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No. A-36011/01/2019-Ad.I  
Cabinet Secretariat  
Rashtrapati Bhavan

New Delhi, dated the 30<sup>th</sup> September, 2019

CIRCULAR

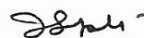
Subject:- **Delegation of Financial Powers to the Heads of Department in Cabinet Secretariat**

The Heads of Department functioning in terms of Rule 13 of Delegation of Financial Powers Rules (DFPRs), 1978 under Cabinet Secretariat are hereby delegated the financial powers (as per Annexures I and II enclosed) for incurring contingent and miscellaneous expenditure under Schedules V and VI of the DFPRs, with immediate effect and until further orders.

2. The delegation of financial powers to Heads of Department of Cabinet Secretariat i.e. JS (Admn) for CS (Main), JS (NACWC) and JS (DBT Mission) for incurring contingent and miscellaneous expenditure are subject to the provisions laid down in GFR 2017, DFPRs, 1978, MoF's Manual for Procurement of Goods, 2017, CVC Guidelines and other instructions issued by the MoF/MHA/MEITY from time to time. The incurring of expenditure is also subject to fiscal codes, procedures, consultation with IFD in cases mentioned in Annexures I and II and within the budgetary allocation for the financial year concerned. The delegation of powers to HoD's of NACWC and DBT Mission is restricted to the budget allocated to them.

This issues with the approval of the competent authority.

Encl: as above

  
(Indrani Gupta)  
Director (Admn)

Circulation

- 1) Pay & Accounts Officer, PAO (Cabinet Affairs)
- 2) JS(Admn), HoD CS (Main)
- 3) JS(NACWC), HoD NACWC
- 4) JS (DBT), HoD, DBT Mission
- 5) All Joint Secretaries/Directors/Deputy Secretaries in Cabinet Secretariat
- 6) Staff Officer to CS / Sr. PPS to Secretary (Coord)
- 7) PS to AS (RB) / PPS to AS(AG)
- 8) TD(NIC) – for uploading on Intranet.

**SCHEDULE V**

**Delegation of powers to Heads of Department for incurring contingent and miscellaneous expenditure under Schedule V of Delegation of Financial Power Rules**

S.No.	Item of expenditure	Monetary limits delegated to HoDs (JS level).
1.	Procurement of outsourced vehicles for officers/guests.	Full powers (In consultation with IFD before procurement)
2.	Electric Gas and Water Charges.	Full powers
3.	i) Purchase of office furniture and other miscellaneous items viz. Table fans, heaters, coolers, wall clocks etc.  ii) AMC for electrical repairs and carpentry works.	Full powers
4.	Fees to advocates and other legal charges.	Full powers (As per orders/guidelines of M/o Law & Justice).
5.	i) Replacement/Purchase of cars/autorickshaws/bikes.	In consultation with IFD in each case.
	ii) Purchase of petrol for Govt. vehicles.	Full powers
	iii) Maintenance, purchase of accessories, repairs of cars/autorickshaws/bikes	Full powers
6.	Payment of rent and other municipal taxes for hired office accommodation.	Full powers (Initial hiring and revision of rent in consultation with IFD.
7.	Execution of minor works e.g. repair/renovation through CPWD in Government/rented buildings. Horticulture Works through CPWD	Upto Rs. 30.00 lakhs on each occasion, subject to the provisions under Rule 133 of GFRs, in consultation with IFD.
8.	Payment of postal charges/purchase of stamp for Franking Machine.	Full powers.
9.	Printing and binding.	i) Upto Rs. 10.00 lakhs for printing/binding got done through Govt. Press. ii) Rs. 1.00 lakh per annum for printing/binding got done through private agencies.
10.	Hiring of transport for transfer of obsolete items from office to store.	Full powers
11.	i) Purchase of stationery items through GeM. ii) Purchase of printed stationery/rubber stamp/office seals and other miscellaneous items through local dealers.	Subject to a maximum ceiling of Rs. 2.00 lakhs on each occasion and full powers in consultation with IFD.

12.	Telephone charges	Full powers for payment of telephone charges already sanctioned by MHA. The power does not cover the sanction of new lines.
13.	i) Purchase of all office equipment including Printers, UPS, Photocopiers, Calculators, Intercom equipment, Franking Machines, Shredding Machines.	Upto Rs. 5.00 lakhs on each occasion in consultation with IFD
	ii) Purchase of Laptops	The power to purchase Laptops rests with the Secretary as per MoF's Order, dated 27.09.2016. Hence not delegated
	iii) Purchase of Computers	Upto a maximum ceiling of Rs. 25.00 lakhs on each occasion, subject to guidelines issued by MEITY, in consultation with IFD.
14.	i) AMC of Computers, Laptops, Printers, Photocopiers, UPS	Upto Rs. 5.00 lakhs on each occasion, subject to a maximum ceiling of Rs. 25.00 lakhs per annum, in consultation with IFD.
	ii) AMC of ACs, EPABX systems, CCTVs/Access Control System.	
15	Purchase of Newspapers/Magazines/Library Books	Full powers
<b>SPECIAL CHARGES RELATING TO PARTICULAR DEPARTMENTS</b>		
16.	Payment for Pest Control Services.	Upto Rs. 5.00 lakhs per annum without consultation with IFD.
17.	Payment for Cable TV.	Full powers
18.	Payment for lease lines for internet connectivity.	Full powers for payment in respect of lease lines already sanctioned by MHA without consultation with IFD. The power does not cover sanction of new lease line.
19.	Payment for refreshments served in Cabinet Meetings.	Full powers as per ceiling limit prescribed by MoF.
20.	Payment for lunch/dinner for staff sitting late/attending office on holidays.	
21.	Payments for official reception hosted by Cabinet Secretary.	Upto Rs. 2.00 lakhs on each occasion without consultation with IFD. Payments over Rs. 2.00 lakhs on each occasion in consultation with IFD.
22.	Photography/video coverage of official events	Upto Rs. 2.00 lakhs on each occasion without consultation with IFD.

**SCHEDULE VI**

**Delegation of Powers to Head of Department for incurring Miscellaneous Expenditure under Schedule VI of Delegation of Financial Power Rules**

S.No.	Item of expenditure	Maximum Limit upto which the expenditure may be sanctioned	
		Recurring	Non-Recurring
1.	Miscellaneous expenditure	Miscellaneous expenditure of recurring and non-recurring nature upto Rs. 3.00 lakhs on each occasion in each case respectively without the consultation of IFD	

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