

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER
REVENUE DEPARTMENT (HQ)
5- SHAM NATH MARG, DELHI - 110054

No. F. 7(13)/Misc/GA/Estt/2010/547

Dated: 21/06/19

ORDER

In partial modification of Order No.202 dated 01/05/2019 and in pursuance of sub-rule 3 of Rule 13 of the Delegation of Financial Power Rules, 1978, the undersigned in the capacity of Head of Department hereby authorizes Deputy Commissioner - I, Revenue Department (HQ) to exercise the financial powers of the Divisional Commissioner, Revenue Department, Govt. of NCT of Delhi w.e.f 08/03/2019 as per Annexure 'A' 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.

The authorization as detailed in **Annexure 'A'** shall be subject to the conditions as per **Annexure 'B'**, annexed herewith.


(RAJEEV VERMA)

Pr. Secretary (Revenue)-
Cum-Divisional Commissioner

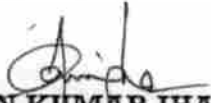
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Copy forwarded for information and necessary action to the:

1. Pr. Secretary (Finance), Finance Department, Govt. of NCT of Delhi, Delhi Sectt. I.P. Estate, New Delhi.
2. Deputy Commissioner - I (HQ), Revenue Department (HQ), Sham Nath Marg, Delhi 110054.
3. All Deputy Commissioners (North, West, North-West, Central, North-East, South, South-East, South-West, Shahdara, East, New Delhi), Revenue Department, Govt. of NCT of Delhi.
4. Special CEO, Delhi Disaster Management Authority, Revenue Department, 5, Sham Nath Marg, Delhi-54.
5. Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi, Vikas Bhawan, I.P. Estate, New Delhi.
6. Controller of Accounts, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054
7. Deputy Controller of Accounts (Technical), Principal Accounts Office, Govt. of NCT of Delhi, Vikas Bhawan, I.P. Estate, New Delhi.
8. Secretary, Rajya Sainik Board, Govt. of NCT of Delhi, Rajpur Road, Delhi.
9. Director (Panchayat), Govt. of NCT of Delhi, Tis Hazari, Delhi.
10. Joint Director (IT), Revenue Department, 5, Sham Nath Marg, Delhi-54 with the request to upload this order in the website of the department.
11. Deputy Controller of Accounts, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054
- ✓ 12. Sr. System Analyst, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054
13. Pay & Accounts Officer, PAO -VI, Govt. of NCT of Delhi, Tis Hazari, Delhi.
14. All SDMs(HQ) (SDM -I,II, III, IV, V and VI), Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054

15. Consultant (DDMA), Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054
16. Sr. Audit Officer, AG(Audit), AGCR Building, I.P. Estate, New Delhi.
17. Sr. Audit Officer, Directorate of Audit, Govt. of NCT of Delhi, Delhi Sectt., I.P. Estate, GNCT, New Delhi.
18. All the Section Officers, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054.
19. S.O. (Accounts), Drawing & Disbursing Officer, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054
20. S.S.O. Directorate of Civil Defence, Govt. of NCT of Delhi.
21. PA to Pr. Secretary(Revenue)-cum-Divisional Commissioner, Revenue Department (HQ), 5, Sham Nath Marg, Delhi 110054.
22. Guard file.


ARUN KUMAR JHA
SDM (HQ) - II


GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER: REVENUE DEPARTMENT (HQ)
5-SHAMNATH MARG, DELHI-110054.

STATEMENT OF FINANCIAL POWERS OF HEAD OF DEPARTMENT (DIVISIONAL COMMISSIONER, REVENUE DEPARTMENT) RE-DELEGATED TO DEPUTY COMMISSIONER - I (HQ),
 REVENUE DEPARTMENT, OFFICE OF THE DIVISIONAL COMMISSIONER, GOVT. OF NCT OF DELHI.

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
1	2	3	4	5
1	Contingent Expenditure			
	A. Unspecified Items (Recurring)	Rs.3,00,000/- Per Annum (Rupees Three Lakh only)		Full powers to the extent as delegated to HOD.
	B. Unspecified items (Non Recurring)	Rs.1,00,000/- (Rupees One Lakh only) Per Annum in each case		Full powers to the extent as delegated to HOD.
2	A. Conveyance Hire	Rs. 1,00,000/- (Rupees One Lakh only) Per month*	* 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.	Full Powers to the extent as delegated to HOD subject to fulfilment of conditions/norms as per Col. 4 and hiring of vehicles has been administratively approved by Divisional Commissioner/Secretary (Rev.).
	B. Reimbursement of Conveyance Charges	Rs. 1000/- per month per person		Full Powers to the extent as delegated to HOD.
	C. Grant of Conveyance allowance to Physically Handicapped	Full Powers		Full Powers to the extent as delegated to HOD.
3	Electric, Gas and Water Charges	Full Powers subject to observance of the conditions as laid down by G.O./Govt. of NCT		Full Powers to the extent as delegated to HOD.
4	Fixture & Furniture			
	A. Purchase	Full Powers*	*FD's approval is required to relax the economy ban on purchase of furniture.	--
	B. Repairs	Full Powers	--	Full Powers to the extent as delegated to HOD.

(RAJEEV VERMA)

Pr. Secretary-(Revenue)-cum- Divisional Commissioner


ARUN KUMAR JHA
 /SDM-II (HQ)

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
5	Freight and demurrage/wharfage charges			
	A. Freight charges	Full Powers		Full Powers to the extent as delegated to HOD subject to the conditions that the norms/rates have been fixed with the approval of HOD.
	B. Demurrage/wharfage Charges	Full Powers		Full Powers to the extent as delegated to HOD.
6	A. Hiring of :- Office Furniture, Electric Fans, Heaters, Coolers, Clocks and Call Bells	Full Powers	--	Full Powers to the extent as delegated to HOD.
	B. Purchase of Desert cooler and Room Cooler (except Air Conditioners)	Full Powers		Full Powers to the extent as delegated to HOD.
7	Land	NIL		--
8	Legal Charges			
	A. Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires	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. 10,000/- in each case.		Full Powers to the extent as delegated to HOD subject to fulfillment of conditions/norms as per Col.4.
	C. Arbitration cases	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 Govt. servants in cases arising out of their official duties.	Full Powers	These, powers shall be exercised subject to such orders/instructions as issued from time to time by the Govt. of India/Govt. of NCT of Delhi.	
	E. Miscellaneous Legal Services like drafting and vetting services	Full Powers		Full Powers to the extent as delegated to HOD subject to fulfillment of guidelines/norms fixed in this regard, if any, issued by Law Department/Govt.


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9	Motor Vehicles			
	A. Purchase	NIL		---
	B. Replacement	NIL		---
	C. Maintenance, upkeep and repair of vehicles	Full Powers		Full Powers to the extent as delegated to HOD.
	D. Condemnation of Vehicles.	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 to the extent as delegated to HOD.
11	Works and Repairs			
	A. Execution of petty works, repairs and day to day maintenance of Govt. Building	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.	Subject to funds being made available by the administrative department out of their approved budget.	Full powers to the extent as delegated to HOD subject to fulfillment of conditions as mentioned in Col.4.
	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		---
	C. Administrative Approval and Expenditure Sanction to Works	Upto Rupees Two crore subject to availability of funds and estimates prepared by PWD or any other Govt. approved work executing agency.	(a) <u>Approval of FD</u> is required for all Schemes/Projects costing above Rs.10 cr. And upto Rs. 15 cr. (b) <u>Approved of EFC (Expenditure Finance Committee)</u> is required for all Scheme/Projects costing above Rs.15 cr. But less than Rs. 100 cr. (c) <u>Approval of the council of Ministry</u> is required in respect of all Scheme/Projects costing Rs. 100 cr. and above.	Full Powers to the extent as delegated to HOD.


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12	Postal and Telegraphs Charges.			
	A. Charges for the issue of letters telegrams etc.	Full Powers		Full Powers to the extent as delegated to HOD.
	B. Commission on money orders.	Full Powers		Full Powers to the extent as delegated to HOD.
13	A. Printing and binding. (Private Printers/Press)	Rs. 7,00,000/- (Rupees Seven Lakh only) per annum, if the job is executed locally		Full Powers to the extent as delegated to HOD.
	B. Printing and binding. (Through Govt. Press)	Full Powers		Full Powers to the extent as delegated to HOD.
	C. Printing of visiting cards for self & Officers of the department	Full Powers		Nil
14	Publication:			
	A. Purchase of Official publications	Full Powers		Full Powers to the extent as delegated to HOD.
	B. Purchase of Non-official publications include books, newspapers, other periodical publications, etc.	Full Powers		Full Powers to the extent as delegated to HOD.
15	Hiring of buildings	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		---
	B. Repairs/ Periodical Servicing/AMC OF machinery and equipments	Full Powers		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		Full Powers to the extent as delegated to HOD.
	B. Purchase of rubber stamps and office seals	Full Powers		Full Powers to the extent as delegated to HOD.


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S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
19	Supply of Uniforms, badges and other articles of clothing etc, and Washing Allowance	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.	Full Powers to the extent as delegated to HOD subject to the prescribed scales.
20	Performance of extra jurisdictional journey within India by the Govt. 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 to the extent as delegated to HOD, in the case of Group 'B' (except SDMs) & Group 'C' including erstwhile Group 'D' employees. In the case of SDMs (Group 'B') and Group 'A' Officers, if administrative approval for performing extra jurisdictional journey has been accorded by HOD/Administrative Secretary, full powers are delegated to approve and countersigned the TA/DA Claims.
21	Power to declare a Gazetted Officer as Head of Office under Rule of DFRPs.	Full Powers		---
22	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable	Full Powers (Subject to be conditions as specified in Col.4)	(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 drawal of advance.	---

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23	Stores:			
	(a) Stores required for works	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 and apparatus.	Full Powers		Full Powers to the extent as delegated to HOD. Provided that Administrative Approval of Divisional Commissioner-cum-Secretary (Rev.) has been obtained for purchase of the instrument, equipment and apparatus.
	(c) Purchase of Medical Stores and equipments	Full Powers		
	(d) Purchase of equipment of Training institute	Full Powers		
	(e) Purchase of Stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes	Full Powers (Subject to approved scales/rates)		
24	Tent and Camp Furniture			
	(a) Initial Purchase	NIL		
	(b) Replacement	NIL		
	(c) Repairs	Full Powers		
	(d) Hiring of Tents	Full Powers		

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S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
25	Telephone Charges: (As may be fixed by Govt. from time to time)			
	(a) Office Telephone.	Full Powers, subject to the prescribed limit.		Full Powers to the extent as delegated to HOD provided that telephones have been sanctioned/reimbursement has been allowed with the approval of HOD/ Administrative Secretary/Competent Authority.
	(b) 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	Norms of entitlements will be the same as prescribed by Govt. from time to time. Note: Officer under suspension is not entitled to re-imburement of residential telephone charges during the period of suspension.	Full Powers to the extent as delegated to HOD provided that telephones have been sanctioned/reimbursement has been allowed with the approval of HOD/ Administrative Secretary/Competent Authority and subject to fulfillment of norms of entitlement as mentioned in Col.4.
	(c) Sanction of Internet Connection	Rs. 10,000/- (Rupees Ten Thousand only) per annum.		Full powers to the extent as delegated to HOD provided that telephones have been sanctioned/reimbursement has been allowed with the approval of HOD/Administrative Secretary/Competent Authority.
26	(a) All office equipments including typewriters, electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, addressographs, filling and indexing systems etc.	Full Powers*	Approval of FD is required in respect of those equipments which attract economy ban.	
	(b) Purchase of Computers (including Laptops, Printers and Computers furniture)	*Rs. 3,50,000/- (Rupees Three Lakh Fifty thousands only) per annum	Subject to the approval of TEC of IT Department	
	(c) Hire & maintenance of Computers of all Kinds	Full Powers		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		Full Powers to the extent as delegated to HOD.


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27	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 capital 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	Full Powers to the extent as delegated to HOD provided that norms and entitlement has been fixed by HOD/Administrative Secretary/ Competent Authority.
	(b) Working lunch during the meetings/conferences/seminar/ workshop	Rs.150/- per head with a ceiling of Rs. 3,000/- per occasion.		
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.		
	(b) Losses due to theft, fraud or negligence	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/Instructions laid down in GFR, 2005, etc.		

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S.No.	Nature of Power	Powers of Head of Department	Remarks
29	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.	Subject to the Acceptance of the report Department, Govt. of NCT of Delhi.
30	Investigation of OLD Claims	Full Powers, as per Rule 264 of GFR, 2005.	Full Powers to the extent delegated to HOD.
31	Merits, Awards, Stipends, Loans and other educational scholarship to students	Full Powers subject to approved scale/pattern	
32	Expenditure incurred on annual N.C.C. Camps, Combined Cadre camps, Refresher training course and precommission training etc	Full Powers, subject to the approved pattern of Govt. of India/Govt. of NCT of Delhi	
33	Payment of Publicity charges on DAVP rates or on rates approved by Govt. of NCT of Delhi	Full Powers	Full Powers to the extent delegated to the HOD provided that the advertisement has been released with the approval of HOD/Administrative Secretary.
34	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers. Subject to scale/pattern as prescribed by the Govt. of India/Govt. of NCT of Delhi.	Full powers to the extent delegated to the HOD provided that the insured item has been procured with the approval of HOD/Administrative Secretary.
35	Insurance of material and equipment received as loan or an aid from the international and other organizations	Powers as prescribed in Rule 15 of Delegation of Powers Rules	Full powers to the extent delegated to the HOD as per the
36	(a) Grant of Special Pay to cashiers/Group 'D' staff handling cash	Full Powers. Subject to scale/pattern as prescribed by the Govt. of India/Govt. of NCT of Delhi.	Full Powers to the extent delegated to the HOD provided that the Cashier/Caretaker/Gestener Operator has been appointed with the approval of HOD/Administrative Secretary.
	(b) Caretaking Allowance	Full Powers	
	(c) Gestener Operator Allowance	Full Powers	
37	Powers under the Fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FR/SR and GFRs.	Full Powers to the extent delegated to the HOD as per the


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S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
38	(a) Sanction of HBA to Govt. Servant	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.	The power to sanction GPF withdrawal to All India Service Officers vests with FD	Up to a limit of 75% of the balance at credit. (This will applicable for Grant of Advances from GPF also).
39	(a) Sanction of Honorarium from Public Exchequer	NIL	Note: 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.	It includes honorarium payable to the Inquiry Officer and Presenting Officer)	
	(c) Acceptance of Honorarium	As prescribed in FR/SR.		
40	(a) Sanction of payment of casual labourers for departmental work connected with Horticulture/Forestry/Agriculture	Full Powers*	*Subject to the rates/norms as approved by the G.O.I./Govt. of NCT of Delhi and subject to availability of Budget Provision.	
	(b) Sanction of Casual Labour for Departmental work connected with fisheries	Full Powers*		
41.	Payment of remuneration to part time teachers/Guest Speakers etc.	Full Powers*		
42.	Payment of registration fee for seminars/conferences	Full Powers*	*Subject to the fulfillment of Rules/Regulations as laid down in Govt. of India/Govt. of NCT of Delhi Orders.	


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43	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.	*Subject to the fulfillment of Rules/Regulations as laid down in Govt. of India/Govt. of NCT of Delhi Orders.	
44	Keeping lien of staff selected/approved by Govt. of India for services/training abroad.	Full Powers*	*Subject to the fulfillment of Rules/Regulations as laid down in FR-13 and FR-14A.	
45	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		
46	Washing & Dry cleaning of linen	Full Powers to HODs of all Hospitals where facility of washing/dry cleaning of linen is not available.		Full Powers to the extent delegated to HOD
47	Grant-in-aid to the Grantee Institutions/NGOs.	NIL	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, Govt. of NCT of Delhi and subject to the approval pattern of assistances and further subject to fulfillment of conditions as laid down in GFR, 2005.	



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S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
48	(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	Full Powers for issuing expenditure sanction and release of payment provided that the private agencies for providing security and sanitation services on outsourced basis have been engaged with the approval of HOD/Administrative Secretary and the rates have been fixed with the approval of HOD/Administrative Secretary. Also the condition laid down in Col.4 is fulfilled.
	(b) Extension of existing Contract of Security and Sanitation Services	Full Power*	*Subject to the provision of extension as provided in the contract and fulfillment of order conditions prescribed in Rule-204 of GFR, 2005.	Full Powers for issuing expenditure sanction and release of payment provided that the existing contract of security and sanitation services on outsourced basis have been extended with the approval of HOD/Administrative Secretary. Also the condition laid down in Col.4 is fulfilled.
	(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 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 ets.) for kitchen services against the sanctioned vacant posts.	Full Powers	#Applicable to Heads of Departments of Hospitals.	

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49	Continuation of Temporary Posts	Up to 2 years for Group['C' and 'D' posts*	*Subject to the conditions of the posts should not be lying vacant for more than one year. Note: (i) In respect of Group 'C' and 'D' posts, FD's approval is required beyond three years. (ii) FD's approval is required beyond two years in respect of Group 'B' posts.	Full Powers to the extent delegated to HOD
50	Expenditure on swearing in ceremony of Constitutional Authorities of GNCT of Delhi		Full powers of Pr.Secretary/Secretary(GAD)	
51	To sanction LTC and approve/countersigned LTC claim of Group 'B' and Group'A' Officers except HOD			Full Powers to the extent delegated to HOD
52	To sanction and countersigned Medical Claims of Group 'B' and Group 'A' Officers			Full Powers to the extent delegated to HOD except treatment taken during Emergency.
53	To sanction/countersigned TA/DA claims of all categories of Group 'A' 'B' and 'C' staff except HOD			Full Powers to the extent delegated to HOD provided that the extra jurisdictional journey has been sanctioned by the HOD/Administrative Secretary in respect of Group 'A' and SDMs. The extra jurisdictional journey in respect of Group 'C' staff including erstwhile Group 'D' staff shall also stand delegated.
54	To sanction Earned Leave, leave on Medical Ground and Commuted Leave on Medical Ground			Full Power in respect of Group 'B' and 'C' officers/staff including erstwhile Group 'D' except SDMs.
55	To sanction Casual Leave			Full Powers in respect of Group 'B' and 'C' Officers/staff including erstwhile Group 'D' staff.


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S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - I (HQ), Revenue Department, Govt. of NCT of Delhi.
56	Fixation of pay under Rule FR 22(1)			Full Powers in respect of Group 'A' 'B' and 'C' Officers/staff including erstwhile Group 'D' staff in consultation with accounts functionaries only read with Serial No. 37 above.


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 - SDM-II (HQ) -

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

No.F.7(13)/Misc/GA/Estt/2010/552

Dated: 21/06/19

Conditions for incurring expenditure as per the authorized powers as Head of Department to the Deputy Commissioner – I (HQ), Revenue Department (HQ) delegated vide Order No.F.7(13)/Misc/GA/Estt/2010/...547..... dated .21/06/19.

1. The Deputy Commissioner (HQ) – I, Revenue Department (HQ) shall be responsible for incurring expenditure without committing any irregularity.
2. The expenditure under these authorised powers of HOD shall be incurred through Accounts Functionaries posted at Revenue Department (HQ).
3. In case for incurring expenditure for any item, the Deputy Commissioner (HQ) –I, Revenue Department (HQ) need any clarification or advice, the matter shall be referred by them to the Account Functionaries posted at Revenue Department (HQ).
4. The expenditure shall be incurred within the Budget provided during the Financial Year.
5. There shall be no re-appropriation of funds from one head to another head of item of an expenditure.
6. Before incurring expenditure, the Deputy Commissioner (HQ)- I shall ensure that all Codal formalities as per GFR – 2017/instructions on the subject have been fulfilled/complied with before incurring expenditure.

7. The payment will be made in accordance with the approved rates for that expenditure/item.
8. No expenditure will be incurred by the Deputy Commissioner (HQ)- I , Revenue Department (HQ) for which powers have not been delegated/re-delegated to him.
9. These Financial Powers (now being delegated) shall not be further re-delegated by him to lower authorities.
10. While incurring expenditure on account of purchases etc. or expenditure involving purchases under various provisions of GFR – 2017 will be fully followed.
11. All expenditure relating to procurement of goods and services shall be in accordance with the provisions of GFR – 2017 relating to the procurement of goods and services, DFR – 1978 and other instructions issued by the Government & Finance Department, Govt. of NCT of Delhi in this regard.
12. Against condemnation, items will be purchased only after acceptance of the report/recommendations of the Condemnation Board by the HOD/Administrative Secretary/competent authority.



(RAJEEV VERMA)

**Pr. Secretary(Revenue)-cum
-Divisional Commissioner**