

**GOVT. OF NCT OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
LABOUR DEPARTMENT,
5-SHAM NATH MARG, DELHI-110054**

No.F.4/26/86/LC/Estt./13/2087

Dated: 06/10/15

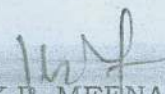
ORDER

In supersession of this office Order No.F.1/31/125/LC/Estt./2010/289 dated 06.05.2014 & F.4/26/86/LC/Estt./13/493 dated 23.05.2014 and in pursuance of sub-rule 3 of Rule 13 of the Delegation of Financial Power Rules, 1978, the undersigned in the capacity as Head of Department hereby authorize the Financial Powers to Shri V.S. Arya, Joint Labour Commissioner (HQ) to the extent delegated to him as Head of Department under the delegation of Financial Power Rules, 1978 by the Finance Department, Govt. of NCT of Delhi, as per Annexure-"A" as referred to above.

Further, Shri V.S. Arya, Joint Labour Commissioner (HQ) is also declared as Controlling Officer in respect of all Gazetted Officers and sanctioning authority for the matters regarding:-

- a) TA on transfer/ tour and Leave Travel Concession;
- b) Sanction of Encashment of Leave, CGEGIS on retirement or death and all other retirement benefits.
- c) Approval for Over Time Allowance, reimbursement of all medical bills on emergent basis & Medical advances in respect of all Officers/officials.
- d) Sanction of GPF advance/withdrawal beyond the power of HOO.
- e) Sanction of all kinds of Leave, Encashment of leave for LTC purpose.

All the financial matters of the department will be routed through Accounts Officer.


(K.R. MEENA)

SECRETARY-CUM-COMMISSIONER (LABOUR)

No.F.4/26/86/LC/Estt./13/2087

Dated: 06/10/15

Copy forwarded to the following for information and further necessary action:-

1. Shri V.S. Arya, Joint Labour Commissioner, Labour Department.
2. PS to Spl. Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi with reference to letter No.F.20/12/2014-AC/DS-IV/877 dated 09.06.2014.
3. Controller of Accounts, GNCTD, Vikas Bhawan, New Delhi
4. All the JLC/DLC/ Branch Incharge of HQ & Districts, Labour Department.
5. Accounts Officer/DDO, Labour Department.
6. Pay & Accounts Officer, PAO-XI, Old Sectt., Delhi.
7. PA to Secy-cum-Commissioner (Labour), Labour Department.
8. System Analyst to upload the same on the website of Labour Department.
9. Guard File/Office Order File.


(M.K. GAUR)

JOINT LABOUR COMMISSIONER (ADMN.)/HOO

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
5-SHAM NATH MARG, DELHI-110054**

STATEMENT OF FINANCIAL POWERS OF HEAD OF DEPARTMENT TO BE AUTHORIZED TO SHRI V.S. ARYA JOINT LABOUR COMMISSIONER

S.No.	Nature of Power	Powers of Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
1.	Contingent Expenditure				
	A.Unspecified Items (Recurring)	Rs.3,00,000/- per annum	Rs.2000/- per annum in each case		Rs.1,00,000/- per annum.
	B. Unspecified Items (Non Recurring)	Rs.1,00,000/- per annum in each case	Rs.6000/- per annum in each case		Rs.50,000/- per annum in each case
2.	(a) Conveyance Hire	Rs.1,00,000/- per month*	Nil	*The Conveyance hire of one Non-AC vehicle should not exceed Rs.35,000/- Per Month and the same 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.	Rs.35,000/- per month.
	(b)Reimbursement of Conveyance Charges	Rs.1000/- per month per person	Rs.500/- per month per person		Full Powers to the extent as delegated to HOD
	(c)Grant of Conveyance allowance to physically Handicapped.	Full Powers subject to observance to the conditions as laid down by GOI/Govt. of NCT.	Nil		
3.	Electric, Gas and Water Charges	Full Powers	Full Powers		
4.	Fixture & Furniture				
	(a) Purchase	Full Powers*	Rs.15000/- per annum*	*FD's approval is required to relax the economy ban on purchase of furniture.	Upto Rs.1,00,000/- per annum provided that FD's approval for relaxation in economy ban has been obtained.
	(b)Repairs	Full Powers	Rs.5000/- per annum		Rs.50,000/- per annum

Contd..Page-2/-


K.R. MEENA, IAS
Secretary cum Commissioner (Labour)

S.No.	Nature of Power	Powers of Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
5.	Freight and demurrage / wharfage charges.				
	(a) Freight charges	Full Powers	Full Powers		
	(b) Demurrage/Wharfage Charges	Full Powers	Up to Rs.500/- in each case		
6.	(a) Hiring of Office Furniture, Electric Fans, Heaters, Collers, Clocks and Call Bells	Full Powers	Rs.2500/- per annum per office for hire of furniture, electric fans & clocks		Rs.25,000/- per annum
	(b) Purchase of Desert Cooler (except Air Conditioners)	Full Powers	Nil		Full Powers to the extent as delegated to HOD
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.	Full Powers to the extent as delegated to HOD subject to Col.5.
	(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.10,000/- in each case.	Nil		Full Powers to the extent as delegated to HOD
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise Rs.10,000/- in each case.	Nil		
	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full Powers	Nil	These powers shall be exercised subject to such orders/instructions issued from time to time by the Govt. of India/Govt. of NCT of Delhi.	Full Powers to the extent as delegated to HOD subject to Col.5.
	(e) Miscellaneous Legal services like drafting and vetting services.	Full Powers	Nil		Full Powers to the extent as delegated to HOD.

(Signature)
K.R. MEENA, IAS
 Secretary cum Commissioner (Labour)

S.No.	Nature of Power	Powers of Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
9.	Motor Vehicles				
	(a) Purchase	NIL	NIL		
	(b) Replacement	NIL	NIL		
	(c) Maintenance, upkeep and repair of vehicles	Full Powers	Heavy Vehicles:- Rs.25,000/- per annum per vehicle and LMV:- Rs.15,000/- per annum per vehicle		Full Powers to the extent as delegated to HOD.
	(d) Condemnation of Vehicles	Full Powers*	Nil	Subject to fulfillment of norms as laid down in Delegation of Financial Powers 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.10,000/- (Rupees ten thousand only) per month per building, if the work is executed departmentally.	Subject funds made been 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.	Nil		
	(c) Administrative Approval and Expenditure Sanction to Works.	(iii) Up to Rupees Two crore subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	Nil	Approval of FD is required for all schemes/budgets posting above Rs.10 crores and upto Rs.15 crores.	
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		

K.R. MEENA, IAS
Commissioner (Labour)

:::04:::					
S.No.	Nature of Power	Powers of Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
13.	(a) Printing and binding (Private Printers/Press)	Rs.7,00,000/- (Rupees seven lakh) per annum, if the job is executed locally	Rs.10,000/- per annum, if the job is executed locally		Powers to the extent of Rs.1,00,000/- per annum.
	(b) Printing and binding (Through Govt. Press)	Full Powers	Nil		Full Powers to the extent as delegated to HOD
	(c) Printing of visiting cards for self & officers of the department.	Full Powers	Nil		Full Powers to the extent as delegated to HOD
14.	Publication:				
	(a) Purchase of official publications	Full Powers	Rs.2000/- per annum		Full Powers to the extent as delegated to HOD
	(b) Purchase of non official publications include books, newspapers, other periodical publications etc.	Full Powers	Nil		Full Powers to the extent as delegated to HOD
15.	Hiring of buildings	Full Powers*	Nil	The rate of rent will be fixed by Rent Fixation Committee of PWD.	
16.	(a) Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers	Nil		Full Powers to the extent as delegated to HOD
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full Powers	Rs.5,000/- per annum.		Full Powers to the extent as delegated to HOD
17.	Staff paid from Contingencies.	NIL	NIL		
18.	(a) Purchase of stationery Stores	Rs.10,00,000/- (Rupees ten lakh only) per annum	Rs.10,000/- (Rupees ten thousand only) per annum		Powers to the extent of Rs.2,00,000/- per annum.
	(b) Purchase of rubber stamps and office seals	Full Powers	Rs.500/- per annum		Full Powers to the extent as delegated to HOD
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 Powers to the extent as delegated to HOD.
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.	Nil		

:-05-:-

S.No.	Nature of Power	Powers of Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
21.	Powers to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full Powers	Nil		
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)	Nil	(a) Expenditure Sanction of Competent Authority is obtained: (b) No previous advance is outstanding and (c) The amount of advance drawl is rendered to PAO concerned within one month from the date of drawl of advance.	Powers to the extent of Rs.50,000/- per annum subject to the condition as in Col.5.
23.	Stores:				
	(a) Stores required for works	Full Powers*	Nil	*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 instrument, equipments and apparatus.	Full Powers	Rs.10,000/- per annum		Powers to the extent of Rs.1,00,000/- per annum.
24.	Tent and Camp Furniture.				
	Hiring of Tents.	Full Powers	NIL		Powers to the extent of Rs.50,000/- per annum.
25.	Telephone Charges:- (As may be fixed by Govt. from time to time)				
	(a) Office Telephone	Full Powers subject to prescribed limit	Full Powers subject to prescribed limit		
	(b) Sanction of residential telephones in case of officer drawing salary in PB-3: Rs.15600-39100+ Grade Pay Rs7600/- (pre-revised pay scale of Rs.12000-16500) and above	Full Powers	Nil	Norms of entitlements will be the same as prescribed by Govt. from time to time. NOTE: Officer under suspension is not entitled to re-imbusement of residential telephone charges during the period of suspension	Full Powers to the extent as delegated to HOD in case of reimbursement only subject to the condition as in Col.5
	(c) Sanction of internet connection	Rs.10,000/- (Rupees ten thousand only) per annum	Nil		Full Powers to the extent as delegated to HOD

::-06-::

S.No.	Nature of Power	Powers Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
26.	(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*	Nil	Approval of FD is required in respect of those equipments which attract economy ban.	Full Powers to the extent as delegated to HOD in case of reimbursement only subject to the condition as in Col.5
	(b) Purchase of computers (including laptops, printers and computer furniture)	*Rs.3,50,000/- (Rupees three lakh fifty thousand only) per annum	Nil	Subject to the approval of TEC of IT Department.	Rs.1,00,000/- per annum
	(c) Hire & maintenance of Computers of all kinds	Full Powers	Nil		Full Powers to the extent as delegated to HOD
	(d) Payment of monthly maintenance charges of punching and verification machines etc to Computer Maintenance Corp. Ltd.	Full Powers	Nil		Full Powers to the extent as delegated to HOD
27.*	Miscellaneous Expenditure:				
	(a) Recurring	Rs.10,000/- per annum.	Nil		Full Powers to the extent as delegated to HOD
	(b) Non-Recurring	Rs.10,000/- in each case.	Nil		Full Powers to the extent as delegated to HOD
	(c) Expenditure on refreshments served to guests in official meetings	Upto Rs.1,00,000/- (Rupees one lakh only) per annum, subject to norms/ per capita rate prescribed by the Govt.	Nil	NOTE: Rs.25/- per head on light refreshments at formal inter-departmental and other meetings/conferences.	Full Powers to the extent as delegated to HOD
	(d) Working Lunch during the meetings/conferences/ seminar/workshops	Rs.150/- per head with a ceiling of Rs.3000/- per occasion	Nil		Full Powers to the extent as delegated to HOD

K.R. MEENA, IAS
Joint Labour Commissioner (Labour)

S.No.	Nature of Power	Powers Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
	2	3	4	5	6
28.	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.	Nil		
	(b) Losses due to theft, fraud or negligence.	Rs.5,000/- (Rupees five thousand only) in each case.	Nil		
	(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/Instructions laid down in GFR, 2005 etc.	Nil		
29.	Disposal of obsolete, surplus or unserviceable stores.	Upto Rs.10,00,000/- (Rupees ten lakh only) at a time*	Rs.5,000/- at a time subject to acceptance of the report of the Condemnation Board by the competent authority and also subject to the condition that Head of Office is not on the condemnation board.	*Subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Powers to the extent of Rs.2,00,000/- per annum.
30.	Investigation of old claims.	Full Powers, as per Rule 264 of GFR, 2005	Nil		
31.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to approved scale/pattern.	Nil		
32.	Payment of publicity charges on DAVP rates or on rates approved by Govt. of NCT of Delhi	Full Powers	Nil		Powers to the extent of Rs.3,00,000/- per annum.
33.	(a) Grant of Addl. pay to cashiers/Group 'D' staff handling cash.	Full Powers*	Nil	*These allowances shall be regulated in accordance with the orders/instructions as issued by the Govt. of India from time to time	
	(b)Caretaking Allowance	Full Powers*	Nil		
	(c)Gestetner Operator Allowance	Full Powers*	Nil		

K.R. MEENA, IAS

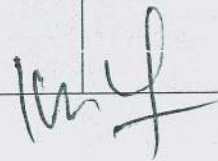
::-08-::

S.No.	Nature of Power	Powers Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
34.	Powers under the fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FR/SR and GFRs.	Nil		
35.	(a)Sanction of HBA to Govt. Servant.	Full Powers, except in respect of Secretaries and Head of Departments.	Nil	The power to sanction HBA to All India Service Officers vests with FD	
	(b)Sanction of GPF withdrawal to Govt. servant.	Full Powers, except in respect of Secretaries and Head of Departments.	Nil	The power to sanction GPF withdrawal to All India Service Officers vests with FD.	Full Powers to the extent as delegated to HOD.
36.	(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	Nil	It includes honorarium payable to the Inquiry Officer and Presenting Officer	
	(c)Acceptance of Honorarium	As prescribed in FR/SR	Nil		
37.	Payment of registration fee for seminars/conferences.	Full Powers*	Nil	*Subject to fulfillment of rules/regulations as laid down in Govt. of India/Govt. of NCT of Delhi	Full Powers to the extent as delegated to HOD subject to the condition as in Col.5
38.	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in case of Head of Department in which approval of concerned secretary be obtained.	Nil	*Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders.	
39.	Keeping lien of staff selected/approved by Govt. of India for services/training abroad.	Full Powers*	Nil	*Subject to fulfillment of condition as laid down in FR-13 and FR-14-A.	
40.	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.	
41.	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.	Nil		

Handwritten signature
K. MEENA IAS

::-09-::

S.No.	Nature of Power	Powers Head of the Department	Powers of Head of Office	Remarks	Powers now to be authorized to Shri V.S. Arya Joint Labour Commissioner
1	2	3	4	5	6
42.	Washing & Dry Cleaning of linen	Full Powers to <u>HODs of all hospitals</u> where facility of washing/dry cleaning of linen is available	Nil		Full Powers to the extent as delegated to HOD
43.	(a) Engagement of Security & Sanitation Services on outsourced basis through private agencies.	NIL	-----	*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 of services.	Full Powers	Nil	*Subject to the provision of extension as provided in the contract and fulfillment of other conditions prescribed in Rule-264 of GFR, 2005	Full Powers to the extent as delegated to HOD
	(c)Engagement of Class-IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof.	NIL	-----	*Prior approval of FD should be obtained in respect of number of person to be engaged on outsourced basis.	
44.	Continuation of Temporary posts	Up to 2 years for Group-'C' and 'D' posts*	Nil	*Subject to the conditions that the posts should not be lying vacant for more than one year NOTE: (1) In respect of Group - 'C' and "D" posts FD's approved is required beyond three years. (2) FD's approval is required beyond two years in respect of Group "B" posts.	



K.R. MEENA, IAS
Secretary cum Commissioner (Labour)