

संख्या / No. A-36011/02/2024-Ad.III [E-65792]
भारत सरकार / Government of India
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
Ministry of Statistics and Programme Implementation

खुरशीद लाल भवन / Khurshid Lal Bhawan,
जनपथ, नई दिल्ली / Janpath, New Delhi
दिनांक / Dated: 07/01/2025

आदेश / ORDER

Subject: - Delegation of financial powers to Head of Departments (HODs) and Head of Offices (HOOs) in MoSPI (Proper) and its Attached & Sub-ordinate Offices – Regarding

In continuation of MoSPI's Order of even number dated 06.09.2024 and with the approval of Competent Authority, it has been decided to amend the financial powers delegated to HODs in respect of item of expenditure mentioned at S. No. 5 (iv) and S. No. 13 under the Object Heads '**Office Expenses (Code 13)**' and '**Professional Services (Code 28)**' respectively in Annexure-I of the MoSPI's Order of even number dated 06.09.2024, as under: -

S. No.	Object Heads & Code [As per DFPRs 2024]	Item of Expenditure	Authority	Extent of power
(i)	(ii)	(iii)	(iv)	(v)
5.	Office Expenses (Code 13)	(iv) Service agreements, security, expenditure relating to hiring of retired Government servants on short term contract basis, outsourced office attendants, office assistants / Data Entry Operators (DEO) and house-keeping.	HOD	<p>₹1,00,000 on each occasion restricted to ₹5,00,000 per annum (Subject to compliance of notifications / orders issued by the Government from time to time).</p> <p>Full Powers for release of payments with due diligence in respect of item of expenditure under Object Head 'Office Expenses (Code 13)' as per approved contracts by the Competent Authority.</p>

13.	Professional Services (Code 28)	Expenses on engagement of professionals, consultants, artists, banks, etc., for providing services to the Government which include legal services, consultancy fees, audit fees, teaching and training fees, payment to artists, remunerations to question setters or invigilators or guest speakers, payment to other departments for services rendered, payment or expenses to agencies for conducting departmental examination.	HOD	₹1,00,000 on each occasion restricted to ₹5,00,000 per annum (Subject to compliance of notifications / orders issued by the Government from time to time).
		Full Powers for release of payments with due diligence in respect of item of expenditure under Object Head 'Professional Services (Code 28)' as per approved contracts by the Competent Authority.		

2. Accordingly, the following are included at S. No. 6 in Annexure-IV of MoSPI's Order of even number dated 06.09.2024 regarding delegation of administrative powers to the concerned DGs /AS / JS in respect of item of work involving expenditures over and above the powers delegated to HODs:-

Sl. No.	Object Heads & Codes [As per DFPRs 2024]	Items	Level to which powers is to be delegated / level of disposal	Delegated Powers (To be exercised in consultation with IFD)
		[Rule 16 - Expenditure on Schemes or Projects] With concurrence of IFD, administrative approval of expenditure		

6.	Office Expenses (Code 13) [w.r.t. Item No. 5 (iv) of Annex. I] and Professional Services (Code 28)	sanction and release of fund for executing items of works / projects / components / sub- schemes / items / programmes / activities under approved budget of Capacity Development Scheme which is already appraised and approved by the Competent Authority as per Ministry of Finance Guidelines as amended from time to time.	DGs / AS / JS concerned for the concerned Subject Matter Division	Over and above the delegated powers to respective HODs and up to ₹2 crore on each occasion.
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3. All other terms and conditions specified in MoSPI's Order of even number dated 06.09.2024 remain unchanged.

4. Further, the 'General Conditions for incurring Expenditure' as specified in Annexure-II of DFPRs 2024 issued by Ministry of Finance, Department of Expenditure are circulated herewith for compliance by all the concerned authority.

5. This issues with the approval of Secretary (S&PI) vide Dy. No. E-65792 dated 06.01.2025 and concurrence of AS&FA vide Dy. No. E-65792 dated 30.12.2024.

Signed by

Neelam Arora

(नीलम अरора / Neelam Arora)

अवर सचिव, भारत सरकार

Under Secretary to the Government of India

Circulation

1. All DGs, MoSPI
2. AS&FA, AS (PI), JS (Admin), MoSPI
3. All ADGs / Divisional Heads / Zonal & Regional Heads, DDGs of AS Wing and Survey Units of EnSD and HSD, All DDGs, MoSPI
4. Chief Controller of Accounts / Principal Accounts Offices (Stat.)/(PI), MoSPI
5. All Directors / JDs / DSs / USs / DDs / ADs, MoSPI
6. All DDOs, MoSPI

Copy to

1. PS to Hon'ble MOS (I/C) for S&PI, MoSPI
2. Sr. PPS to Secretary, MoSPI

Copy also to:-

1. Joint Director, DIID to upload the Order on the website of MoSPI
2. NIC to upload the Order on e-Office portal of MoSPI.

Annexure -II**(See rule 12)****General Conditions for incurring Expenditures**

- (1) The powers delegated to the Departments of the Government of India are to be exercised by the issue of formal sanctions in the name of the President, such sanctions being authenticated by the officers authorised to do so under article 77 of the Constitution.
- (2) These powers are to be exercised subject to such rules, orders or restrictions issued by the Finance Ministry and other nodal Ministries / Departments from time to time and the financial limits being in accordance with provisions of General Financial Rules (GFR), Fundamental Rules & Supplementary Rules, economy instructions issued by Finance Ministry, Fiscal Codes and procedures and the limit being within the budgetary allocation for the year.
- (3) Expenditure, already incurred under an emergent situation by an authority in excess of its powers should be treated as irregular expenditure. Any irregular expenditure under emergent situations should be regularised by issue of an ex post facto sanction with the concurrence of Financial Adviser and approval of Administrative Secretary. These powers should, however, not be exercised in respect of areas where powers vest with the Cabinet
- (4) In so far as matters of expenditure are concerned, subordinate authorities can exercise the same financial powers in respect of capital expenditure as they can exercise in respect of revenue expenditure, except in case of those items where the powers may be specifically restricted to revenue expenditure by the Department of the Government of India concerned.
- (5) An officer appointed to perform the current duties of a post in addition to his own can exercise financial powers vested in the full-fledged incumbent of the post.
- (6) In exercising powers to sanction unusual expenditure, Departments of Government of India should exercise due care and restrict the growth of expenditure on new lines or new types of items.
- (7) Expenditure on legal charges shall ordinarily be incurred only with the previous consent of the Ministry of Law and Justice except for charges, the rates of which are notified by the Ministry of Law and Justice from time to time.
- (8) The financial limits and guidelines for expenditure on conveyance hire would be in accordance with the extant instructions issued by Finance Ministry.
- (9) Renting of buildings for office accommodation and residential purposes – Normally, Departments of Government of India are to take on rent, accommodation in consultation with Central Public Work Department/Directorate of Estates/Ministry of Housing and Urban Affairs. Wherever general pool accommodations are provided by Ministry of Housing and Urban Affairs, renting may not be resorted to by the Departments. The reasonableness of rent, area of accommodation, period of hire is to be in accordance with the guidelines of Central Public Work Department /Directorate of Estates/Ministry of Housing and Urban Affairs. For renting of accommodation abroad for office and residential purposes, the ceilings of rent may be decided by Ministry of External Affairs in consultation with Financial Adviser of that Ministry.
- (10) Land required for Government use shall be acquired in accordance with provisions mentioned in GFR and relevant rules and Act, as the case may be. However, the Departments of the Government of India may acquire land provided a separate budget is approved for this purpose. Such purchases would be subject to obtaining certificate from Central Public Work Department/Directorate of Estates/Ministry of Housing and Urban Affairs that there is no Central Government land available for this purpose. All purchases of land either with or without buildings from private party would be undertaken by the concerned Departments of Government only in consultation with Ministry of Housing and Urban Affairs / Central Public Work Department or the competent authorities of the concerned State Governments to determine the reasonableness of the price proposed to be paid for purchase of land.
- (11) In order to derive the benefit of these delegations optimally, the Departments of the Government of India should not only make full use of the delegated powers but also further re-delegate powers to their subordinate organisations to match the latter's requirements. A complete review of such re-delegations may be undertaken at least once in three years.