

ANNEXURE 'C'

**AZAD JAMMU AND KASHMIR AUQAF DEPARTMENT
DELEGATION OF POWERS RULES, 1961.**

In exercise of the powers conferred under Section 19 of the Azad Jammu and Kashmir Waqf Properties Act, 1961, the Azad Government of the State of Jammu and Kashmir is pleased to make the following rules :-

1. **Title and commencement:-** (1) These rules may be called the Azad Jammu and Kashmir Auqaf Department Delegation of Powers Rules, 1961.
 - (2) These rules shall come into force at once.
2. **Definitions:-** In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, namely:-
 - (i) "Administrator" means the Administrator appointed by Government under Section 3 of the Azad Jammu and Kashmir Waqf Properties Act, 1960;
 - (ii) "Deputy Administrator" means the Deputy Administrator or Deputy Administrator appointed by the Government under Section 4 of the Act;
 - (iii) "Fund" means the Auqaf Fund ;
 - (iv) "Government" means the Azad Government of the State of Jammu and Kashmir;
 - (v) "Manager" means the person appointed by the Administrator for the administration, control, management and maintenance of a waqf property and includes Deputy or Assistant Manager in independent charge of a waqf property;
 - (vi) "Act" means the Azad Jammu and Kashmir Waqf Properties Act, 1960, as amended from time to time.
3. **Delegation of powers:-** (1) Subject to the provision of the Act and the rules made thereunder the powers specified in column 2 of the Schedule appended hereto shall be exercised by the officer

mentioned against each in column 3 to the extent referred to in column 4 thereof.

(2) The above powers may at any time, be revoked by Government.

SCHEDULE

S. No.	Nature of power delegated	To whom delegated	Extent of delegation
1	2	3	4
1.	Power to incur recurring expenditure out of the Fund.	Administrator	Recurring charge of contingent nature upto Rs. 100/- in each case.
2.	Power to incur non-recurring expenditure out of fund.	-do-	upto Rs. 250/- in each case.
3.	Power to sanction contracts and sign all final and Running bills of repairs.	-do-	upto Rs. 500/- in each case.
4.	Power to sanction the lease of Waqf properties, for a period not exceeding 3 years Provided this is done by auction after due publicity and at best available market rates.	-do-	Full powers
5.	Power to sanction excesses over the sanctioned estimate.	-do-	Upto 5 percent on the estimated cost in each case.
6.	Power to sign the travelling allowance bills and salary bills of officials including the establishment of the waqf properties taken over under section 6 of the Act.	-do-	Full powers
7.	Power to sign payment orders and cheques in payment of all charges.	-do-	In case of cheques upto Rs. 2000/-
8.	Power to appoint clerical and inferior establishment in posts sanctioned for his own office of Manager Waqf Properties taken over under Section 6 of the Act.	-do-	Full powers.
9.	Power to grant casual leave.	-do-	Full powers.
10.	Power to pass order on the	-do-	Full powers.

S. No.	Nature of power delegated	To whom delegated	Extent of delegation
	application of contractors for refund of their security deposits.		
11.	Power to grant leave and annual increments under the rules.	-do-	Full powers.
12.	Power to recover arrears of rent and lease money, as arrears of land revenue.	-do-	Full powers.
13.	Power to order the sale of dry or fallen trees in waqf land.	-do-	Full powers.
14.	Powers to sanction estimate for repairs, etc. to Waqf buildings.	-do-	Upto Rs. 1000/- in case of original works and upto Rs. 500/- in case of repairs.
15.	Local purchase of stationery.	-do-	Rs. 100/- at a time.
16.	Addition to repair instruments	-do-	Rs. 100/- at a time.
17.	Hire charges of furniture.	-do-	Rs. 100/- per annum in each case.
18.	Expenditure on rent of office buildings approved by the Administrator.	-do-	Full powers.
19.	Electricity, water charges and taxes.	-do-	Full powers.
20.	Post and Telegraph charges.	-do-	Full powers.
21.	Service postings.	-do-	Full powers.
22.	Purchase or hire of type-writers.	-do-	As per rules for Government offices.
23.	Charges for printing at private presses.	-do-	Rs. 200/- in each case.

Note:- The financial powers given above will be exercised by the Administrator subject to the provision in the sanctioned budget.