

Dated: 26th July 2018

OFFICE MEMORANDUM

Sub: Delegation of financial powers to CGCA, DoT.

The undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to delegate financial powers to Controller General Communication Accounts, Department of Telecommunications by invoking the provisions of Rule 13(2) of Delegation of Financial Powers Rules.

DELEGATION OF FINANCIAL POWERS TO CGCA		
Item No.	Description of the item	Extent of Powers to CGCA
1.0.0	Sanction of Schemes/Projects	
1.1.0	New Schemes	Rs.2.5 Crores
1.2.0	Repetitive Projects	Rs.2.5 Crores
1.3.0	Detailed estimates	Full power
2.0.0	Land and Buildings	
2.1.0	Additions and alterations to existing Departmental Buildings	Full Powers
2.2.0	Repairs to Buildings	Full Powers
2.3.0	Repairs and additions to rented buildings both Civil and Electrical	Rs.20 Lacs per building/annum
3.0.0	Vehicle	
3.1.0	Sanction and Replacement as per MoF guidelines/Rules	Full Powers
3.2.0	Hiring	Full Powers
4.0.0	Purchase	
4.1.0	Office equipment	Full Powers
4.2.0	Computers	Full Powers
4.3.0	Computer Stationery	Full Powers
4.4.0	Other Stationery	Full Powers
4.5.0	Maps, Books and Publications	Full Powers
4.6.0	Furniture Furnishing	Full Powers
4.7.0	Liveries and Uniforms	10 lacs
5.0.0	Contingent Expenditure	
5.1.0	Recurring	5.0 lacs per annum subject to Rs.50000/- on each occasion
5.2.0	Non Recurring	Rs.5 lacs on each occasion subject to Rs.20 lacs per annum
5.3.0	Hot and Cold weather charges	Full Power

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5.4.0	Printing and binding of forms. Telephone Directory	Full Power
5.5.0	Legal Charges	Full Power
5.6.0	Freight	Full Power
6.0.0	Payment of advances and securities etc.	Full Power
6.1.0	Execution of works by other local/public agencies	Full Power
6.2.0	Security deposits for electricity/water connections	Full Power
6.3.0	Loans and advances to staff	Full Power
7.0.0	Rates and Taxes	Full Power
8.0.0	Honorarium, rewards and awards	
8.1.0	Honorarium	Rs.5000/- in each case
8.2.0	Rewards/awards	Rs.5000/- in each case
9.0.0	Refunds, rebates and compensations	
9.1.0	Compensation for death/injury	Full power for Gr "C"
10.0.0	Writing off of losses	
10.1.0	Stores	Full Power
10.2.0	Scrapping of stores/equipment	Full Power
10.3.0	Canteens/Recreation clubs	10 lacs
11.0.0	Deputation of officials for training etc.	
11.1.0	Domestic Training	Full Power
12.0.0	Professional services	
12.1.0	Computerisation/ Automation	Rs.1.0 crore per annum
12.2.0	Other professional services	Rs.20 Laes per annum
12.3.0	Hiring of Data Entry services	Rs.20 Laes per annum
12.4.0	Hiring of House Keeping services	Full Power
12.5.0	Hiring of Consultants	Full power against vacant posts.

Note:-

(1) These powers will be subject to Rules, Orders, instruction and procedures prescribed by Government from time to time, and the availability of funds under relevant budget head.

(2) The financial powers under the head 5.5.0. Legal charges will be subject to the condition that,

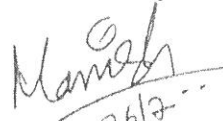
(i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except (a) in respect of fees of Govt. pleaders appointed by the Govt. of India in the Ministry of Law under: Clause (a) of Rule 8(B) of order XXVII of the first schedule to the Code of Civil procedure 1901 (5 of 1908) or State Law Officers while the fees fixed by the High Court or State Govt. or any law for the time being in force or are settled or determined by Ministry of Law, as the case may be.

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(ii) In respect of fees of Advocates whose names are borne on a panel approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.

Further, the exercise of financial powers shall be subject to the following conditions:

- a) The powers mentioned herein shall be exercised by the CGCA, on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.
- b) Wherever full powers have not been given, no expenditure, requiring sanction of the higher authorities, may be sanctioned by the officer in parts as two or more distinct works/proposals.
- c) These powers shall be exercised keeping in view the conditions and limitations contained in Delegation of Financial Powers Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental rules, Supplementary Rules and other Departmental Code Books, Manuals and powers delegated by the DoT HQ from time to time.
- d) The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Government/ Department from time to time.
- e) The powers delegated to the CGCA shall not be further delegated.
- f) A register in manuscript as prescribed in rule of FHB Vol-I should be maintained.
- g) Each sanction memo should contain a certificate to the effect that the total expenditure sanctioned does not exceed the annual limit.

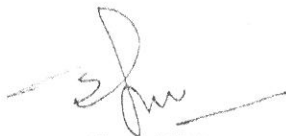

(Manish Kumar Gupta)
Director (Finance)

To

The CGCA, DoT

Copy to:

1. Sr.PPS to Secretary (Telecom)
2. PPS to Member (Finance)/Services/Technology, Telecom Commission
3. PPS to Advisor (Finance), DoT HQ
4. All Sr. DDsG/ DDsG of Finance side in DoT, HQ
5. PS to DG NICF
6. All Pr.CsCAs/CsCAs
7. Dy. Director (OL) for providing Hindi translation
8. P&T Audit, Delhi.
9. Resident Audit Officer, Sanchar Bhawan, New Delhi
10. Office copy
11. Spare copies.


(R C KUMAR)
Asstt. Director General (Finance)

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No. 7-2/2010 - Fin.
Ministry of Communications & IT
Department of Telecommunications
(Finance Branch)
Sanchar Bhawan, 20, Ashok Road,
New Delhi - 110 001

Dated 20th December, 2010

OFFICE MEMORANDUM

SUBJECT: Delegation of Financial Powers to Officers in the Offices of Pr. CCAs/ CCAs/ GM (NICF) and Jt. CCAs

In supersession of all the earlier financial powers delegated, the undersigned is directed to convey the approval of Secretary (T) to the Delegation of Financial Powers to Officers in the Offices of Pr. CsCA/ CsCA/ GM(NICF)/ Jt. CsCA as in the annexures below.

2. The financial powers to be exercised by Pr. CsCA/ CsCA/ GM(NICF) and by Jt. CsCA only where they are heading the office, have been shown in Annexure 'A'. The financial powers to be exercised by the Jt. CsCA/ Dy. CsCA in Pr.CCA/CCA offices and Jt. CsCA/Directors in NICF are given in Annexure 'B'. The financial powers specific to the GM (NICF) only have been shown separately in Annexure 'C'.

3. The exercise of financial of powers shall be subject to the following conditions:

- i. In offices headed by HAG level officer, both CCA and Pr.CCA will exercise the financial powers to the extent delegated. The Pr. CCA will exercise the financial powers delegated to HAG level Officer, while the CCA will exercise the financial powers delegated to SAG level officer as indicated in the following Schedule. However, the exercise of financial powers by both the Pr. CCA and CCA would be restricted to the limits delegated to the Pr. CCA in terms of total expenditure.
- ii. The powers mentioned herein shall be exercised on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account or to be made available under that head by a valid re-appropriation.
- iii. No expenditure requiring sanction of the higher authorities may be sanctioned by the officer in parts as two or more distinct works/ proposals.
- iv. These powers shall be exercised keeping in view the conditions and limitations contained in Delegation of Financial Power Rules, General Financial Rules, Financial Hand book Volume-i, Fundamental Rules, Supplementary Rules and other Departmental Code Books, Manuals, and powers delegated by the DOT HQ from time to time.
- v. The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Government/ Department from time to time.
- vi. Expenditure on advertisements may be incurred in respect of recruitment, deputations, pension adalats, notifications to pensioners, and tender notices only. Advertisements are to be released through DAVP. In respect of advertisements relating to USOF, the expenditure may be restricted to Rs.1,00,000/- (Rupees One lakh only) per annum. The content and frequency of such USOF advertisements would be as per the instructions / approval of Administrator (USOF).

4. These powers cannot be re-delegated.

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ANNEXURE - A

Schedule of financial powers of officers in the offices of Pr. CCAs/ CCAs/ GM(NICF) and Jt. CCAs

Sl. No.	Nature of Expenditure	Extent of Power		
		HAG Level Officers	SAG Level Officers	JAG Level Officers (only in offices headed by the Jt. CCA)
1.	Contingent Expenditure: (a) Recurring (b) Non-recurring	Rs.15,000 in each case. Rs.1,25,000 in each case.	Rs.10,000 in each case Rs.1,00,000 in each case.	Rs.7,500 p.m. in each case. Rs.50,000 in each case.
2.	Electricity, Gas and Water Charges	Full Powers	Full Powers	Full Powers
3.	Printing & Binding Forms	Full Powers	Full Powers	Full Powers
4.	Legal Charges	Full Powers	Full Powers	Full Powers
5.	Office Equipment	Full Powers	Full Powers	Full Powers
6.	Purchase of Computers (Including Hardware, Software, Peripherals and UPS)	Rs.5 lakh at a time subject to Rs.20 lakh per annum.	Rs.5 lakh at a time subject to Rs.20 lakh per annum.	Rs.5 lakh at a time subject to Rs.10 lakh per annum.
7.	Computer Stationery	Full Powers	Full powers	Full Powers
8.	Office Stationery	Full Powers	Full powers	Full Powers
9.	Maps, Books & Publications	Full Powers	Full powers	Full Powers
10.	Furniture & Furnishings	Full Powers	Full Powers	Full Powers
11.	Liveries & Uniforms	Rs.1 lakh per office per annum	Rs.1 lakh per office per annum	Rs.50,000 per office per annum
12.	Loans & Advances to Staff	Full Powers	Full Powers	Full Powers
13.	Honorarium	Rs.2500 in each case.	Rs.2500 in each case.	Rs.2500 in each case.
14.	Hiring of Vehicles	Rs.1,20,000 per month.	Rs.1,00,000 per month.	Rs.50,000 per month
15.	Computer Training for Officers/ officials of DOT	Rs.10,000 in each case.	Rs.10,000 in each case.	Rs.10,000 in each case.
16.	Working Lunch/ Light Refreshment (On holding of meetings with other organisations/operators in connection with Inter-organisational transactions).	Rs.150 per head	Rs.150 per head	Rs.150 per head

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ANNEXURE - A (Contd.)

Sl. No.	Nature of Expenditure	Extent of Power		
		HAG Level Officers	SAG Level Officers	JAG Level Officers (only in offices headed by the Jt. CCA)
17.	Housekeeping Charges	Rs.50,000 per month	Rs.50,000 per month.	Rs.10000 per month.
18.	Security Charges	Rs.50,000 per month.	Rs.50,000 per month.	Rs.30000 per month.
19.	Postage Charges	Full Powers	Full Powers	Full Powers
20.	Municipal Rates & Taxes	Full Powers	Full Powers	Full Powers
21.	Payment of Commission Charges for payment of Telecom Pension to PDAs	Full Powers	Full Powers	Full Powers
22.	Advertisement Charges	Full Powers	Full Powers	Full Powers
23.	AMC for Office Equipments	Full Powers	Full powers	Full powers
24.	AMC for Electrical Equipments.	Full Powers	Full Powers	Full Powers
25.	Lump-sum Advance to provide for Immediate Financial relief	Rs.8000	Rs.8000	Rs.8000

ANNEXURE - B

Financial Powers of Jt. CCAs / Dy. CCAs in the offices of Pr.CsCA / CsCA and Directors / Dy. Directors in the office of and GM (NICF)

Sl. No.	Nature of Expenditure	Extent of Power	
		Jt. CCA	Dy.CCA
1.	Contingent Expenditure:		
	Recurring	Rs.2000 in each case	Rs.1000 in each case
	Non Recurring	Rs.15000 in each case.	Rs.2000 in each case.
2.	Office Stationery	Rs.15000 per annum.	-----

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ANNEXURE - C

**FINANCIAL POWERS TO BE EXERCISED SPECIFICALLY BY
THE GENERAL MANAGER, NATIONAL INSTITUTE OF COMMUNICATION FINANCE
(For Training Purposes)**

S. No.	Nature of Expenditure	Extent of Powers
1.	Honorarium for Guest Faculty	Full Powers
2.	Hiring of vehicle	Full powers for Seminars/ Workshops subject to entitlement and eligibility of officers/faculty participating in the Seminars/Workshops.
3.	Computer Training for Officers/ Officials on DOT Strength and faculty development in the GM (NICF) office	Rs. 10000 in each case
4.	Settlement of claims/ bills of other Institutions/Bodies for probationary IP&TAFS officers attached to NICF /Induction Training	Full powers
5.	Organizing mid-career training/ MDP Courses	Full powers after obtaining administrative approval from DOT
6.	Organizing Training Activities by signing MOUs with other Institutions/Professional Bodies in India (Govt./ PSUs/ Autonomous Bodies wholly/partially conducted by Govt.)	Full powers after obtaining administrative approval from DOT

Rajeev Prakash
(Rajeev Prakash)
Director (Finance)

To

1. All Principal Controllers of Communication Accounts
2. All Controllers of Communication Accounts
3. General Manager (NICF),
4. The Joint Controller of Communication Accounts, A&N Islands, Port Blair.

Copy to

1. Sr. PPS to Secretary (Telecom)
2. Sr. PPS to Member (Finance), Telecom Commission
3. PPS to Adviser (Finance)
4. Jt. Administrator (F), USOF / Sr. DDG(WPF) / DDsG (TPF, FEB, LF I, LF II)
5. All Directors (Finance side) in the DoT HQ
6. Dy. Director (OL) for providing Hindi Translation of the OM.
7. Office Copy
8. Spare Copies 10

Rajeev Prakash