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GOVERNMENT OF NCT OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi

Dated: 12.03.2015

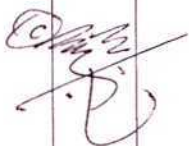
OFFICE MEMORANDUM

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.

	(b) Reimbursement of Conveyance charges	Rs.1,000/- per month per person	Rs.3,000/- per month per person	
	(c) Grant of Conveyance allowance to physically Handicapped.	Full Powers subject to observance of the conditions as laid down by GOI/Govt. of NCT.	Full Powers subject to observance of the conditions as laid down by GOI/Govt. of NCT.	
3.	Electric, Gas and Water Charges.	Full Powers.	Full Powers.	
4.	Fixture and Furniture			
	(a) Purchase	Full Powers*.	<p>Full Powers subject to obtaining relaxation from FD on account of economy ban.</p> <p>Up to Rs.10,00,000/- (Rupees ten lakh only) without obtaining relaxation from FD.</p> <p>However, approval for number and type of furniture to be procured should be obtained from FD.</p>	* FD's approval is required to relax the economy ban on purchase of furniture.
	(b) Repairs	Full Powers	Full Powers.	
5.	Freight and demurrage/ wharfage charges.			
	(a) Freight charges	Full Powers.	Full Powers.	
	(b) Demurrage/ Wharfage Charges.	Full Powers.	Full Powers.	
6.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, clocks and call-bells.	Full Powers.	Full Powers.	
	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners).	Full Powers.	Full Powers.	



7.	Land	NIL	NIL	
8.	Legal Charges.			
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full Powers.	Full Powers.	Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(b) Law suits or prosecution cases	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise Rs.10000/- in each case.	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise Rs.10000/- in each case.	
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise Rs.10,000/- in each case.	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise Rs.10,000/- in each case.	
	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full Powers	Full Powers	These powers shall be exercised subject to such orders / instructions as issued from time to time by the Government of India /Government of NCT of Delhi.
	(e) Miscellaneous Legal services like drafting and vetting services.	Full Powers	Full Powers	
9.	Motor Vehicles:			
	(a) Purchase	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Maintenance, upkeep and repair of vehicles	Full Powers	Full Powers	



	(d) Condemnation of Vehicles	Full Powers*	Full Powers*	*Subject to fulfillment of norms as laid down in Delegation of Financial Power Rules, 1978.
10.	Municipal rates and taxes.	Full Powers	Full Powers	
11.	Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	Rs.2,00,000/- (Rupees two lakh only) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	Rs.7,00,000/- (Rupees seven lakh only) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	Subject to funds being made available by the administrative department out of their approved budget.
	(b) Repairs and alteration to hired and requisitioned building.	(i) Non-recurring:- Rs.50,000/- (Rupees fifty thousand only) per annum. (ii) Recurring:- Rs.10,000/- (Rupees ten thousand only) per annum.	(i) Non-recurring:- Rs.50,000/- (Rupees fifty thousand only) per annum. (ii) Recurring:- Rs.10,000/- (Rupees ten thousand only) per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works.	Up to Rupees Two crore subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	Up to Rupees Ten crore subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	(a) Approval of FD is required for all Schemes / Projects costing above Rs.10 crore and up to Rs.15 crore. (b) Approval of EFC (Expenditure Finance Committee) is required for all Schemes / Projects costing above Rs.15 crore but less than Rs.100 crore. (c) Approval of the Council of Ministers is required in respect of all Schemes / Projects costing Rs.100 crore and above.



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	



17.	Staff paid from Contingencies.	NIL	NIL	
18.	(a) Purchase of stationery stores.	Rs.10,00,000/- (Rupees ten lakh only) per annum	Rs.15,00,000/- (Rupees fifteen lakh only) per annum	
	(b) Purchase of rubber stamps and office seals.	Full power	Full power	
19.	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full Powers, subject to the prescribed scales.	Full Powers, subject to the prescribed scales.	*Full Financial Power to the Principals of the schools to sanction uniform/scholarship to the students subject to the condition that scheme has been approved by the Competent authority and subject to availability of funds.
20.	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full Powers, except HOD/Secretaries for which the approval of concerned Secretary/ Chief Secretary may be obtained.	Full Powers, except HOD/Secretaries for which the approval of concerned Secretary/ Chief Secretary may be obtained.	
21.	Power to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full Powers	Full Powers	
22.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	Full Powers. (Subject to the conditions as specified in Col.5)	Full Powers. (Subject to the conditions as specified in Col.5)	(a)Expenditure sanction of Competent authority is obtained; (b) No previous advance is outstanding; and (c) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawl of advance.

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23.	Stores:			*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.
	(a) Stores required for works.	Full Powers*	Full Powers*	
	(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	

26.	Telephone Charges:- (As may be fixed by Government from time to time)			
	(a) Office Telephone	Full Powers, subject to prescribed limit.	Full Powers, subject to prescribed limit.	
	(d) Sanction of Residential telephones in case of officers drawing salary in PB-3: Rs.15,600-39,100 plus Grade Pay-Rs.7,600/- (pre-revised pay scale of Rs.12,000-16,500) and above.	Full Powers	Full Powers	Norms of entitlements will be the same as prescribed by Government from time to time. <u>NOTE:-</u> Officer under suspension is not entitled to re-imbursement of residential telephone charges during the period of suspension.
	(c) Sanction of Internet Connection.	Rs. 10,000/- (Rupees ten thousand only) per annum.	Rs.20,000/- (Rupees twenty thousand only) per annum	
27.	(a) All office equipments including typewriters, electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc.	Full Powers*	Full Powers subject to obtaining relaxation from FD on account of economy ban. Up to Rs.10,00,000/- (Rupees ten lakh only) without obtaining relaxation from FD. However, approval for number and type of equipments to be procured should be obtained from FD.	* Approval of FD is required in respect of those equipments which attract economy ban.
	(b) Purchase of Computers (including Laptops, Printers and Computer furniture).	*Rs. 3,50,000/- (Rupees three lakh fifty thousand only) per annum	*Rs. 7,00,000/- (Rupees seven lakh only) per annum	* Subject to the approval of TEC of IT Department.

	(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/conference s/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.	


30.	Disposal of obsolete, surplus or unserviceable stores.	Up to Rs.10,00,000/- (Rupees ten lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Up to Rs.10,00,000/- (Rupees ten lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	*Subject to the acceptance of the report of the Condemnation Board by the competent authority.
31.	Investigation of Old Claims.	Full Power, as per Rule 264 of GFR, 2005.	Full Power, as per Rule 264 of GFR, 2005.	
32.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to approved scale/pattern.	Full Powers, subject to approved scale/pattern.	
33.	Expenditure incurred on annual N.C.C camps, Combined Cadre camps, Refresher training course and pre commission training etc.	Full Powers, subject to the approved pattern of Government of India/Government of NCT Delhi.	Full Powers, subject to the approved pattern of Government of India/Government of NCT Delhi.	
34.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	Full Powers	Full Powers	
35.	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers, subject to scale/pattern as prescribed by the Government of India/Government of NCT Delhi.	Full Powers, subject to scale/pattern as prescribed by the Government of India/Government of NCT Delhi.	
36.	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Powers as prescribed in Rule 15 of Delegation of Financial Power Rules.	Powers as prescribed in Rule 15 of Delegation of Financial Power Rules.	
37.	(a) Grant of Special pay to cashiers/Group 'D' staff handling cash.	Full Powers*	Full Powers*	*These Allowances shall be regulated in accordance with the orders/instructions issued by the Government of India from time to time.
	(b) Caretaking Allowance	Full Powers*	Full Powers*	
	(c) Gestetner Operator Allowance	Full Powers*	Full Powers*	



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.



42.	Payment of remuneration to part-time teachers/Guest speakers etc.	Full Powers*	Full Powers*	* Subject to the rates/norms as approved by the Government of NCT of Delhi.
43.	Payment of registration fee for seminars/conferences.	Full Powers*	Full Powers*	* Subject to fulfillment of Rules/Regulations as laid down in Government of India/Government of NCT of Delhi orders.
44.	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in cases of Head of Department in which approval of concerned secretary be obtained.	Full Powers*, except in cases of Head of Department in which approval of concerned secretary be obtained.	*Subject to fulfillment of Rules/Regulations as laid down in Government of India/Government of NCT of Delhi orders.
45.	Keeping lien of staff selected/approved by Govt. of India for services/training abroad	Full Powers*	Full Powers*	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14-A.
46.	Grant-in-Aid to the Grantee Institutions/NGOs	NIL	Up to Rs. 5,00,000/- (Rupees five lakh only) to sanction Grant-in-Aid to the Grantee Institutions/NGOs.	The total grant in a year does not exceed Rupees five lakh, (Except Local Bodies), both under Plan & Non-Plan subject to conditions as laid down by Finance Department, Government of NCT of Delhi and subject to the approved pattern of assistance and further subject to fulfillment of conditions as laid down in GFR, 2005.



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



50.	Continuation of Temporary posts	Up to 2 years for Group-'C' and 'D' posts*	Up to 3 years* for Group-'C' and 'D' posts: Up to 2 years for Group 'B' posts	*Subject to the condition that the posts should not be lying vacant for more than one year. <u>NOTE:</u> (1). In respect of Group "C" and "D" posts, FD's approval is required beyond three years. (2) FD's approval is required beyond two years in respect of Group 'B' posts.
51.	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi.	—	—	Full powers to Pr. Secretary / Secretary (GAD)

All the enhanced financial powers will be exercised by the Heads of Departments and Administrative Secretaries of the Departments concerned 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 the codal formalities are followed.



(S.N. SAHAI),
Principal Secretary (Finance).

No.F.8/3/2010-Ac/usfa/ 41-44

Dated: 12.03.2015.

Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi,
2. Secretary to Chief Minister, Delhi.
3. Secretary to Dy. Chief Minister / Finance Minister, Delhi.
4. Staff Officer to Chief Secretary, Delhi.
5. All Pr. Secretaries / Secretaries of Government of NCT of Delhi.
6. All the Heads of Departments of Government of NCT of Delhi.
7. P.S. to Pr. Secretary (Finance), GNCT of Delhi.
8. P.A. to Special Secretary (Finance), GNCT of Delhi.
9. Controller of Accounts, Principal Accounts Office, GNCT of Delhi.
10. Controller of Accounts, Directorate of Audit, GNCT of Delhi.
11. Deputy Secretaries / Under Secretaries / Desk Officers of Finance Department.
12. Office Order file / Guard File.
13. Web site of Finance Department.



(Atosyous. T.),
Under Secretary Finance (A/Cs).