

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

LABOUR DEPARTMENT

ADMINISTRATION BRANCH

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F.No. F.4/26/86/LC/Estt./2013/Pt.File/1829-1836

Date: 16-07-2020

ORDER

In supersession of all previous orders regarding delegation of financial powers in exercise of powers conferred under Rule 13(3) of delegation of Financial Power Rules 1978, the undersigned, in the capacity as Head of Department, hereby authorizes the Financial Powers to **Sh. K.S. Meena, Special commissioner (Labour)** to the extent specified against each in Column No. 04 with immediate effect till further orders.

Further, **Sh. K.S. Meena, Special Commissioner (Labour)** is also declared as Controlling Officers in respect of All Officers/Officials of Labour Department and sanctioning authority for the matters regarding:-

- (a) TA on transfer/ tour and Leave Travel Concession.
- (b) Sanction of Encashment of Leave, CGEGIS on retirement or death and all other retirement benefits.
- (c) Approval for Over Time Allowance of contractual Drivers
- (d) Reimbursement of all medical bills on emergent basis & Medical advance.
- (e) Sanction of GPF advance/ withdrawal beyond the power of HOO.
- (f) Sanction of all kinds of Leave, Encashment of Leave for LTC purpose.
- (g) Sanction of expenditure in respect of wages/salary of all contractual/out sourced staff as per agreement.

**STATEMENT OF FINANCIAL POWERS OF HEAD OF DEPARTMENT TO BE AUTHORIZED TO
SPECIAL COMMISSIONER (LABOUR), SH. K.S. MEENA**

Sl. No.	Nature of Power	Financial Powers delegated to HoD's	Powers authorized to Sh. K.S. Meena, Spl. Commissioner (Labour)	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Contingent Expenditure Unspecified Items (Recurring)	Rs.5,00,000/- (Rupees Five Lakh) per annum.	Rs.2,00,000/- (Rupees Two lakh) per annum	
	Unspecified Items	Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand) per annum in each case.	Rs.1,00,000/- (Rupees One lakh) per annum in each case	
2.	a) Conveyance Hire.	Rs.5,00,000/- (Rupees Five Lakh) per Month.	Rs.1,00,000/- (Rupees One lakh) per month	The conveyance hire of one vehicle should not exceed Rs.40,000/- per month and for HOD and above it should not exceed Rs.50,000/- per month. FD's approval is required in respect of number of vehicle to be hired for the first time, but not required for extension or fresh hiring of the same number of vehicles in subsequent years.
	b) Reimbursement of Conveyance Charges	Rs.2,000/- (Rupees Two Thousand) per person.	Rs.2,000/- per month per person	
	c) Grant of Conveyance allowance to physically Handicapped.	Full Power subject to observance of the conditions as laid down by GOI/ Govt. of NCT of Delhi	Full power subject to observance of the conditions as laid down by GOI/ Govt. of NCT of Delhi	

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15/7/2020

3.	Electric, Gas and Water Charges.	Full power	Full Power	
Fixture and Furniture				
4.	a) Purchase	Full Power subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds Rs.5,00,000/- (Rupees Five Lakh) per annum.	Full power subject to obtaining relaxation of FD on account of Economy ban if the expenditure exceeds Rs.1,50,000/- (Rupees One lakh fifty Thousand)	NOTE: Full power to HoDs/Administrative Secretaries of Hospitals and Directorate of Education for purchase of Hospital and school furniture, without obtaining relaxation of economy ban from FD, as per the applicable norms for furniture purchase.
	b) Repair of Furniture	Full Power	Rs.2,00,000/- per annum.	
	c) Replacement of furniture	*Up to Rs.20,00,000/- (Rs. Twenty Lakh) per annum.*	Nil	*Subject to compliance with the condemnation procedure
	d) Replacement of Air-conditioners	NIL	NIL	
	e) Condemnation of furniture, air-conditioners, equipments etc.	Full Power*	Full Power*	Subject to fulfillment of norms as laid down in DFPR, 1978 /GFR, 2017
5.	Freight charges	Full Power	Full Power	
	Demurrage/ Wharfage Charges	Full Power	Full Power	
6.	Hiring of:- a) Office furniture, Electric Fans, Heaters, Coolers, clocks and call bells.	Full Power	NA	
	b) Purchase of Desert cooler and Room cooler and room cooler (Except Air conditioners)	Full Power	Rs.2,00,000/- (Rupees Two Lakh)	
	c) Purchase of Air-conditioners in patient areas of Hospital	Full Power	NIL	
7.	Land	NIL	NIL	
8.	Legal charges			
	a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full Power	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 power in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to Rs.30,000/-(Rupees thirty thousand) in each case.	Full power in case of authorities vested with powers to sanction the institution of suit or prosecution, other wise up to Rs.20,000/- (Rupees Twenty Thousand) in each case.	Sanction of FD required beyond the delegated powers.


197/2020

	c) Arbitration case	Full power in case of authorities vested with power to refer cases to arbitration, otherwise up to Rs.30,000/- (Rupees Thirty thousand) in each case.	Full power in case of authorities vested with power powers to refer case to arbitration, other up to Rs.20,000/- (Rupees Twenty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	d) Reimbursement of Legal Expenses incurred by government servants in cases arising out of their official duties.	Full power	Rs.20,000/- (Rupees Twenty thousand)	These powers shall be exercised subject to such orders/instructions as issued from time to time by the government of NCT of Delhi
	e) Miscellaneous Legal services like drafting and vetting services	Full power	Rs.20,000/- (Rupees Twenty thousand)	As per the approved rates of Law Department of GNCT of Delhi
	Motor Vehicles			
	a) Purchase of new vehicle	Nil	Nil	
	b) Replacement against condemnation	Nil	Nil	
9.	c) Maintenance, upkeep and repair of vehicles	Full power	Rs.25,000/- (Rupees Twenty five thousand)	
	d) Condemnation of Vehicles	Full power	Nil	*Subject to fulfillment of norms as laid down in delegation of Financial power Rules, 1978
10.	Municipal rates and taxes	Full power	Full power	
	Works and Repairs			
	a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	Rs.5,00,000/- (Rupees Five Lakh) per annum per building, if the work is executed departmentally. Full power if the work is executed through PWD	Rs.2,00,000/- (Rupees Two Lakh) per annum per building, if the work is executed departmentally. Full power if the work is executed through PWD	
	b) Repairs and alteration to hired and requisitioned building.	(i) Non-recurring:- Rs.1,00,000/- (Rupees one lakh) per annum. (ii) Recurring :- Rs.25,000/- (Rupees Twenty Five thousand) per annum.	NA	
11.	c) Administrative Approval and Expenditure Sanction to Works/Projects.	Up to Rs.10,00,00,000/- (Rupees Ten Core) subject to availability of funds and estimates prepared by PQD or any other Government work executing agency.	NA	Approval of FD is required for all schemes/Projects costing/estimating above Rs.50 crore and up to Rs. 100 crore. (Rupees one hundred crore). Approval of EFC headed by Hon'ble Finance Minister is required for all schemes /Projects costing/ estimating above Rs.100 crore (Rupees one hundred crore) but less than Rs.500 crore (Rupees Five hundred crore). Approval of the Council of ministers is required in respect of all schemes/projects costing/estimating Rs.500 crore (Rupees Five hundred crore) and above after the recommendations of EFC.



17/7/2020

Postal and Telegraphs Charges.				
12.	a) Charges for the issue of letters, telegrams etc.	Full power	Full power	
	b) Commission on money orders.	Full power	Full power	
13.	a) Printing and binding. (Private Printers/Press)	Rs.15,00,000/- (Rupees fifteen lakh) per annum, if the job is executed locally.	Rs.5,00,000/- (Rupees Five lakh) per annum, if the job is executed locally.	
	b) Printing and binding. (Through Government Press)	Full power	Full power	
	c) Printing of visiting cards for self & officers of the department.	Full power	Full power	
14.	a) Publication: Purchase of Officials publications.	Full power	Full power	
	b) Purchase of Non-official publications includes books, newspapers, other periodical publication, etc.	Full power	Full power	
15.	Hiring of buildings	Full power	NA	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	Full power	
	b) Repairs/Periodical Servicing /AMC of machinery and equipments.	Full power	Full power	
17.	Staff paid from contingencies	Nil	Nil	
18.	a) Purchase of stationery stores.	Rs.25,00,000/- (Rupees twenty five lakh) per annum	Rs.10,00,000/- (Rupees Ten Lakh) per annum	
	b) Purchase of rubber stamps and office seals.	Full Power	50,000/- (Rupees Fifty thousand) per annum	
19.	Supply of Uniforms, badges and other articles of clothing etc., and washing allowance	Full power, subject to the prescribed scales		Full Financial power to the principals of the schools to sanction uniform/ scholarship to the condition that scheme has been approved by the competent authority and subject to availability of funds.
20.	Performance of extra jurisdictional journey within India by the government servant including payment of delegation fee	Full power*, except in case of HOD for which the approval of concerned secretary and minister shall be obtained.	Full power* except in case of Self, HODs /Secretaries for which the approval of the concerned Minister shall be obtained	*In case of Secretaries, approval of Chief Secretary shall also be obtained.
21.	Power to declare a Gazetted officer as Head of Office under Rule 14 of DFPRs.	Full power	NA	

22.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	Full power (Subject to the conditions specified in Remarks column)	Up to Rs.1,00,000/- (Rupees One Lakh Only)	Expenditure sanction of Competent authority is obtained; No previous advance is outstanding and the amount of advance drawl is rendered to PAO concerned within one month from the date of advance.
Stores:				
23.	a) Store required for works	Full power*	NA	*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, instruments, equipments and apparatus.	Full power	Rs.2,00,000/- (Rupees Two Lakh) per annum.	
	c) Purchase of Medical stores and equipments	Full power	NA	
	d) Purchase of equipment of Training Institute.	Full power	NA	
	e) Purchase of stores such as seeds, pesticides etc. Required for sale under the approved agricultural schemes.	Full power	NA	
24.	a) Purchase of Dietary articles/clothing and other items for day to day use of government Hospitals.	Full power (Subject to approved scales/rate)	NA	
	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 power (Subject to approved scales/rate)	NA	
25.	Tent and Camp Furniture.			
	a) Initial Purchase	NIL	NIL	
	b) Replacement	NIL	NIL	
	c) Repairs	Full power	Full power	
	d) Hiring of Tents	Full power	Full power	
26.	Telephone Charges:- (As may be fixed by Government from time to time)			
	a) Office Telephone	Full power (Subject to prescribed limit)	Full power (Subject to prescribed limit)	


15/7/2020

	b) Sanction of Residential telephones in case of officers drawing salary in level 12 of Pay Matrix of 7 th CPC (pre revised PB-3; Rs 15,600-39,100 plus Grade Pay Rs.7600/-) and above.	Full power	Full power	Norms of entitlements will be the same as prescribed by Government from time to time. NOTE:- Officer under suspension is not entitled to reimbursement of residential telephone charges during the period of suspension
	c) Installation of Internet Connection in office including leased lines.	Rs.1,00,000/- (Rupees One lakh) Per annum	Rs.25,000/- (Rupees Twenty Five Thousand) Per annum	
27.	a) All office equipment including electronic typewriter, intercom equipment, calculators, electronic stencil cutters, Dictaphones, tape recorders photocopiers coping machines, franking machines, addressographs, filling and indexing systems etc.	Full powers subject to obtained relaxation from FD on account of economy ban if expenditure exceeds Rs.5,00,000/- (Rupee five lakh) per annum	Full powers subject to obtained relaxation from FD on account of economy ban if expenditure exceeds Rs.2,00,000/- (Rupee Two lakh) per annum	
	b) Purchase of Computers (including Laptops, Printers and computer furniture)	*Rs10,00,000/- (Rupees Ten Lakh) per annum	Rs 4,00,000/- (Rupees Four lakh) per annum	*Subject to the general instructions, if any, of the IT Department and specific approval of TEC of IT Department.
	c) Hire & maintenance of Computers of all kinds	Full power	Full power	
	d) Payment of monthly maintenance charges of punching & verification machines etc. To computer Maintenance corp. Ltd.	Full power	Full power	
28.	Miscellaneous Expenditure			NOTE : Rs.50/- per head on light refreshment at formal inter-Departmental and other meetings/conferences. Pr. Secretary/ Secretary of GAD will continue to exercise the power as per earlier delegation, vide order dated 24.06.2016.
	a) Expenditure on refreshments served to guests in official meetings	Up to Rs.5,00,000/- (Rupees five lakh) per annum, subject to norms/ per capita rate prescribed by the Govt.	Up to Rs.2,00,000/- (Rupees Two lakh) per annum, subject to norms/ per capita rate prescribed by the Govt.	
	b) Working lunch during the meeting/conference/seminar/workshop	Rs.300/- per head with a ceiling of Rs.25,000/- (Rupees twenty five thousand) per occasion.	Rs.300/- per head with a ceiling of Rs.20,000/- (Rupees twenty thousand) per occasion.	

 15/7/2022

29.	a) Write-off of Irrecoverable losses of stores or public money.	Nil	Nil	
	b) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	Rs.2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure/ instructions laid down in GFR-2017, etc.	Nil	
	c) Losses due to theft, fraud or negligence.	Rs.10,000/- (Rupees ten thousand) in each case.	Nil	
	d) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs.1,00,000/- (Rupees One lakh) in each case. Subject to observance of procedure/ instructions laid down in GFR-2017, etc.	Nil	
30.	Disposal of obsolete, surplus or unserviceable stores.	Up to Rs.20,00,000/- (Rupees twenty lakh) at a time, subject to acceptance of the recommendation of condemnation Board by the competent authority.	Up to Rs.5,00,000/- (Rupees Five lakh) at a time , subject to acceptance of the recommendation of condemnation Board by the competent authority.	
31.	Investigation of Old Claims.	Full power as per GFR-2017	NIL	
32.	Merits, Awards, stipends, Loans and other educational scholarship to students.	Full power, subject to the approved scale/pattern	NIL	
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 GNCT of Delhi	Nil	
34.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	Full power	Full power	
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 GNCT of Delhi	NIL	
36.	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	NIL	
37.	a) Grant of special pay to cashiers / Group 'C' staff handing cash.	Full power*	Full power*	*These allowances shall be regulated in accordance with the orders/ instructions issued by the GNCT of Delhi from time to time.
	b) Caretaking Allowance	Full power*	Full power*	
	c) Gestetner Operator Allowance	Full power*	Full power*	

38.	Powers under the Fundamental Rules Supplementary Rules/General Financial Rules.	As per the power prescribed in FRSR and GFR	As per the power prescribed in FRSR and GFR	
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	Full power, except in respect of All Group "A" 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	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
40.	a) Sanction of Honorarium from public exchequer	NIL	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 FRSR	As prescribed in FRSR	It includes honorarium payable to the Inquiry officer and presenting officer
	c) Acceptance of Honorarium	As prescribed in FRSR	As prescribed in FRSR	
41.	a) Sanction of payment to casual labours for department work connected with Horticulture / Forestry/Agriculture	Full power*	NIL	*Subject to the rates/ norms as approved by the GNCT of Delhi and subject to availability of budget provision.
	b) Sanction of Casual labours for departmental work connected with fisheries.	Full power*	NIL	*Subject to the rates/ norms as approved by the GNCT of Delhi and subject to availability of budget provision.
42.	Payment of remuneration to part-time teachers/guest speakers etc.	Full power*	NIL	*Subject to the rates/ norms as approved by the GNCT of Delhi.
43.	Payment of registration fee for seminars/conferences	Full power*	Full power*	*Subject to fulfillment of Rules/Regulations as laid down in GNCT of Delhi orders.
44.	Clearance for forwarding of applications for various fellowships	Full power*, except in cases of Head of Department for which approval of concerned secretary and minister shall be obtained.	NIL	*Subject to fulfillment of Rules/Regulations as laid down in GNCT of Delhi orders. In case of Secretaries, approval of the chief Secretary shall also be obtained.
45.	Keeping lien of staff selected/approved by Govt. of India for service/Training abroad	Full power*	NIL	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14A
46.	Gant-in-Aid to the Grantee institutions/NGOs	NIL	NIL	
47.	Opening of letter of Credit (LC) in public sector banks	Full power to the extent of amount of Expenditure sanction accorded by the competent authority.	NIL	


19/11/2020

48.	Washing & dry cleaning of linen.	Full power to HODs of all Hospitals only where facility of washing/dry cleaning of linen is not available	Full Power	
	a) Engagement of Security & Sanitation Services	Full Power*	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
	b) Engagement of Class IV Staff and Nursing Orderlies on outsourced basis through Private agencies and extension contract thereof	Full Power*	Full Power*	
	c) Engagement of professionals like Life Guards, Sports Coaches, trainers etc. on outsourced basis through Private agencies and extension of contract thereof	Full Power*	NIL	
<p>For Items at Sl. NO. 49 (a) (b) and (c) :-</p> <p>NOTE :- (1) Extension of existing Contract – Subject to the provision of extension clause as provided in the Contract and fulfilment of other conditions prescribed in GFR, 2017. FD's approval not required for extending the contract up to the period mentioned in the contract for engaging the staff up to the existing sanctioned post in the respective category /AR approved norms for the given category of posts.</p> <p>NOTE :- (2) In case exigency/disaster (as defined in sanction 2(d) of Disaster Management Act, 2005), manpower/staff up to 5% of the sanctioned posts can be deployed as an additionality for 89 days only by outsourcing with the prior approval of the Administrative Secretary of the Department giving full justification for the need of such deployment. The deployment additional staff shall automatically cease to continue after 89 days if the department has not obtained prior approval of the AR Department, GNCTD and the approval of the Competent Authority within the stipulated 89 days.</p>				
49.	d) Outsourcing of Kitchen services including supply of dietary articles	Full Power*	NIL	*Applicable to Heads of Departments of Hospitals and other departments where kitchen service are mandatorily operated
	e) Outsourcing of staff (cooks etc.) for Kitchen services against the sanctioned vacant posts	Full Power*	NA	
	f) Outsourcing additional consulting and para-medical staff in Hospitals	NIL	NIL	
	g) Outsourcing of the services of Data Entry Operators (DEOs) against vacant posts of DEOs / Ministerial posts.	Full Power*	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
50.	Continuation of Temporary posts	Up to 2 years* for Group 'C' posts	NIL	*Subject to the condition that the posts should not be lying vacant for more than one year. NOTE: In respect of Group 'C' posts, FD's approval is required beyond three years 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	NIL	NIL	Full power to pr. Secretary/ secretary (GAD)
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All the Delegated financial powers will be exercised by the Sh. K.S. Meena, Special Commissioner (Labour) Head of Department subject to the 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 as per the GFR / CVC guidelines /instructions /Rules & Procedures issued by the Government from time to time.
- (iii) Power delegated shall be exercised by him subject to and in accordance with orders issued by the respective Minister (In-Charge) from time to time
- (iv) All the Financial matters of the department will be routed through Accounts functionary.


(P.K. GUPTA) 15/7/2020

PR. SECY.-CUM-COMMISSIONER (LABOUR)


F.No. F.4/26/86/LC/Estt./2013/Pt.File/

Date:

Copy forwarded to the following for information and necessary action:

1. PS to Pr. Secretary-cum-Labour Commissioner.
2. Sh. K.S. Meena, Spl. Labour commissioner.
3. All Addl. Labour Commissioner/ Joint Labour commissioner/ Dy. Labour Commissioner.
4. Dy. Controller of Accounts, Labour Department.
5. Sr. Accounts Officer/DDO Labour Department.
6. PAO XI, Old Secretariat.
7. System Analysts (IT), Labour Department with request to upload this order on website of the department.
8. Guard file.

PR. SECY.-CUM-COMMISSIONER (LABOUR)

Checked
K.verified.

15.7.2020