

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: 06/09/2024

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

Delegation of Financial Powers Rules (DFPRs), 2024 *inter alia* provides that a Department of Central Government may, by general or special order, confer powers, not exceeding those vested in that Department, upon an Administrator or Head of Department or any other authority subordinate to the Department in respect of any matter covered by these rules in consultation with the Internal Financial Adviser. The DFPRs, 2024 also *inter alia* provides that the Administrator or Head of a Department referred to in sub-rule (2), may, by an order in writing, authorize a Gazetted Officer serving under him to exercise to such extent, as may be specified in that order, all or any of the powers conferred on such Administrator or Head of Department under sub-rule (2). The Administrator or Head of a Department shall, however, continue to be responsible for the correctness, regularity and propriety of the decisions taken by the Gazetted Officer so authorized.

2. In order to increase efficiency and effectiveness of field offices of the FOD and also of various divisions including of the Ministry HQ, **in supersession** of all previous Orders / OMs (as indicated in the Note below) issued by the Ministry from time to time in the above context, the Competent Authority in the Ministry has decided the following with regard to delegation of financial powers in MoSPI (Proper) and its Attached & Sub-ordinate Offices:-

- (i) The financial limits (ceiling) are delegated to HODs and HOOs posted in MoSPI (Proper) and its Attached & Sub-ordinate Offices in respect of item of expenditures under the Object Heads specified in DFPRs 2024, as per **Annexure-I**.

(ii) The financial powers, over and above the floor level delegations given in the Delegation of Financial Powers Rules 2024, to HODs and HOOs posted in MoSPI (Proper) and its Attached & Sub-ordinate Offices in respect of item of expenditures under the Object Heads specified in DFPRs 2024, are delegated as per **Annexure-II** covering all other item of expenditure which are not specifically reflected in Annexure-I of this Order under the Object Heads as specified in Annexure-I.

(iii) With regard to sanctioning of Medical Advances, House Building Advances, GPF Advances / Withdrawals, Loans and Other Advances, the powers are delegated to HODs in MoSPI (Proper) and its Attached & Sub-ordinate Offices under Object Head [i.e. 'Loans and Advance'] specified in DFPRs 2024. The powers delegated to HODs for the above purpose will be subject to the orders / instructions issued by the Government from time to time on the above subjects.

(iv) The delegation of powers as mentioned in Annexure-I and Annexure-II will be exercised by the HODs and HOOs in MoSPI (Proper) and its Attached & Sub-ordinate Offices. HOD appointed shall be an official not below the rank of Deputy Secretary to the Government of India & equivalent and HOO shall be a Gazetted Officer.

(v) The appointment as HOD of an officer is to be proposed by the Divisional Head (ADG) and recommended by the DG concerned. The concerned ADG should appoint HOD based on the functional requirement of the office. The officer being considered for appointment as HOD should be clear from vigilance angle. The respective Divisions will also take approval of JS (Admin) for declaring HODs in the respective units / offices, in order to maintain a consolidated record of the HODs of different offices at the level of the Ministry for financial prudence. Vigilance clearance to be ensured while appointing HOOs by concerned HODs.

(vi) The list of divisions and offices where HODs and HOOs shall be appointed is placed at **Annexure-III**.

(vii) HOD appointed for FOD (Hqrs.), Delhi will also be HOD for AS Wing / Zonal Office / Regional Office anywhere in India in case of absence / vacancy of HOD at respective Zonal / Regional level and AS Wing.

(viii) A sensitization programme to the newly appointed HODs on DFPR, expenditure guidelines and need to ensure due diligence in exercising the



financial powers may be conducted at appropriate level, especially FOD HQ for AS Wing, Zonal Offices and Regional Offices. Similarly, Enterprise Survey Division shall organize sensitization workshop for the DPCs.

(ix) The administrative powers are delegated to the concerned DGs / AS / JS in respect of item of work involving expenditure over and above the powers delegated to HODs in MoSPI (Proper) and its Attached & Sub-ordinate Offices as per **Annexure-IV**. The above mentioned administrative powers will be subject to the provisions of GFRs / DFPRs, Economic Instructions, Financial / Fiscal Codes & procedures and **shall be exercised by the concerned authority only with the concurrence of IFD**.

(x) For purchase of Laptop, Tablet etc. for the eligible officers to discharge official work in terms of the provisions contained in Ministry of Finance, Department of Expenditure's OM No.03(20)/2022-E.II (A) dated 21.07.2023, powers are delegated to JS (Admin.) in respect of divisions / offices in MoSPI (Proper), DG (C&A) in respect of Computer Centre & NSSTA and DG (NSS) in respect of divisions under NSS. The above delegation will be subject to the powers delegated as per Annexure-IV. The above delegated powers for purchase of Laptop, Tablet etc. shall be exercised by the concerned authority only on concurrence of FA and shall be subject to the conditions stipulated in Ministry of Finance, Department of Expenditure's OM dated 21.07.2023 and other instructions issued by Ministry of Finance, Department of Expenditure in the matter from time to time.

(xi) All procurements shall be made through GeM / Central Public Procurement Portal by following the provisions of GFRs, DFPRs and other relevant instructions / guidelines issued by GOI from time to time.

(xii) For the items of expenditure which are approved by the Competent Authority (Minister/ Secretary, DGs/ AS / JS) after following due procedure, and financial concurrence and approval is communicated to the field offices/ concerned offices for execution of Goods & Services such as hiring of contractual manpower etc., the approval of the concerned HOD shall be mandatory for the release of payments to the vendors, after prescribed scrutiny of the relevant documents as per the terms and conditions of the contract.

3. The aforesaid delegation of financial powers in respect of item of expenditures under the Object Heads specified in DFPRs 2024, is subject to the following conditions:-



(i) All cases beyond powers shown in the Annexure-I and Annexure-II shall be sent to IFD and then for the approval of concerned authority (DG / AS / JS and Secretary).

(ii) The above delegated powers shall not be further delegated to any other subordinate authority.

(iii) The powers in respect of matters not covered in this order shall be as per DFPRs, 2024.

(iv) In terms of Rule 12 (2) of DFPRs 2024, there shall be no re-delegation of powers by the Department in respect of (a) Rule 10-Re-appropriation of funds; (b) Rule 15-Waiver of recovery of over payment made to Government servants; and (c) Rule 16-Appraisal and approval of Schemes or projects.

(v) The general conditions, rules, orders and especially the restrictions given in the DFPRs and the provisions of General Financial Rules, 2017 shall apply in the exercise of powers by the concerned officers. In other words, this order only lays down the upper ceiling limits in respect of financial powers on different subjects / items.

(vi) The powers are subject to economy instructions issued by the Ministry of Finance from time to time, Fiscal Codes and procedures and the limit being within the budgetary allocation for the year.

(vii) The above delegations are subject to availability of funds and budgetary limits.

(viii) The proposals on release of funds shall be in accordance with the approved terms of the project / scheme. If there is any deviation in fulfillment of conditions for releasing funds as per provisions of schemes guidelines or instructions issued from time to time, then the relaxation for the condition shall be sought from competent authority i.e. Secretary (S&PI).

(ix) In the case of scheme, before seeking concurrence of IFD, Subject Matter Division (SMD) shall ensure that the scheme has been approved by the Competent Authority and proposal is as per the provisions of the scheme.

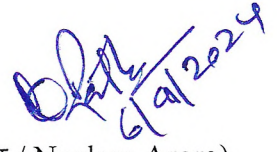


(x) The Heads of Departments have to refer all cases, for which they are not empowered to sanction expenditure as per the aforesaid delegation, to this Ministry for approval.

(xi) The aforesaid delegation of powers is subject to compliance of GFRs, 2017 and instructions of Department of Expenditure in the matter, as amended from time to time, conditions mentioned under DFPRs 2024, and clarifications issued thereunder from time to time.

(xii) All instruction issued by Ministry of Finance and Ministry of Statistics and Programme Implementation from time to time in this regard shall be adhered to scrupulously by all the authorities exercising the Financial Powers under this order.

4. This order comes into immediate effect. This issues with concurrence of AS&FA and with the approval of Secretary (S&PI) vide Computer No. 65792 dated 04.09.2024 and dated 06.09.2024 respectively.



(नीलम अरोड़ा / Neelam Arora)

अवर सचिव, भारत सरकार

Under Secretary to the Govt. of India

Note: Previous Orders / OMs No.A-36022/1/2007-Ad.I dated 22.01.2007, No.E-15012/01/2010-Genl. dated 01.02.2011, No.Y-11011/8/NASA/Trg. dated 22.06.2011, No.Y-11011/8/NASA/Trg.-Part(1) dated 24.07.2018, No.A-36011/1/2015-O&M dated 10.10.2018, No.A-36011/01/2020-Ad.III dated 14.12.2020, No. A-36011/01/2020-Ad.III dated 27.06.2020 and No. A-36011/01/2024-Ad.III dated 31.01.2024.

Circulation

1. DG (C&A) / DG (Statistics) / DG (NSS), MoSPI
2. AS & FA, AS (PI), JS (Admin), MoSPI, New Delhi
3. All ADGs / Divisional Heads / Zonal & Regional Heads, DDGs of AS Wing and DPCs, 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, New Delhi
2. Sr. PPS to Secretary, MoSPI, New Delhi

Copy also to:-

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

6/9/2024

Annexure – I referred to in the MoSPI's Order No. A-36011/02/2024-Ad.III dated
06/09/2024

Delegation of financial powers to HODs and HOOs posted in MoSPI (Proper) and its
Attached & Sub-ordinate Offices in respect of item of expenditures under the Object
Heads specified in DFPRs 2024

S. No.	Object Heads & Codes [As per DFPRs 2024]	Item of expenditure	Authority	Extent of power
(i)	(ii)	(iii)	(iv)	(v)
1.	Wages (Code 02)	Wages of labourers and of staff at present paid out of contingencies.	HOD	Full power
			HOO	₹2000 per month
2.	Rewards (Code 05)	Rewards under a scheme given to the Government employees in addition to their pay and allowances. It will also include payment of bonus and cash awards for Hindi Pratiyogita, etc.	HOD	Full powers (Subject to compliance of notifications / orders issued by the Government from time to time)
			HOO	Nil
3.	Training Expenses (Code 09)	Expenditure on cost of training such as fees paid, contingencies, materials, etc., for participating in the training, workshop but exclude expenditure on domestic or foreign travel expenses.	HOD	₹1,00,000 per annum
			HOO	₹10,000 per annum

4.	Domestic Travel Expenses (Code 11)	Travel expenses on official tours and transfers of the Government employees within India as per instructions of DoE. This will also include expenditure on TA / DA as per instructions of DoE to non-official members on account of travel in India. It will also include transfer TA payable to pensioners at the time of retirement.	HOD	Full powers as per instructions of DoE
			HOO	Nil
5.	Office Expenses (Code 13)	It will include expenditure all recurring and non-recurring contingent expenses incurred for the maintenance of office establishment such as -	HOD	Full powers
		(i) Electricity charges, water charges, hot and cold weather charges, pest control.	HOO	Upto ₹50,000 per month
		(ii) Stationery, books and periodicals, Postage charges and courier charges.	HOD	Full powers
			HOO	₹50,000 per annum
		(iii) Supply of uniforms / liveries.	HOD	Full powers
			HOO	Full powers

		(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	Full power
			HOO	₹15000 per month
		(v) Telephone Charges, Internet Charges, Cable Connection Charges.	HOD	Full Powers (subject to Government Order issued time to time)
			HOO	Full Powers (subject to Government Order issued time to time)




				<p><u>Tea & Snacks</u></p> <p>HAG+ Apex - ₹200 HAG - ₹150 Upto SAG - ₹100</p> <p><u>High Tea</u></p> <p>HAG+ Apex - ₹450 HAG - ₹250 Upto SAG - ₹150</p> <p><u>Lunch / Dinner</u></p> <p>HAG+ Apex - ₹700 HAG - ₹500 Upto SAG - ₹300</p> <p>Note: The concerned Division would need to exercise utmost discretion while deciding expenditure on the above account keeping in mind economy in expenditure and adherence of financial rules / norms / propriety of GOI.</p>
		(vi) Serving of refreshments / working lunch / dinner during official meeting / Seminars / Conferences etc.	HOD	
			HOO	Nil



		(vii) Hospitality expenses including entertainment of foreign delegates, gifts and souvenirs and conferences / seminars / workshops / meetings convened by office including all related expenses on study material / kits, study tours, etc.	HOD	₹1,00,000 per annum
			HOO	₹10,000 per annum
		(viii) Purchase of office equipment, furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by Government from time to time. The office equipment and furniture and fixtures exceeding the threshold limit as decided by the Government from time to time should be classified as 'capital' expenditure under the relevant Object Head 'Machinery and Equipment' and 'Furniture and Fixtures'.	HOD	Full Powers
			HOO	₹50,000 per annum



6.	Rent, Rates and Taxes for Land and Buildings (Code 14)	(i) Rent for buildings (non-residential or residential or structures other than buildings)	HOD	<p>₹25,000 for all cities (classified and unclassified)</p> <p>(Subject to compliance of MoHUA Guidelines and vetting of Rent agreement from financial and legal angle)</p> <p><u>Note:</u> Above delegation is for the purpose of fixation of rent for buildings. However, full powers are delegated to HOD for making monthly payment of rent fixed as per lease agreement / contract.</p>
			HOO	Nil
		(ii) Municipal rates and taxes and lease charges for rented land and buildings, the ownership of which is not transferable to Government. However, lease charges for land and buildings, the ownership of which is	HOD	Full power as per the rate of Government



		transferable to Government, will be classified as 'Capital' Expenditure under the relevant Object Heads 'Land' and 'Buildings and Structures'.	HOO	Nil
		(iii) Specific to MoSPI (Proper): Payment of rent to MTNL for hiring of office space for MoSPI at Khurshid Lal Bhawan, Janpath, New Delhi as per agreed terms & conditions (Lease Deed).	HOD	Full Power
			HOO	Nil
7.	Printing and Publication (Code 16)	Printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including e-books, e-magazines, digital printing, pen drive, CD, etc., but exclude expenses on printing of publicity material which shall be classified under Advertising and Publicity.	HOD	(i) Full powers for GOI Press / Directorate of Printing subject to compliance of Government order (ii) ₹50,000 in each occasion and maximum of ₹1,00,000 per annum for press / private agencies <u>Conditions:</u> Beyond this, in consultation with IFD.
			HOO	₹15,000 per annum



8.	Rent for others (Code 18)	Rent for equipment and other various items like office equipment, transport, computer and ancillary equipment, communication equipment, air-conditioning, heating and refrigerating equipment, security equipment, broadcasting and recording equipment, construction equipment, agricultural equipment, horticultural equipment, medical equipment, furniture and fixtures. It will also include lease charges for equipment and other items, the ownership of which is not transferable to Government. However, lease charges for equipment and other items, the ownership of which is transferable to Government will be classified as 'Capital' Expenditure under the relevant Object Heads.	HOD	Full Power subject to instructions issued by Govt. of India from time to time.
			HOO	₹5,000 per month in each case
9.	Digital Equipment (Code 19)	It will include expenses to be classified as revenue expenditure on procurement or development of hardware	HOD	Full powers



		and software where the cost of individual item does not exceed the threshold limit of one lakh rupees or three years of useful life, either of the two as decided by the Government from time to time. The threshold limit will, however, not apply to the consumables like toner and cartridge for printer shall be classified under revenue expenditure.	HOO	Nil
10.	Fuels and Lubricants (Code 24)	Expenditure on petrol, oil, lubricants and other fuels like CNG, diesel, etc.	HOD	Full Powers subject to instructions of DoE
			HOO	₹15000 Per annum
11.	Advertising and Publicity (Code 26)	It will include expenses including commission to agents for sale and printing of publicity material on advertising and publicity through various media such as print media, TV media or outdoor media or Internet or mobile network or other audio-visual publicity or fairs and exhibition.	HOD	(i) Full powers for GOI Press / Directorate of Printing subject to compliance of Government order. (ii) ₹50,000/- in each occasion and maximum of ₹1,00,000/- per annum for private press / agencies. <u>Condition:</u> Beyond this, in consultation with IFD.
			HOO	₹25,000 per annum



12.	Minor civil and electric works (Code 27)	(i) Expenditure on repairs and maintenance of minor civil and electrical works of office buildings, residential buildings, other buildings.	HOD	Upto ₹1,00,000 on each occasion restricted to ₹15,00,000 per annum
			HOO	₹25,000 per annum
		(ii) Expenditure on running operation and maintenance (ROM) of diesel genset, etc., maintained by the CPWD.	HOD	Full power to be executed through CPWD or any other agency approved by the Government in the cases where CPWD is not functioning.
			HOO	Nil
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	Full Power (subject to compliance of notifications / orders issued by the Government from time to time).
			HOO	Rs. 5,000/- for a case (subject to compliance of notifications / orders issued by the Government from time to time).

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14.	Repair and Maintenance (Code 29)	(i) Repair and maintenance (including all maintenance contract) of all equipment such as machinery and equipment, office equipment, equipment for other functional use, digital equipment for office use, digital equipment for functional use, furniture and fixtures for office, furniture and fixture for other functional use, tools and plants etc., but exclude expenditure on upgradation, midlife rehabilitation, retrofitting and/or reconditioning.	HOD	Upto ₹2,50,000/- on each occasion subject to maximum of ₹5,00,000/- per annum
			HOO	₹5,000/- per month for recurring
		(ii) Repair & maintenance of vehicles (including motor vehicles and non motor vehicles like bicycle, rickshaw, carts, trolleys and boat, etc., for office or functional use)	HOD	Full Powers
			HOO	₹30,000 per annum

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15.	Other Revenue Expenditure (Code 49)	Payment out of discretionary grant, other discounts, fees and fines, custom duty compensation, commitment charges, notional value of gifts, re-imbusement of newspapers purchased or supplied to officer's residence and purchase or re-imbusement of briefcase or ladies purse to Government servants', etc. Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head. It will also include expenditure in respect of schemes, sub-schemes or organisations not elsewhere classified.	HOD	Full powers (Subject to compliance of notifications / orders issued by the Government from time to time).
			HOO	Nil
16.	Information, Computer, Telecommunica-	Procurement of information, computer, telecommunications	HOD	₹10,00,000 per annum

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	tions (ICT) equipment (Code 71)	(ICT) equipment such as Computer Hardware and telecommunications devices (Computer / laptops, projectors, etc.) and Computer software exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, electromagnetic spectrum which is used in the transmission of sound, data and television.	HOO	₹50,000 per annum
17.	Furniture & Fixtures (Code 74)	Purchase of Furniture and Fixtures exceeding threshold limit of one lakh rupees or three years of useful life, either of the two, for office use and functional use.	HOD	Upto ₹3,00,000 on each occasion subject to maximum Rs. 8,00,000 per annum.
			HOO	Upto ₹1,25,000 on each occasion subject to maximum ₹2,50,000 per annum.
18.	Other Fixed Assets (Code 77)	Procurement of other fixed assets like library books and publications, trees, crops and plants, whose natural growth and regeneration is under the direct control, responsibility and management of institutional units, non-motor vehicles like bicycle, rickshaw, cart, trolleys, boat, etc.	HOD	Full powers
			HOO	Nil



19.	Machinery and Equipment (Code 52)	Procurement of machinery and equipment (other than motor vehicles and ICT equipment), electrical and electronic equipment, medical appliances, precision and optical instruments, watches and clocks, musical instruments and sports goods etc., cost of which exceeds one lakh rupees or three years of useful life, either of the two.	HOD	₹1,50,000/- on each occasion subject to maximum ₹3,00,000 per annum.
			HOO	₹50,000 per annum



Annexure – II referred to in the MoSPI's Order No. A-36011/02/2024-Ad.III dated
06/09/2024

Authority	Object Heads & Codes [As per DFPRs 2024]	Extent of redelegated power	
		Recurring	Non-recurring
HODs	Office Expenses (13), Other Revenue Expenditure (49), Repair and Maintenance (29), Professional Services (28), Minor Civil and Electric Works (27), Advertising and Publicity (26), Digital Equipment (19), Rewards (05), Wages (02), Machinery and Equipment (52), ICT Equipment (71), Other Fixed Assets (77), Furniture & Fixtures (74)	₹2,00,000 per annum in each case	₹10,00,000 per annum in each case
HOOs		₹20,000 per annum in each case	₹50,000 per annum in each case

Note: This Annexure covers all other item of expenditure which are not specifically reflected in Annexure-I of this Order under the Object Heads as specified above.



Annexure – III referred to in the MoSPI's Order No. A-36011/02/2024-Ad.III dated
06/09/2024

The list of divisions / offices where HODs and HOOs shall be appointed

Sl. No.	Name of divisions / offices
1.	MoSPI (Proper), New Delhi
2.	NSSTA, Greater Noida
3.	Computer Centre, New Delhi
4.	Household Survey Division, Kolkata
5.	Enterprise Survey Division, Kolkata
6.	Data Processing Centre, Delhi
7.	Data Processing Centre, Nagpur
8.	Data Processing Centre, Bangalore
9.	Data Processing Centre, Giridih
10.	Data Processing Centre, Ahemdabad
11.	FOD (Hq. Office), Delhi
12.	Agricultural Statistical (AS) Wing, Faridabad
13.	FOD (ZO), North Zone, Jaipur
14.	FOD (ZO), Central Zone, Lucknow
15.	FOD (ZO), East Zone, Kolkata
16.	FOD (ZO), West Zone, Nagpur
17.	FOD (ZO), South Zone, Bangalore
18.	FOD (ZO), North East Zone, Guwahati
19.	FOD (RO), Jaipur
20.	FOD (RO), Jammu
21.	FOD (RO), Srinagar

22.	FOD (RO), Shimla
23.	FOD (RO), Jalandhar
24.	FOD (RO), Mohali
25.	FOD (RO), Chandigarh
26.	FOD (RO), Delhi
27.	FOD (RO), Ajmer
28.	FOD (RO), Dehradun
29.	FOD (RO), Lucknow
30.	FOD (RO), Agra
31.	FOD (RO), Prayagraj
32.	FOD (RO), Bareilly
33.	FOD (RO), Bhopal
34.	FOD (RO), Gwalior
35.	FOD (RO), Jabalpur
36.	FOD (RO), Muzaffarpur
37.	FOD (RO), Patna
38.	FOD (RO), Burdwan
49.	FOD (RO), Kolkata
40.	FOD (RO), Malda
41.	FOD (RO), Ranchi
42.	FOD (RO), Bhubaneswar
43.	FOD (RO), Sambalpur
44.	FOD (RO), Guwahati
45.	FOD (RO), Gangtok
46.	FOD (RO), Kohima
47.	FOD (RO), Imphal
48.	FOD (RO), Shillong



49.	FOD (RO), Agartala
50.	FOD (RO), Dibrugarh
51.	FOD (RO), Itanagar
52.	FOD (RO), Ahmedabad
53.	FOD (RO), Vadodara
54.	FOD (RO), Mumbai
55.	FOD (RO), Aurangabad
56.	FOD (RO), Nagpur
57.	FOD (RO), Pune
58.	FOD (RO), Raipur
59.	FOD (RO), Cuddapah
60.	FOD (RO), Hyderabad
61.	FOD (RO), Vijayawada
62.	FOD (RO), Bangalore
63.	FOD (RO), Hubli
64.	FOD (RO), Panaji- (Goa)
65.	FOD (RO), Kozhikode
66.	FOD (RO), Thiruvananthapuram
67.	FOD (RO), Coimbatore
68.	FOD (RO), Chennai
69.	FOD (RO), Madurai
70.	FOD (RO), Aizawl
71.	FOD (RO), Port Blair*
<i>*FOD (RO), Port Blair will be controlled by HOD designated in FOD (RO), Chennai].</i>	



Annexure – IV referred to in the MoSPI's Order No. A-36011/02/2024-Ad.III dated
/09/2024

Delegation of administrative powers to the concerned DGs /AS / JS in
 respect of items works involving expenditures over and above the
 powers delegated to HODs in MoSPI (Proper) and its Attached & Sub-ordinate
 Offices

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)
1.	Printing and Publication (16), Advertising and Publicity (26), Minor Civil and Electric Works (27), Repair and Maintenance (29), ICT Equipment (71), Fuel and Lubricants (24), Furniture & Fixtures (74), Machinery and Equipment (52), Training Expenses (09), Rewards (05), Wages (02), Office Expenses (13) [(w.r.t. Item No.5(vii) of Annex.I], Other Fixed Assets (77)	Expenditure sanction for running office and associated activities under DFPRs	DGs/AS/JS concerned	Over and above the delegated powers to respective HODs and upto ₹25 Lakh on each occasion.

2.	Information, Computer, Telecommunications (ICT) equipment (71)	ICT equipments	DGs/AS/JS concerned	Over and above the delegated powers to respective HODs and upto ₹1.0 crore on each occasion.
3.	Rent, Rates and Taxes for Land and Buildings (14)	Rent for hiring of buildings (non-residential or residential or structures other than buildings)	DG concerned	<p>Full Powers for all cities (Classified and Unclassified), over and above the powers delegated to the respective HOD.</p> <p>(Subject to compliance of MoHUA Guidelines and vetting of Rent agreement from financial and legal angle)</p> <p><u>Note:</u> Above delegation is for the purpose of fixation of rent for buildings. However, full powers are delegated to the respective HOD for making monthly payment of rent fixed as per lease agreement / contract.</p>



4.	Printing and Publication (16), Advertising and Publicity (26), Minor Civil and Electric Works (27), Repair and Maintenance (29), ICT Equipment (71), Fuel and Lubricants (24), Furniture & Fixtures (74), Machinery and Equipment (52), Training Expenses (09), Rewards (05), Wages (02), Office Expenses (13) [(w.r.t. Item No.5(vii) of Annex.I], Other Fixed Assets (77)	[Rule 11 – Indents, Contracts and Purchases] Procurement through open or limited tenders contracts as per DFPRs	DGs/AS/JS concerned	Over and above the delegated powers to respective HODs and upto ₹1.0 crore on each occasion.
5.	Printing and Publication (16), Advertising and Publicity (26), Minor Civil and Electric Works (27), Repair and Maintenance (29), ICT Equipment (71), Fuel and Lubricants (24), Furniture & Fixtures (74), Machinery and Equipment (52), Training Expenses (09), Rewards (05), Wages (02), Office	[Rule 11 – Indents, Contracts and Purchases] Procurement through negotiated or single tender or proprietary contracts and agreements as per DFPRs	DGs/AS/JS concerned	Over and above the delegated powers to respective HODs and upto ₹1.0 crore on each occasion.



	Expenses (13) [(w.r.t. Item No.5(vii) of Annex.I], Other Fixed Assets (77)			
6.	Printing and Publication (16), Advertising and Publicity (26), Minor Civil and Electric Works (27), Repair and Maintenance (29), ICT Equipment (71), Fuel and Lubricants (24), Furniture & Fixtures (74), Machinery and Equipment (52), Training Expenses (09), Rewards (05), Wages (02), Office Expenses (13) [(w.r.t. Item No.5(vii) of Annex.I], Other Fixed Assets (77)	[Rule 16 – Expenditure on Schemes or Projects] With concurrence of IFD, administrative approval of expenditure sanction and release of funds 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	DGs/AS/JS concerned for the concerned Subject Matter Division	Over and above the delegated powers to respective HODs and upto ₹2.0 crore on each occasion.



		Authority as per Ministry of Finance Guidelines as amended from time to time.		
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