

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


I. T. BRANCH
Revenue Department
Diary 36
Date 15/06/2020
Dated: 15/6/2020

No. F. 7(13)/Misc/GA/Estt/2010/ 808

ORDER

In supersession of this department Order No.F.7(13)/Misc/GA/Estt/2010/1648 dated 21/11/2019 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 – III, Revenue Department (HQ) to exercise the financial powers of the Divisional Commissioner, Revenue Department, Govt. of NCT of Delhi with effect from 04/06/2020 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.

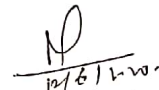

(SANJEEV KHIRWAR)
Pr. Secretary(Revenue)-
cum-Divisional Commissioner

No. F. 7(13)/Misc/GA/Estt/2010/ 808

Dated: 15/6/2020

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 – III (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.


(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE – I (HQ)

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/2010/809


Dated: 15/6/2020

Conditions for incurring expenditure as per the authorised powers of Divisional Commissioner as Head of Department to the Deputy Commissioner – III (HQ), Revenue Department (HQ) delegated vide Order No.F.7(13)/Misc/GA/Estt/2010/...S.P.S... dated 15/6/2020.

1. The Deputy Commissioner (HQ) – III, 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 as Revenue Department (HQ).
3. In case for incurring expenditure for any item, the Deputy Commissioner (HQ) – III, 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)- III shall ensure that all codal formalities as per GFR – 2019 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)- III , 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, provision of Rule 145, 146, 151 & 149, 150 of GFR – 2019 will be fully followed.
11. All expenditure relating to procurement to goods and services shall be in accordance with the chapter -6 of GFR – 2019 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.


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

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 - III (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 - III (HQ), Revenue Department, Govt. of NCT of Delhi.
1	2	3	4	5
1	Contingent Expenditure			
	A. Unspecified items (Recurring)	Rs.5,00,000/- Per Annum (Rupees Five Lakh only)		Powers to the extent as delegated to HOD
	B. Unspecified items (Non Recurring)	Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand only) Per Annum in each case		Powers to the extent as delegated to HOD
2	A. Conveyance Hire	Rs. 5,00,000/- (Rupees Five Lakh only) Per month*	* The Conveyance hire of one Vehicle should not exceed Rs.40,000/- Per Month. FD's approval is required in respect of number of vehicles to be hired for the first time, but not required for extension of fresh hiring of the same number of vehicles in subsequent years.	Full Powers to the extent as delegated to HOD subject to fulfillment 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. 2000/- per month per person		Powers to the extent as delegated to HOD
	C. Grant of Conveyance allowance to Physically Handicapped	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.
3	Electric, Gas and Water Charges	Full Power		---
4	Fixture & Furniture			
	A. Purchase	Full Power subject to obtaining relaxation of FD on account of economy ban if expenditure exceeds Rs. 5,00,000/- (Rupees Five Lakh) per annum		---
	B. Repairs of Furniture	Full Power		Full Powers to the extent as delegated to HOD.
	C. Replacement of Furniture	*Up to Rs. 20,00,000 (Rupees Twenty Lakh) per annum	Full Powers	*Subject to compliance with condemnation procedures.
	D. Replacement of Air-Conditioners	NIL	Full Powers	*Subject to compliance with condemnation procedures. And procurement shall be restricted to the equal number of air-conditioners condemned.
	E. Condemnation of furniture, Air Conditioners, equipments, etc.	Full Power*	*Subject to fulfillment of norms as laid down in delegation of Financial Power Rules, 1978/GFR, 2017	


 (ANIL SIROHI) **ANIL SIROHI**
 SUB DIVISIONAL MAGISTRATE - (HQ) (HQ)
 Revenue Department
 Govt. of NCT of Delhi
 5, Sham Nath Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
5	Freight and demurrage/wharfage charges			
	A. Freight charges	Full Power		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 Power		Powers to the extent as delegated to HOD.
6	A. Hiring of :- Office Furniture, Electric Fans, Heaters, Coolers, Clocks and Call Bells	Full Power		Powers to the extent as delegated to HOD.
	B. Purchase of Desert cooler and Room Cooler (except Air Conditioners)	Full Power		Powers to the extent as delegated to HOD.
7	Land	NIL		
8	Legal Charges			
	A. Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires	Full Power*	*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. 30,000/- (Rupees Thirty Thousand) in each case.		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. 30,000/- (Rupees Thirty Thousand) in each case.		
	D. Reimbursement of Legal expenses incurred by Govt. servants in cases arising out of their official duties.	Full Power	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	As per the approved rates of Law Department of GNCTD of Delhi.	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.


(ANIL SIROHI)
 SUB DIVISIONAL MAGISTRATE (HQ)
 Revenue Department
 Govt. of NCT of Delhi
 5, Shyam Nath Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
9	Motor Vehicles			
	A. Purchase	NIL		---
	B. Replacement	NIL		---
	C. Maintenance, upkeep and repair of vehicles	Full Power		Powers to the extent as delegated to HOD.
	D. Condemnation of Vehicles.	Full Power*	*Subject to fulfillment of norms as laid down in delegation of Financial Power Rules, 1978	---
10	Municipal rates and taxes	Full Power		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.5,00,000/- (Rupees Five Lakh only) Per Annum per buǝding, if the work is executed departmentally. Full powers if the work is executed through PWD.		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. 1,00,000/- (Rupees One Lakh only) per annum. (ii) Recurring: Rs. 25,000/- (Rupees Twenty Five Thousand only) per annum		---
	C. Administrative Approval and Expenditure Sanction to Works/Projects	Upto Rs. 10,00,00,000/- (Rupees Ten 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/estimating above Rs.50 cr.(Rupees Fifty Crore) And upto Rs. 100 cr.(Rupees One Hundred Crore). (b) <u>Approved of EFC (Expenditure Finance Committee)</u> headed by Hon'ble Finance Minister is required for all Scheme/Projects costing/estimation above Rs.100 cr.(Rupees One Hundred Crore) but less than Rs. 500 cr.(Rupees Five Hundred Crore). (c) <u>Approval of the council of Ministry</u> is required in respect of all Scheme/Projects costing/estimating Rs. 500 cr.(Rupees Five Hundred Crore) and above after the recommendations of EFC.	Powers to the extent as delegated to HOD. Approval of concerned Minister-in-charge is required in Civil work/Projects of Rs.1 Crore and above before according administrative approval and expenditure sanction.

(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE (HQ)

ANIL SIROHI
SDM (HQ)
Revenue Department
Govt. of NCT of Delhi
5, Sham Nath Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
12	Postal and Telegraphs Charges.			
	A. Charges for the issue of letters telegrams etc.	Full Power		Powers to the extent as delegated to HOD.
	B. Commission on money orders.	Full Power		Powers to the extent as delegated to HOD.
13	A. Printing and binding. (Private Printers/Press)	Rs. 15,00,000/- (Rupees Fifteen Lakh only) per annum, if the job is executed locally		Powers to the extent as delegated to HOD.
	B. Printing and binding. (Through Govt. Press)	Full Power		Powers to the extent as delegated to HOD.
	C. Printing of visiting cards for self & Officers of the department	Full Power		Nil
14	Publication:			
	A. Purchase of Official publications			Powers to the extent as delegated to HOD.
	B. Purchase of Non-official publications include books, newspapers, other periodical publications, etc.	Full Power		Powers to the extent as delegated to HOD.
15	Hiring of buildings	Full Power*	* 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 Power		---
	B. Repairs/ Periodical Servicing/AMC OF machinery and equipments	Full Power		Powers to the extent as delegated to HOD.
17	Staff paid from Contingencies.	NIL		Nil
18	A. Purchase of stationery stores	Rs. 25,00,000/- (Rupees Twenty Five Lakh only) per annum		Powers to the extent as delegated to HOD.
	B. Purchase of rubber stamps and office seals	Full Power		Powers to the extent as delegated to HOD.



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 SUB DIVISIONAL MAGISTRATE - I (HQ)
 Revenue Department
 Govt. of NCT of Delhi
 5, Shaah Nahn Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (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.	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 for which the approval of concerned secretary and Minister shall be obtained.	* In case of Secretaries, approval of Chief Secretary shall also be obtained.	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 Power		--
22	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable	Full Power (Subject to be conditions as specified in Remarks Column)	(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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
S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
23	Stores:			
	(a) Stores required for works	Full Power*	* 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 Power		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 equipments	Full Power		
24	(a) Purchase of Dietary articles/clothing and other items for day to day use of Government Hospitals	Full Power (Subject to approved scales/rates)		
25	Tent and Camp Furniture			
	(a) Initial Purchase	NIL		
	(b) Replacement	NIL		
	(c) Repairs	Full Power		
	(d) Hiring of Tents	Full Power		


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 Revenue Department
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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 - III (HQ), Revenue Department, Govt. of NCT of Delhi.
26	Telephone Charges: (As may be fixed by Govt. from time to time)			
	(a) Office Telephone	Full Power, 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 Level 12 of Pay Matrix of 7th CPC (pre-revised PB-3: Rs.15,600-39,100 plus Grade Pay-Rs. 7,600/-) and above.	Full Power	Norms of entitlements will be the same as prescribed by Govt. from time to time. Note: Officer under suspension is not entitled to re-imbursment of residential telephone charges during the period of suspension.	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) Installation of Internet Connection in Office including leased lines.	Rs. 1,00,000/- (Rupees One Lakh 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.
27	(a) All office equipments including electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, addressographs, filing and indexing systems etc.	Full Power subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs. 5,00,000/- (Rupees Five Lakh per annum)		
	(b) Purchase of Computers (including Laptops, Printers and Computers furniture)	*Rs. 10,00,000/- (Rupees Ten Lakhonly) per annum	Subject to the general instructions, if any, of the IT Department and specific approval of TEC in IT Department.	
	(c) Hire & maintenance of Computers of all Kinds	Full Power		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 Power		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 - III (HQ), Revenue Department, Govt. of NCT of Delhi.
28	Miscellaneous Expenditure			
	(a) Expenditure on refreshments served to guests in official meetings.	up to Rs.5,00,000/- (Rupees Five Lakh only) per annum, subject to norms/per capital rate prescribed by the Govt.	NOTE: Rs.50/- per head on light refreshments at formal inter-Departmental & other meetings/conferences.	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.300/- per head with a ceiling of Rs. 25,000/- 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. 2,00,000/- (Rupees Two Lakh only) in each case. Subject to observance of procedure/Instructions laid down in GFR, 2017, etc.		
	(b) Losses due to theft, fraud or negligence	Rs. 10,000/- (Rupees Ten Thousand only) in each case.		
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs. 1,00,000/- (Rupees One Lakh only) in each case. Subject to observance of procedure/Instructions laid down in GFR, 2017, etc.		


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 SUB DIVISIONAL MAGISTRATE (HQ)
 - SDWP -
 Revenue Department
 Govt. of NCT of Delhi
 5, Sham Nath Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
30	Disposal of obsolete, surplus or unserviceable stores	Up to Rs. 20,00,000/- (Rupees Twenty Lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.		
31	Investigation of OLD Claims	Full Powers , as per of GFR, 2017.		Powers to the extent delegated to HOD.
32	Merits, Awards, Stipends, Loans and other educational scholarship to students	Full Powers subject to approved scale/pattern		
33	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		
34	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.
35	Payment of outfit allowance, refereshment allopwance 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.		
36	Insurance of material and equipment received as a loan or an aid from the International and other organizations	Full Power as prescribed in Rule 15 of Delegation of Powers Rules		Powers to the extent delegated to the HOD provided that the insured item has been procured with the approval of HOD/Administrative Secretary.
37	(a) Grant of Special Pay to cashiers/Group "C" staff handling cash (b) Caretaking Allowance (c) Gestetner Operator Allowance	Full Powers* Full Power* Full Power*	These Allowances shall be regulated in accordance with the orders/ instructions issued by the Govt. of NCT of Delhi from time to time.	Powers to the extent delegated to the HOD provided that the Cashier/Caretaker/Gestetner Operator has been appointed with the approval of HOD/Administrative Secretary.
38	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 powers prescribed in FR/SR and GFRs.

(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE (HQ)
SDM (HQ)
Revenue Department
Govt. of NCT of Delhi
5, Shaah Nahi Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
39	(a) Sanction of HBA to Govt. Servant	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers.	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 belonging to All India Service Officers.	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).
40	(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.		
41	(a) Sanction of payment to casual labourers for departmental work connected with Horticulture/Forestry/Agriculture	Full Power*	*Subject to the rates/norms as approved by the Govt. of NCT of Delhi and subject to availability of Budget Provision.	
	(b) Sanction of Casual Labour for Departmental work connected with fisheries	Full Power*	*Subject to the rates/norms as approved by the Govt. of NCT of Delhi and subject to availability of Budget Provision.	
42	Payment of remuneration to part time teachers/Guest Speakers etc.	Full Power*	*Subject to the rates/norms as approved by the Govt. of NCT of Delhi	
43	Payment of registration fee for seminars/conferences	Full Power*	*Subject to the fulfillment of Rules/Regulations as laid down in Govt. of NCT of Delhi Orders.	

(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE (HQ)

SDM (HQ)
Revenue Department
Govt. of NCT of Delhi
5, Shaah Nain Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
44	Clearance for forwarding of applications for various fellowships	Full Powers* except in cases of Head of Department for which approval of concerned Secretary and Ministry shall be obtained.	*Subject to the fulfillment of Rules/Regulations as laid down in Govt. of NCT of Delhi Orders. In case of Secretary, approval of the Chief Secretary shall also be obtained.	
45	Keeping ken of staff selected/approved by Govt. of India for services/training abroad.	Full Power*	*Subject to the fulfillment of Rules/Regulations as laid down in FR-13 and FR-14A.	
46	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 Revenue & Capital 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, 2017.	
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.		Powers to the extent delegated to HOD.

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(ANIL SIROHI)
SUB DIVISIONAL MAGISTRATE (HQ)

ANIL SIROHI
- SDIA (HQ)
Revenue Department
Govt. of NCT of Delhi
5, Shaan Nath Marg, Delhi-54

S.No.	Nature of Power	Powers of Head of Department	Remarks	Powers authorised by HOD (Divisional Commissioner, Revenue Department) to Deputy Commissioner - III (HQ), Revenue Department, Govt. of NCT of Delhi.
48	(a) Engagement of Security & Sanitation Services	Full Power*	FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.	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 Class IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof.	Full Power*	FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.	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 professionals like Life Guards, Sports Coaches, trainers etc on outsourced basis through private agencies and extension of contract thereof	Full Power*	FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.	

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