his family under regulation 96 A of ESI (General) Regulation 1950 above ₹ 2,000/- (Rupees two thousand only) |



| VII. INSURANCE MEDICAL OFFICER |                                      |   |  |
|--------------------------------|--------------------------------------|---|--|
| 1.                             | Purchase of stationery articles      | To sanction purchase of stationery locally for ₹ 300/- at a time with an annual ceiling of ₹ 3,000/-                | To sanction purchase of stationery locally for ₹ 500/- (Rupees five hundred only) at a time with an annual ceiling of ₹ 5,000/- (Rupees five thousand only). |
| 2.                             | Non-recurring contingent expenditure | To incur non-recurring contingent expenditure upto ₹ 1,000/- at a time subject to budget provision.                 | To incur non-recurring contingent expenditure upto ₹ 1,000/- (Rupees one thousand only) at a time subject to budget provision.                               |
|                                |                                      | To sanction local purchase of drugs in emergent and unavoidable circumstances and other hospital necessities upto ₹ | To sanction local purchase of drugs in emergent and unavoidable circumstances and other hospital necessities upto ₹  |

|    |                                       |   |  |
|----|---------------------------------------|---|--|
| 3. | Local Purchase of Drugs and Dressings | 3,000/- at a time subject to availability of budget provision without observing Store Purchase Rules and upto ₹ 5,000/- at a time observing Store Purchase Rules subject to availability of budget provision. The expenditure is to be met from the allotment under Materials and Supplies. | 4,000/- (Rupees four thousand only) at a time subject to availability of budget provision without observing Store Purchase Rules and upto ₹ 7,000/- (Rupees seven thousand only) at a time observing Store Purchase Rules subject to availability of budget provision. The expenditure is to be met from the allotment under Materials and Supplies. |
| 4. | Disposal in public auction            | To dispose of in public auction, after giving wide publicity unserviceable articles the book value of which does not exceed ₹ 2,500/- in each case subject to annual limit of ₹ 10,000/- in case there is a rate contract in force to dispose of empties                                    | To dispose of in public auction, after giving wide publicity unserviceable articles the book value of which does not exceed ₹ 4,000/- (Rupees four thousand only) in each case subject to annual limit of ₹ 15,000/- (Rupees fifteen thousand only) in case there is a rate  |

|    |                                       |  |  |
|----|---------------------------------------|--|--|
|    |                                       | etc without any monetary limit.  | contract in force to dispose of empties etc without any monetary limit.  |
| 5. | Write off unserviceable articles      | To write off unserviceable articles when the book value of each articles does not exceed ₹ 1,000/- .   | To write off unserviceable articles when the book value of each articles does not exceed ₹ 1,000/- (Rupees one thousand only).   |
| 6. | Sanction of reimbursement expenditure | To sanction reimbursement expenditure incurred in respect of medical treatment of IPs and his family under Regulation 96 A of ESI (General) Regulations, 1950 upto ₹ 1,000/- | To sanction reimbursement expenditure incurred in respect of medical treatment of IPs and his family under Regulation 96 A of ESI (General) Regulations, 1950 upto ₹ 2,000/- (Rupees two thousand only). |

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