

F. No A-36011/1/2010-Estt.
Government of India
Ministry of Chemical and Fertilizers
Department of Pharmaceuticals

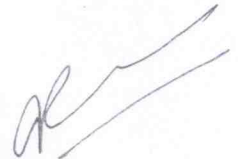
Shastri Bhawan, New Delhi
Dated 19th August, 2016

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to the Head of Department as per Delegation of Financial Power Rules, 1978.

In supersession of this Ministry's O.M. of even number dated 13th October, 2015 on the above subject, the Heads of Department functioning in term of Rule 13 of DFPRS, 1978 under Department of Pharmaceuticals is hereby delegated the financial power (As per Annexure – I & II enclosed) with immediate effect for incurring contingent and Miscellaneous Expenditure under Schedule V & VI of the Delegation of Financial Power Rules, 1978, till further orders. These powers will be exercised by HoD without consulting IFD.

2. The delegation of financial power are subject to general conditions, rules, orders and provisions of Delegation of Financial Power Rules, 1978 and General Financial Rules, 2005 or any other specific orders/ austerity instructions issued by the Government of India/CVC in this regard from time to time. The incurring of expenditure is also subject to fiscal codes, procedures ad within the budgetary allocation for the financial year concerned.
3. This issues with the approval of AS & FA and Secretary.



(S. R. Meena)

Under Secretary to the Govt. of India
Tel: 23382096

Copy to:-

1. Pay and Accounts Officers, Department of Pharmaceuticals.
2. Shri Atul Kumar Chaudhary, Director
3. All Officers/Sections in the Department of Pharmaceuticals.
- ✓ 4. Director (NIC) for Updating the website
5. Hindi Section for Hindi Version / Office order folder

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ANNEXURE – I

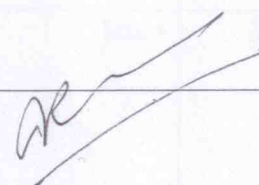
SCHEDULE – V

**DELEGATION OF POWERS TO HEADS OF DEPARTMENT FOR INCURRING
CONTINGENT & MISCELLANEOUS EXPENDITURE UNDER SCHEDULE – V
DELEGATION OF FINANCIAL POWER RULES.**

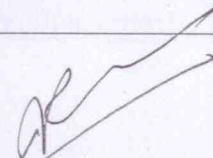
Sl. No.	Item of Expenditure	Monetary limits now delegated to HoDs	Remarks
1	Bicycle	Full powers	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
2	Charges for remittance of treasure	Full power as per DFPRS	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
3	(i) Conveyance hire (ii) (For providing transport facilities to State Guests)	(i) Actual conveyance hire charges limited to Rs. 300 per employee per month for local journeys. (ii) Full Powers.	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
4	Electric, gas and water charges, cable/DHT charges etc.	Full power	
5	Fixture and furniture, purchase and repairs	Rs. 2,00,000/- per unit/one time against condemnation and for newly created office.	The exercise of this power shall be subject to such conditions and scales as may be prescribed by the Ministry or Works & Housing
6	Freight and demurrage/ wharf age charges	Full powers	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
7	Hire of office furniture, electric fans, heaters, coolers, clock and call bells	Full powers	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
8	Land	As per DFPRS & specific orders issued by the GOI from time to time	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.



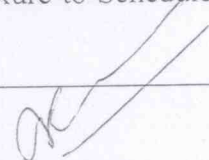
9	<p>Legal charges.</p> <p>i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.</p> <p>ii) Other Legal Charge</p>	<p>i) Full powers subject to the provisions of the Ministry of Law & Justice.</p> <p>ii) Full Powers</p>	<p>Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.</p> <p>These powers shall be exercised subject to such orders, the President may issue from time to time.</p> <p>Note: Payments in satisfaction of Court decrees o not legal charges but are to be treated as “Miscellaneous Expenditure” to be regulated in accordance with the provisions of Schedule VI. Such payments relating to public work shall, however be treated as works expenditure.</p>
10	<p>Motor vehicles:</p> <p>i) Maintenance, up keep and repairs</p>	Full power	
11	<p>Municipal rates and taxes</p>	Full power	<p>Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.</p>
12	<p>Petty works and repairs.</p> <p>i) Execution of petty and special repairs to Govt. owned buildings including sanitary fittings, water supply & electric installations in such buildings and repairs to such installations.</p> <p>ii) Ordinary repairs to Govt. owned buildings</p> <p>iii) Repairs and alterations to hired and requisitioned buildings</p>	<p>i) Upto Rs. 2,00,000/- in each case</p> <p>ii) Upto Rs. 1,00,000/- in each case</p> <p>iii) Rs. 1,00,000/- per annum non – recurring and Rs. 25,000/- per annum recurring</p>	<p>In exercising these powers, the provisions of General Financial Rules, 2005 shall be observed</p> <p>Column (3) for the items specifies in Column (i) of the annexure to Schedule – V of DFPRS</p>



13	Postal & Telegraphs charges i) Charges for issue of letters, telegrams etc. ii) Commission on Money orders	Full powers	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
14	Printing and binding	i) Full power in case printing is done in Govt. Press or through Directorate of Printing. ii) Rs. 1,00,000/- per annum through private agencies	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
15	Publications i) Official publication ii) Non-official publication	i) Full power in case printing is done in Govt. Press or through Directorate of Printing. ii) Rs. 2,00,000/- per annum through private agencies.	Subject to the rules, restriction or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
16	Rent: i) Ordinary Office accommodation:- (a) Where the accommodation is entirely utilized for the office (b) Where the accommodation is used partly as office and partly as residence. ii) For residential & other purpose	Class of City - Monetary limit p.m. (a) X – Rs. 50,000/- Y – Rs. 20,000/- Z – Rs. 12,000/- Class of City - Monetary limit p.m. (b) X – Rs. 12,000/- Y – Rs. 10,000/- Z – Rs. 6,000/- Class of City - Monetary limit p.m. (ii) X – Rs. 2,400/- Y – Rs. 1,600/- Z – Rs. 8,000/-	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
17	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full power	
18	Rewards, fees, bonus etc. (other than fees or honoraria granted to Govt. servants under the Service Rules)		The power of HoDs may be regulated by separate orders to be issued by Department in consultation with IFD except in cases where it is authorized by separate orders referred to in Serial No. 19 below.



19	Special charges relating to particular Departments		The powers of HoDs in regard to such expenditure are regulated by separate orders
20	Staff paid from contingencies	Full powers	Remuneration of such staff shall be regulated in accordance with general or special orders issued by the President in this behalf.
21. a	Purchase of stationery stores etc.	Full powers subject to following the prescribed procedure.	
21. b	Local purchase of petty stationery stores	Full power as per laid down procedure	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
21. c	Local purchase of rubber stamps and office seals	Full power	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
22	Stores: i) Stores required for work ii) Other stores, i.e. stores required for the working of establishment, instruments, equipment's and apparatus	(ii) Rs. 5,00,000/- and Rs. 10,0,000/- with the approval of concerned Joint Secretary in charge	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
23	Supply of uniforms badges and other articles of clothing etc. and washing allowance	Full powers as per specific orders of DOP & T/MHA	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
24	Telephone Charges	Full powers subject to the entitlements as per land down rules	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
25	Tents and camp furniture	As per DFPRS	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.
26. a	i) All office equipment's including typewriters, electronic typewriters, dedicated word processors, intercom equipment,	Full powers	Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.



26. a	<p>i) All office equipment's including typewriters, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc. excluding computers of all kinds</p> <p>(ii) Computers (including personal computers)</p>	<p>Full powers</p> <p>(ii) Upto Rs. 10,00,000/- per annum in case of procurements on DGS & D rate contract</p>	<p>Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.</p>
26. b	<p>Hire and maintenance of computers of all kinds</p>	<p>Full powers</p>	<p>Subject to the rules, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the annexure to Schedule – V of DFPRS.</p>



ANNEXURE – II

SCHEDULE - VI

DELEGATION OF POWERS TO HEAD OF DEPARTMENT FOR INCURRING MISCELLANEOUS EXPENDITURE UNDER SCHEDULE – VI OF DELEGATION OF FINANCIAL POWER RULES.

Sl. No.	Authority	Maximum limit upto to which the expenditure may be sanctioned on each individual team	
		Recurring	Non-Recurring
A	Miscellaneous Expenditure	Full powers	Full powers
B	Hospitality Expenditure per head per meeting	Full powers*	Full powers*

*Subject to general instructions issued by the Finance Ministry from time to time.

