

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
(ADMINISTRATION-I BRANCH)
MSO BUILDING, 7TH FLOOR, I.P.ESTATE, NEW DELHI-2

No.F10(530)/2022/A-I/DSW/Estt./13485 - 13594

Dated:
13-10-22

ORDER

In supersession of all the previous Orders and in exercise of Powers delegated to the HOD under sub-rule (1) and (2) to Rule 13 of Delegation of Financial Powers Rule, I hereby authorize HOO of Districts/Homes/Institutions/Schools and HQ of Social Welfare Department to exercise the powers to the extent given as below in respect of the matter relating to the work allotted to them.

The exercise of these powers will be subject to observance of General Financial Rule-2017, Instructions and Orders issued on the subject from time to time by the undersigned/GNCT of Delhi/GOI/C.V.C. etc.

CONTINGENT EXPENDITURE-A

Sl. No.	Nature of Power	Powers delegated to HOO of Districts/Homes/Institutions/Schools and HQ of Department of Social Welfare	Remarks
01	Contingent Expenditure		
	A. Unspecified (Recurring) Items	Rs.200000/- per annum for HQ Rs.20000/- per annum for others	
	B. Unspecified (Non-recurring) Items	Rs.100000/- per annum in each case.	
	C. Expenditure on Refreshment served to guest in official meetings.	Upto Rs.100000/- p.a. for HQ and upto Rs.10000/- p.a. for others @ Rs.50/- per head.	Subject to norms/per head rate prescribed by Finance Deptt., GNCTD
02	(a) Reimbursement of Conveyance Charges	Rs.2000/- p.m. per person in each case	
	(b) Electricity, Gas and Water Charges	Full Powers	
03	Fixtures & Furniture Repair-	Full Powers	
	(a) Repair of Office Furniture, Electric Fans, Heater, Cookers, Clocks and call-bells		

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	(b) Purchase of Desert Cooler and Room Cooler(except Air Conditioners)	Full Powers	
04	Legal Charges i) Fess to Counsels, Advocates, Arbitrators	Full Powers	Subject to guidelines laid down by the Law Department, GNCTD
	ii) Reimbursement of Legal Expenses incurred by Govt. servants in cases arising out of their official duties.	Full Powers	
05	Motor Vehicles:- Maintenance, upkeep and repairs	Full Powers	Subject to estimate confirmed by the Transport Officer
06	Petty Works and Repairs- Execution of petty works, repairs and day to day maintenance of Govt. Buildings.	Rs.100000/- per annum per building if the work is executed departmentally.	
07	Postal and Telegraphs	Full Powers	
08	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Rs.25000/- p.a.	
09	Supply of uniforms, badges and other articles of clothing, etc.	Full Powers	
10	Telephone Charges: (as may be fixed by Govt. from time to time) (a) Office Telephone	Full Powers	
	(b) Installation of Internet Connection including Office lease line	Rs.50000/- p.a.	
11	Purchases of- (a) Stationery Stores	For HQ Rs.10,00,000/- p.a. For Others Rs.50,000/- p.a.	
	(b) Rubber Stamps and Office seals	Full Powers	

12	(a) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social Welfare or any other Deptt. of GNCTD	Full Powers	(Subject to approved scales/rates)
13	Other Expenditure sanction power delegated under FR/SR/CD(MA)Rules		
	i) GPF (Advance/Withdrawal) and Leave Encashment on retirements	Full Powers	Subject to limit prescribed in the GPF Rules and CCS (Leave Rules)
	ii) Medical reimbursement claims(in Govt./empanelled Hospitals)	Full Powers as per CS (MA) Rules and approved rate of Delhi Govt. under DGEHS.	For treatment taken in emergency from Non-empanelled hospitals, Sanction from Director(SW) will be obtained.
	iii) T.A. Claims	Full Powers as per T.A. Rules	
14	Disposal of obsolete, surplus or unserviceable stores	Upto Rs.150000/-at a time, subject to acceptance of the recommendation of Condemnation Board.	Approval for constitution of condemnation Board shall be obtained from HOD.
15	Payment to the Outsourced Staff	Full Powers	Subject to prior approval of HOD and FD at the time of engagement.
16	Supply of Newspapers/Magazines to the Officers of DSW and reimbursement to the eligible officers	Full Powers	Subject to limits prescribed by GAD
17	Petrol and Lubricants	Full Powers	
	(a) Printing and binding(Private Printers/Press)	For HQ Rs.5,00,000/- p.a. For others Rs.50,000/- p.a.	
	(b) Printing and binding.(through Government Press)	Full Powers	
	(c) Printing of visiting cards for self & Officers of the department	Full Powers	

18	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable	As per DFPR- Rs.50000/- each case/item.	a) subject to conditions that no previous advance is outstanding b) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawal of advance.
19	Stores-		Subject to fulfilment of prescribed norms.
	a) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	For HQ Full Powers For others Rs.100000/- per annum	
	b) Purchase of Medical stores and equipments.	Full Powers	
20	Payment to outsourced Security and Sanitation works/agency	Full Powers to HOO(HQ)	Subject to prior approval of HOD and FD at the time of engagement.
21	Conveyance Hire	Rs.5 Lacs p.m. (only for HQ)	The conveyance hire of one vehicle should not exceed Rs.40000/- per month and for HOD and above it should not exceed Rs.50000/- per month. FD's approval is required in respect of number of vehicles to be hired for the first time, but not required for extension or fresh hiring of the same number of vehicles in subsequent years.

22	Fixture & Furniture- (a) Purchase	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds Rs.500000/- (Rupees Five Lakh per annum) (only for HQ)	-
23	Publication: (a) Purchase of Official publications.	Full Power (only for HQ)	-
	(b) Purchase of Non-Official publications includes books, newspapers, other periodical publications, etc.	Full Power (only for HQ)	-
24	Repairs/Periodical Servicing/AMC of machinery and equipments	Full Power (only for HQ)	-
	(a) All office equipments including electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems, etc.	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.500000/- (Rupees five lakh) per annum (only for HQ)	-
	(b) Purchase of Computers (including Laptops, Printers and Computer furniture)	5 Lacs p.a. (purchase of printer only) (only for HQ)	-
	(c) Hire & maintenance of Computers of all kinds	Full power (only for HQ)	-

The exercise of this power will be subject to observance of Codal Formalities and General Financial Rule, 2017, instructions and orders issued from time to time by the Govt. of NCT of Delhi.

Further, the respective HOO will ensure that the payments are made through Bank Account and duly vetted by the Accounts Functionaries of the Department. Budget/Funds availability may also be ensured before incurring any expenditure.

All HOOs and DDOs shall scrupulously follow all Codal Formalities while maintaining financial propriety.

This order shall remain in force till further orders.



(DR. POOJA JOSHI)
DIRECTOR (SOCIAL WELFARE)



No.F10(530)/2022/A-I/DSW/Estt./ 13925 - 15599

Dated: 13/10/22

Copy for information and necessary action to:

1. PPS to Secretary(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
2. PS to Director(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
3. PA to Jt. Director(SW), GLNS Complex, Delhi Gate, New Delhi-110002.
4. DD(Vig.), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
5. DCA(SW), Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-110002.
6. Dy. Secretary(Finance General), Finance Department, GNCTD, Delhi Secretariat, New Delhi.
7. A.G.(Audit), Delhi, AGCR Building, I.P.Estate, New Delhi-110002.
8. Controller of Accounts, Principal Accounts Office, I.P.Estate, New Delhi.
9. Sr. Accounts Officer, HQ, Dte. of Audit, GNCTD, IV Floor, Delhi Sectt.
10. Concerned PAO through DDO/HOO concerned.
11. All District social Welfare Officers, DSW.
12. All DDO/HOO of Homes/Institutions/Schools and HQ of Department of Social Welfare.
13. Guard File.

14. Sr. System Analyst (SW) with the request to upload on the website of the Deptt.



(DR. POOJA JOSHI)
DIRECTOR (SOCIAL WELFARE)

