

File No. A-22012/01/2003-ADMN.I(A) (E-8163)
 Government of India/भारत सरकार
 Ministry of Science and Technology/विज्ञान एवं प्रौद्योगिकी मंत्रालय
 Department of Science and Technology/ विज्ञान एवं प्रौद्योगिकी विभाग
 (Establishment-I/ स्थापना-I)

टेक्नोलॉजी भवन, न्यू महारौली रोड,
नई दिल्ली, दिनांक- 29-02-2024

ORDER

Approval of the President is hereby accorded to authorize the Joint Secretary (Admn), Department of Science and Technology (DST) or any other officer so designated under Rule 13 of the Delegation of Financial Power Rules (DFPR), 1978, as the Head of Department (HoD) to exercise financial powers under DFPR-1978, General Financial Rules (GFR)-2017, Fundamental Rules & Supplementary Rules, as amended from time to time, to the extent of Rs. 2.00 Lacs in each case not covered by this delegation subject to the restriction that powers for the creation of posts, write-off of losses and re-appropriation of funds will not be exercised by such officer. The exercise of financial powers delegated will also be subject to any general or specific instruction(s) issued from time to time by the Government of India.

2. With the approval of the competent authority, the financial powers of HoD in DST are further delegated to Directors/ Deputy Secretaries/ Under Secretaries of the concerned Divisions/ Sections in respect of the items mentioned in Annexure-I up to the ceiling limits prescribed against them. However, no power under Rule 13(2) of DFPR 1978 is delegated to such officers for the proposals related to creation of posts, write-off of losses and re-appropriation of funds.

3. Approval of the competent authority has also been accorded to authorize Under Secretary (General Administration) or any other officer designated as Head of Office (HoO) under Rule 14 of DFPR 1978 for incurring contingent and miscellaneous expenditure in respect of the items of work being dealt with by General Administration Section with immediate effect and until further orders. Such officer can exercise financial powers up to the limit specified in Annexure-I to this Order. Under the provisions of Rule 13(3) & Schedule-V of DFPR-1978 and also subject to availability of funds, the officer appointed as HoO can exercise financial powers for incurring contingent expenditure up to Rs. 2,000/- per month in each case for recurring expenditure and up to Rs. 5,000/- in each case for non-recurring expenditure, except for the items mentioned in the Annexure-I to this order.

4. The delegated financial powers, as per the limits specified against various components in Annexure-I, are to be exercised by the delegated authority in compliance of the following:

- i. In respect of procurement related matters, provisions of GFR, DFPR, Manuals for procurements and guidelines issued by Government of India from time to time are to be complied with;
- ii. All procurement shall be done through Government e-Marketplace (GeM) portal. As per the extant instructions, procurement of goods/services outside GeM will be adhered only after generation of non-availability of report from GeM;
- iii. The exercise of the financial powers will be with reference to relevant rules/regulations/guidelines/ceilings, etc. as issued from time to time;
- iv. In order to avoid necessity of obtaining the sanction of higher authorities required in the proposals related to Works/ Orders/ Contracts entered into by the Government, the practice of dividing the demand into small quantities to make piecemeal purchases is to be avoided.
- v. Guidelines issued from time-to-time on expenditure management/economy measures shall be strictly adhered to.
- vi. Expenditure shall be incurred/booked with reference to primary units of appropriation as defined in Rule 8 of DFPR, as amended from time-to-time, and subject to availability of funds in the relevant budget heads.

5. Further, the following cases will be mandatorily referred to IFD before seeking approval of the competent authority:

- i. Cases beyond the delegated powers;
- ii. Creation/revival/continuation of posts;
- iii. Re-appropriation of funds from one budget head to other;
- iv. Write-off of losses;
- v. Purchase/sale of any immovable property;
- vi. Purchase of motor vehicle;
- vii. Condemnation of vehicles (excluding mandatory scrapping beyond 15 years);
- viii. Appraisal of new projects including building projects;
- ix. Foreign tours/ delegations/ trainings etc.;
- x. Any Note to the Cabinet or its Committees or Committee of Secretaries (CoS) involving financial implication;
- xi. Single tender (single tender or resultant single tender);
- xii. Global Tender Enquiry or any tender costing above ₹5.00 lakh not fulfilling the PPP-MII guidelines of DPIIT or procurement item not exempted by DoE/line Ministry;
- xiii. Holding of any international conference/workshop/meeting/seminar;
- xiv. Organizing any domestic conference/workshop/meeting/seminar resulting to the expenditure exceeding ₹5.00 lakh;
- xv. Entering into any International agreement or contract for technical collaboration and consultancy services; and
- xvi. Any other case not covered by the delegation of power or cases which, under various guidelines of Government of India issued from time-to-time.

6. This issues in supersession of all the earlier orders issued by this Department in this regard.

7. This issues with the concurrence of IFD, DST and approval of Secretary, DST.

Signed by

Gautam Govind

Date: 29-02-2024 10:51:41 (गौतम गोविन्द)

अवर सचिव, भारत सरकार

Email: usadmn1a-dst@gov.in

Copy to:

1. Officers concerned.
2. The Principal Director of Audit, Scientific Department(O/o C&AG), IIIrd Floor, AGCR Building, I.P. Estate, New Delhi.
3. OSD to Hon'ble MoS (Independent Charge), S & T.
4. PSO to Secretary, DST/PSO to AS & FA/ PPS to JS (Estt. & Admn.)/ PPS to JS (Geospatial)/ Chief Controller of Accounts, DST.
5. All Heads of Divisions/All Directors/All Deputy Secretaries/All Under Secretaries, DST.
6. The PAO/ Cash Section (2 copies), DST/ IAW, DST/Budget & Audit Section, DST.
7. DST Website Coordinator/PMU, DST with a request to upload in DST's e-office portal.
8. Guard File.

Annexure-I to DST's O.M. No. A-22012/01/2003-Admn.I(A) [E-8163] dated 29-02-2024

S.No.	Components	Delegated Authority	Ceiling(s)	Remarks
1	GPF Advances	US(Cash)	Full powers	Cases where relaxation of rules is required will be put up for approval of Secretary, DST.
2	GPF Withdrawal	DS/Dir (Cash)	Full powers	
3	Conversion of GPF advances into withdrawal	HoD	Full powers	
4	a. LTC Advances, b. Leave encashment, c. Children Education Allowance	US (Estt.I) for Gazetted Officers US(Estt.II) for Non-Gazetted officers	Full powers	
5	Computer advance /House Building Advance (and any other advances, as applicable)	HoD	Full powers	Cases where relaxation of rules is required will be put up for approval of appropriate authority.
6	Newspaper Bills reimbursement	Under Secretary (Library)	Full powers	
7	Reimbursement of briefcase claims etc.	Under Secretary (General Administration)	Full powers	
8	TA advance on Tour & Training	US (Estt.I) for Gazetted Officers US(Estt.II) for Non-Gazetted officers	Full powers	Cases where relaxation of rules is required will be put up for concurrence of IFD with the approval of HoD.
9	TA advance on transfer	US (Cash)	Full powers	
10	Settlement of TA on retirement/ Tour/Transfer, DA bills	US (Cash)	Full powers	
11	Medical Advance	HoD	Up to ₹5.00 lakh	IFD concurrence is required for the advance/claims exceeding ₹5.00 lakh.
12	Settlement of medical claims for taking treatment in a referral Hospital for tests/treatment/procedure of CGHS beneficiaries and under AMA Rules	US (General Administration)	Up to ₹50,000 in each case	
		DS/ Dir (General Administration)	Above ₹50,000 and up to ₹2.00 lakh in each case	
		HoD	Above ₹2.00 Lakh and up to ₹5.00 lakh	
13	Contingent expenditure related to petrol/diesel/fuel, etc.	DS/Director (General Administration)	Full powers	

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S.No.	Components	Delegated Authority	Ceiling(s)	Remarks
14	Contingent expenditure for items like payment for electricity, water, telephone bills, postal charges and Municipal Taxes	US (General Administration)	Full Powers	
15	i. Purchase of stationery, printing etc. ii. Hiring/ repairing of vehicle contingent expenditure for the items like Housekeeping charges	US (General Admn)/ HoO	a. Purchase upto ₹15,000 in each case b. Full powers for release of payments upto ₹2 lakh for the items of work approved by competent authority.	All tendering above the value of ₹10.00 Lakh shall be done with the concurrence of IFD.
		DS/Dir (General Administration)	a. Purchase above ₹15,000 upto ₹2.00 Lakh in each case b. Full powers for release of payments for the items of work for which Orders have been placed with the approval of competent authority following due tender process.	
		HoD	Beyond ₹2.00 Lakh and upto ₹10.00 Lakh in each case	
16	Miscellaneous Expenditure- i. Drinking water, etc. ii. Necessary arrangements for meetings, events, etc. (including regular refreshments)	US (General Admn)/ HoO	Upto ₹15,000 in each case	IFD concurrence is required for the proposals exceeding ₹5.00 lakh
		DS/Dir (General Administration)	Above ₹15,000 upto ₹2.00 lakh in each case	
		HoD	Beyond ₹2.00 lakh and upto ₹5.00 lakh in each case	
17	Serving of High Tea/ Buffet/Working lunch/ dinner during meetings, seminars, conferences etc.	HoD	Full powers	

Signed by
Gautam Govind
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S.No.	Components	Delegated Authority	Ceiling(s)	Remarks
18	i. Purchase of office equipment etc. ii. Purchase of IT & computer peripherals etc. iii. Purchase of furniture etc. iv. Related services and AMC v. Security Audits of various portals	US (General Admn)/ HoO	Up to ₹15,000 in each case and release of payments for the same value	
		DS/Dir (General Administration)	Above ₹15,000 upto ₹2.00 Lakh in each case Full powers for release of payments for the items of work for which tenders have been approved by the competent authority	
		HoD	Beyond ₹2.00 lakh and upto ₹15.00 Lakh in each case	
19	Purchase of books/Magazine/newspaper/reference books for office purpose and library	Under Secretary(GA or Library)	Upto ₹15,000 in each case.	IFD concurrence is required for the purchase exceeding ₹5.00 Lakh. Approval of Library Committee would be obtained, if required.
		DS / Director of the concerned Section (GA/Library)	Above ₹15,000 upto ₹30,000 in each case.	
		HoD	Above ₹30,000 upto ₹5 Lakhs in each case.	
20	Settlement of Air Travel Bills (Domestic and international)	US (GA)/HoO	Upto ₹2 lakh in each case	
		DS/ Director (General Admn)	Above ₹2 lakh and upto ₹ 5.00 lakh in each case	
		HoD	Above ₹5.00 lakh	
21	Settlement of Outward claim received from Ministry of External Affairs & reimbursement of claim of officers in respect of foreign deputation of DST's officers abroad	Under Secretary (General Admn)	Upto ₹2.00 lakh	Cases involving any component not covered by the original sanction order may be referred to IFD.
		DS (General Admn)	Above ₹2.00 lakh	
22	Payment of Legal charges	US (Coordination &/or Legal)	Up to ₹50,000 in each case	
		DS/Director (Coordination &/or Legal)	Above ₹50,000 in each case	

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S.No.	Components	Delegated Authority	Ceiling(s)	Remarks
23	Payment of Honorarium	HoD	₹2500 per employee per annum	IFD concurrence is required for sanction of honorarium (i) in case up to ₹5000 per employee per annum; and (ii) in case the total amount of honorarium for a year exceeds ₹5.00 Lakh
24	Sitting fee to the members of various Committees	HoD	Full powers	
25	Maintenance works/Repair work/minor works	HoD	U p t o ₹50.00 lakh in each case, where work is being awarded to CPWD without tendering U p t o ₹25.00 lakh where tendering is involved.	Beyond prescribed ceilings, proposals will require concurrence of IFD.
26	Disposal of obsolete/unserviceable items (excluding condemnation of vehicles)	HoD	Full powers	

Signed by
Gautam Govind
Date: 29-02-2024 10:54:31