

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (Administration Division) DEPARTMENT
4th LEVEL, 'A'-WING, DELHI SECRETARIAT. I.P. ESTATE, NEW DELHI 110002

CD-012753590

No. F5(126)/Fin.(Exp-I)/AD/2023-24/DSI/1027

Dated 20/11/2024

OFFICE ORDER

Subject: Disposal of cases/files in Finance Department.

In supersession of earlier orders on the subject, the revised working arrangement for the disposal of proposals/ matters referred to Finance Department by departments of Government of NCT of Delhi and autonomous/ local bodies under the Government at various levels will henceforth be as indicated in the enclosed delegation order.

Officers are expected to exercise due care and discretion while disposing of cases/files Cases which are of sensitive nature or which involves relaxation of rules or relaxation of economy ban will continue to be submitted to Pr. Secretary (Finance) for information/appropriate orders.

Any matter involving relaxation in any rule under the domain of Finance Department shall be decided by the ACS/Pr. Secretary (Fin.).

Further, files of concerned Deptt. to be returned back for any clarification on queries/observations of Finance Deptt. shall be returned with the approval of officer of Finance Deptt. who is competent to decide the matter as per this office order.

This issues with the approval of Addl. Chief Secretary (Finance).



(Ravinder Kumar)
Jt. Secretary (FINANCE)

Copy to :

1. PPS to ACS(Finance), Finance Deptt., GNCT of Delhi.
2. P.S. to Secretary (Finance), Finance Deptt., GNCT of Delhi
3. P.A. to Spl. Secretary-1/II (Finance), Finance Deptt., GNCT of Delhi.
4. COA, Finance Department, GNCT of Delhi.
5. Controller of Accounts (Audit), Directorate of Audit, GNCT of Delhi.
6. All Jt. Secretaries /Jt. Directors / Dy. Secretaries, Finance Deptt., GNCT Delhi
7. Guard File.
8. System Analyst of F.D. to upload on F.D. website




(Ravinder Kumar)
Jt. Secretary (FINANCE)

Cases handled in Finance Department and the level at which these are to be disposed of.

S. No.	Nature of the Expenditure	Level at which the case is to be disposed of	Remarks
1	2	3	4
1.	Concurrence for creation/upgradation/abolition of all types of posts	ACS/Pr. Secretary (Finance)	
2.	Conversion of temporary posts into permanent.	SSF	Provided conditions prescribed on the subject are fulfilled by the Department
3.	Continuance of temporary posts	SSF	
4.	Posts fixation as per norms, i.e., Education/TTE, etc.	ACS/Pr. Secretary (Finance)	As per recommendations of AR Department or as per already approved norms.
5.	Finalization of terms and conditions of deputation of officers/officials	SSF	Provided the cases do not involve any relaxation of rules, etc.
6.	Purchase of computers and printers beyond the powers of Administrative Secretary.	SF : More than ₹ Twenty Five Lakh and up to ₹ One Crore. ACS/Pr. Secy (Fin) : beyond ₹ One Crore and all cases which involve relaxation of rules norms.	
7.	Sanction of Special Allowance	ACS/Pr. Secretary(Fin)	
8.	Sanction/Payment of Honorarium from public exchequer to staff.	ACS/Pr. Secretary(Fin)	
9.	Availability of funds for conveyance/HBA/fan/Computer advance.	Jt. Director (Budget) or equivalent.	
10.	Purchase of Staff Car/Vehicles	ACS/Pr. Secretary(Fin)	
11.	Purchase of Stationary items beyond the powers of Administrative Secretary.	SF : Above Fifty Lakh and Up to ₹ One Crore ACS/Pr. Secy (Fin): Beyond ₹ One Crore	
12.	Printing from private firms beyond the powers of Administrative Secretaries.	SF : Above Fifty Lakh and Up to ₹ One Crore ACS/Pr. Secy (Fin): Beyond ₹ One Crore	
13.	Payment of wages to contingency paid staff.	ACS/Pr. Secy(Fin)	

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14.	Administrative approval and expenditure sanction to works/schemes beyond the powers of Administrative Secretaries.	<p>ACS/Pr.Secy(Fin): All cases. Involving administrative approval/expenditure sanction beyond ₹ Fifty Crore and up to ₹ One hundred Crore.</p> <p>SFC/EFC: All cases beyond ₹ One hundred Crore but less than ₹ 500 Crore.</p> <p>Cabinet: All cases of ₹ 500 Crore and above.</p>	
15.	Grant-in-aid to Local Bodies	ACS/Pr. Secy(Fin)	
16.	Grant-in-aid/release of funds to Autonomous Bodies/Academies/ NGO's, etc.	<p>SF- upto Five Crore. Provided there is no relaxation of Norms and rules.</p> <p>ACS/Pr. Secy(Fin) : Beyond ₹ Five Crore and all cases which involve relaxation of rules or norms.</p>	*Provided the audit of the institution is up-to-date and Governing Council meeting is held regularly and further subject to fulfilment of conditions prescribed in GFR,2017 and the instructions issued on the subject by FD.
17.	Release of equity to any organization.	ACS/Pr. Secretary(Fin)	
18.	(a)Reimbursement of Residential Telephone Charges to non-entitled officers on account of functional requirements.	SSF	As per the GAD OM dated 13.09.2013 or subsequent guidelines, General Administrative Department is the advisory department for reimbursement of cost of mobile phone and of monthly call charges for non-entitled officers. The said OM states that in case of non-entitled officers (i.e.

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	(b) Installation of Internet Connection in office including leased lines.	SF: Above ₹ Two Lakh	other than the categories given), the cost of mobile phone and reimbursement of monthly call charges will be decided on case to case basis keeping in view their functional requirement and in consultation with GAD and concurrence of Finance Department.
19.	Sanction of extra-jurisdictional journey outside India.	ACS/Pr. Secretary(Fin)	
20.	Sanction of fixed TA/Conveyance Allowance	SSF	As per norms prescribed in FR SR.
21.	Hiring of Buildings.	ACS/Pr.Secy(Fin): Where relaxation of rules or norms is involved.	
22.	Pay fixation under FR-27 (Stepping up of Pay or Pay Protection cases)	SSF : a) Special increments to Nursing Staff on account of additional qualification as per norms prescribed in FRSR. b) Special increments to sportspersons on achieving excellence as per norms prescribed in FRSR. Secretary (Fin.): All cases beyond the power of SSF.	
23.	Advice on financial matters, clarification on various rules and instructions on financial matters.	ACS/Pr. Secretary(Fin)	
24.	Disposal of unserviceable/surplus stores beyond the powers of Administrative Secretaries.	SSF: Above ₹ Fifty Lakh and Upto ₹ One Crore SF: Beyond ₹ One Crore	

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25.	Re-appropriation of funds	SF : Up to ₹ 5 Crore ACS/Pr. Secy(Fin) : Beyond ₹ 5 Crore	
26.	Payments arising from court orders (Charged expenditure).	SSF: UP to ₹ Twenty five Lakh. Secy. (Fin) : Beyond ₹ Twenty Five Lakh	
27.	Supplementary Grants	ACS/Pr. Secy(Fin)	
28.	Expenditure sanction in other miscellaneous/unclassified cases(S)	SSF: Upto ₹ Fifty Lakh SF :Above ₹ Fifty Lakh Up to ₹ 2 crore.* ACS/Pr. Secy(Fin) : Beyond ₹ 2 crore.	*Per annum per Department beyond the Power of Administrative Secretary.
29.	Fixation of rates, decrease or increase in rate involving Government revenue.	ACS/Pr. Secy(Fin)	
30.	(a) Condemnation of cars/vehicles as per norms	SSF	On the recommendation of condemnation board.
	(b)Pre-mature condemnation of cars/vehicles/stores	Secy (Fin)	On the recommendation of condemnation board.
31.	Sanction of Seminar/Workshop/Games/Meetings	SF	
32.	Counting of past service	SSF	
33.	Sanction of double duty allowance under FR-49(combination of appointments)	ACS/Pr. Secy(Fin)	
34.	External Aided Projects.	ACS/Pr. Secy(Fin)	
35.	Policy matters of Taxation Departments and administrative work and preparation of Acts and Rules of VAT, Excise, Entertainment & Luxury Tax.	ACS/Pr. Secy(Fin)	
36.	Cabinet Notes and Policy matters	ACS/Pr. Secy(Fin)	

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37.	Forwarding of complaints/representations of seeking comments from the Departments concerned	SSF	
38.	Budget Proposals	ACS/Pr. Secy(Fin)	
39.	(a) Draft paras of PAC (b) Internal Audit Reports (c) Special Audit Reports	SSF* SSF* ACS/Pr. Secy(Fin)	*Where no major policy or serious financial irregularity is involved.
40.	Vidhan Sabha/Lok Sabha/Rajya Sabha Questions/Assurances	ACS/Pr. Secy(Fin)	
41.	Matters connected with Delhi Financial Corporation	ACS/Pr. Secy(Fin)	
42.	Revision/Modification of pay scales and removal of anomalies in pay scales	ACS/Pr. Secy(Fin)	
43.	Cases relating to extension of service/re-employment/engagement of consultants/appointments of contract basis.	ACS/Pr. Secy(Fin)	
44.	Sanction of Imprest money	SSF	
45.	All cases of ex-post facto sanctions.	SF: Upto ₹ Fifty Lakh in each case. ACS/Pr. Secy(Fin) : Beyond ₹ Fifty Lakh in each case.	
46.	Entertainment expenses beyond the powers of Administrative Secretaries.	ACS/Pr. Secy(Fin)	
47.	Creation of new Department or Agency or merger or abolition of Departments/Agencies/Organizations.	ACS/Pr. Secy(Fin)	

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48.	Medical reimbursement to the family and dependents (in respect of treatment taken on emergent conditions in Hospitals not on empanelled list under DGEHS)	SSF : Up to ₹ Twenty Five Lakhs*. Secy(Fin) : Beyond ₹ Twenty Five Lakhs and all the cases where relaxation of rules/norms is involved.	*Provided that the reimbursable amount is in accordance with DGEHS/CGHS rates and as per the provisions of Health & Family Welfare Department's OM dated 02/02/2010 or subsequent guidelines.
49.	Cases involving grant of subsidies/concession.	ACS/Pr. Secy(Fin)	
50.	Cases involving increase in wage rates/OTA/Honorarium , etc.	ACS/Pr. Secy(Fin)	
51.	All cases of endorsement of circulars/instructions received from Government of India.	ACS/Pr. Secy(Fin)	
52.	Excess expenditure of fuel (POL) by Government Vehicles.	SSF	
53.	Matters connected with the Directorate of Audit.	SSF	All matters except special audit.
54.	Examination and disposal of audit inspection reports.	SSF	Major discrepancies or irregularities to be brought to the notice of Pr. Secretary (Fin).
55.	Management of Accounts Cadres.	ACS/Pr. Secy(Fin)	
56.	Opening of new Head of Accounts in the Demand for Grants	ACS/Pr. Secy(Fin)	
57.	Inaugural functions/opening ceremonies by PWD/other Departments.	SSF: Up to ₹ Twenty five Lakh. SF: ₹ Twenty five Lakh to Two Crore. ACS/Pr. Secy(Fin) : Beyond ₹ Two Crore.	
58.	Allotment of additional budget	ACS/Pr. Secy(Fin)	

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59.	Legal agreements vetted by law Department.	SSF	Where no relaxation/interpretation is involved.
60.	Forwarding of Audit paras of CAG to HODs for comments or for necessary action.	DSF	Audit paras should also be shown to Pr. Secretary(Finance)
61.	Fees of Arbitrator	SF : Up to ₹ Twenty Five Lakh. ACS/Pr. Secy(Fin) : beyond ₹ Twenty Five Lakh.	
62.	Advertisement and Publicity not on DAVP rates or DIP rates.	ACS/Pr. Secy(Fin)	
63.	Declaration of HOD	ACS/Pr. Secy(Fin)	
64.	Delegation/enhancement of financial powers of HODs/HOOs	ACS/Pr. Secy(Fin)	
65.	All administrative & Financial matters of Small Savings	SSF	
66.	Leave encashment/GPF of IAS/IPS officers	SSF	
67.	Consolidation of shares	ACS/Pr. Secy(Fin)	
68.	Authorization of expenditure under Schemes /establishment within R.E.	SF	
69.	Relaxation for booking of Air Tickets on Government account for availing LTC/TA	SF	
70.	Conveyance Hire	SF	
71.	Payment of comparative in NHRC cases	SSF	

[Handwritten Signature]

DSI/102
28/11/20