

No.F.8/3/2010-AC/Ds/1273-1289
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

4th Level, 'A' Wing, Delhi Secretariat,
I.P. Estate, New Delhi.

Dated: 23.09.2011

To


All Pr. Secretaries/Secretaries,
Government of NCT of Delhi.

Subject: Delegation of enhanced financial powers to Pr. Secretaries/Secretaries of Government of NCT of Delhi.

Sir/Madam,

In the exercise of powers conferred under Rule-13 of Delegation of Financial Power Rules, 1978, the Lieutenant Governor, Delhi, is pleased to enhance the existing financial powers of Principal Secretaries/Secretaries with immediate effect as shown in the table below:-

Sl. No.	Items	Existing Powers of HOD	Powers of Pr.Secretary/ Secretary of the Admn. Deptt.	Remarks
1	2	3	4	5
1.	Contingent Expenditure: (B) Unspecified items (Recurring) (B) Unspecified items (Non-recurring)	Rs.2,00,000/- per annum Rs.1,00,000/- per annum in each case.	Rs.3,00,000/- per annum Rs.2,00,000/- per annum in each case.	
2.	(a) Conveyance Hire	Rs.30,000/- per month	Full powers subject to the condition that for each vehicle, it should not exceed the limit of Rs.20,000/- per vehicle per month prescribed by FD. Approval for number of	The power of HODs and the Pr. Secretary/ Secretary on this account is limited to hiring of Non-AC Vehicles, for which the hiring


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Delhi Sect., New Delhi

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	(b) Reimbursement of conveyance charges	Rs.1,000/- per month per person.	Rs.3,000/- per month per person.	vehicles to be hired should be obtained from FD at the beginning of the Financial Year. charges per Non-AC vehicle should not exceed Rs.20,000/- per month.
3.	Execution of petty works, repairs and day to day maintenance of Government buildings	Rs.1,00,000/- per annum per building if the work is executed departmentally Full powers if the work is executed through PWD.	Rs.5,00,000/- per annum per building if the work is executed departmentally Full powers if the work is executed through PWD.	
4.	Printing and binding (Private printers/press)	Rs.5,00,000/- per annum, if the job is executed locally. Full power, if the work is executed through Government Press.	Rs.7,00,000/- per annum, if the job is executed locally. Full power, if the work is executed through Government Press.	
5.	Printing of Visiting Cards for self and officers of the Department.	Rs.200/- per year.	Rs.1,000/- per year.	
6.	(a) Purchase of Stationery Stores	Rs.5,00,000/- per annum	Rs.10,00,000/- per annum	
	(b) Purchase of Rubber Stamps and Office Seals	Rs.500/- per annum.	Rs.1,000/- per annum.	
7.	Purchase of Computers (including Laptops, Printers and Computer furniture)	Rs.2,50,000/- per annum #	Rs.5,00,000/- per annum. # (contd.....P/3)	# Subject to the approval of TEC of IT Department.

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8.	Expenditure on refreshments served to guests in official meetings.	Rs.1,00,000/- per annum#	Rs.2,00,000/- per annum#	# Subject to norms/per capita rate prescribed by the Government from time to time.
9.	Working Lunch during meetings/conferences/seminars/workshops	Rs.150/- per head with a ceiling of Rs.3,000/- per occasion.	Rs.300/- per head with a ceiling of Rs.10,000/- per occasion.	
10.	Purchase of Furniture	Full powers subject to obtaining relaxation from FD on account of economy ban.	Full powers subject to obtaining relaxation from FD on account of economy ban. Upto Rs.10 Lakhs without obtaining relaxation from FD. However, Approval for Number and type of furniture to be procured should be obtained from FD.	
11.	Sanction of Internet Connection.	Rs.10,000/- per annum.	Rs.20,000/- per annum.	
13.	Purchase of Office equipments, viz. Photocopiers, Fax Machines, etc. which are under economy ban.	Full powers subject to obtaining relaxation from FD on account of economy ban.	Full powers subject to obtaining relaxation from FD on account of economy ban. Upto Rs.10 Lakhs without obtaining relaxation from FD. However, Approval for Number and type of equipments to be procured should be obtained from FD.	

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GNCT of Delhi
Delhi Sect., New Delhi

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14.	Engagement of Class-IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof.	NIL	Full Powers. However, prior approval of FD should be obtained in respect of number of persons to be engaged on outsourced basis.	Subject to fulfillment of procedures as prescribed in GFR, 2005.
15.	State-Dinner (The events hosted by Hon'ble Lt. Governor, Hon'ble Speaker and Hon'ble Chief Minister)	NIL	(a) Rs.1,250/- per head for dinners organized in <u>other than Five Star Hotels;</u> (b)Rs.2,500/- per head for dinners organized in <u>Five Star and above category hotels, with a ceiling of Rs.4,50,000/- per State-level event.</u>	

2. The following condition may be incorporated in the existing powers of 'Legal Charges' (item No.9 of the existing compilation of delegation of financial powers):-

'In cases involving substantial financial matters and important question of law/policy matters having wider ramifications, the Departments may engage Advocates of established repute on fee/charges more than the rate prescribed by Law & Judicial Department with the prior concurrence of FD and the approval of Hon'ble Lt. Governor, Delhi'.

3. All the aforesaid enhanced powers will be exercised by the Principal Secretary/Secretary of the administrative department subject to following conditions:-

- (i) that the expenditure does not exceed the budget allocation;
- (ii) that the expenditure is incurred for the purpose for which funds have been provided; and
- (iii) that the procedure is laid down in Delegation of Financial Power Rules, 1978 and General Financial Rules, 2005, shall be followed;
- (iv) that the instructions/guidelines issued by FD from time to time are complied with.

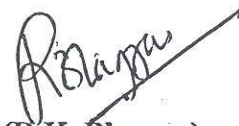

(D.M. SPOLIA),
Pr. Secretary (Fin.).

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Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. OSD to Chief Secretary, Delhi.
4. All the Heads of Departments, Government of NCT of Delhi.
5. Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
6. Controller of Accounts, Directorate of Audit, Delhi Secretariat, Delhi.
7. Spl. Secretary/Addl. Secretary/Dy. Secretaries/Under Secretaries/Desk Officers of Finance Department, Government of NCT of Delhi.
8. Office Order file/Guard file.
9. Web site of Finance Department.



(R.K. Blaggan),
Dy. Secretary Finance (A/Cs).