

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
(ACCOUNTS BRANCH)  
GOVT. OF N.C.T. OF DELHI  
1, PT. RAVI SHANKAR SHUKLA LANE, K.G. MARG, NEW DELHI-110001

F. Accts./Misc./2018-19/205-220

Dated:- 08/05/2019

**CIRCULAR**

**Subject: Instruction regarding submission of proposals.**

I am directed to circulate Delegation of Financial Powers to the Administrative Secretary/Head of Department vide OM No. F.8/3/2010-AC/usfa/41-44 dated 12.03.2015 (copy enclosed) issued by Finance (Accounts) Department and also Order No. F.76(48)/WCD/Accts./Misc./2013-14/20156-270 dated 24.10.2013 (copy enclosed) issued by Director (W & CD)/HOD for reference & compliance.

All branch officers are requested to ensure specifying the item number of DFP while submitting the file and also an authority specifying HOD/Administrative Secretary.

This is being issued in consultation with the IFA (WCD).

**Encl.: As above**

(S.K. RANJAN)  
DY. CONTROLLER OF ACCOUNTS

F. Accts./Misc./2017-18/205-220

Dated: 08/05/2019

Copy to:

1. ALL DD/Unit In charge under DWCD for taking necessary action and information please.
2. Additional Director (WCD).
3. PS to Secretary (WCD).
4. SO to Director (WCD) for information of Director (WCD).
5. Asstt. Programmer for uploading.

(S.K. RANJAN)  
DY. CONTROLLER OF ACCOUNTS

**Government of NCT of Delhi**  
**Department of Women & Child Development**  
**1, Canning Lane, KG Marg, New Delhi**

F.76(48)/WCD/Accts/Misc/2013-14 20156-270

Dated :

**ORDER**

24 OCT 2013

**Subject : Delegation of financial powers of HoD to HOOs ; and**  
**Certain relevant guidelines for incurring expenditure**

1. In the exercise of powers delegated to HoD under Rule-13(3) read with Rule-13(1) & Rule-13(2) of Delegation of Financial Powers Rules 1978 (DFPR), I hereby authorize all DFPR Rule 14 declared Heads-of-Offices (HOOs) of various Homes/Institutions/CDS Projects/WCD(HQ)/other-offices functioning under administrative jurisdiction of Department of Women & Child Development, GNCTD to exercise financial powers conferred upon me to the extent as shown against each.
2. Above delegation of financial powers is aimed to instil greater autonomy, meaningful-functioning, efficiency, flexibility, responsibility, decentralization, expeditious disposal of matters and avoid shutting of files causing administrative delays which otherwise results in undue inconvenience to children/juveniles/inmates/. Thus routine matter files relating to aforesaid matters need not be sent to (HQ).
3. All HOOs/DDOs are gazetted officer and are expected to be well-versed with rules & regulations so as to enable them handle public money of State-exchequer, the financial property and prudence. In order to perform efficiently and effectively, all HOOs & DDOs are expected to frequently refer to relevant rule books and remain update from all available resources for proper functioning.
4. Before proceeding further, following vital points are emphasised & imposed upon HOOs that :-
  - (a) While incurring expenditure out of public money of State-exchequer, the financial powers delegated to HOOs have to be exercised with utmost care by maintaining high standards of financial propriety, financial order and strict economy.
  - (b) HOOs shall have the responsibility & accountability to bring efficiency, economy and transparency in matters relating incurring expenditure. All purchases should be made in transparent, competitive and fair manner, to secure best value of money.
  - (c) HOOs shall ensure that all relevant financial rules and regulations like Delegation of Financial Power Rules, General Financial Rules & other relevant orders, instructions, directions, guidelines, etc. issued by the undersigned/GNCTD/Gol/CVC/etc. on the subject from time to time are strictly adhered/observed.
  - (d) HOOs shall exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his/her own money.
  - (e) HOOs shall ensure that the expenditure incurred should not be more than the occasion demands.
  - (f) HOOs shall not exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
  - (g) HOOs shall ensure that expenditure from public moneys should not be incurred for the benefit of a particular person or a section of people, unless :-
    - (i) a claim for the amount could be enforced in a Court of Law, or
    - (ii) the expenditure is in pursuance of a recognized policy or custom.
  - (h) HOOs shall ensure that the amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

- (i) Purchase/procurement of some of items has been restricted by the GoI as well as GNCTD vide economy instructions issued from time to time. In such cases, HOOs are not competent to incur expenditure without obtaining prior concurrence of the Finance Department, GNCTD.
- (j) The HOOs shall ensure that all powers delegated as shown in Col-4 of Table Point-5 below shall be exercised strictly in accordance to the corresponding conditions as specified in Col-5.
- (k) The HOO shall ensure that the expenditure does not exceed the budget allocations and that the expenditure is incurred for the purpose for which such funds have been provided.
- (l) The HOOs shall ensure that adequate control mechanism is functioning as well as effectively applied in his/her office for prevention, detection of errors and irregularities in the financial proceedings and to guard against any waste and loss of public money.
- (m) All financial powers, not specifically delegated to HOOs by this order, shall vest with HoD/ Secretary/FD, GNCTD.
- (n) Unless otherwise provided by any specific order of the undersigned, these delegated powers are inclusive of any financial power otherwise delegated to HOOs for those particular items by FD, GNCTD.
- (o) Unless otherwise provided by any specific order of the undersigned, HOOs may not further delegate these powers to any other Gazetted or non-gazetted officers.
- (p) Onus & accountability regarding correctness, regularity & propriety of decisions taken in such matters shall solely vest upon HOOs.

5. The financial powers is hereby delegated to HOOs in respect of items as listed below :-

S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HOOs	Apart from existing rules, orders, restrictions or scales to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
1	Contingent expenditure :-			
	(a) Unspecified items (recurring)	Rs.2,00,000/- per annum	Rs.50,000/- per annum	(a) Preferably from M/s Kendriya Bhandar only. (b) Second preference shall be purchase from any other Government agency. (c) And as last option, from local market after exhausting options as stated at sub-point (a) & (b) above and after obtaining prior approval from HoD.
	(b) Unspecified items (non-recurring)	Rs.1,00,000/- per annum in each case	Rs.20,000/- per annum	(a) Rs.20,000/- per annum in each case for HOO(HQ), WCD only. (b) For rest HOOs – maximum Rs.20,000/- per annum only (and not in each case). (c) Preferably from M/s Kendriya Bhandar only. (d) Second preference shall be purchase from any other Government agency. (e) And as last option, from local market after exhausting options as stated at sub-point (a) & (b) above and after obtaining prior approval from HoD.
2	Conveyance :-			
	(a) Conveyance Hire	Rs.30000/- per month*	NIL	
	(b) Reimbursement of conveyance charges	Rs.1000/- per month	Rs.1000/- per month	in respect of permanent/regular Government servants only.

S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HOOs	Apart from existing rules, orders, restrictions or scales to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
	(c) Grant of conveyance allowance to physically handicapped	Full powers	Full powers	Subject to observance of the conditions laid down by GOI/GNCTD
3	Electric, Gas and Water charges payments to Government agencies	Full powers	Full powers	
4	Furniture and Fixtures :-			
	(a) Purchase	Full Powers*	Full Powers	(a) Only on furniture items like Takhts/cots, cupboard, small table and chairs for use of children/inmates of Homes/Institutions excluding ICDS Projects. (b) All aforesaid furniture items are to be purchased from Tihar Central Jail, GNCTD after obtaining prior administrative approval from HoD through JD (T)/DD(CPU). (c) Above provisions are in accordance with JD(T), WCD OM No.F.19(1)/2009/WCD/Inst/17850-80 dated 20.07.09 read with FD, GNCTD, UO No.339/Exp-dated 24.06.09.
	(b) Repairs	Full powers	Full powers	
5	Freight charges	Full powers	Full powers	
6	Land	NIL	NIL	
7	Purchase of Desert/ Room coolers (except Air-conditioners)	Full powers	Full powers	(a) Preferably from M/s Kendriya Bhandar only. (b) Second preference shall be purchase from any other Government agency. (c) And as last option, from local market after exhausting options as stated at sub-point (a) & (b) above and after obtaining prior approval from HoD.
8	Legal charges			
	(a) Fees Barristers, Advocates, Arbitrators and Umpires	Full powers*	Full powers	Subject to guiding principles and rates as laid down by Law Department, GNCTD only.
	(b) Reimbursement of legal expenses incurred by Government servants in cases arising out of their official duties	Full powers*	Full powers	Subject to such orders/instructions as may be issued from time to time by the GOI/GNCTD only.
9	Motor vehicles :-			
	(a) Purchase	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Maintenance, upkeep and repair of Government vehicles	Full powers	Full powers	Subject to prior technical approval & bill verifications by TO, Transport Department, GNCTD only
	(d) Condemnation of vehicles	Full powers*	NIL	

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S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HODs	Apart from existing rules, orders, restrictions to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
1	2	3	4	5
10	Municipal rates taxes	Full powers	Full powers	
11	Execution of petty works, repairs and day-to-day maintenance of Government building (allotted/owned by WCD only)	(Limited)* As per norms	Rs. 20,000/- per annum (Limited as per Col-6)	(a) Rs.20,000/- per annum per building is allowed if work is executed departmentally.
12	Postage and Telegraph charges	Full powers	Full powers	
13	Printing and Binding	Full powers	NIL	Through Government Press only.
14	Publications :-			
	(a) Purchase of official publications	Full powers	Full powers	
	(b) Purchase of non-official publications	Full powers	Full powers	Include books, newspapers, other periodicals, publications, etc. which shall contain only children related educational/knowledge materials.
15	Hiring of building	Full powers	NIL	
16	Machinery repair :-			
	(a) Repairs to and removal of machinery (where the expenditure is not of a Capital nature)	Full powers	Rs.25,000/- per annum	
	(b) Repair/Periodical Servicing/AMC of machinery & equipments	Full powers	Full powers	Through original equipment/product manufacturers or their authorized agencies only
17	Staff paid from contingency	NIL	NIL	
18	Stationary :-			
	(a) Purchase of stationary stores	Rs.5,00,000/- per annum	Rs. 50,000/- per annum	(a) Includes office stationary. (b) Includes purchase of stationary & books for children/Inmates of Homes/Institutions studying in MCD/ Government school read with JD(T), WCD OM No.F.16(2)/2009/ WCD/Inst/21887-710 dated 26.08.09. (c) Includes purchase of books for children/ inmates of Homes/Institutions studying in MCD/Government school after obtaining list/ indents from their respective schools. (d) All above purchases are to be made from M/s Kendriya Bhandar only.
19	(b) Purchase of rubber stamps and office seals	Full powers	Full powers	
20	Supply of uniforms, badges and other articles of clothing, etc. to	Full powers	Full powers	Subject to norms & scales prescribed by Government from time to time.

S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HOOs	Apart from existing rules, orders, restrictions or scales to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
	Government servants including stitching charges and washing allowances			
21	Performance of extra jurisdictional journey within India by the Government servant including payment of delegation fees	Full powers*	NIL	
22	Power to declare a Gazetted Officer as Head-of-Office under Rule 14 of DFPRs	Full powers	NIL	
23	Advance drawl of money on abstract bills for meeting contingent expenditure where advance drawl is inevitable	Full powers*	NIL	However, only HOO (HQ), WCD shall have full powers for advance drawl and its relevant adjustments.
24	Stores :-			
	(a) Store required for works	Full powers*	NIL	
	(b) Other stores, i.e., stores required for the working of an establishment instruments, equipment's and apparatus	Full powers	Rs.10,000/- per annum	(a) Preferably from M's Kendriya Bhandar only. (b) Second preference shall be purchase from any other Government agency. (c) And as last option, from local market after exhausting options as stated at sub-point (a) & (b) above and after obtaining prior approval from HoD.
	(c) Purchase of medical stores and equipment's	Full powers	Rs.10,000/- per annum	
25	Purchase of Dietary, non-dietary and General articles for the inmates of Homes/institutions under Directorate of Women & Child Development, GNCTD	Full powers (subject to approved scale/rates)	Rs. 5,00,000/- per annum (Subject to approved rate/scale)	(a) Purchase policy of WCD is a governed by Cabinet Decision No.1514 dated 02.03.09 issued by GAD, GNCTD vide their office letter no.F.3/2/2009-GAD/CN-1200-1211 dated 04.03.09 read with DSW Circular no.F.4(12)/Account-II/DSW/07-08/478-495 dated 13.04.09 & DSW Circular no.F.4(12)/Account-II/DSW/07-08/13789-854 dated 24.09.10 allowing/approving single source procurement from M's Kendriya Bhandar, M's DMS and M's Mother Dairy - without calling quotations - as a special uniform procurement policy for all Homes/ Institutions of WCD. (b) Aforesaid purchased shall be made strictly as per norms & scales stipulated in (i) For child Care Homes institution- Schedules-I below Rule-41 and Schedule-II

S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HODs	Apart from existing rules, orders, restrictive scales to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
				6
				<p>below Rule-44 of Delhi Juvenile Justice (Care &amp; Protection) Rules 2009.</p> <p>(ii) For adult care home / institution: Manual of Social welfare published _____</p> <p>(iii) For ICDS Projects- Since ready to eat diet is being provided to children under ICDS Scheme, expenditure of all dietary/SNP items shall continue to be incurred after obtaining prior approval from ICDS Branch (HQ)- as per existing procedure.</p> <p>(C) In addition to above, Point-8 given below may also be referred for indicative suggestions.</p>
26	Tent and camp furniture:-			
	(a) Initial purchases	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full powers	NIL	
	(d) Hiring of Tents	Full powers	NIL	
27	(a) Office telephone charges including internet charges (MTNL).	Full powers*	Full powers	Subject to prescribed limits as fixed by Government from time to time.
	(b) Sanction of residential telephones charges in case of officers drawing salary in PB-3 Rs. 15000-39100 plus Grade-Pay Rs. 7600/- (pre-revised Rs. 12000-16500) & above.	Full powers*	NIL	
	(c) Sanction of internet connection	Rs. 10,000/- per annum	NIL	
	(d) Cellular phone for office work	Full powers*	NIL	
28	Office equipment's :-			
	(a) All office equipment's viz. Photocopiers, Fax-machines, etc., which are under economy ban	Full powers*	NIL	
	(b) Purchase of computers including printers, UPS and computer furniture; but excluding laptops	Rs. 2,50,000/- per annum	NIL	
29	Expenditure on refreshment & working lunch served to guest in official meetings/ conferences/seminar/ workshops	(Limited) * as per norms	NIL	

S. No	Item of expenditure	Existing financial powers of HoD	Extent of financial powers of HoD, now, delegated to HODs	Apart from existing rules, orders, restrictions or scales to which the expenditure shall be incurred, said delegated powers shall be subject to further following conditions
1	2	3	4	5
30	Write-off of irrecoverable loss of stores or public money	Full powers*	NIL	
31	Disposal of obsolete, surplus or unserviceable stores	Upto Rs. 1,50,000/- at a time*	Upto Rs. 50,000/- at a time	Subject to the acceptance of the report of Condemnation Board by the competent authority and also subject to the condition that Head-of-Office is not on the Condemnation Board.
32	Investigation of old claims	Full powers as per Rule 264 of GFR 2005	NIL	
33	Payment of publicity charges on DAVP rates or on rates approved by GNCTD	Full powers	NIL	
34	Grant of Special Pay to Cashier / Group- 'D' staff handling cash	Full powers	NIL	Subject to the norms & limited prescribed by the Government from time to time.
35	Powers under the Fundamental Rules Supplementary Rules / General Financial Rules	Full powers*	NIL	
36	Sanction of HBA to Government servant	Full powers*	NIL	
37	Honorarium ->			
(a)	Sanction of Honorarium from public exchequer	NIL	NIL	The power to sanction Honorarium from public exchequer vests with FD, GNCTD.
(b)	To sanction the undertaking of work for which fee/honorarium is offered and acceptance thereof	As prescribed by FR/SR	NIL	
(c)	Acceptance of Honorarium	As prescribed by FR/SR	NIL	
38	Payment of remuneration to part-time teachers, Guest speakers, etc.	Full powers*	NIL	

**Note :** (a) Limit of financial powers of HoD has been referred to from the Delegation of Financial Powers Rules, 1976 read with 'Statement of Delegation of Financial powers to HoD and HOD of GNCTD compiled upto 31.10.2009' - issued by FD, GNCTD and their letter no.F.6/3/2010-AC/DS-III/1273-1289 dated 23.09.11.

(b) \* in the table denotes that HOD has to follow some conditions.

6. With implementation of aforesaid delegation of powers, HODs are empowered to incur expenditure of the respective items to the extent as indicated therein, at their own level. Proposals within the competency of HODs need not be sent to Accounts Branch. Only such proposals, which require sanction of the HoD or higher authorities, with detailed self-explanatory notes and after independently examined by concerned nodal Branch at HQ, WCD with their conclusive



comments, shall be sent to Accounts Branch for recommending for sanction or otherwise to the competent authority.

7. **Some other relevant basic points to be kept in mind while incurring expenditure in respect of items specified in the table at Point-3 above are :-**

- (a) At the outset, in the exercise of above delegated financial powers, HODs shall ensure that full – justification are recorded in the file with self contained notes along with relevant evidencing documents.
- (b) Use of part-files should be absolutely discontinued.
- (c) Correspondence-side and noting-side pages shall be serially numbered and paragraphs on noting-side of the files shall be serially numbered. Each file shall mandatorily contain – (i) unique file ID number (in reference to file opening register); (ii) full address of the unit including contact numbers; and (iii) subject.
- (d) Each individual signing the proposal shall indicate his name and designation below his dated signatures. Also, relevant supporting documents shall be duly attested by HOO.
- (e) Expenditure on any other which is not listed in Table at Point-3 above shall not be incurred without prior permission of HoD.
- (f) Rule position under which the expenditure is being incurred shall invariably be mentioned.
- (g) Indicate relevant S.No. of table at Point-3 above covering financial competency with regard to the particular expenditure-in-question.
- (h) Funds availability and Head-of-account to which the expenditure is to be debited shall invariably be mentioned.
- (i) Above list is illustrative only and not exhaustive.

8. Some mandatory rules of GFR 2005 are illustrated below :-

(a) The purchases are generally made under Rule 145, 146, 150 & 151 of GFR 2005.

(b) **Rule 145 of GFR 2005 – Purchase of goods without quotation :**

- (i) Purchase of goods/ expenditure upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a mandatory certificate to be recorded by the competent authority in the prescribed format of – “I, \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.
- (ii) All items purchase under this category may be incurred by HOO with utmost financial propriety & prudence.

(c) **Rule 146 of GFR 2005 – Purchase of goods by purchase committee :**

- (i) Purchase of goods/expenditure costing above Rs.15,000/- (Rupees Fifteen Thousand only) and upto Rs.1,00,000/- (Rupees One lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly mandatorily record a certificate in the prescribed format of – “Certified that we \_\_\_\_\_, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

- (ii) Since, WCD is governed by a special uniform procurement policy for purchase of dietary and non-dietary items for use of children inmates in all WCD run Homes/Institution by authority of Cabinet decision No. 1514 dated 02.03.09 issued by GAD, GNCTD vide their office letter no.F.3/2/ 2009-GAD/CN-1200-1211 dated 04.03.09 read with the then WCD controller DSW, GNCTD Circular no.F.4(12)/Account-II/DSW/07-08/478-495 dated 13.04.09 allowing/approving single source procurement from M/s Kendriya Bhandar (for dietary & non-dietary items), M/s DMS (for milk) and M/s Mother Dairy (for vegetables & fruits) – without calling quotations – it is mandated that any purchase made above Rs.15000/- shall invariably & mandatorily carry a certificate as stipulated below Rule-146 of GFR 2005 issued by Local Purchase Committee.
- (iii) However, in order to have a uniform purchase system including the issue of price parity in goods purchased across all ICDS Projects, aforesaid purchase policy method of single source purchase from M/s Kendriya Bhandar without calling quotations as allowed, adopted & followed by various Homes/ Institutions of WCD, GNCTD is hereby being extended to all ICDS Projects functioning under the jurisdiction of WCD, GNCTD (which otherwise is also in accordance to GI(4)(3)(a) below Section-I of Chapter-6 with subject of Procurement of goods and services of GFR 2005).
- (iv) For purchase of dietary and non-dietary items to be used for children/inmates of WCD run Homes/Institutions in reference to point-(i) & (ii) above and its other allied offices, the Local Purchase Committee shall consists of :-
- |  |                    |
|--|--------------------|
| (a) Deputy Director (CPU)                        | - Chairperson      |
| (b) Superintendent of concerned Home/Institution | - Member Secretary |
| (c) District officer of concerned District       | - Member           |
- (v) For purchase of items to be used in ICDS Projects and its other allied offices, the Local Purchase Committee below Rule-146 of GFR 2005 shall consists of :-
- |  |                    |
|--|--------------------|
| (a) Deputy Director (ICDS)                 | -Chairperson       |
| (b) District Officer of concerned District | - Member           |
| (c) CDPO of concerned ICDS Project         | - Member Secretary |
- (vi) For purchase of items to be used in WEC related projects and its allied offices, the Local Purchase Committee below Rule-146 of GFR 2005 shall consists of :-
- |  |                    |
|--|--------------------|
| (a) Deputy/Assistant Director (WEC)        | - Chairperson      |
| (b) District Officer of concerned District | -Member            |
| (c) CDPO of concerned ICDS Project         | - Member Secretary |
- (vii) For purchase of items to be used in CTB(HQ) and other allied offices of WCD, the Local Purchase Committee below Rule-146 of GFR 2005 shall consists of :-
- |                          |                    |
|--------------------------|--------------------|
| (a) Head-of-Office       | - Chairperson      |
| (b) Superintendent (CTB) | - Member Secretary |
| (c) Sr.Accounts Officer  | - Member           |
- (viii) All purchase under this category shall be incurred on the recommendation of Local Purchase Committee only.
- (ix) Aforesaid constituted Committee's shall conduct for periodic and surprising checking of the quality and quantity of items purchased from M/s Kendriya Bhandar or any other alternative agency and submit its report to HoD with necessary recommendation / suggestions.

**(d) Rule 150 of GFR 2005 – Advertised Tender Enquiry :**

- (i) Subject to exceptions incorporated under Rule 151 and 154, invitation to tenders by advertisement should be used for procurement of goods/expenditure of estimated value Rs.25 lakhs (Rupees Twenty Five Lakh) and above.
- (ii) In respect of any other rule except Rule-145, 146 & 151 of GFR 2005 with regard to purchase/engagement of any item/matter/service/subject involving expenditure Rs.25 lakhs & above, the Standing Purchase Committee shall consists of :-
- |  |               |
|--|---------------|
| (a) Additional Director / Head-of-Office | - Chairperson |
|--|---------------|

- |  |                    |
|--|--------------------|
| (b) Superintendent (CTB)               | - Member Secretary |
| (c) Deputy Director (CPU)              | - Member           |
| (d) Deputy Director (ICDS)             | - Member           |
| (e) Deputy Director (GIA/Institutions) | - Member           |
| (f) Deputy/Assistant Director (WEC)    | - Member           |
| (g) Sr.Accounts Officer                | - Member           |

- (iii) However, for purchases Rs.25 lakhs & above, it shall also be ensured that a representative of the Finance Department, GNCTD shall also be invariably invited in addition to the aforesaid Standing Purchase Committee.

Further, as has been stipulated in Para-2 of FD, GNCTD letter no.F.3/1/2012-AC/DS-1/342-370 dated 31.01.13 that - *"...the role of the Finance nominee in the Purchase Committee is of advisory nature only and mere presence of the nominee of Finance Department in the meeting of the Purchase Committee...does not tantamount to the concurrence/sanction of the Finance Department. The expenditure proposals beyond the delegated powers of HoDs, which are recommended by the Purchase Committee, are, therefore, required to be referred to the Finance Department...for consideration and decision".*

- (iv) All Purchase under this category shall be incurred only the recommendation of Standing Purchase Committee.
- (v) Aforesaid constituted Committee's shall conduct for periodic & surprise checking of the quality & quantity of items purchased from M/s Kendriya Bhandar and submit its report to HoD with necessary recommendations/suggestions.

**(e) Rule 151 of GFR 2005 – Limited Tender Enquiry :**

- (i) This method may be adopted when estimated value of the goods to be procured is upto Rs.25 lakhs (Rupees Twenty Five lakhs only) through limited tender process.

- (ii) Standing Purchase Committee below aforesaid Rule-151 of GFR 2005 shall consists of -

- |  |                                     |
|--|-------------------------------------|
| (a) Additional Director / Head-of-Office | - Chairperson                       |
| (b) Superintendent (CTB)                 | - Member Secretary                  |
| (c) Deputy Director (CPU)                | - Member (for CPU related matters)  |
| (d) Deputy Director (ICDS)               | - Member (for ICDS related matters) |
| (e) Deputy Director (GIA/Institutions)   | - Member (for GIA related matters)  |
| (f) Deputy/Assistant Director (WEC)      | - Member (for WEC related matters)  |
| (g) Sr. Accounts Officer                 | - Member                            |

- (iii) All Purchase under this category shall be incurred only the recommendation of Standing Purchase Committee.

- (iv) Aforesaid constituted Committee's shall conduct for periodic & surprise checking of the quality & quantity of items purchased from M/s Kendriya Bhandar and submit its report to HoD with necessary recommendations/suggestions.

- (f) **Above list is illustrative only and not exhaustive** – HOs shall ensure that all relevant financial rules and regulations like Delegation of Financial Power Rules, General Financial Rules & other relevant orders, instructions, directions, guidelines, etc. issued by the undersigned/GNCTD/GoI/CVC/etc. on the subject from time to time are strictly adhered/observed.

**9. Disposal of surplus or obsolete or unserviceable goods –**

- (a) Rule 196 to 202 of GFR 2005 deals with the subject of Disposal of Goods.
- (b) Condemnation is a two phase procedure, namely – condemnation process and disposal of such condemned goods.

- (c) Proposal for constitution of Condemnation Board (Note: the HOD whose items of stock are to be declared obsolete or unserviceable may not be on the Board).
- (d) There are around 160 field-units functioning under WCD. Since only two accounts functionaries are posted in WCD, it is practically not possible for them to take part in every condemnation-process/Condemnation-Board due to various hindering factors like – their routine volume of work ; field-units of WCD are spread across Delhi and is mostly in far-flung rural areas ; time-consuming process requiring 5-6 visits. Accordingly, it is decided that depending on the assessed residual value-of-goods to be condemned/disposed, the condemnation Board/Committee shall consist of the Committee members as has been indicated in Point-7 above except for the nomination of HOD, who may be replaced with the nearest - WCD office Superintendent /CDPO/HOD.
- (e) However, for convenience of the units, it is suggested that any condemnation procedure may undergo at least following processes supported with its evidencing documents. It is suggested that any condemnation procedure may adhere/contain at least following documents :-
- (a) Detailed self-explanatory note/proposal specifies reasons for condemnations.
  - (b) List of articles condemned may be prepared in the following format/columns (preferably in a two page ruled sheet) :-
    - (i) S.No
    - (ii) Full description of item
    - (iii) Make & Specification of item
    - (iv) Quantity / Weight
    - (v) Date of Purchase
    - (vi) Total Life – as on date
    - (vii) Prescribed life of the article
    - (viii) Whether the item mentioned at Col-(i) above have completed its life (Yes/No)
    - (ix) Stock Register – Vol No.
    - (x) Stock Register – Page No.
    - (xi) Stock Register – item S.No.
    - (xii) Book Value/Original price (if not available, same may be obtained from the source of supply)
    - (xiii) Total quantity in Stock – as on date
    - (xiv) Out of which, quantity of unserviceable items – as on date
    - (xv) Balance of serviceable articles in stock – as on date (Col i-iii)
    - (xvi) Mode of disposal (Sale, public auction or otherwise)
    - (xvii) Reserve Price (preferably by adopting Diminishing Value Method of depreciation)
  - (c) Inspection Report of Condemnation Board.
  - (d) Full reasons for declaring the items condemned alongwith necessary certificates of Condemnation Board – Rule 196(i) of GFR 2005.
  - (e) Recommendations of Condemnation Board – Rule 196(ii) of GFR 2005.
  - (f) Preparation of 'Report of Surplus, Obsolete and Unserviceable Stores for Disposal' in the prescribed format of GFR-17 – Rule 196(iii) of GFR 2005.
  - (g) Other vital document relating to disposal of surplus goods are :-
    - (i) Invitation letter to scrap dealers.
    - (ii) Analysis & evaluation of bids received
    - (iii) Selection of highest responsive bidder.
    - (iv) Issue of sale release order to the selected bidder.
    - (v) Release of the sold surplus goods to the selected bidder.
    - (vi) A sale account prepared for goods disposed of in Form GFR-18 duly signed by the officer, who supervised the sale or auction.
  - (h) Self-explanatory remarks regarding condemnation done may be recorded in the original stock register against respective items.
  - (i) GAR-6 (erstwhile TR-5) may be drawn against sale/auction of condemned items. Same may be placed on records alongwith copy of the said GAR-6 and proof of deposit in Government Account, i.e., copy of relevant GAR-7.
  - (j) Deposit of aforesaid money into government's revenue account through GAR-7.
  - (k) Above points are illustrative only and not exhaustive.

10. **Purchase of Dietary and Non-dietary Items:** -Some guidelines related to purchase of Dietary & Non-dietary items for use of children/inmates in Homes/Institutions run by WCD are :-

- (a) Strict adherence is reiterated to the various aspects detailed in point-6 above in the matter of purchase dietary and non-dietary items.
- (b) Purchases of all items for use of children/inmates in Homes/institutions under WCD should strictly & necessarily be purchased only from M/s Kendriya Bhandar or Government Fair Price Shops (all dietary & non-dietary items) ; M/s Mother Dairy (Vegetables & Fruits) ; and M/s Delhi Milk Scheme (Milk).
- (c) Above purchase/expenditure shall not be incurred without compromising on any of the strictures laid down in Delhi Juvenile Justice (Care & Protection) Rules, 2009 Chapter-III of Manual for functionaries of Institutions & Service issued on 01.03.1989 by Directorate of Social welfare, GNCTD (erstwhile Delhi Admn.)

In this regard, it is emphasised :-

- (i) to maintain process-integrity, self-explanation, self-justification, transparency in purchases made for children/inmates.
  - (ii) all indents, proposals & purchases shall be based on logical & realistic estimates based on facts & figures of past and future. ;
  - (iii) purchases shall not be made more than the occasion demands.
  - (iv) ensure avoidance of unauthorized, irregular and wasteful expenditure.
- (d) Detailed self-explanatory evidencing documents including a date-wise attendance sheet (containing -Date  $\Rightarrow$  Attendance X stipulated quantity = Total consumption per day) shall be maintain in order to justify that the purchases made by the unit are logical & realistic and has not been more than the occasion demands.
- (e) A proper / strong /acceptable weekly menu/card/table of food shall invariably be in place keeping -in-mind the interest, taste, desire, demand and consensus of children /inmates by taking into account atleast the following points :-
- (i) Such food Menu shall be strictly followed.
  - (ii) A suitable 'Food Committee' shall be constituted in each Homes/institution (headed by concerned Superintendent/ HOO of the unit) consisting of other members who are directly in touch with these children/inmates and also, atleast two-senior most & vocal Children/ inmates as inmate-representatives (in accordance to Rule 56 of DJJ(C & PC) rules 2009)- who shall formulate ' Weekly Menu' of food to be provided to children inmates.
  - (iii) Use of ambiguous/generic terms like 'Dal', 'Sabzi', 'Vegetables', 'Fruit', etc in menu-chart shall be avoided. Each item should be clearly/explicitly mentioned.
  - (iv) Menu-chart shall be self-explanatory wherefrom self-explanation & Justification could be made that purchases -made/consumption -done of dietary items is based on a realistic and logical calculation when compared with actual strength of children/inmates and is not in excess stock more than fixed norms.
- (f) Purchase/expenditure out of public money of State-exchequer shall be incurred only on such items that are specifically mention in relevant Act/Rules/Manual. In case need arises for any unspecified items on long-term/regular /permanent basis- same shall be provide only after getting necessary amendment in relevant Act/Rules/Manual for permanency, authenticity as well as for benefit of other Homes/Institution. And, in case need arises for any unspecified items on short-term/momentary/temporary basis- same shall be provided only after getting prior written approval from HoD, which shall compulsorily indicate the time-frame/period/duration of providing such facility.
- (g) All bills-of-expenditure shall mandatorily carry the verifications certificate in the format of "Bill verified for payment of Rs\_\_\_\_\_ (Rupees\_\_\_\_\_)" under seal & dated-signature of HOO/DDO of the unit shall be recorded on the bills-of-expenditure certifying correctness & genuineness of the expended amount.

(h) Exercise of above delegate financial powers are subject to condition that concerned Superintendent/HOO of the unit shall ensure:-

- I. All purchases shall be on realistic & logical calculations and shall not be in excess of required stores ;
- II. All purchases shall be made after observing codal formalities, rules, guidelines & financial propriety ;
- III. All purchase above Rs.15000/- shall be made on recommendations of Purchase Committees only;
- IV. All purchases/consumptions shall be in confirmation/fulfilment of laid down norms & scales. ;
- V. Onus of correctness & genuineness of purchases/consumption shall vest upon HOO concerned.

11. All previous A/A & E/S already accorded by HoD in due course of time, having effect for future period, shall stand annulled/cancelled, from the date of issue of above orders.

12. HOO of various Homes/Institutions/ICDS projects shall, submit a monthly report, latest by 7<sup>th</sup> of every month, to the Director (WCD) and to the DD (Institutions) in the performa attached with this order.

13. These orders shall remain in force till further orders ,

Endi- As above.



(RAJIV KALE)

DIRECTOR/HOD, W & CD

F.76 (48)/WCD/Accts/Misc/2013-14/20156-170  
Copy for information and necessary action to :-

1. Secretary, DWCD, GNCTD, Delhi Gate Delhi.
2. Additional director, DWCD, GNCTD, 1, Canning Lane K. G Marg, New Delhi
3. Under Secretary, Finance Department, GNCTD 4<sup>th</sup> Floor, 'A' Wing, Delhi Secretariat. New Delhi
4. PAO Concerned (through respective HOOs/DDOs).
5. Sr. Accounts officer, DWCD, GNCTD, 1, Canning Lane K. G Marg, New Delhi.
6. All HOOs/DDOs functioning under jurisdiction of DWCD, GNCTD, Delhi/New Delhi
7. Guard File.

Dated:

24 OCT 2013



(RAJIV KALE)

DIRECTOR/HOD, W & CD

No.F.8/3/2010-AC/usfa/41-44  
**GOVERNMENT OF NCT OF DELHI**  
**FINANCE (ACCOUNTS) DEPARTMENT**  
 'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi

Uploaded  
 on  
12/3/15

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.			Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full Powers.	Full Powers.	
	(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	
	(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 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 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.1 crore and up to Rs.15 crore. (b) Approval of EFC (Expenditure Finance Committee) is required for all Schemes/Projects costing above Rs.1 crore but less than Rs.15 crore. (c) Approval of the Council of Ministers is required in respect of all Schemes/Projects costing above Rs.100 crore and above.

*[Handwritten signature]*

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	

*[Handwritten signature]*

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 Competent authority 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 sanctioned by Competent authority 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.

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	

*[Handwritten signature]*

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-imbursment 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, filing 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 incur 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 the Department.

*[Handwritten signature]*

	(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 Intra-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/conferences/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.	

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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 recommendation of 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/terms 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 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, (Five) Local Bodies both under Plan & Non-Plan subject to conditions 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 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-264 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 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 power 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. SAINI),

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.



(Anshu Kumar),

Under Secretary Finance (Ac/Cs).