

7-5/ 2009-Fin  
Ministry of Communications & IT  
Department of Telecommunications  
(Finance Branch)  
20, Ashoka Road, Sanchar Bhawan  
New Delhi-110001.

Office Memorandum

Dated the 30-3-2011

To

The Administrator USOF  
Department of Telecommunications  
Sanchar Bhawan  
New Delhi -- 110001

**Sub:** Delegation of financial powers to Administrator (USOF).

In partial modification of the OMs No 7-5/2009 -(Fin) dated 16-6-2009 and dated 28-7-2009 a proposal for further enhancement of powers of the following items have been considered by the competent authority and it has been decided to delegate the powers as below :

Sl.No	Nature of Power	Powers enhanced
1.	Professional Services i) Computerisation ii) Other Professional Services	i) Upto Rs.25 Lakhs per annum. ii) Upto Rs.25 Lakhs per annum
2.	Advertisement Charges	Full powers (through DAVP only)

The above powers may be exercised subject to the following conditions:-

1. The powers mentioned may be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted funds placed under their disposal by Budget Branch under relevant Head of Account.
2. Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DFPRs, P&T FHB Volume I and Manual and other Code books as well as orders issued and

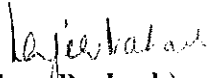
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restrictions imposed from time to time by Govt/ DOT and Telecom Commission shall be strictly followed.

3. No expenditure requiring sanction of the higher authorities may be sanctioned by the officer in parts as two or more distinct works/ proposals.
4. The powers delegated to Administrator USOF shall not be further re-delegated.
5. A Register in manuscript as prescribed in Rule 348 of FHB Vol-I should be maintained by USOF Branch.
6. Each sanction memo should contain a certificate to the effect that the total expenditure sanctioned does not exceed the annual limit.
7. The financial powers shall be exercised in consultation with Jt. Administrator (Fin) USOF.
8. The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Govt/ Department from time to time.

All other terms and conditions of the OM No 7-5/2009 –Finance dated 28-7-2009 remain unchanged.

  
**(Rajeev Prakash)**  
 Director (Fin)

**Copy to :-**

1. Sr.PPS to the Chairman, Telecom Commission.
2. Sr.PPS to all Members of Telecom Commission.
3. PPS to AS(T) DOT
4. PS to all Advisors.
5. Sr.PS to Administrator (USOF) / Jt. Administrator USOF
6. JS (A) & JS (T)
7. All Sr.DDsG/ DDsG in DOT
8. Resident Audit Officer P&T Audit
9. O L section for Hindi version.
10. Office Copy
11. Spare copies ten.

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.

(Continued at page 2)

*rajiv kumar*

From page 1 onwards:

ANNEXURE - ASchedule 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)
	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.
	Electricity, Gas and Water Charges	Full Powers	Full Powers	Full Powers
	Printing & Binding Forms	Full Powers	Full Powers	Full Powers
	Legal Charges	Full Powers	Full Powers	Full Powers
	Office Equipment	Full Powers	Full Powers	Full Powers
	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.
	Computer Stationery	Full Powers	Full powers	Full Powers
	Office Stationery	Full Powers	Full powers	Full Powers
	Maps, Books & Publications	Full Powers	Full powers	Full Powers
	Furniture & Furnishings	Full Powers	Full Powers	Full Powers
	Grants & Uniforms	Rs.1 lakh per office per annum	Rs.1 lakh per office per annum	Rs.50,000 per office per annum
	Grants & Advances to Staff	Full Powers	Full Powers	Full Powers
	Honorarium	Rs.2500 in each case.	Rs.2500 in each case.	Rs.2500 in each case.
	Leasing of Vehicles	Rs.1,20,000 per month.	Rs.1,00,000 per month.	Rs.50,000 per month
	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.
	Per diem (On holding of meetings with other officials/ operators in connection with International transactions).	Rs.150 per head	Rs.150 per head	Rs.150 per head

(Continued at page 3)

From page 2 onwards:

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 - BFinancial Powers of Jt. CCAs / Dy. CCAs in the offices of Pr.CsCA / CsCA and Directors / Dy. Directors in the office of and GM (NCF)

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.	-----

(Continued at page 4)

Rajiv Narain

From page 3 onwards:

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*

F.No: 7-5/2009-Finance  
Department of Telecommunications  
(Finance Branch)

Dated 28-7-2009

OFFICE MEMORANDUM

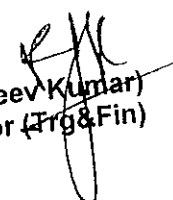
Sub: Additional Financial Powers to the Administrator (USOF).

In continuation of the OM No: 7-5/2009-Finance dt 16-6-2009, a proposal for further delegation of additional Financial Powers to the Administrator (USOF) has been considered by the Competent authority and it has been decided to delegate following additional financial powers to the Administrator (USOF) :

S.No	Nature of Power	Description
1.	Deputation of Officers for training etc., in India	Rs. 1,00,000/- Per officer PA
2.	Professional Services	(iii) up to Rs. 10 lakhs PA
	(ii) Computerisation	(iv) Up to Rs. 10 lakhs PA
	(iv) Other professional services	

NOTES:

1. Additional financial Powers mentioned above can be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted fund placed at their disposal by Budget Branch of the Telecom Commission.
  2. Additional Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DEPRs, P&T FHB and Manual and other code books as well as orders issued and restrictions imposed from time to time by Government /DOT and Telecom Commission shall be strictly be followed.
  3. The Powers delegated to the Administrator (USOF) shall not be further re-delegated.
  4. A Register in manuscript as prescribed in Rule 348 of FHB.Vol. I should be maintained by USOF Branch.
  5. Each Sanction Memo should contain a certificate to the effect that the total expenditure including that now sanctioned for the office does not exceed the annual limit.
  2. The additional financial powers will be exercised subject to all the usual conditions as laid down in the Schedule of Financial powers of the officers of the Department of Telecommunications as well as rules, orders, instructions prescribed in GFR, FHB & DFPRs and issued from time to time by the Department / Government in this regard.
  3. The Joint Administrator (Fin), USOF will render financial advice to Administrator (USOF) for exercising the additional financial powers. Exercising of these powers shall be subject to the availability of Fund and these powers shall not be further re-delegated.
- This has the approval of the Secretary (T).

  
(Rajeev Kumar)  
Director (Trg & Fin)

Copies to

1. Sr. PPS to the Chairman, Telecom Commission
2. Sr.PPS to All Members of Telecom Commission
3. PPS to AS (T), DOT
4. PS to All Advisors
5. Sr. PS to Administrator(USOF)/Joint Administrator (USOF)
6. JS(A)& (T)
7. All Sr.DDsG / DdsG in DOT
8. All Directors Finance Advice in the Telecom Commission.
9. Office copy
10. Spare Copies ten.



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**F.No: 7-5/2009-Finance**

**Department of Telecommunications  
(Finance Branch)**

Dated 16-6-2009

**OFFICE MEMORANDUM**

**Sub: Delegation of Financial Powers to the Administrator (USOF).**

In order to ensure smooth functioning of the USO Fund, a proposal for Delegation of Financial Powers to the Administrator (USOF) has been considered by the Competent authority and it has been decided to delegate following financial powers to the Administrator (USOF) :

Sl. No.	Nature of powers	Financial Powers delegated to the Administrator (USOF)	Remarks
1.	Furniture & Fixtures (i) Purchase (ii) Repairs	(ii) Full Powers (ii) Full Powers	
2.	Publications (i) Official (ii) Non-official	(i) Full Powers (ii) Full Powers	(i) Priced publications of the Central Government should be purchased in accordance with the provisions of appendix XIII to the Rules for printing and Binding. (ii) Distribution of un-priced Publications of Central Government should be controlled. Distribution list should be vetted by an officer not below the rank of Director before printing is undertaken. (iii) Non-Official Publications include Books, Newspapers, Periodicals, Publications etc.,
3.	Local purchase of Stationery and other articles.	Full Powers	(i) Items included under stationery are listed in Appendix 16 to FHB Vol.I . (ii) The other articles include items classified under "other contingencies" as per the FHB Vol. I .
4.	Purchase, Upkeep, Maintenance of typewriters, dupli-cators, Copying Machines and account machines etc., (i) Purchase (ii) Upkeep and maintenance.	(i) Full Powers (ii) Full Powers	
5.	Printing & Binding	One Lakh per annum	These powers will be exercised only in respect of cases in which the lowest rate on open tender basis is approved. For other cases, prior concurrence of Finance will be necessary.
6.	<b><u>Contingent Expenditure (Recurring):</u></b> On any subject for which no scale of limit to power of sanction is prescribed in Schedule of Financial Powers.	Rs. 50,000/- Per annum subject to Rs. 10,000/- on each occasion.	

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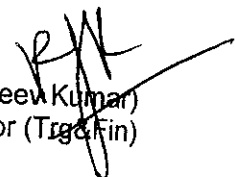
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Sl. No.	Nature of powers	Financial Powers delegated to the Administrator (USOF)	Remarks
7.	<b>Contingent Expenditure: (Non-Recurring)</b> on any subject for which another limit is not specified in Schedule of Financial Powers, provided that there is nothing novel, doubtful or irregular in the Character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rules 1978 including the items specified and covered by item 1 above (Furniture and Fixtures).	One lakh on each occasion subject to Rs. 5 lakh per annum.	
8.	Advertisement Charges	Two lakh per annum subject to Rs. 50,000/- per insertion (through DAVP only)	
9.	Purchase Upkeep and Maintenance of computer accessories soft & hardware. (i) Purchase (ii) Upkeep and Maintenance	(i) Purchase through DGS&D rate contract - Rs. 10 lakhs on each occasion subject to maximum of Rs. 50 lakhs per annum. (ii) 10 lakhs for computer and peripherals.	

**NOTES:**

1. Powers mentioned above can be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted fund placed at their disposal by Budget Branch of the Telecom Commission.
  2. Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DEPRs, P&T FHB and Manual and other code books as well as orders issued and restrictions imposed from time to time by Government /DOT and Telecom Commission shall be strictly be followed.
  3. The Powers delegated to the Administrator (USOF) shall not be further re-delegated.
  4. A Register in manuscript as prescribed in Rule 348 of FHB.Vol. I should be maintained by USOF Branch.
  5. Each Sanction Memo should contain a certificate to the effect that the total expenditure including that now sanctioned for the office does not exceed the annual limit.
2. The financial powers will be exercised subject to all the usual conditions as laid down in the Schedule of Financial powers of the officers of the Department of Telecommunications as well as rules, orders, instructions prescribed in GFR, FHB & DFPRs and issued from time to time by the Department / Government in this regard.
  3. The Joint Administrator (Fin), USOF will render financial advice to Administrator (USOF) for exercising the financial powers. Exercising of these powers shall be subject to the availability of Fund and these powers shall not be further re-delegated.

This has the approval of the Secretary (T).

  
 (Rajeev Kumar)  
 Director (T&Fin)

- To
1. Sr. PPS to the Chairman, Telecom Commission
  2. Sr. PPS to All Members of Telecom Commission
  3. PPS to AS (T), DOT
  4. PS to All Advisors

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5. Sr. PS to Administrator(USOF)/Joint Administrator (USOF)
6. JS (A)& (T)
7. All Sr.DDsG / DDsG in DOT
8. All Directors Finance Advice in the Telecom Commission.
9. Office copy
10. Spare Copies 10 copies



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No. 8-2/2005-Trg Fin  
Department of Telecommunications  
Training Finance Branch  
Sanchar Bhawan, Ashoka Road,  
New Delhi- 110 001

Dated: 13.07.2007

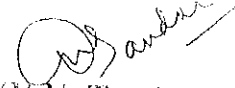
To

The Director,  
National Institute of Communication Finance,  
ALTTC Campus, Ghaziabad- 201002.

**Subject: Rates of Honorarium for delivering lectures.**

Kindly refer to your proposal on the above subject. The fixing of rate of honorarium for Departmental officers from DoT / DoP / MTNL / BSNL & guest lecturers has been considered and the competent authority has approved the following rates for delivering lectures at the Seminar/Training course conducted by DoT, Training Finance & NICEF, Ghaziabad:

- i) Departmental officers: Rs.500/- per lecture of 75 minutes duration
- ii) Guest Lecturers: Rs.1,000/- per lecture of 75 minutes duration.



(V.N. Tandon)  
Director (Trg Fin)  
Tel. No. 23372113  
Fax No. 23372114

Copy to DDG (FEB) for information



**7-5/ 2009-Fin**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**(Finance Branch)**  
**20, Ashoka Road, Sanchar Bhawan**  
**New Delhi-110001.**

**Office Memorandum**

Dated the 30-3 -2011

To

**The Administrator USOF**  
**Department of Telecommunications**  
**Sanchar Bhawan**  
**New Delhi -- 110001**

**Sub:** Delegation of financial powers to Administrator (USOF).

In partial modification of the OMs No 7-5/2009 --(Fin) dated 16-6-2009 and dated 28-7-2009 a proposal for further enhancement of powers of the following items have been considered by the competent authority and it has been decided to delegate the powers as below :

Sl.No	Nature of Power	Powers enhanced
1.	Professional Services i) Computerisation ii) Other Professional Services	i) Upto Rs.25 Lakhs per annum. ii) Upto Rs.25 Lakhs per annum
2.	Advertisement Charges	Full powers (through DAVP only)

The above powers may be exercised subject to the following conditions:-

1. The powers mentioned may be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted funds placed under their disposal by Budget Branch under relevant Head of Account.
2. Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DFPRs, P&T FHB Volume I and Manual and other Code books as well as orders issued and

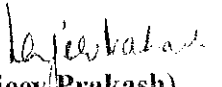
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restrictions imposed from time to time by Govt/ DOT and Telecom Commission shall be strictly followed.

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4. The powers delegated to Administrator USOF shall not be further re-delegated.
5. A Register in manuscript as prescribed in Rule 348 of FHB Vol-I should be maintained by USOF Branch.
6. Each sanction memo should contain a certificate to the effect that the total expenditure sanctioned does not exceed the annual limit.
7. The financial powers shall be exercised in consultation with Jt. Administrator (Fin) USOF.
8. The exercise of these financial powers will be subject to the rules, orders, scales, instructions and economy measures issued by the Govt/ Department from time to time.

All other terms and conditions of the OM No 7-5/2009 -Finance dated 28-7-2009 remain unchanged.

  
 (Rajeev Prakash)  
 Director (Fin)

Copy to :-

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2. Sr.PPS to all Members of Telecom Commission.
3. PPS to AS(T) DOT
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6. JS (A) & JS (T)
7. All Sr.DDsG/ DDsG in DOT
8. Resident Audit Officer P&T Audit
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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 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.

(Continued at page 2)

*Rajiv K. Chak*

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ANNEXURE - ASchedule 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)
	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.
	Electricity, Gas and Water Charges	Full Powers	Full Powers	Full Powers
	Printing & Binding Forms	Full Powers	Full Powers	Full Powers
	Legal Charges	Full Powers	Full Powers	Full Powers
	Office Equipment	Full Powers	Full Powers	Full Powers
	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.
	Computer Stationery	Full Powers	Full powers	Full Powers
	Office Stationery	Full Powers	Full powers	Full Powers
	Maps, Books & Publications	Full Powers	Full powers	Full Powers
	Furniture & Furnishings	Full Powers	Full Powers	Full Powers
	Grants & Uniforms	Rs.1 lakh per office per annum	Rs.1 lakh per office per annum	Rs.50,000 per office per annum
	Grants & Advances to Staff	Full Powers	Full Powers	Full Powers
	Honorarium	Rs.2500 in each case.	Rs.2500 in each case.	Rs.2500 in each case.
	Leasing of Vehicles	Rs.1,20,000 per month.	Rs.1,00,000 per month.	Rs.50,000 per month
	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.
	Working Lunch/ Light Entertainment (On holding of meetings with other officials/ operators in connection with International transactions).	Rs.150 per head	Rs.150 per head	Rs.150 per head

(Continued at page 3)

From page 2 onwards:

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.	-----

(Continued at page 4)

*Kajir Nath*

From page 3 onwards:

**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*

**F.No: 7-5/2009-Finance**  
**Department of Telecommunications**  
**(Finance Branch)**

Dated 28-7-2009

**OFFICE MEMORANDUM**

**Sub: Additional Financial Powers to the Administrator (USOF).**


In continuation of the OM No: 7-5/2009-Finance dt 16-6-2009, a proposal for further delegation of additional Financial Powers to the Administrator (USOF) has been considered by the Competent authority and it has been decided to delegate following additional financial powers to the Administrator (USOF) :

S.No	Nature of Power	Description
1.	Deputation of Officers for training etc., in India	Rs. 1,00,000/- Per officer PA
2.	Professional Services	(iii) up to Rs. 10 lakhs PA
	(ii) Computerisation	(iv) Up to Rs. 10 lakhs PA
	(iv) Other professional services	

**NOTES:**

1. Additional financial Powers mentioned above can be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted fund placed at their disposal by Budget Branch of the Telecom Commission.
2. Additional Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DEPRs, P&T FHB and Manual and other code books as well as orders issued and restrictions imposed from time to time by Government /DOT and Telecom Commission shall be strictly be followed.
3. The Powers delegated to the Administrator (USOF) shall not be further re-delegated.
4. A Register in manuscript as prescribed in Rule 348 of FHB.Vol. I should be maintained by USOF Branch.
5. Each Sanction Memo should contain a certificate to the effect that the total expenditure including that now sanctioned for the office does not exceed the annual limit.
2. The additional financial powers will be exercised subject to all the usual conditions as laid down in the Schedule of Financial powers of the officers of the Department of Telecommunications as well as rules, orders, instructions prescribed in GFR, FHB & DFPRs and issued from time to time by the Department / Government in this regard.
3. The Joint Administrator (Fin), USOF will render financial advice to Administrator (USOF) for exercising the additional financial powers. Exercising of these powers shall be subject to the availability of Fund and these powers shall not be further re-delegated.

This has the approval of the Secretary (T).

  
(Rajeev Kumar)  
Director (Frg&Fin)

**Copies to**

1. Sr. PPS to the Chairman, Telecom Commission
2. Sr.PPS to All Members of Telecom Commission
3. PPS to AS (T), DOT
4. PS to All Advisors
5. Sr. PS to Administrator(USOF)/Joint Administrator (USOF)
6. JS(A)& (T)
7. All Sr.DDsG / DDsG in DOT
8. All Directors Finance Advice in the Telecom Commission.
9. Office copy
10. Spare Copies ten.

20/1

**F.No: 7-5/2009-Finance****Department of Telecommunications  
(Finance Branch)****Dated 16-6-2009****OFFICE MEMORANDUM****Sub: Delegation of Financial Powers to the Administrator (USOF).**

In order to ensure smooth functioning of the USO Fund, a proposal for Delegation of Financial Powers to the Administrator (USOF) has been considered by the Competent authority and it has been decided to delegate following financial powers to the Administrator (USOF) :

Sl. No.	Nature of powers	Financial Powers delegated to the Administrator (USOF)	Remarks
1.	Furniture & Fixtures (i) Purchase (ii) Repairs	(ii) Full Powers (ii) Full Powers	
2.	Publications (i) Official (ii) Non-official	(i) Full Powers (ii) Full Powers	(i) Priced publications of the Central Government should be purchased in accordance with the provisions of appendix XIII to the Rules for printing and Binding. (ii) Distribution of un-priced Publications of Central Government should be controlled. Distribution list should be vetted by an officer not below the rank of Director before printing is undertaken. (iii) Non-Official Publications include Books, Newspapers, Periodicals, Publications etc.,
3.	Local purchase of Stationery and other articles.	Full Powers	(i) Items included under stationery are listed in Appendix 16 to FHB Vol. I. (ii) The other articles include items classified under "other contingencies" as per the FHB Vol. I.
4.	Purchase, Upkeep, Maintenance of typewriters, duplicators, Copying Machines and account machines etc., (i) Purchase (ii) Upkeep and maintenance.	(i) Full Powers (ii) Full Powers	
5.	Printing & Binding	One Lakh per annum	These powers will be exercised only in respect of cases in which the lowest rate on open tender basis is approved. For other cases, prior concurrence of Finance will be necessary.
6.	<b><u>Contingent Expenditure (Recurring):</u></b> On any subject for which no scale of limit to power of sanction is prescribed in Schedule of Financial Powers.	Rs. 50,000/- Per annum subject to Rs. 10,000/- on each occasion.	


Contd. Page 2

Sl. No.	Nature of powers	Financial Powers delegated to the Administrator (USOF)	Remarks
7.	<b>Contingent Expenditure: (Non-Recurring)</b> on any subject for which another limit is not specified in Schedule of Financial Powers, provided that there is nothing novel, doubtful or irregular in the Character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rules 1978 including the items specified and covered by item 1 above (Furniture and Fixtures).	One lakh on each occasion subject to Rs. 5 lakh per annum.	
8.	Advertisement Charges	Two lakh per annum subject to Rs. 50,000/- per insertion (through DAVP only)	
9.	Purchase Upkeep and Maintenance of computer accessories soft & hardware. (i) Purchase  (ii) Upkeep and Maintenance	(i) Purchase through DGS&D rate contract – Rs. 10 lakhs on each occasion subject to maximum of Rs. 50 lakhs per annum. (ii) 10 lakhs for computer and peripherals.	

**NOTES:**

1. Powers mentioned above can be exercised by the Administrator (USOF) on the condition that expenditure involved can be met from the allotted fund placed at their disposal by Budget Branch of the Telecom Commission.
2. Powers to be exercised under this order are subject to the conditions that all rules on the subject contained in GFRs, DEPRs, P&T FHB and Manual and other code books as well as orders issued and restrictions imposed from time to time by Government /DOT and Telecom Commission shall be strictly be followed.
3. The Powers delegated to the Administrator (USOF) shall not be further re-delegated.
4. A Register in manuscript as prescribed in Rule 348 of FHB.Vol. I should be maintained by USOF Branch.
5. Each Sanction Memo should contain a certificate to the effect that the total expenditure including that now sanctioned for the office does not exceed the annual limit.
2. The financial powers will be exercised subject to all the usual conditions as laid down in the Schedule of Financial powers of the officers of the Department of Telecommunications as well as rules, orders, instructions prescribed in GFR, FHB & DFPRs and issued from time to time by the Department / Government in this regard.
3. The Joint Administrator (Fin), USOF will render financial advice to Administrator (USOF) for exercising the financial powers. Exercising of these powers shall be subject to the availability of Fund and these powers shall not be further re-delegated.

This has the approval of the Secretary (T).

  
(Rajeev Kumar)  
Director (T&Fin)

To

1. Sr. PPS to the Chairman, Telecom Commission
2. Sr.PPS to All Members of Telecom Commission
3. PPS to AS (T), DOT
4. PS to All Advisors



20-2/c

5. Sr. PS to Administrator(USOF)/Joint Administrator (USOF)
6. JS (A) & (T)
7. All Sr.DDsG / DDsG in DOT
8. All Directors Finance Advice in the Telecom Commission.
9. Office copy
10. Spare Copies 10 copies



92/c

No. 8-2/2005-Trg Fin  
Department of Telecommunications  
Training Finance Branch  
Sanchar Bhawan, Ashoka Road,  
New Delhi- 110 001

Dated: 13.07.2007

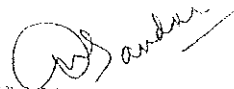
To

**The Director,  
National Institute of Communication Finance,  
ALTTC Campus, Ghaziabad- 201002.**

**Subject: Rates of Honorarium for delivering lectures.**

Kindly refer to your proposal on the above subject. The fixing of rate of honorarium for Departmental officers from DoT / DoP /MTNL / BSNL & guest lecturers has been considered and the competent authority has approved the following rates for delivering lectures at the Seminar/Training course conducted by DoT, Training Finance & NICF, Ghaziabad:

- i) Departmental officers: Rs.500/- per lecture of 75 minutes duration
- ii) Guest Lecturers: Rs.1,000/- per lecture of 75 minutes duration.



(V.N. Tandon)  
Director (Trg Fin)  
Tel. No. 23372113  
Fax No. 23372114

Copy to DDG (FEB) for information



7-5/2001 F&A  
Ministry of Communications & IT  
Department Of Telecommunications  
20, Ashoka road, Sanchar Bhavan  
New Delhi-110001

**OFFICE MEMORANDUM**


Dated: 18<sup>th</sup> June 2007

Orders were issued vide no. 4-1/93-FC dated 2<sup>nd</sup> Dec. 1994 delegating certain financial powers to the officers of Telecom Directorate to exercise the same without consulting the Integrated Finance Advice Branch. Further delegation of powers in respect of procurement relating to IT assets were considered and it has been decided to delegate the following powers to the DDG(C&A) and Additional Secretary (T) to the extent indicated in the table below without consulting integrated Finance Advice Branch.

S.No	Item	Limit per occasion	Approving authority
1.	Procurement of IT goods and consumable as per the provisions of Rule 145 and 146 of GFR 2005	Rs.1 lakhs on each occasions with annual limit of Rs.10 lakhs	DDG(C&A)
2.	Procurement of IT goods and consumables through DGS&D	Rs.5 lakhs on each occasion with annual limit of Rs.10 lakhs	AS(T) through DDG(C&A)
3.	With Tender in accordance with the provisions of Rule 150 and 151 GFR 2005	Rs.5 lakhs	DDG(C&A)
4.	With Tender in accordance with the provisions of Rule 150 and 151 of GFR 2005	Rs.10 lakhs	AS(T)

The procurement beyond the above limits and single source tender may be made with the concurrence of Finance Division.

The exercise of these financial powers will be subject to observance of all the usual terms and conditions as laid down in the schedule of financial powers of the officers of the Department of Telecommunications and provisions of General Financial Rules, economy instructions issued by the Finance Ministry, Fiscal code, procedure and availability of funds as per the budgetary allocations of the year under the relevant head of account. These orders are effective from the date of issue.

  
(A.S. Bhola)  
DDG (FEB)



Copy for information to :-

1. Secretary (T), DOT, Sanchar Bhawan.
2. Members Finance/Services/Technology /Production
3. Additional Secretary (T)
4. All advisors
5. All Sr.DDs.G/DDs.G
6. DDG (C&A)/JS (Admn)/JS (T)
7. All Directors/Dy. Secretaries
8. Pay and Account officer
9. Spare.

