

I/10114/2021



PROCEEDINGS OF THE SECRETARY
STATE ELECTION COMMISSION, KERALA
(Present : A.Santhosh)

Sub :- State Election Commission, Kerala - Establishment - Delegation of Administrative and Financial Powers - Orders issued.

Ref :- 1. Proceedings No.A1-7889-2016-SEC dated 08.10.2018 of State Election Commission.
2. Office Order No.13/2021/SEC dated 30.06.2021 of State Election Commission.

No. SEC/1297/2021-A1

Date : 08/08/2021

ORDER

Revised distribution of work in the State Election Commission has been issued with effect from 1.7.2021, vide reference 2nd cited. It is now felt that, it is necessary to recast the existing delegation of financial and administrative powers for the smooth conduct of routine business. Hence the following orders are issued.

1. All routine papers/files which are not statutory in nature, shall be disposed off at the level of Nodal Officers. All communications of the above nature shall also be issued by the Nodal Officers.
2. The works relating to Housekeeping is allotted to Additional Secretary 1 as per the reference second cited. All routine monthly bills in respect of electricity, water, telephone magazine etc. shall be sanctioned by him without monetary limit. In all other cases expenditure up to Rs.15,000/- (Rupees fifteen Thousand only) shall be approved and sanctioned by the Additional Secretary -I in consultation with the Senior Finance Manager.
3. Expenditure exceeding Rs.15,000/- shall be sanctioned by the Secretary in

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consultation with the Senior Finance Manager. But incurring expenditure exceeding Rs 40,000/- shall be placed before the Hon'ble Commissioner for prior approval.

4. The proceedings approving monthly salary/ wages of Contract, Co-terminus, daily waged employees shall be approved by the Senior Administrative Officer.

A.Santhosh
Secretary

All Officers and Staff of State Election Commission, Kerala
The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.
The Accountant General (Audit), Kerala, Thiruvananthapuram.
The Sub Treasury Officer, Vellayambalam, Thiruvananthapuram.
A2 / A3 Seat.
Stock File / Office copy
Copy to:-
PS to Commissioner
CA to Commissioner
CA to Secretary

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