

No.F.8/3/2010-AC/usfa/ 44-44  
**GOVERNMENT OF NCT OF DELHI**  
**FINANCE (ACCOUNTS) DEPARTMENT**  
 'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi

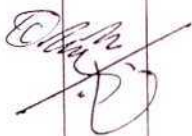
Dated: 12.03.2015

**OFFICE MEMORANDUM**

**Subject: Delegation of financial powers to HODs and Administrative Secretaries of the Departments of Government of NCT of Delhi.**

In exercise of powers conferred under the Rule-13 of Delegation of Financial Power Rules, 1978, the Lieutenant Governor, Delhi, is pleased to enhance and delegate the following financial powers to the Heads of Departments and Administrative Secretaries of the Departments of Government of NCT of Delhi with effect from 01.04.2015 as shown in the table below:-

Sl. No.	Nature of Power	Powers of Heads of Departments	Powers of Administrative Secretary	Remarks
1	2	3	4	5
1.	<u>Contingent Expenditure</u>			
	A. Unspecified Items (Recurring)	Rs.3,00,000/- (Rupees three lakh only) per annum.	Rs.5,00,000/- (Rupees five lakh only) per annum.	
	B. Unspecified Items (Non-Recurring)	Rs.1,00,000/- (Rupees One lakh only) per annum in each case.	Rs.2,00,000/- (Rupees two lakh only) per annum in each case.	
2.	(a) Conveyance Hire.	Rs.1,00,000/- (Rupees one lakh only) per month. *	Full Powers#	*# The conveyance hire of one Non-AC vehicle should not exceed Rs.35,000/- per month and that of AC vehicle should not exceed Rs.45,000/- per month.  # FD's approval is required in respect of number of vehicles to be hired.



12.	Postal and Telegraphs Charges.			
	(a) Charges for the issue of letters telegrams etc.	Full Powers	Full Powers	
	(b) Commission on money orders.	Full Powers	Full Powers	
13.	(a) Printing and binding. (Private Printers/ Press)	Rs.7,00,000/-(Rupees seven lakh) per annum, if the job is executed locally.	Rs.10,00,000/(Rupees ten lakh) - per annum, if the job is executed locally.	
	(b) Printing and binding. (Through Government Press)	Full Powers	Full Powers	
	(c) Printing of visiting cards for self & officers of the department.	Full power	Full power	
14.	Publication:			
	(a) Purchase of Official publications.	Full Powers	Full Powers	
	(b) Purchase of Non-official publications include books, newspapers, other periodical publications, etc.	Full Powers	Full Powers	
15.	Hiring of buildings	Full Powers*	Full Powers*	*The rate of rent will be fixed by the Rent Fixation Committee of PWD.
16.	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full Powers	Full Powers	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full Powers	Full Powers	





23.	Stores:  (a) Stores required for works.	Full Powers*	Full Powers*	*Subject to the condition that the sanction of competent authority for executing the work and incurring necessary expenditure on the purchase of stores required for the work is obtained.
	(b) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full Powers	Full Powers	
	(c) Purchase of Medical stores and equipments.	Full Powers	Full Powers	
	(d) Purchase of equipment of Training institute.	Full Powers	Full Powers	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes.	Full Powers	Full Powers	
24.	(a) Purchase of Dietary articles/ clothing and other items for day to day use of Government Hospitals.	Full Powers (Subject to approved scales/rates)	Full Powers (Subject to approved scales/rates)	
	(b) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social welfare or any other Department of Government of NCT of Delhi.	Full Powers (Subject to approved scales/rates)	Full Powers (Subject to approved scales/rates)	
25.	Tent and Camp Furniture.			
	(a) Initial Purchases.	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full Powers	Full Powers	
	(d) Hiring of Tents.	Full Powers	Full Powers	

	(c) Hire & maintenance of Computers of all kinds.	Full Powers	Full Powers	
	(d) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	Full Powers	Full Powers	
28.	Miscellaneous Expenditure. (a) Expenditure on refreshments served to guests in official meetings.	Up to Rs.1,00,000/- (Rupees one lakh only) per annum, subject to norms / per capita rate prescribed by the Govt.	Up to Rs.2,00,000/- (Rupees two lakh only) per annum, subject to norms / per capita rate prescribed by the Govt.	NOTE: Rs.25/- per head on light refreshments at formal inter-Departmental & other meetings/ conferences.  Pr. Secretary / Secretary of GAD will continue to exercise the powers as per earlier delegation dated 15.05.2013.
	(b) Working Lunch during the meetings/conferences/seminar/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.	
29.	Write-off of Irrecoverable losses of stores or public money.			
	(a) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	Rs.50,000/- (Rupees fifty thousand only) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2005, etc.	Rs.50,000/- (Rupees fifty thousand only) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2005, etc.	
	(b) Losses due to theft, fraud or negligence.	Rs.5,000/- (Rupees five thousand only) in each case.	Rs.5,000/- (Rupees five thousand only) in each case.	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs.50,000/- (Rupees fifty thousand only) in each case Subject to observance of procedure/Instruction s laid down in GFR, 2005, etc.	Rs.50,000/- (Rupees fifty thousand only) in each case Subject to observance of procedure/Instruction s laid down in GFR, 2005, etc.	

*(Handwritten signature)*



38.	Powers under the fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FR/SR and GFRs.	As per the powers prescribed in FR/SR and GFRs.	
39.	(a) Sanction of HBA to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments.	Full power, except in respect of Secretaries and Head of Departments.	The power to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments.	Full power, except in respect of Secretaries and Head of Departments.	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
40.	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	<u>NOTE:</u> The power to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/Honorarium is offered and acceptance thereof.	As prescribed in FR/SR	As prescribed in FR/SR	It includes honorarium payable to the Inquiry Officer and Presenting Officer)
	(c) Acceptance of Honorarium	As prescribed in FR/SR	As prescribed in FR/SR	
41.	(a) Sanction of payment to casual labourers for departmental work connected with Horticulture / Forestry / Agriculture.	Full Powers*	Full Powers*	*Subject to the rates/norms as approved by the Government of India/Government of NCT of Delhi and subject to availability of budget provision.
	(b) Sanction of Casual Labour for Departmental work connected with fisheries.	Full Powers*	Full Powers*	* Subject to the rates/norms as approved by the Government of India/Government of NCT of Delhi and subject to availability of budget provision.

47.	Opening of Letter of Credit (LC) in Public Sector Banks	Full Powers to the extent of amount of Expenditure Sanction accorded by the Competent authority.	Full Powers to the extent of amount of Expenditure Sanction accorded by the Competent authority.	
48.	Washing & dry cleaning of linen.	Full Powers to <u>HODs of all Hospitals</u> where facility of washing/dry cleaning of linen is not available.	Full Powers where facility of washing/dry cleaning of linen is not available.	
49.	(a) Engagement of Security & Sanitation Services on outsourced basis through private agencies	NIL	Full power*	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis.
	(b) Extension of existing Contract of Security and Sanitation Services	Full Power*	Full Power*	*Subject to the provision of extension as provided in the contract and fulfillment of other conditions prescribed in Rule-204 of GFR, 2005.
	(c) Engagement of Class-IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof.	NIL	Full powers*	*Prior approval of FD should be obtained in respect of number of persons to be engaged on outsourced basis.
	(d) Outsourcing of Kitchen Services including supply of dietary articles	Full powers#		# Applicable to Heads of Departments of Hospitals
	(e) Outsourcing of staff (cooks etc.,) for kitchen services against the sanctioned vacant posts.	Full powers#		#Applicable to Heads of Departments of Hospitals