

F.No.18/2/2016-Admn. I(LA)
Department of Legal Affairs
Admn. I (LA)

4th Floor, Shastri Bhawan, New Delhi
Dated 28th June, 2016

OFFICE MEMORANDUM

Subject:- **Delegation of Financial Powers to Head of Department in
Department of Legal Affairs.**


The undersigned is directed to say that orders are issued from time to time declaring officers in the Main Secretariat as Head of the Department and exercise of financial powers by such officers in terms of provisions contained in Rule 3(f) of Delegation of Financial Power Rules (DFPR), 1978, in respect of the Main Secretariat.

2. In supersession of all previous orders on the subject, the undersigned is directed to convey the approval and sanction of the Competent Authority under Rule 13(2) of the Delegation of Financial Power Rules (DFPR), 1978 to the Delegation of Financial Powers of the Head of Department in respect of Main Secretariat to the Additional Secretary(Admn.)/Joint Secretary and Legal Adviser (Admn.) for different purposes as per Sl. No. of the items indicated in Annexure-A to this Office Memorandum.

3. The delegated financial powers shall be exercised subject to the following conditions:

- i. The codal provisions as laid down in GFR-2005 and the Procedure laid down in various orders issued by Ministry of Finance, Ministry of Law & Justice and Central Vigilance Commission from time to time shall continue to govern the delegation of financial power contained in this O.M.
- ii. The exercise of the Delegated Financial Powers for Procurement of Goods, Services and Execution of Works will be done in accordance with GFR-2005, Manual on Policies and Procedures for Purchase of Goods, Manual of Policies and Procedures of Employment of Consultant and Manual on Policies and Procedures on Procurement of Works issued by Ministry of Finance.
- iii. Exercise of Financial Powers beyond delegated limit for Head of Department by the Department of Legal Affairs (Main) shall be done in consultation with the Financial Advisor/IFD, Ministry of Law and Justice.

4. This issues with the approval of Secretary, Department of Legal Affairs and Legislative Department in consultation with AS&FA U.O. No. 582 dated 30.05.2016.


(A.K. Joshi)

Deputy Secretary to the Government of India.

Copy to:

1. Sh.Ramayan Yadav, Additional Secretary(Admn.), Department of Legal Affairs.
2. All JS&LA in Department of Legal Affairs.
3. Chief Controller of Accounts, Ministry of Law & Justice, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
4. Pay & Accounts Officer, pay & Accounts Office, Department of Legal Affairs, Janpath Bhawan, New Delhi.
5. TheSSA, NIC cell with a request to upload the above O.M. on departmental website.
6. B&A Section/IF Section/Cash(LA)/Admn. IV(LA)/Hindi Section/Central Agency Section.
7. Office Order Folder.

Copy for information to:

1. PPS to Law Secretary
2. PS to AS&FA, Ministry of Law & Justice.

OFFICE MEMORANDUM

Subject:- **Delegation of Financial Powers to Head of Department in
Department of Legal Affairs.**

The undersigned is directed to say that orders are issued from time to time declaring In-charge Branch Secretariat at Bengaluru as Head of the Department and exercise of financial powers by the concerned officer in terms of provisions contained in Rule 3(f) of Delegation of Financial Power Rules (DFPR), 1978, in respect of Branch Secretariat, Bengaluru.

2. In supersession of all previous orders on the subject, the undersigned is directed to convey the approval and sanction of the Competent Authority under Rule 13(2) of the Delegation of Financial Power Rules (DFPR), 1978 to the Delegation of Financial Powers of the Head of Department to the In-charge, Branch Secretariat, Bengaluru for different purposes as per Sl. No. of the items indicated in Annexure-A to this Office Memorandum.

3. **The delegated financial powers shall be exercised subject to the following conditions:**

- i. The codal provisions as laid down in GFR-2005 and the Procedure laid down in various orders issued by Ministry of Finance, Ministry of Law & Justice and Central Vigilance Commission from time to time shall continue to govern the delegation of financial power contained in this O.M.
- ii. The exercise of the Delegated Financial Powers for Procurement of Goods, Services and Execution of Works will be done in accordance with GFR-2005, Manual on Policies and Procedures for Purchase of Goods, Manual of Policies and Procedures of Employment of Consultant and Manual on Policies and Procedures on Procurement of Works issued by Ministry of Finance.
- iii. Exercise of Financial Powers beyond delegated limit for Head of Department by the **Branch Secretariat, Bengaluru** shall be done in consultation with the Financial Advisor/IFD, Ministry of Law and Justice.

4. This issues with the approval of Secretary, Department of Legal Affairs and Legislative Department in consultation with AS&FA U.O. No. 582 dated 30.05.2016.

(A.K. Joshi)

Deputy Secretary to the Government of India.

Phone : 23384109

Copy to:

1. In-charge Branch Secretariat, Bengaluru
2. All JS&LA in Department of Legal Affairs.
3. Chief Controller of Accounts, Ministry of Law & Justice, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
4. Pay & Accounts Officer, pay & Accounts Office, Department of Legal Affairs, Janpath Bhawan, New Delhi.
5. TheSSA, NIC cell with a request to upload the above O.M. on departmental website.
6. B&A Section/IF Section/Cash(LA)/Admn. IV(LA)/Hindi Section/Central Agency Section.
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Copy for information to:

1. PPS to Law Secretary
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Annexure 'A'

Delegation of Financial Powers

S.No. of Annexure to Schedule V of DFPR	Item of Expenditure as per Annexure to Schedule V of DFPR	Extent of powers delegated	Without approval of IFD	With the approval of IFD	Rules, Orders, restrictions or scales subject to which expenditure shall be incurred
(1)	(2)	(3)	(4)	(5)	(6)
1.	Bicycle.	Full	Full as per Government Orders	----	Full powers subject to restrictions under column (3) of Annexure to Schedule V of DFPR
3.	Conveyance Hire.	Full	Full power to release the payment once the number of vehicles and rates after following the GFR is approved by IFD	The number of vehicles and rates may be approved by IFD/CFA	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
4.	Electric, Gas & Water Charges.	Full	Full	----	Subject to restrictions under Column (3) of Annexure



(1)	(2)	(3)	(4)	(5)	(6)
5.	Fixtures and furniture, purchase and repair.	Full	Up to Rs.3.00 lacs on each occasion subject to maximum of Rs. 10 lacs per annum.	Above Rs.3.00 lacs on each occasion or beyond Rs. 10 lacs per annum with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
7.	Hire of Office furniture, electric fans, heaters, coolers, clock and call bells.	Full	Rs. 5000/- per annum	Beyond Rs. 5000/- with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
9.	Legal Charges: (i) Fee to Barristers, Advocates, Pleader, Arbitrators and Umpires. (ii) Other Legal Charges. (iii) Re-imbursment of legal expenses incurred by Govt. servants in cases arising out of their official duties.	Full Full Full	Full powers subject to Notifications/ Orders issued by Ministry of Law with respect to fee to advocates etc.	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
10.	Motor Vehicles: (iii) Maintenance, upkeep and repair.	Full	Full powers Subject to compliance of Government orders from time to time	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

(1)	(2)	(3)	(4)	(5)	(6)
11.	Municipal rates and taxes.	Full	Full powers as per the rates of the Government	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
12.	Petty works and repair: (iii) Repairs and alterations to hired and requisitioned buildings.	Full	Up to Rs.50,000/- on each occasion restricted to Rs. 6.00 lacs per annum.	Above Rs.50,000/- on each occasion or Rs. 6.00 lacs per annum with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
13.	Postal and Telegraph charges: (i) Charges for issue of letter, telegram etc. (ii) For residential and other purposes	Full } Full }	Full	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
14.	Printing and Binding.	Full	(i) Full power in case of Government press/ agencies subject to compliance of Rules of the GOI (ii) Rs.5000/- on each occasion and maximum of Rs.25000/- in case of press/ private agency.	Beyond Rs. 5000/- in each occasion or above Rs. 25000/- per annum in case of press / private agency with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR



15.	Publications: (i) Official Publications.	Full	(i) Full power in case of Government press/agency subject to compliance of rules of GOI. (ii) Rs.5000/- on each occasion and maximum of Rs. 25000/- in case of press/private agency.	Beyond Rs. 5000/- in each occasion or above Rs. 25000/- per annum in case of press / private agency with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
16.	Rent: (i) Ordinary Office Accommodation. (ii) For residential and other purposes.	Full Full	Full power to release the Rent as per agreement concurred and approved by IFD/CFA	Rate/Rent Agreement may be got approved by IFD/FA	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
18.	Rewards, fee, bonus, etc. (other than fee or honoraria granted to Govt. Servants under the Service Rules)..	Full	Full powers subject to the approved schemes of the Ministry/ Department	-----	Reward may be booked under Reward Object Head as per GOI order below Rule (8) of DFPR



5

(1)	(2)	(3)	(4)	(5)	(6)
20.	Staff paid from contingencies.	Full	Rs. 5000/- per month	Beyond Rs. 5000/- with the approval of IFD	Subject to compliance of Govt. orders and expenditure should be booked under Wages.
21.	(A) Purchase of stationery stores. (B) Local purchase of petty stationery stores. (C) Local purchase of rubber stamps and office seals.	Full Full Full	Full powers subject to fulfillment of GFR provisions	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
22.	Stores: (i) Stores required for works. (ii) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full Full	Rs.50,000/- per annum	Above Rs.50,000/- p.a., with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.	Full	Full powers subject to compliance of Government orders from time to time	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
26(a)	(i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculator, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines,	Full	Up to Rs.1,00 lacs on each occasion at DGS&D rate contract through DGS&D approved vendors. (4)	Above Rs.1,00,000/- with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

(10)

(1)	addressographs, filing and indexing system etc. excluding computers of all kinds. (ii) Computers (including personal computers). (2)	Full (3)		(5)	(6)
26(b)	Hire and maintenance of computers of all kinds.	Full	Full power for payment of bills subject to fulfillment of GFR provisions subject to annual ceiling of Rs.50,000/- in each case.	Contract may be awarded with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

