

ANNEXURE-1

POWERS DELEGATED TO DIRECTOR GENERAL

Sl. No.	Nature of Power	Reference to rules or orders	Extent of power	Remarks
I. FUNDAMENTAL RULES				
1	Officiating appointment to a vacant Post in a vacancy (including those in continuous chain of vacancies, each of two months or less).	F.R.9(19) and M.F.O.M. Nos. F.12(45)-EIII/51, dt. 8-6-55, F.11(29) Est. III/59, dt. 22-9-59 and F.11(29)EIII/59, dated 29-1-60.	Full	To be exercised only in very exceptional circumstances and with the prior personal approval of the Head of the Department.
2	Power to dispense with a medical certificate of fitness before appointment to Govt. service, in individual cases.	F.R.10 & S.No.4 of Appx. 4 of F & S.Rs., Vol.II	Full power in the case of non-gazetted Govt. servants.	
3	Suspension of lien.	F.R.14 & S.No.5 of Appx. 4 of F & S.Rs., Vol.II.	Full power, provided that he is authorised to make appointments to the post on which the lien is held.	
4	Transfer of lien in the circumstances stated in the Rule.	F.R. 14-B & S. No.6 of Appx. 4 of F & S.Rs., Vol.II.	Full power, if he is authorised to make appointments to both the posts concerned.	
5	Transfer of Govt. servant from one post to another.	F.R.15 & S.No. 6-A of Appx. 4 of F & S.Rs., Vol.II.	Full	
6	Power to fix the pay and allowances of a Govt. servant treated as on duty.	F.R.20 and S.No.7 of Appx.4 of F & S.Rs., Vol.II.	Full power to the authorities empowered to make a substantive appointment to the post with reference to which the pay and allowances of the Govt. servant are to be fixed.	

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7	Power to withhold increments.	F.R.24 & S.No.8 of Appx. 4 of F. & S.Rs., Vol.II.	Full power to any authority which has power to make a substantive appointment to the post which the Govt. servant holds or an authority empowered under the C.C.S. (CCA) Rules to withhold increments.	
8	Counting extraordinary leave for increments.	F.R.26 & S.No.8 A of Appx. 4 of F. & S.Rs., Vol.II.	Full power to any authority which has power to make a substantive appointment to the post which the Govt. servant holds.	
9	Reduction of pay of an officiating Govt. Servant.	F.R.35 and S.No.12 of Appx. 4 of F. & S.Rs., Vol. II.	Full power to the authority empowered to make an officiating appointment to the post concerned.	
10	Power to fix the pay of a temporary post which will probably be filled by a Govt. servant.	F.R.40 & S.No.14 of Appx. 4 of F. & S.Rs.; Vol.II.	Full power to the authority which has power to create a temporary post on the pay fixed.	
11	Grant or acceptance of honorarium.	F.R.46(b) & S.No. 19-B of Appx.-4 of F & S.Rs., Vol.II, M.F.O.M. No.9(22) EII(B) 56-1, dated 28-9-56 and No. 16(40)EII(B)/60 dated 29-11-60.	Upto Rs. 500 in each case.	In the case of recurring honoraria the limit applies to the total of recurring payments made to an individual in a financial year. While sanctioning honoraria, provisions of F.R.11 should be kept in view.

- Subject to conditions contained in Min. of Fin. O.M.Nos. F.7(3)EII/46, dated 26-9-46 and F.12(45) EIII/51, dated 1-12-51, as amended from time to time, provided he has power to appoint Govt. servant permanently to each of the posts concerned.
- 12 Temporary and officiating appointment of a Govt. servant to more than one post and fixation of pay and allowances. F.R.49 & S.No.20 of Appx. 4 of Full F. & S.Rs., Vol. II. Subject to conditions contained in Min. of Fin. O.M.Nos. F.7(3)EII/46, dated 26-9-46 and F.12(45) EIII/51, dated 1-12-51, as amended from time to time, provided he has power to appoint Govt. servant permanently to each of the posts concerned.
- 13 Retention of a Govt. servant after the age of 58 years. F.R.56(d) & S.No.21 and 22-A of Appx. 4 of F & S.Rs., Vol. II. Non-gazetted staff only—one year at a time; provided that no extension shall be granted beyond the age of 60 years except in very special circumstances.
- 14 Retention after the age of 60 years of a Ministerial servant appointed before 1-4-38. F.R.56(CC) and S.No. 22 of Appx. 4 of F. & S.Rs., Vol. II. One year at a time.
- 15 Transfer to foreign service in India and fixation of pay in foreign service. F.R.110(b) and 114 and S.Nos. 29 and 30 of Appx. 4 of F. & S.Rs., Vol. II. For non-gazetted servants only. Subject to conditions mentioned in col.5 against S.No. 30 in Appendix 4 of F.Rs. & S.Rs., Vol. II.
- NOTE:—The grant of extension of service to a Class I or Class II Officer beyond the age of 60 years shall be subject to the prior approval of the Cabinet Sectt. (Deptt. of Personnel & A.R.).
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II. SUPPLEMENTARY RULES				
1	Permission for undertaking work for which fee is offered and acceptance of fee.	S.R.11, S.No.3 of Appx. 13 of F. & S. Rs., Vol. II.	Upto Rs. 1,200 in each case. In the case of recurring fees this limit applies to the total of the recurring payments made to an individual in a year.	
2	To decide the shortest of two or more routes.	S.R.30(b) and Appx. 13 of F. & S. Rs., Vol. II.	Full power for journeys within his jurisdiction.	
3	To allow mileage allowance by a route other than the shortest or cheapest.	S.R.31 and S.No.13 of Appx. 13 of F. & S. Rs., Vol. II.	Full power, for journeys within his jurisdiction, provided that the selection of such route is in the interest of Government.	
4	To decide in cases of doubt or hardship, the class of steamer accommodation for purpose of T.A.	S.R.42 and S.No.17 of Appx. 13 of F. & S. Rs., Vol. II.	Full	
5	Power to sanction travel by air in machines of public air transport companies regularly plying for hire.	S. R. 48-B(ii) and S. No. 17-A of Appendix 13 of F. & S. Rs., Vol. II.	Power in respect of four journeys on the following routes for the non-entitled officers of the following grades only:— Mohanbari-Passi-IIIrd grade IVth grade Officers.	Calcutta-Kamalpur Calcutta-Khowai Calcutta-Kailashahr officers.

Bombay-Bhavnagar IIInd grade  
 officers.  
 Bombay-Keshod Ist grade  
 Officers.  
 Bombay-Porbandar Ist and  
 IIInd grade  
 officers.  
 Calcutta-Gauhati. IIIrd grade  
 officers.  
 Gauhati-Agartala IVth grade  
 officers.  
 Silchar-Imphal IIIrd and  
 IVth grade  
 officers.  
 Mohanbari-Along. IIInd grade  
 officers.  
 Rajkot-Bhuj IIInd grade  
 officers.

- 6 Refund of cancellation charges for air-tickets. G.O.I. decision (5) below SR 48-B, G.O.I. decision (17) below SR 36 and Min. of Finance O.M. No. 5(81)-EIV/58 dated 27-6-58, No. 4(4)-EIV(A)/61 dated 7-12-61 and No. 10(13)-E (Coord)/75 dated 10-4-75. Full powers for refunding cancellation charges paid by Govt. servants on air tickets, on account of relevant Journeys being cancelled for unavoidable reasons and beyond the control of Govt. servants. NOTE : Head of Department can pass his own claim.

- 7 To prescribe a Government servant's headquarters. S.R. 59 and S. No. 19 of Appx. Full 13 of F.&S. Rs., Vol. II.

- 8 To define the limits of a Government servant's sphere of duty. S.R. 60 and S. No. 20 of Appx. Full 13 of F. & S. Rs., Vol. II.

Sl. No.	Nature of Power	Reference to rules or orders	Extent of power	Remarks
9	To decide the cases of doubts whether a particular absence from headquarters is absence on duty (i.e. away on tour).	S.R. 62 and S. No. 21 of Appx. 13 of F. & S.Rs., Vol. II.	Full	
10	To restrict frequency and duration of journeys on tour.	S.R. 63 and S. No. 22 of Appx. 13 of F. & S.Rs., Vol. II.	Full	
11	Deleted.			
12	To allow the actual cost of maintaining a camp during a sudden journey away from it.	S.R. 79 & S. No. 30 of Appx. 13 of F. & S.Rs., Vol. II.	Full	
13	Scale of camp equipment and its transport etc.	S.R. 80, 81 (a), 81 (b) & 81 (c) and S. Nos. 31-33A of Appx. 13 of F. & S. Rs., Vol. II.	Full	
14	To permit recovery of the actual cost of maintaining camp equipment during halt at or near headquarters.	S.R. 91 & S. No. 35 of Appx. 13 of F. & S.Rs., Vol. II	Full	Subject to conditions mentioned in the Rule.
15	To allow a free passage to a person joining a post by sea.	S.R. 108 & S. No. 37 of Appx. 13 of F. & S.Rs., Vol. II.	Full	In the case of persons appointed by him.
16	To extend the time limits of six months and one month within which the members of the family of a Govt. servant may be treated as accompanying him in indivi-	S. R.-116(b) (iii) and S. No. 39A of Appendix 13 of F. & S.Rs., Vol. II.	Full	

dual cases attendant with special circumstances.

- 17 To prescribe scale of tents to be carried at Govt. expense on transfer. S. R. 116(G) & S. No. 40 of Full Appx. 13 of F. & S. Rs., Vol. II.
- 18 To sanction halts at hill stations in excess of ten days. Provisio (a) to S. R. 128 and S. No. 41 of Appx. 13 of F. & S. Rs., Vol. II. Upto 30 days.
- 19 To intimate that a Govt. servant who stays at a hill station in excess of ten days was required to stay on duty or permitted to stay during holidays. Provisio (b) to S. R. 128 and S. No. 42 of Appx. 13 of F. & S. Rs., Vol. II. Full
- 20 To disallow TA for journey to attend an obligatory examination if the competent authority considers that the candidate has culpably neglected to prepare himself for the examination. Provisio (2)(i) to S.R. 130 and S. No. 44 of Appx. 13 of F. & S. Rs., Vol. II. Full
- 21 To permit recovery of TA for a journey to attend an examination other than those mentioned in S. Rs. 130 and 131. S. R. 132 and S. No. 45 of Appx. 13 of F. & S. Rs., vol. II. In the case of departmental examinations only.
- 22 To sanction travelling allowance as for a journey on tour to a Govt. servant who is required, while on leave in India, to perform any public duty at a place other than the one where he is spending his leave. S. R. 135 and S. No. 46A of Appx. 13 of F. & S. Rs., Vol. II. Full powers provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave in the case of non-gazetted officers only.

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23.	To sanction travelling allowance as on tour to a Govt. servant who proceeds on Regular Leave from a tour station and resumes duty at another tour station or who proceeds on Regular Leave from Headquarters and resumes duty at a tour station after the expiry of Regular Leave.	SR-135 and S. No. 46-B of Appx. 13 of F&SRs Vol. II	Full powers provided that travelling allowance is granted from the place where Regular Leave is spent to the place of tour limited to that admissible between Headquarters/tour station and the other tour station.	
24.	To sanction travelling allowance as on tour to a Government servant who proceeds on regular leave while on tour and returns direct to Head-quarters on the expiry of leave.	SR-135 & S. No. 46-C of Appx. 13 of F&SRs Vol. II	Full powers provided leave is taken due to reasons beyond the Control of the Govt. servant, such as his own illness, serious illness/death in family and the period of leave is kept to minimum called for in such situations. The T.A. admissible will be that from the place where leave is spent or the tour station from where he proceeds on leave, to Head-quarters whichever is less.	
25	To allow actual cost of journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	S. R. 160(b) & S. No. 48 of Appx. 13 of F. & S. Rs., Vol. II		
26	To decide rates of T A admissible to a Govt. servant or a student	S. R. 164 and S. No. 49 of Appx. 13 of F. & S. Rs.,	Full power in the case of Govt. servants.	No daily allowance shall be given for halts at training



headquarters.

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not already in Govt. service deputed to undergo a course of training.

- 27 To fix the amounts of hire of charges when a Govt. servant is provided with means of locomotion at State's expenses but pays the cost of its use or propulsion.
- 28 To grant travelling allowance, or actual travelling, hotel and carriage expenses instead of travelling allowance, to persons not in Government service attending commissions of enquiries, etc. or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong for purposes of grant of travelling allowance.
- 29 To declare controlling officer. S. R. 191 & S. No. 54 of Appx. 13 of F. & S. Rs., Vol. II. Full power, provided that he may not declare a Govt. servant to be his own Controlling Officer.
- 30 To make rules for the guidance of Controlling Officers. S. R. 195(e) & S. No. 55 of Appx. 13 of F. & S. Rs., Vol. II. Full
- 31 Power to grant extended joining time. S. R. 294A read with Ministry of I & B letter No. 20(113)/63-B(A), dated 5-8-65. Upto fifteen days to All India Radio Staff while proceeding to Port Blair on transfer in

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32	To permit calculation of joining time by a route other than that ordinarily used.	S. Rs., 296 & S. No. 68 of Appx. 13 of F. & S. Rs., Vol. II	cases of enforced halts at Calcutta/Madras on account of delayed sailing of the ship. The above power will also be exercised in the case of Staff returning to Port Blair after availing of leave in the mainland.	
33	To extend joining time within the maximum of 30 days subject to certain conditions.	S. R. 302 & S. No. 70 of Appx. 13 of F. & S. Rs., Vol. II		
34	To treat a Govt. servant on leave as being in occupation of a residence.	S. R. 312 (4) & S. No. 72 of Appx. 13 of F. & S. Rs., Vol. II		
35	To suspend the allotment of a residence.	S. R. 313 (1) and S. No. 73 of Appx. 13 of F. & S. Rs., Vol. II	Full power in case where the period for which the allotment of the residences is suspended does not exceed two months.	
36	Power to allot residences of which the allotment has been suspended.	S. R. 313 (4) and S. No. 74 of Appx. 13 of F. & S. Rs., Vol. II		
37	Power to approve sub-tenants.	S. R. 314(a) & S. No. 75 of Appx. 13 of F. & S. Rs., Vol. II		

- 38 Power to permit an officer to store furniture etc. in a residence during temporary absence. S. R. 316 & S. No. 77 of Appx. 13 of F. & S. Rs., Vol. II. Full
- 39 (i) Power to estimate probable cost of maintenance and repairs of Govt. residences. Item No. 81 of Appx. 13 of F. & S. Rs., Vol. II-S.R. 322 (1)(a) and S.R.-331(1)(a).
- (ii) Power to fix percentage to be adopted for calculation of cost of maintenance and repairs to Govt. residences. Item No. 82 of Appx. 13 of F. & S. Rs., Vol. II-S. R. 322 (1)(b) and S.R.-351(1)(b).
- (iii) Power to revise amount or percentage referred to in S.R. 322 or 331. Item No. 83 of Appx. 13 of F. & S. Rs., Vol. II-S.R. 322(3) and S.R. 331(3).
- 40 Power to determine rent for certain services and the estimated capital cost. Item No. 84 of Appx. 13 of F & S. Rs., Vol. II-S.R.-325(1) and S.R. 334(1).
- 41 Power to determine charges for electric energy and water and meters. Item No. 85 of Appx. 13 of F. & S. Rs., Vol. II-S.R. 325 (2) and S.R. 334(2).
- 42 Power to fix charges for the electric energy and water where no meters are provided. Item No. 87 of Appx. 13 of F & S. Rs., Vol. II-S.R. 325(2) (b) and S.R. 334(2)(b).
- 43 Power to estimate the capital cost mentioned in clauses (a) (i) and (c) (i) of S. Rs. 325 (2) and 334(2). Item No. 88 of Appx. 13 of F. & S. Rs., Vol. II-S.Rs. 325 (2) (d) and 334(2)(d).

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44	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters.	Item No. 89 of Appx. 13 of F. & S. Rs., Vol. II-Proviso to S.R. 325(2) and S.R. 334(2).	Full	
45	Appointment of a person over 25 years of age	Section I of Appx. 3 of F. & S. Rs., Vol. II.	Full	Subject to conditions prescribed in H. A. O. M. No. 4/1/55-R.P.S., dated 12-2-55.
46	Recruitment of a person below 18 years of age to clerical posts filled without reference to U.P.S.C.	Section I of Appx. 3 of F. & S. Rs., Vol. II and M.H.A. O.M. No. 4/7/56-R.P.S., dated 30-11-56.	Relaxation upto 1 year.	
47	Authorising a Govt. servant to proceed on duty to any part of India	Section II(b) of Appx. 3 of F & S. Rs., Vol. II and Ministry of I. & B. letter No. 12(2)/58-B (M), dated 28-10-58.	Full	
III. CENTRAL CIVIL SERVICES (PENSION) RULES, 1972.				
1	Counting of period of suspensions on reinstatement.	Rule 23	Full	Subject to the conditions laid down in the rule.
2	Counting of the period of break in service between the date of dismissal, removal or compulsory retirement, and the date of retirement, and the period of suspension (if any).	Rule 25 (2)	Full	-do-

3	Retrospective commutation of Rule 27 (2) absence without leave into Extra-ordinary leave.	Full	
4	Condonation of interruptions in Rule 28 services.	Full power to appointing authority.	Subject to the conditions laid down in the rule.
5	Payment of compensation on Rule 39 (2) (b) abolition of office in lieu of short notice.	Full power to the authority competent to dispense with the services of Govt. servant.	
6	Reduction in amounts of pension Rule 6 (2) for unsatisfactory service.	Full	Subject to the conditions laid down in the rule.
7	To admit service on the basis of Rule 67 (4) -written statement and collateral evidence.	Full	
8	Power to sanction pension Rule 60 (1) and gratuity.	Full	
9	Retrospective effect of commencement of pension when delay in application is sufficiently explained.	Full	

## III-A. CIVIL PENSION (COMMUTATION) RULES

Full

Rule 2

1 Commutation of pensions.

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IV. CENTRAL CIVIL SERVICES (LEAVE) RULES 1972				
1	Power to grant Earned Leave, Half Pay Leave, Commuted Leave, Leave not due, Extraordinary leave, Maternity leave, Hospital Leave, Seamen's sick leave.	Rule 3(c) and first schedule to CCS (Leave) Rules 1972.	Full Power	<p>NOTE 1: If the Govt. servant is in foreign service—</p> <p>(i) the authority which sanctioned the transfer to foreign service;</p> <p>(ii) foreign employer— Power to be exercised only in respect of earned leave, other than that applied for as preparatory to retirement, not exceeding 120 days.</p>
2	Special Disability Leave	-do-	Full power	<p>NOTE 2: If the Govt. servant is serving with a State Government,—the State Government or such authority as may be specified by that Government.</p>
3	Commutation of one kind of leave into another.	Rule 10	Full power	
4	Acceptance of service or employment while on leave.	Rule 13(1)	Full power to appointing authority.	For employment in India only.

5	To grant leave to Govt. servants declared by medical authority as unlikely to be fit to return to duty	Rule 20	Full power	
6	To authorise combination of holidays with leave in relaxation of rule 22(1) (a) of CCS (Leave) Rules 1972.	Rule 22 (2)	Full power	Subject to the condition that the departing Govt. servant remains responsible for the moneys in his charge.
7	Power to require a medical certificate of fitness before return from leave.	Rule 24	Full power	
8	To accept a certificate signed by a Registered Medical Practitioner as evidence of fitness of a non-gazetted Govt. servant to return to duty.	Rule 24 (3)(d)	Full power	
9	Power to extend leave.	Rule 25 (1)	Full power	
10	Power to grant extraordinary leave to Govt. servants belonging to the Scheduled Castes or the Scheduled Tribes for the purpose of attending the Pre-Examination Training Course at the Centres notified by the Govt. from time to time, in relaxation of the provisions of rule 32(2) of the CCS (Leave) Rules 1972.	Rule 32 (4)	Full power	
11	Quarantine Leave	Rule 48	Full power.	

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V. GENERAL FINANCIAL RULES (1963)				
1	Distribution of grants voted by Parliament.	GFR 63	Full	
2	Alteration of date of birth.	GFR 79	Full power in respect of non-gazetted staff	
3	Investigation of arrear claims.	GFR-83 and 84	Claims upto 6 years old	Subject to restrictions laid down in GFRs(1963) 82,83 and 85.
4	Fixation of amount of permanent advance.	GFR 90	Full power for offices subordinate to him.	Subject to the conditions laid down in M. F. O. M. No. F. 7/2/72/Coin dated 1.8.1974
5	Waiving the requirement that a grantee should furnish two sureties in addition to the prescribed bond.	G.O.I. decision(5) below GFR 149(1), and Ministry of Finance O.M. No. F.10(13)-E (Coord.) /75 dated 10.4.75.	Full Power where he is the sanctioning authority.	The grantee should be an institution of standing or a society registered under the Societies Registration Act, 1860 or a cooperative Society.
6	To vary the terms of repayment of advances in exceptional cases.	GFR 184		Full power, provided that in the case of interest bearing advances the period of repayment is not extended
7	Advance—purchase of conveyance: (i) other than cycles.	GFRs 180 and 191		Full power in the case of permanent Govt. servants. In case

Subject to the conditions in GFRs 194, 195, 199 and 201 to 205.



of quasi-permanent servants and temporary Govt. servants and contract officers, subject to production of adequate surety—Government of India decision below GFR-181

Subject to the condition & procedure prescribed in GFRs 181, 213, 214 and 215.

Full

GFR 212

(ii) purchase of bicycles.

Full

GFR 205

8 Sale or transfer of motor-vehicles purchased with advance from Government.

Full

GFR 216

9 Advance for purchase of Warm clothing to a Class III or Class IV Govt. servant who is posted at a hill station for a period of not less than twelve months.

10 Advances of pay and T.A. on transfer to :—

GFR 222

(i) Permanent Govt. servants (Gazetted or non-gazetted).

(i) Full

(i) Subject to condition laid down in GFRs 223, 225 & 226.

GFR 222

(ii) Temporary Govt. servants (Gazetted and Non-gazetted).

(ii) Full power, subject to provision of adequate surety

(ii) (a) As in (i) above.  
(b) Surety not necessary under certain conditions vide G.I. decision I below GFR 181.

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11	Advance of travelling allowance to a retiring Govt. servant to enable him to proceed to the place where he intends to reside permanently after retirement.	GFR 224	Full	The advance may be sanctioned in the case of journey performed during leave preparatory to retirement or during refused leave, but not in the case of journeys performed after the date of retirement.
12	Advance of T.A. for journey on tour to: (i) Permanent Govt. servants.	GFR 231	(i) Full	(i) Subject to adjustment on completion of tour or 31st March, whichever is earlier. Advances drawn in March of a year may be adjusted by 30th April.
	(ii) Temporary Govt. servants.	GFR 231	(ii) Full power subject to surety of a permanent Government servant	(ii)(a) As in (i) above (b) Surety not necessary under certain conditions vide G. I. decision I below GFR 181.
13	Grant of advance to cover contingent charges and personal Travelling expenses upto a period of six weeks to Govt. servants required to proceed on tour into interior places which are difficult of access.	GFR 232	Full	

- 14 Advance to Government servants to enable them to avail of the leave travel concession. GFR 235 Full Subject to conditions and procedure prescribed in GFRs 237 to 245.
- 15 Advance of pay on the eve of important festivals to non-gazetted Govt. servants in receipt of basic pay not exceeding Rs. 600 p.m. (revised scale) including similar categories of staff in industrial establishments and also work-charged staff entitled to pension or C.P. Fund benefits but not the staff paid from contingencies. GFR 236 Full
- 16 Advance to a non-gazetted Government servant under his administrative control whose property, movable or immovable, has been substantially affected or damaged in an area which is declared by Government to have been affected by a natural calamity. GFR 247 Full
- 17 Advance for law suits to which Govt. is a party. GFR 255 Full
18. Advance to a Govt. pleader in connection with a law suit to which Government is a Party. G.O.I. decision (2) below GFR 258, and M.F. O.M. No. F. 10(13)-E(Coord)/75 dated 10.4.75. Upto Rs. 500/- at a time. The advance should be adjusted at the time of settlement of counsel's fee bills.
19. Special advance for payment of a security deposit to a State G.O.I. decision (3) below GFR- Full Powers. The empowered authority should satisfy itself that a G.O.I. decision (3) below GFR- 258, and M.F.O.M. No. 10(13)

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	Government or a statutory organisation like a State Electricity Board, a Corporation, etc., as a safeguard against delay/default in payment of its dues.	-E(Coord)/75 dated 10.4.75.		letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned.
20.	Advance payments to private firms for supply of stores/ service and maintenance of machines, etc.	G.O.I. decision (4) below GFR- 258.	Power to Make:—	<p>1. (a) Advance payments demanded by firms, with whom annual contracts for servicing of air-conditioners, water coolers, typewriters, etc. are entered into.</p> <p>(b) Advance payments demanded by firms including Government run organisations like State Trading Corporation, etc. for supply of stores.</p> <p>(c) Payments of Court fees and fees of the Arbitrators..</p> <p>2. Subject to the following conditions:—</p> <p>(i) Advance payments are made only in cases where it is considered absolutely necessary.</p>

- (ii) The advance payment is made on the basis of a valid expenditure sanction issued with the concurrence of competent authority.
- (iii) The amount of advance payment shall not exceed Rs. 10,000 in any one case.
- (iv) The amount of advance payment against contract for supply of stores shall be restricted to 90% of the cost of stores which have either been despatched or are being immediately sent, the payment is to be made after inspection of stores regarding quality and against proof of despatch. In case of service contracts, the amount of advance should not exceed the amount payable in one year under the contract.
- (v) The firm should be well established and has reputation for fair dealing.
- (vi) Adequate safeguards are provided to ensure Government interests and

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			<p>the administrative authority concerned is fully satisfied on this account. If considered necessary, the firm may be required to execute an agreement stipulating the terms and conditions under which advance payment is being made, particularly, where advance payment is proposed to be made without entering into a formal contract. Ministry of Law may be consulted while drawing the form of agreement bond.</p>	
			(vii) The officer drawing the money for making advance payment to suppliers of stores shall be responsible for its adjustment for which purpose he will send the detailed bill to the Accounts Officer within a period of one month from the date of the drawal of advance. If an advance cannot be adjusted within one	

month of the drawal of advance, a detailed report should be sent to the administrative Ministry concerned.

(viii) A second advance shall not be drawn for making advance payments to a firm/supplier unless the earlier advance, if any, made to the same firm/supplier has been adjusted.

(ix) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on supplies or services in question would be debited.

3. The advance payments in cases not covered under paragraph I above, should be made with the approval of the Ministry of Finance.

4. These instructions apply only to purchases made in India involving advance payments in Indian currency. Cases requiring advance payments for purchases made abroad should be processed in consultation with Ministry of Finance.

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
21	Advance in lieu of leave salary to a Govt. servant who proceeds on leave for a period not less than one month/30 days.	GFR 259	Full	
22	Advances to the families of Govt. servants who die while in service. (i) Lump-sum advance to provide for immediate financial relief. (ii) Advance to meet travel expenses.	GFR 262 GFR 265		Subject to condition laid down in GFRs 262 to 264. Subject to condition laid down in GFRs 265 to 267.
<b>VI. DELEGATION OF FINANCIAL POWERS RULES, 1958.</b>				
1	Power to declare 'Head of an Office'	Rule 10A	Full	
2	Power to create permanent posts.	Schedule II	Posts in class III and class IV service	
3	Powers to create temporary posts.	Schedule III	Posts in class II class III and class IV service for any specified period	Also see Sr. No. 1 Section XI, B. Financial Powers.
4	A. Power to create posts in Class II, Class I Temporary III and IV posts (Plan)	Rule 10(2) and Min. of I & B letter No. 6/4/72-B(P) dated 16.8.73.	Posts carrying pay scales the maximum of which does not exceed Rs. 1600/- for which provision in Budget exists. (This does not relate to Staff Artists who are appointed on contract).	



4. B. Creation of posts in relaxation of general restrictions as stipulated in Rule 9(1)(a).  
 Rule 9(1)(a) and Ministry of I & B letter No. 6/4/72-B(P) dated 16.8.73.  
 Subject to restrictions imposed in Sr. No. 4(A) above, power to create posts in rate or scales of pay approved by the President for posts of a similar character under the Central Government irrespective of whether a post of similar character exists in one of the Departments constituting the Ministry or not.
5. Power of:  
 (i) Appropriation. Schedule IV Full powers, subject to rule 8.  
 (ii) Reappropriation. -do- Full powers, subject to rule 8.
6. Contingent expenditure:—  
 (i) Recurring. Schedul V & Min. of I&B letter No 6/4/72 B(P) dated 16.8.1973 (i) Full Subject to the provisions of Rule 10 (5)(d) of DFP Rules, 1958 and other orders issued by the Govt. from time to time.  
 (ii) Non-recurring. (ii) Full As laid down in G. I., Min. of Finance, F. No. 11(37) EII(A) 59.
7. Power to purchase bicycles for office use. Item I of Annexure to Schedule V Full
8. Conveyance Hire. 1. (A) For Gazetted Officers—  
 The taxi hire or other conveyance hire actually paid may be reimbursed to a Gazetted Government servant, who performs a four-

Sl. No.	Nature of power	Reference to rules or orders	Extent of power	Remarks
				<p>ney in the public interest within a radius of 8 Km from his Headquarters in a taxi or other conveyance when a staff car is not available, and where no travelling allowance is admissible, subject to the following conditions:—</p> <p>(i) The place visited on official duty is not less than 1.6 Km by the shortest route from the office of the Govt. servant concerned;</p> <p>(ii) If more than one officer are required to proceed to a particular place on official duty, they should share the taxi, or other conveyance as far as possible; and</p> <p>(iii) The controlling officer shall certify that the staff car could not be made available for the journey performed by the gazetted Government servant concerned.</p>

NOTE 1.—Heads of Departments may sanction to themselves the reimbursement of taxi or other conveyance charges subject to the conditions mentioned above.

NOTE 2.—The total amount of taxi hire or other conveyance hire reimbursed to a gazetted Govt. servant on the basis mentioned above in any one month shall not exceed the maximum of Rs. 30.

(B) For non-Gazetted Officers—  
Conveyance hire may be reimbursed to a non-gazetted Govt. servant who (i) is despatched on duty to a place at some distance from his office, if the Govt. servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, or (ii) is summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.

NOTE 1.—The total amount of taxi hire or other conveyance hire reimbursed to a non-gazetted Govt. servant on the basis mentioned above in any one month shall not exceed the maximum of Rs. 30.

Sl. No.	Nature of power	Reference to rules or orders	Extent of power	Remarks
				<p>NOTE 2.—The taxi or other conveyance hire should not be reimbursed in respect of a journey, if the non-gazetted Govt. servant concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such a Govt. servant has been recalled from his residence to perform overtime work the competent authority may allow conveyance charges to him in addition to the overtime allowance admissible to him.</p>
1. A.	<i>For journeys during halt exceeding ten days during tours</i>			<p>Subject to the general conditions in paragraph 1 above, the actual taxi hire or other conveyance hire incurred (limited to the amount of daily allowance admissible to his grade) may be reimbursed to a Govt. servant on tour, when he moves out on some casual duty from the place which is regarded as his temporary</p>

headquarters under S.R. 74(a):  
Provided that no such reimbursement is permissible in cases where the Govt. servant is permitted, under S.R. 73, to draw daily allowance at full or reduced rates after his continuous halt of ten days at the temporary headquarters.

2. *For Casual Departmental Use*—Also See Sr. No. 18 and 19 Section XI, B-Financial Powers.

Conveyance may be hired for casual departmental use, e.g., when some material/equipment has to be transferred from one place to another and hire charges paid therefor. However, a taxi may be hired only in urgent cases.

3. *For providing transport facilities to State Guests*—Taxis may be hired for the use of State Guests when staff cars are not adequate to meet the requirements or staff cars are not in working order.

4. *For Inter-State/International Conferences*.—Taxis may be hired for use in connection with Inter-State/International Conferences when staff cars are not adequate to meet the requirements. Min. of Finance O. M. No. 10 (3)-E (Coord)/167 dated 18-10-1968 and No. F. 10(13)-E(Coord) 75 dated 10-4-1975.

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
5. <i>General.</i>				
<p>NOTE 1.—The reimbursement of taxi or other conveyance hire should be made in all cases specified above in accordance with the scheduled scale of charges for the conveyance used.</p>				
<p>NOTE 2.—The power to sanction reimbursement of taxi or other conveyance charges to a Gazetted Govt. servant shall vest only in the Ministries/ Departments of the Govt. of India and the Heads of Departments.</p>				
<p>NOTE 3.—The conveyance hire reimbursable shall be the fare by bus, tram, local train or a combination of them, if the places to be visited are connected by any of these public conveyances or a combination of them, as the case may be. If, on such routes, any other conveyance is hired, the hiring charges may be reimbursed on the certificate</p>				

of the Head of Department in the case of a Gazetted Officer and the Head of Office in the case of a non-gazetted officer to the effect that in the interest of public service or due to the urgency of the work, it was necessary for the officer to hire such a conveyance.

NOTE 4.—If a Govt. servant is called to duty between 9 p.m. to 6 a.m. or is detained in office outside normal working hours and has to return home between 9 p.m. and 6 a.m. when ordinary means of conveyance are not available, actual taxi or other conveyance hire may be reimbursed to him provided he is not in receipt of any remuneration for prolonged detention in office and is not in possession of his own conveyance or is not able to use his conveyance and subject also to the condition that a certificate from the Head of Department in the case of a Gazetted Officer and Head of Office in the case of non-Gazetted Government servant, is forthcoming to the effect that the officer had to

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
9	Electric, gas and water charges.	Item 5 of Annexure to Schedule V.	Full	be called/detained after 9 p.m. in the interest of public service.
10	Fixtures and furniture—purchase and repairs.	Item 6 of Annexure to Schedule V.	Full	Subject to such conditions as may be prescribed by Min. of W.H.R. Min. of Finance O.M. No. F. 10(3)-E (coord) 67, dated 18-10-68.
11	Freight and Demurrage/Wharfage charges: (i) freight charges (including air-lifting of stores). (ii) demurrage/wharfage charges.	Item 7 of Annexure to Schedule V. and Min. of Finance O.M. no. F. 10(13)-E (coord)/75 dated 10-4-1975.	Full	(i) Full powers (Each case exceeding Rs. 250 should be reported to the Min. of I&B). (ii) Full Powers
12	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Item 8 of Annexure to Schedule V.	Full	This power can be exercised only when C.P.W.D. is unable to supply. Min. of Finance O.M. No. F. 10 (3)-E (coord) 67 dated 18-10-68.
13.	Legal Charges:	Item 11 of Annexure to Schedule V.	Full	Expenditure shall ordinarily be incurred only with the previous consent of the Ministry of Law except,
	(i) Fees to barristers, pleaders, arbitrators and umpires.		(i) Full	



- (a) In cases involving a total amount of Rs. 500 for a case in the High Court of Bombay, Calcutta, Madras; Rs. 400 for a case in any other High Court and Rs. 100 for a case in any other court;
- (b) in respect of fees of advocates whose names are borne on the panel approved by the Law Ministry for engagement in the High Courts of Calcutta and Bombay unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.
- (c) in respect of fees of Government 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, 1908 (5 of 1908) or of State Law Officers, where the fees payable are in accordance with the scale of fees fixed by the High Court, or State Government or any law for

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
				<p>the time being in force or are settled or determined by the Ministry of Law, as the case may be.</p> <p>(d) in respect of fees of advocates whose names are borne on a panel approved by the Law Ministry for any courts other than the High Courts of Calcutta and Bombay unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.</p>
	(ii) Other legal Charges:			
	(a) Law suits or prosecution cases.		(i) (a) Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs. 2,500 in each case.	
	(b) Arbitration cases.		(b) Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs. 5,000 in each case. Ministry of Finance O. M. No. F10(13)-E (coord)/75 dt. 10.4.1975.	Reference to arbitration is made in the name of the President and by officers empowered to make such references under Article 77(2) of the Constitution or by any other officer authorised in this behalf under any law, rules or orders for the time being in force.

- (iii) Reimbursement of legal expenses incurred by Govt. servants in cases arising out of their official duties.
- 14 Maintenance, up-keep and repairs to motor vehicles. Item 12 (ii) of Annexure to Full Schedule V.
- 15 Municipal rates and taxes. Item 13 of Annexure to Full Schedule V.
- 16 Petty works and repairs:—
- (i) Execution of petty works and special repairs to Govt. owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations. (i) Rs. 5000 in each case
  - (ii) Ordinary repairs to Govt. Buildings. (ii) Full powers
  - (iii) Repairs and alterations to hired and requisitioned buildings. (iii) Rs. 5,000 per annum non-recurring; and Rs. 1,000 per annum recurring
- In exercising these powers, the provisions of rules 137, 141 and 142 of GFRs (1963) shall be observed.
- Such expenditure may be incurred only if the landlord has refused to meet the charges himself. When the building is released, Government should have the right to remove any installation or material added to the building. Min. Finance O.M. No. F.10(13)-E (coord)/75 dated 10-4-1975.
- These powers will be exercised subject to such orders as the President may issue from time to time
- See also 'Appendix' to DFP Rules, 1958.

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
17	Postal and telegraph charges: (i) Charges for the issue of letters, telegrams, etc. (ii) Commission on Money Orders.	Item 15 of Annexure to Schedule V.	(i) Full (ii) Full	Subject to conditions laid down in these rules.
18	Printing and binding.	Item 16 of Annexure to Schedule V.  Where work is executed through C.P.&S. Full powers (ii) Petty Printing and building jobs executed through Private Agencies—Rs. 2,000/- per annum.	(i) Where work is executed through C.P.&S. Full powers (ii) Petty Printing and building jobs executed through Private Agencies—Rs. 2,000/- per annum.	Min. of Finance O.M. No. F.19(3)-E(coord) 1967, dated 18-10-68. NOTE 1.—The jobs should be emergent and unforeseen. 2. The monetary limits include cost of paper etc. Min. of Finance O.M. No.F. 10(13)-E(coord)/75 dated 10-4-75.
19	Publications:- (i) Official publications. (ii) Non-official publications including books, newspapers, other periodical publications etc.	Item 17 of Annexure to Schedule V.	(i) Full (ii) Full	
20	Rent: (i) Ordinary office accommodation: (a) Where the accommodation is utilised entirely for the office.	Item 18 of Annexure to Schedule V. and Min of I & B letter No. 6/4/72-B(P) dated 22-10-1974.	(a) Full	Subject to the conditions laid down in the D. F. P. Rules, 1958.

—do—

(b) where the accommodation is used partly as office and partly as residence.

(b) Full

(ii) For residential and other purposes.

(ii) Rs. 1,000 per annum

Min. of Finance O.M. No. F.10 (13)-E (Coord)/75 dated 10-4-1975.

21 Repairs to and removal of machinery (where the expenditure is not of a capital nature). V.

Full

22 Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Service Rules). V.

Full.

The Power is subject to the restrictions that may be imposed by the Govt. from time to time.

23 Staff paid from contingencies.

Full

Remuneration of such staff shall be regulated in accordance with the general or special orders issued by the President in this behalf.

NOTE: Employment of casual labour paid from contingencies must be restricted to work of truly casual nature. Employment of staff paid from contingencies for work of a regular nature or against the requirement of the vacant posts, temporary or permanent, on the regular establishment is irregular and should not be resorted to—  
Min. of Finance O.M. No. F-10(15)-E(Coord)/67 dated 23-9-1967.

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
24	Local purchase of Stationery stores.	Item 23 (b) of Annexure to Schedule V and Min. Finance O.M.No. F. 10(13)-E(Coord) /75 dated 10-4-1975.	Rs. 10,000 per annum	Subject to restrictions laid down in D.F.P. Rules, 1958.
25	Local purchase of rubber stamps and office seals.	Item 23 (c) of Annexure to Schedule V,	Full powers	Min. of Finance O.M. No. F. 10(3)-E(coord)67, dated 18-10-68.
26	Stores:—	Item 24 of Annexure to Schedule V.		
	(i) Stores required for works.		(i) Full	The sanction of a competent authority for executing the work carries with it the sanction of incurring necessary expenditure on the purchase of stores required for the work.
	(ii) Other stores, that is, stores required for the working of an establishment including instruments, equipment and apparatus.		(ii) Full	
27	Supply of uniforms, badges and other articles of clothing, etc. and washing allowance.	Item 25 of Annexure to Schedule V.	Full	—
28	Telephone charges.	Item 26 of Annexure to Schedule V.	Full	See also S. No. 58 and 59, Sec. XI, B-Financial Powers.
29	Tents and Camp furniture.	Item 27 of Annexure to Schedule V.	Full	—

- 30 Typewriters, calculating machines, etc. Item 28 of Annexure to Full Schedule V. The expenditure on purchase, hire, upkeep and repairs to such machines shall be incurred subject to general or special orders issued by the President in this behalf.
31. Miscellaneous expenditure:  
 (i) Recurring Full.  
 (ii) Non-recurring Full.  
 Schedule VI, Rule 10 and Min. of I & B letter No. F.6/4/72-B(P) dated 16-8-73.
32. Power to write off losses.  
 Schedule VII and Min. of I & B letter No. F/6/4/72-B(P) dated 16-8-73.  
 (i) Rs. 25,000 for losses not due to theft, fraud or negligence.  
 (ii) Rs. 10,000 for others.  
 The powers are subject to the conditions that: (a) the loss does not disclose a defect in rules or procedure the amendment of which requires the orders of higher authority or Finance Ministry; and (b) there has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.  
 NOTE: For the purpose of these powers the value of stores shall be the 'book value' where priced account are maintained and "re-placement value" in other cases.
33. General limitations on power to sanction expenditure—Relaxation  
 Rule 3(3) and Min. of I&B letter No. 6/4/72-B(P) dated 16-8-73.  
 Upto a limit of Rs. 25 lakhs in respect of items provided in the budget after scrutiny by the Min. of Finance, in relaxa-

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
34.	Expenditure on schemes.	Rule 11(1) and Min. of I&B letter No. 6/4/72-B(P) dated 16-8-73.	tion of the principle in Rule 3(3) of DFP Rules.	(1) Full power subject to funds being available by valid appropriation or re-appropriation by the competent authority to sanction expenditure on various constituent schemes, approved by the Govt. of India.
				(2) Power to sanction in his discretion subject to the first proviso of Rule 11(1) of the DFP Rule 1958, excess expenditure over the original estimates of sanctioned schemes upto 10% or Rs. 50 lakhs whichever is less, in cases where the D.G. is satisfied about the special circumstances justifying the excess.
35.	Indents, contracts, and purchases	Rule 13 and Min. of I&B letter No. 6/4/72-B(P) dated 16-8-73.		Full power, in the case of miscellaneous contracts, such as 'handling contracts' 'leases' etc. entered into by the D.G.



AIR upto the limit of Rs. 1000/-  
 in Rule 13 of DFP Rules  
 1958 and subject to the provi-  
 sion of GFR governing the  
 purchase of stores for public  
 services.

#### VII. TREASURY RULES

- |   |   |             |      |  |
|---|---|-------------|------|--|
| 1 | Departure from procedure relating to custody of Government money as laid down in Rule 109(1). | Rule 109(2) | Full | Subject to the observations made in Rule 109(2). |
|---|---|-------------|------|--|

#### VIII. GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960

- |   |   |          |      |  |
|---|---|----------|------|--|
| 1 | Grant of special temporary advances.  | Rule 12. | Full |  |
| 2 | Final withdrawal for specified purposes   | Rule 15. | Full |  |
| 3 | Manner of recovery of bonus received on a policy financed from the G. P. Fund.                                | Rule 23. | Full |  |
| 4 | Mode of repayment, on return to duty of the amount drawn while proceeding on leave preparatory to retirement. | Rule 32. | Full |  |

Sl. No.	Nature of Power	Reference to rules or orders	Extent of power	Remarks
<b>IX. CONTRIBUTORY PROVIDENT FUND RULES (INDIA) 1962</b>				
1	Grant of special temporary advances.	Rule 13(2)	Full	
2	Final withdrawal for specified purposes.	Rule 16.	Full	
3	Manner of recovery of bonus received on a policy financed from C. P. Fund.	Rule 25.	Full	
4	Mode of repayment, on return to duty of the amount drawn while proceeding on leave preparatory to retirement.	Rule 34.	Full	
<b>X. MEDICAL ATTENDANCE RULES, 1944</b>				
1	Advances to meet the initial expenditure on medical attendance and treatment of self and the members of family.	Ministry of Finance (Deptt. of Expenditure) O.M. No. F. 21(2) EV(B)/61 dated 12-7-1961 as amended from time to time.	Four months' pay or Rs. 500 or such amount as the medical officer/ T. B. Specialist may recommend whichever is less.	
2	Advances to meet the initial expenditure on post T. B. check-up to Govt. servants drawing pay upto Rs. 100 p.m.	Ministry of Finance (Deptt. of Expenditure) O. M. No. F. 21(3) EV(B)/62, dated 8-1-1963.	Rs. 30 in each case.	

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
<b>XI. SPECIAL POWERS DELEGATED TO THE DIRECTOR GENERAL, ALL INDIA RADIO</b>				
<b>A—ADMINISTRATIVE POWERS</b>				
1	Appointments.	Power to make appointments, officiating as well as permanent appointments; to all posts upto Class II, irrespective of the scale of pay.	G. I. Min. of I&B letter No. 12(27)/2/61-B(M), dated 27-5-1963.	
2	Transfers	Power to transfer officers within All India Radio upto the rank of Station Engineer. However, original appointment to class I posts will continue to be made by the Ministry of Information and Broadcasting.	Ministry of I & B letter No. 1/6/66-B(B), dated 5th January, 1967.	
3	Casual Leave.	Power to grant casual leave to all officers subordinate to him.	G. I. Min. of I&B letter No. 16(14)/52-BI, dated 4-10-1952.	
4	T.A. for Staff Artists.	Power to sanction T.A. for Staff Artists at rates admissible to Govt. servants drawing similar salaries.	Ditto.	
5	Use of AIR Cars.	Full power to allow the use of the official transport in cases where it is considered to be in the interest of the service.	Ditto.	
6	Power to allow T.A. for a journey to join a first appointment.	Full power only in the case of Staff Artists.	S. No. 35-A in Appx. 13 of F. & S. Rs., Vol. II and S. R. 105-A.	
7	Power to make arrangements for holding current charge of routine duties.	Power to make arrangements regarding holding of current charge of the routine duties of the Heads of All India Radio Stations/Offices. This power can be exercised only upto a maximum period of three months.	G. I., Min. of I&B letter No. 12(27)/59-B(M), dated 17-6-1960 and 5-8-1960	
8	Power to nominate and appoint members to Local	Power to nominate and appoint members of the following Committees/Consultative Panels attached to various	G. I., Min. of I&B letter No. 23/4/63-B(B), dated	

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
	Audition Committee and other Programme Advisory Committees etc.	Stations of AIR, provided that where it is proposed to appoint a person beyond the second term, the case will be referred to the Ministry for approval:— 1. Local Audition Committees. 2. Programme Advisory Committees. 3. Rural Programme Advisory Committees. 4. Industrial Programme Advisory Committees. 5. Consultative Panel for School Broadcasts. 6. Consultative Panel for University Broadcasts.	18-7-1963.	
9	Power to allow handing/taking over charge of an office at a place other than headquarters.	Power to permit handing/taking over of charge of an office at a place other than headquarters in case of All India Radio staff subject to the conditions that no extra expenditure is caused in any case and the power is exercised personally by the Director General.	Ministry of I&B letter No. 25/14/65-B(A), dated 27-11-65.	
10	Power to sanction travel by air or ACC by non-official members of Committees attached to D.G. AIR or stations of AIR	Power to sanction air/ACC travel by rail where this concession is, in the opinion of the Director General, AIR, justified by fulfilment of one or more of the following conditions:— (1) To allow travel by ACC by rail to non-official members appointed to Committees/Commissions set up by Government, subject to fulfilment of one or more of the conditions laid down in the Ministry of Finance (Department of Expenditure) O.M. No. F.6(26) EIV/59 dated 25th September, 1960 as amended from time to time viz. on account of (i) advanced age and/or infirmity (ii) previous entitlement and (iii) customary mode of travel.	Ministry of I&B letter No. 1/9/66-B(B), dated 12-10-66.	

- (2) To grant permission to travel by air to non-official members if it can be certified that air travel is urgent and necessary in the public interest and also to grant general permission to travel by air to a non-official if the Director General is satisfied that the non-official concerned habitually travels by air on journeys not connected with the performance of official duty.
- (3) To grant permission to travel by air to an M.P., member of a Committee/Commission set up by Government, if it can be certified that travel by air is urgent and necessary in the public interest.
- 11 Deputation of T. V. Officers to the T. V. Centres. Power of deputation in respect of T. V. Officers to the T. V. Centres from the State Education Department subject to usual restrictions regarding grant of deputation allowance and period of deputation etc.
- Ministry of I&B letter No. 13-(3) 72-SJ, dated 5-7-72. This power has been delegated in relaxation of para 6 of the Min. of Finance O. M. No. F. 1(6)-EIV(A)/62, dt. 7-12-62.

## B.—FINANCIAL POWERS

- 1 Creation of posts. Power to create, under Rule 10(2) of DFP Rules 1958, temporary Class II posts in A.I.R. for any specified period, not restricted to two years, subject to the provisions contained in Rule 9 of the DFP Rules 1958.
- G. I., Min. of I&B letter No. 12(27/2)/61-B(M), dated 27-5-1963. Also See Sr. No. 3 —Section VI DFP Rules, 1958.
- 2 Grant of higher initial pay. Power to fix initial pay for officers in Class II services or below at any level in the sanctioned scale, subject to the condition that the higher initial pay would be given on the recommendation of the UPSC or the Selection Committee.
- G. I., Min. of I&B letter No. 16(14)/52/BI, dated 4-10-1952.

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
3	Fixation of pay of re-employed Govt. servants.	<p>Power to fix pay of re-employed Govt. servant in respect of appointments Director General is competent to make in accordance with the principles enunciated in the Min. of Finance O.M. No. F.8(34) EIII/57, dated 25-11-1958.</p> <p>The power delegated is subject to the conditions that where pay is proposed to be fixed at a stage higher than the minimum of the scale of pay under para 1(b) and where provision contained in para 1(d) of the Min. of Fin. O.M. dated 25-11-1958 are to be invoked, each such case shall be referred to the Min. of I&amp;B for orders.</p>	G. I., Min. of I&B letter No. 12(27/9)/61-B(M), dated 15-7-1963.	
4	Execution of petty works and repairs, departmentally.	<p>(a) Power to execute departmentally petty works and repairs costing not more than Rs. 2,500 in each case in respect of buildings owned or hired by A.I.R. irrespective of the fact whether the office of C.P.W.D. is located at a place or not. Where the office of C.P.W.D. is not located this power can be exercised upto a limit of Rs. 5,000.</p> <p>(b) Power to maintain departmentally lawns and gardens in premises owned or hired by A.I.R.</p>	G. I., Min. of I&B letter No. 16(14)/52-BI, dated 4-10-1952.	
5	Installation of permanent non-exchange telephone lines.	Power to sanction installation of permanent non-exchange lines at annual rental not exceeding Rs. 10,000 per line per annum and to give a guarantee up to 10 years for each line.	G. I. Ministry of I&B letter No. 12(27/1)/61-B(M), dated 24-9-1963.	
6	Temporary trunk Circuits (full time and block booking).	Power to sanction upto a limit of Rs. 50,000 per annum per station with ten years guarantee, to hire trunk circuits, both full time and block booking basis.	Ditto	

- 7 Temporary Trunk Circuits (Casual basis). Power to sanction upto Rs. 5,000 on each occasion per circuit to hire trunk circuits on casual basis. Ditto
8. Power to sanction annual minimum guarantee and schedule of tariff in respect of power supply agreements for new as well as existing installations upto a limit of Rs. 75,000 (Seventy five thousand) only for a period not exceeding 15 years in each case. G.I. Min. of I&B letter No. 6/4/72-B(P) dated 4-12-1974.
- 9 Grant of Advance of Traveling Allowance and monthly fee to Staff Artists. Power to grant advance of T.A. and advance of monthly fee on transfer to Staff Artists of AIR subject to the following conditions:— G. I. Min. of I&B letter No. 12(12)/60-B(M), dated 16-4-1960.
- (i) The advance of T.A. should not exceed in any case the actual railway fare.
  - (ii) The advance of fee granted on transfer from one station to another should be equivalent to the consolidated fee drawn by the Staff Artist concerned.
  - (iii) The advance of fee granted on transfer should be recovered in three monthly instalments, the recovery commencing from the month in which the Staff Artist concerned draws full month's fee at the new Station.
  - (iv) The advance of T.A. granted on transfer should be adjusted from the final T.A. bill of the Staff Artist concerned.
  - (v) The payment of the advances should be made on obtaining a surety from a permanent Govt. servant of a comparable or higher status, in the standard Surety Bond form. G. I. Min. of I&B letter No. 21(57)/61-B(M), dated 28-3-1963.

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
10	Direct Purchase of Stores.	<p>Power to sanction direct purchase of stores upto Rs. 50,000 in each case except items for which rate/running contracts are entered into by DGS&amp;D.</p> <p>The monetary limit prescribed above will be inclusive of the elements of sea freight, Custom Duty etc., i.e., the direct purchase limit in the case of imported stores will be with reference to the cost of stores plus freight, custom duty, etc. as clarified in the Ministry of Supply and Rehabilitation (Deptt. of Supply) O.M. No. PIII-6(8)/66/I dated 3-9-1975.</p>	<p>G.I. Ministry of I&amp;B letter No. 6/6/74-B(P) dated 15-9-1975.</p>	<p>The delegation of power is subject to the restrictions that may be imposed by the Govt. from time to time including that by Deptt. of Supply in this behalf and also subject to the usual conditions that necessary funds are available within the sanctioned budget grant and that the prescribed procedure is observed in exercise of these enhanced powers.</p>
11	Direct purchase of stores from M/s. Bharat Electronics Limited.	<p>Full power for purchase of broadcasting and television equipment for which M/S Bharat Electronics Ltd. are the sole manufacturers in the country, without going through the DGS&amp;D.</p>	<p>G.I. Min. of I&amp;B letter No. 207(10) 72-B(D) dated 7-4-1973.</p>	
12	Direct purchase of stores in an emergency.	<p>Power to sanction direct purchase of stores up to a limit of Rs. 25,000 in each case in an emergency.</p>	<p>G. I. Min. of I&amp;B letter No. 12/3/63-B(M), dated 19-6-1963.</p>	



G. I. Min. of I&B letter No. 12/25/60-B(M), dated 11-5-1962, and No. 1/6/66-B(B), dated 12-5-67.

Power to purchase duty cars other than staff cars (including Station Wagons used as staff cars) for the Stations and other Subordinate Offices of AIR, through the usual Govt. channels in replacement of the existing vehicles when they become unserviceable, subject to the following conditions:—

- (i) Specific budget provision, duly approved by the Ministry of Finance at the pre-budget stage exists.
- (ii) The power is not exercised by re-appropriation of funds.
- (iii) Eligibility of a vehicle for replacement on the basis of the data given in either column 2 or 3.

Type of vehicle	Life in years	Mileage covered by vehicle
Passenger Car	10	1,00,000
Jeep	9	1,50,000
Goods Vehicle	8	2,50,000

(iv) Replacement of vehicles is sanctioned only after obtaining a certificate from the prescribed technical authority to the effect that the vehicle is not fit for any further economic use.

G.I. Ministry of I&B letter No. 6/4/72-B(P) dated 22-10-1974.

14 Payment to Casual Artists.

Power to sanction payment of fees to Casual Artists or of Casual Artists, inclusive of TA/DA on any amount upto the limits mentioned below:

(i) Rs. 5,000 for an individual; and Rs. 10,000 for a group of Artists.

(ii) Rs. 5,000 for an individual; and Rs. 10,000 for a group of Artists.

Sl. No. Name of Donor

Description of Power

Remarks

(ii) Television for an individual; and Rs. 20,000 for a group of Artists.  
Full power

G. I. Min. of I&B letter No. 1/1/74-FAC dated 20-11-1974.

G. I. Min. of I&B letter No. 12(27/1) 61-B(M), dated 31-5-1963.

G. I. Ministry of I&B letter No. 1/6/66-B(B), dated 5th January, 1967.

16 Expenditure on publicity, propaganda, public relations and advertisements.

Power to sanction expenditure upto Rs. 1,000 in each case, including expenditure on advertisement charges for securing publicity of AIR programmes in News-papers, Journals, Cinemas, etc.

17 Expenditure on entertainment to Artists.

(i) Power to sanction expenditure on entertainment to Artists (including prospective Artists, distinguished visitors and the Press) upto Rs. 500 per month in the case of major Stations and Television Centres and upto Rs. 250 per month in the case of minor Stations, Auxiliary Centres and High Power Transmitters subject to annual limit of Rs. 2,000 and Rs. 1,000 respectively. This has been delegated under Schedule VI of D. F. P. Rules, 1958.

(ii) Power to sanction expenditure upto a limit of Rs. 500 in any month subject to an annual limit of Rs. 4,000 on entertainment to Artists, distinguished visitors and the Press at Headquarters.

G. I. Min. of I&B letter No. 1/14/68-B&A, dated 16-12-1968.

18 Hiring of taxis and radios.

Power to sanction expenditure on hiring of taxis and radios at competitive rates subject to availability of funds. A register showing the occasion and the

G. I. Min. of I & B letter No. 16(14)/52-B.I., dated 4-10-1952.  
See also Sr. No. 8  
—Section VI  
DFP Rules, 58

purpose for which taxi on radio was hired should be maintained. D.G. AIR would ensure that taxis and radios are hired under the orders of a senior officer.

- 19 Hiring of taxis for selection of sites. Power to authorise A.I.R. Officers to hire taxis in connection with selection of sites at places where A.I.R. has not established any Station and the conveyance of the Local Government cannot be availed of. The actual expenditure incurred by officers on the hiring of taxis in this connection may be re-imbursed to them. G. I. Min. of I&B letter No. 12/22/60-B(M), dt. 15-12-1960. --Ditto--
- 20 Hiring of transport for conveyance of stores. Power to hire goods transport for conveyance of stores only upto Rs. 10,000 in each case for official purpose. G. I. Min. of I&B letter No. 6/4/72-B(P) dated 4-12-1974.
- 21 Refund of application fees. Power to sanction refund of application fees. G. I. Min. of I&B letter No. 16 (14)/52-BI, dated 4-10-1952.
- 22 Refund of revenues relating to Wire Broadcasting Service. Power to sanction refund of revenue relating to Wire Broadcasting Service upto a limit of Rs. 50 in each case. G. I. Min. of I&B letter No. 12 (16)-B (M), dated 28-11-1961.
- 23 Change in Transmission Hours. Power to sanction adjustment (increase/decrease) in the transmission time of the various Stations provided that no additional funds are required on this account. The orders regarding increase in the transmission hours of any Station should also clearly state the financial implications and as to how the additional expenditure is proposed to be met. If a corresponding reduction in transmission hours of any other Stations is to be made, the savings will also be explicitly stated. G. I. Ministry of I&B letter No. 1/6/66-B(B), dated 3-6-68.

The above condition will, however, be made applicable only when extension of transmission hours is proposed on a regular basis, and will not be applicable for

Sl. No.	Nature of power	Description of power	Authority	Remarks
24	Exclusive and non-exclusive rights of publication.	<p>allowing an increase in the transmission hours temporarily for a specified period or for specific programmes on a particular day or programmes on restricted frequency provided the expenditure involved can be met from the Sanctioned Budget Grant of the concerned Station.</p>	<p>G. I. Min. of I&amp;B letter No. 12/16/58-B(M), dated 2-12-1959 and U.O. No. 12/16/58-B(M), dated 2-12-1959.</p>	
		<p>Power to grant exclusive and non-exclusive rights of publications in book form in respect of all broadcast talks given by A.I.R. to private firms etc. with or without calling for general offer, subject to the following conditions:-</p>		
		<p>(a) that a formal assignment of copyright should be taken from the author ;</p>		
		<p>(b) there should be an agreement to give effect to the agreement for not more than two years in the first instance;</p>		
		<p>(c) that the name and monogram of All India Radio is not to be reproduced on the publications;</p>		
		<p>(d) the publisher should not do anything which may imply that the publication is in any way official; and</p>		
		<p>(e) All India Radio should not take part in distribution, sale or advertisement of such publications.</p>		
		<p>It should be ensured that the delegation of power sanctioned above does not result in the monopoly of any particular firm.</p>		

- 25 **Waiving of Royalty Claims.** Power to waive royalty payments in the case of publication of A.I.R. copyright material, e.g., in foreign publications, books etc. G. I. Min. of I&B letter No. 16 (14)52-BI, dated 4-10-1952.
- 26 **Fixing the rates of advertisements and subscriptions.** Power to fix rates of advertisement and subscriptions for A.I.R. journals, subject to the conditions laid down in the late Deptt. of Industries and Labour No. K-415, dated 17th August, 1936. G. I. Min. of I&B letter No. 16(14) 52-B.I., dated 4-10-1952.
- 27 **Free copies of journals.** Power to sanction the issue of free copies of A.I.R. journals. -do-
- 28 **Commission to book-sellers.** Power to allow commission to book-sellers on A.I.R. journals sold through them. -do-
- 29 **Commission to advertising Agents.** Power to allow commission to Agents and to enter into contracts with them for securing advertisements for insertion in A.I.R. journals. Power also to enter into contracts for sole advertising agency. -do-
- 30 **Fixing the rates of charges for wrapping and despatch.** Power to fix the rates of charges for the wrapping and despatch of A.I.R. journals through private contractors after calling for tenders through advertisement. -do-
- 31 **Refund of excess charges and write off of amounts due from selling agents.** Power to sanction refund of money realised in excess of approved rates on account of charges for subscriptions and advertisements in respect of A.I.R. journals and also power to write off amounts due from selling agents for undelivered copies or those received late, upto a limit of Rs. 500 in each case. -do-
- 32 **Power to grant a conveyance allowance.** Power to sanction conveyance allowance to officers and staff of All India Radio upto Rs. 90 per month in respect of motor car allowance and Rs. 50 per month for other mode of conveyance subject to the provisions G. I. Min. of I&B letter No. 12/26/61-B(M), dated 17-9-1963. These orders take effect from 17-9-63.

Sl. No.	Nature of power	Description of power	Authority	Remarks
		contained in G. I. Min. of Finance O.M. No. 11(S)EIV/(B)/60, dated 24-5-1961 and such other general or special orders as may be issued from time to time.		
33	Security deposits or payment in advance.	Full power to make payment of security deposit or payment in advance to power supply authorities to enable the latter to give connection for power supply.	G. I. Min. of I&B letter No. 12(10)/58-B(M), dated 27-7-1960.	
34	Air-conditioning work.	Power to undertake departmentally air-conditioning work for more than Rs. 300 as a part of technical equipment and installation work of transmitter and studio buildings of AIR.	G. I. Min. of I&B letter No. 12(6)/58-B(M), dated 27-10-1958.	
35	Employment of work charged staff.	Power to sanction employment of work-charged establishment, provided the posts are created in the prescribed scale of pay, the maximum of which is upto Rs. 400 and provided that necessary provision exists in the estimates for the work sanctioned by the competent authority.	G. I. Min. of I&B letter No. 12(10)/58/B(M), Col. II, dated 17-9-1963.	
36	Compensation for cutting trees.	Power to sanction compensation for cutting trees as indicated below:— (i) Upto Rs. 1,000 on the report of Regional Engineer; and (ii) Upto Rs. 5,000 on the report of the Regional Engineer, supported by a certificate from the local civil authorities.	G. I. Min. of I&B letter No. 12(27/1)/61-B(M), dated 21-2-1963.	
37	Insurance of Govt. properties/articles.	Full powers to insure fragile and delicate equipment and stores—imported or indigenous—for their transport	G. I. Ministry of I&B Corrigendum No. 6/4/72-	

B(P) dated 31-5-75.

by road, rail, ship or air at carrier/railway risk subject to the condition that no foreign exchange expenditure is involved and that insurance will be made with Nationalised Insurance Companies, Railway, P & T or any other Government Agency, as the case may be, provided such conditions as may be prescribed by Government from time to time in respect of insurance of Government property, are fulfilled. This includes the power to incur expenditure on insurance not involving foreign exchange expenditure of imported stores on warehouse to warehouse basis.

- 38 Insurance of excepted articles booked by Railways. Power to incur additional expenditure upto Rs. 500 in each case on insurance of goods of "Excepted Articles" despatched by the Railways. G. I. Min. of I&B letter No. F. 6/1/73-B (P), dated 23-7-1973.
- 39 Purchase of gum-boots and rain coats. Power to sanction purchase of gum-boots and rain coats with caps upto Rs. 500 for each Station/Office of AIR for use by members of Class III and IV staff, who have to work in rain, mud or similar circumstances requiring use of such items. G. I. Min. of I&B letter No. 12(27/1)/61-B(M), dated 21-2-1963 & O.M. of even No, dated 16-11-1963.
- 40 Payment of compensation under Workmen's Compensation Act. This power will be exercisable once in every three years. G. I. Min. I&B letter No. 12(4)/56-B(M), dated 23-10-1956.
- Power to make payments of compensation under the Workmen's Compensation Act, 1923 for permanent disablement, total as well as partial, in accordance with the provisions of the said Act and also to make deposits of compensation with the Workmen's Compensation Commissioners concerned, in fatal cases, in accordance with Section 8(i) of the said Act.

A copy of the sanctions issued from time to time under the above power together with a brief note on the disablement should be endorsed to the Ministry of I&B.

Sl. No.	Nature of power	Description of power	Authority	Remarks
		<p>NOTE:—The workmen will not be entitled to any compensation in respect of injury which is directly attributable to their wilful disobedience of an order expressly given or rule expressly framed for the purpose of securing the safety of the workmen, vide Clause (3) (b) of the Workmen's Compensation Act, 1923. Whenever any work of a dangerous nature is undertaken, the Regional Engineers should give a written warning for the purpose of securing the safety of the workmen. This warning should be read out to all workmen and their thumb impression taken in token of the fact that they have understood its implications.</p>		
41	Excess over sanction.	Power to sanction excess upto 5% over the amount to which expenditure sanction has been given. If it is more than 5% revised expenditure sanction should be applied for as soon as excess is foreseen. Excess over amounts administratively approved will be governed by para 71 of CPWD Code.	G. I. Min. of I&B letter No.12(10)/58-B(M), dated 27-7-1960 and corrigendum No. 9/9/B/58-II dated 5-5-1966.	
42	Grants-in-aid to the recreation clubs.	Power to sanction grants-in-aid to the recreation clubs of All India Radio Stations/Offices located at places other than Delhi/New Delhi subject to the following conditions:—  (1) Such grants-in-aid will be sanctioned subject to the principles enumerated in para 1 of the Ministry of Home Affairs O.M. No. 2/167/59-Welfare, dated the 10th March, 1961 as amended by their O.M. No. 24/2/62-Welfare, dated the 11th October, 1962 and as may be amended from time to time.	G. I. Min. I&B letter No. 12(27/6)61-B(M), dated 6-9-1963.	



- (2) *Ad-hoc* grant mentioned in para 2 of the above O.M. dated the 10th March, 1961, will continue to be sanctioned in consultation with the Ministries of Home Affairs and Finance.
- (3) The grants-in-aid will be sanctioned in individual cases in accordance with and subject to the provisions of the General Financial Rules, 1963, and the orders issued thereunder from time to time.
- (4) Before sanctioning grants-in-aid, the accounts of the Clubs, etc. for the preceding year, duly audited by an internal auditor, appointed for the purpose, should be called for and examined.
- 43 Grant of advances for purchase of radio-sets. Power to grant advance for the purchase of radio sets to the officers and staff artists not exceeding Rs. 500 or the anticipated price of the radio set whichever is less subject to the conditions laid down in Appendix 13 of A.I.R. Manual, Vol. II. G. I. Min. of I&B O.M. No. 3/114/56-B(M), dated 16-9-1960.
- 44 Presentation of recorded material to foreign organisations, Indian Missions and similar organisations. Power to present recorded material upto the value of Rs. 20,000 per annum as gift to foreign organisations, Indian Mission and similar organisations either directly or through the Ministry of External Affairs. G. I. Min. of I&B letter No. 18(167)/55-B(P), dated 27-4-1956.
- 45 Presentation of A.I.R. publications to Radio Talkers. Power to present free of cost, copies of books and publications containing All India Radio talks etc. to such radio talkers as are interested in the contents of the books/publications or where he considers that the supply of the publication will promote public relations, subject to the condition that the total value of such books/publications does not exceed Rs. 100 (Rupees. One hundred) in a year. G. I. Min. of I&B letter No. 20(G)/63-B(P), dated 16-10-1963.

Sl. No.	Nature of power	Description of power	Authority	Remarks
46	Administrative approval and Expenditure sanction for works.	Power to accord administrative approval and expenditure sanction upto a limit of Rs. 1,00,000 (One lakh) in each case, for all-works.	G. I. Min. of I&B letter No. 6(4)/72. B (P) dated 4-12-1974.	
47	Execution of work departmentally.	Power to execute all wireless and electrical installations meant specifically for maintenance, improvement and /or development of broadcasting, television such as transmitting recording receiving centres, studio, research and field strength surveys and modifications to and acoustic treatment of such installations, subject to the conditions enumerated below:— (a) The material required of value not exceeding Rs. 25,000 (Rupees twenty five thousand) in each case, except items for which rate/running contracts have been entered into by DGS&D may be purchased direct subject to the conditions laid down in the late Department of Supply and Technical Development O.M. No. 6/8/66-PI, dated the 14th October, 1966. (b) The work involving structural alterations should be undertaken in terms of the powers delegated in the Ministry of I&B letter No. 17(19)/48-BI, dated 14/16-4-1948.	G. I. Min. of I&B letter No. 12(5)/62-B(M), dated 29-11-1963, No. 13(2) D5-63-D (B&A), dated 24-6-67 and No. 6/1/67-D (B&A), dated 3-6-1968.	
48	Lease of sites	The delegation of power is subject to the usual conditions that there is a budget provision and that the usual procedure is observed in making purchases etc. Power to enter into lease of sites for a period not exceeding ten years for the erection of poles for masts	G. I. Min. of I&B letter No. 12(3)/61-B(M), dated	

and stays for receiving centres and transmitters, provided that the rent of the site for each mast and stay does not exceed Rs. 5 per post or stay per year.

9-3-61 and No. 12(5)62-B(M), dated 19-3-64.

49 Power to accept tenders for execution of works through contractors upto a value of Rs. 50,000

G. I. Min. of I&B letter No. 13(2) D5/63-D(B&A), dated 24th June, 1967.

50 Accepting a single tender etc.

Power to accept a single tender relating to award of works (including supply of material) upto Rs. 2,000 in each case.

G. I. Min. of I&B letter No. 13/3/D5/63-D (B&A), dated 21-3-1968.

51 Power to allow Regional Engineers of All India Radio to conduct negotiations with the lowest tenderers.

G. I. Min. of I&B letter No. 12(13)63-B(M), dated 28-10-1963.

(i) Where response to call for tenders on the very first occasion is found to be unsatisfactory and the Regional Engineer feels that negotiations should be conducted. In such cases he should obtain prior orders of the Director General, All India Radio as to whether retendering should be resorted to or negotiations conducted with the lowest tenderers.

(ii) Where abnormally high rates are quoted by a tenderer (variation being more than 25% as compared to the estimated rates) and the Regional Engineer feels that negotiations should be conducted. Prior order of Director General should be obtained.

52 Issue of orders declaring stores surplus etc.

G. I. Min. of I&B letter No. 13(2) D5/63-D (B&A), dated 24th June, 1967.

Power to issue orders declaring stores surplus or un-serviceable in respect of stores for works upto a limit of Rs. 50,000 the original purchase value of the articles being estimated, if not known.

Sl. No.	Nature of power	Description of power	Authority	Remarks
53	Sale to private persons at full value etc.	Full power for sale of stores to private persons at full value plus 10% unless waived.	G. I. Min. of I&B Letter No. 13 (2) D5/63-D (B&A) dated 24th June, 1967.	
54	Diversion of Saving from 'A-1 Works' to 'A-2 Equipment' and vice-versa of a Project.	Full power for diversion of savings from 'A-1 Works' to 'A-2 Equipment' and vice-versa in a sanction to a project, subject to the conditions laid down in paras 89 and 90 of the C.P.W.D. Code.	G. I. Min. of I&B letter No. 12(11)/63-B(M), dated 15-6-1963.	
55	Power to engage Staff Artists.	Power to engage Staff Artists on approved fee-scale whose starting basic fee is less than Rs. 700 per mensem.	G. I. Min. of I&B letter No. 8/5/66-B(A), dated 30-7-66.	
		The exercise of the above power will be subject to such conditions and procedural instructions which have been laid down or may be issued in future from time to time regulating the appointment of Staff Artists in AIR.		
56	Advance increments to Staff Artists.	Power to grant advance increments to Staff Artists in the prescribed fee scale at the time of initial appointment, provided (i) the number of such increments does not exceed five and (ii) the initial fee in any case is less than Rs. 700. This has been delegated under item 22 of Annexure to Schedule V of D.F.P. Rules, 1958.	G. I. Min. of I&B letter No. 1/6/66-B(B), dated 5th January, 1967.	
57	Power to sanction posting of armed guards.	Power to sanction posting of armed guards at AIR installations on the scale recommended by local police authorities and according to the instructions issued in this behalf, from time to time, by the Ministry of Home Affairs.	G. I. Min. of I&B letter No. 12(27/1)61-B(M), dated 22-5-1964.	

- 58 Installation of residential telephones. Power to sanction installation of residential telephones for the following Officers :—
- (a) Director General:  
Officers of the status of Under Secretary and above.
- (b) A.I.R. Stations/Offices.
1. Station Director/Asst. Station Director in charge of a Station;
2. Engineer in charge/Station Engineer/Asstt. Station Engineer in charge of a Station; and
3. Assistant News Editors/Correspondents of the Regional News Units.
- 59 Power to sanction residential telephone to certain categories of junior officers in A.I.R. Stations while looking after the work of their senior officers.
- 60 Power to issue proprietary certificate in respect of items of stores of a proprietary nature without the approval of Assistant Financial Adviser.
- Power to place indents with the Directorate General of Supplies and Disposals for the purchase of stores of a proprietary nature the value of which does not exceed Rs. 20,000 (Rupees twenty thousand) only in each case.
- The above delegation has been made under Rule 13 read with Rule 10(4) of DFP Rules 1958. The power will be exercised subject to the provisions of GFR governing the purchase of stores for the public service.
- G. I. Min. of I&B letter No. 12(27/8)/61-B(M), dated 25-7-64 and No. 1/6/66-B(B) dated 12-5-1967.
- See also Sr. No. 28, Section VI-D.F.P. Rules, 1958.
- Min. of I&B letter No. 1/5/67-B(B), dated 22-6-67.
- See also Sr. No. 28, Section VI D.F.P. Rules, 1958.
- Min. of I&B letter No. 12/2/64-B(M), dated 30-4-65 and corrigendum No. 25/37/65-B(A), dt. 10-8-1965.

Sl. No.	Nature of power	Description of power	Authority	Remarks
61	Payment of royalty to Phonographic Performance (Eastern) Ltd, Calcutta.	Full powers to make payment of royalty to M/S Phonographic Performance (Eastern) Ltd. Calcutta for broadcast of their records on All India Radio in accordance with the terms of the agreement entered into with them from time to time.	Ministry of I&B letter No. 23 (16)/66-P. II, dated 22-5-67.	
62	Power relating to AIR Works executed departmentally viz. Special works such as erection of masts, acoustic treatment etc. for which tenders are accepted by D.G.	(i) Power to grant extension of time to contractors for works, and (ii) Power to fix the quantum of compensation recoverable from contractors for delay in execution of full part of the work in terms of contracts.	Min. of I&B letter No. 12(27/3)61-B(M), dated 10-5-1965.	
63	Air travel for artists who are recipients of President's Awards when they are booked for All India Radio Programmes.	Power to sanction air travel for artists who are recipients of President's Awards 'Bharat Ratna', 'Padma Vibhushan', 'Padma Bhushan' and 'Padma Shri' and who ask for air travel facilities when they are booked for All India Radio Programmes from the places of their residence, to the places of broadcasting centres and back.	Min. of I&B No.32(4)/64-B(P), dated 26-5-65.	
64	Presentation of Tape-recordings.	Power to present (as a gift) Tape-recordings prepared by All India Radio to VIPs, President's Secretariat, Government Offices, renowned artists and persons, organisations of repute etc. in India upto the value of Rs. 100 (Rupees one hundred) in each case subject to the ceiling of Rs. 3,500	Min. of I&B letter No. 25/10/65-B(A), dated 4-11-65 and corrigendum No. 9/2/64-B&A, dated 10-5-66.	
65	Providing amenities to the staff detained for night	Power to sanction expenditure upto Rs. 100 (Rupees one hundred) per month per AIR Station/Office, on pro-	Min. of I&B letter No. 18(97)/65-A&G, dated	

- duty in an emergency. 10-5-66.  
 viding the following amenities to the staff working there who are detailed for night duty in an emergency such as general strike, riot, hostile action by subversive elements endangering personal safety in transit, external aggression and hostilities with foreign powers:—
- (i) cots and beds,  
 (ii) snacks including biscuits dry fruits etc. and drinks like tea, coffee, aerated drinks at a cost not exceeding 0-75 P per head per day.
- 66 Purchase/hire of films from Films Division and/or other sources for Television Centres. Power to sanction expenditure upto Rs. 5,000 (Rupees five thousand) only on each occasion for the purchase/hire of films from Films Division and/or other sources. This delegation is subject to the condition that:  
 (a) The payment is supported by necessary budget provision in the budget grant of the year concerned; and  
 (b) Payment of hiring of the feature films (both in Hindi and regional language) is made on the basis of the rate structure as approved by Govt. from time to time. Min. of I&B letter No. 12/19/72-TV, dated 8-8-1974.
- 67 Refund of CGHS Contributions. Power to sanction refund of CGHS Contribution in respect of staff working under Director General in terms of the Ministry of Health Family Planning and Urban Development Memorandum No. 4(1)/25/61-HII, dated 16-10-61 and No. 4(1)/34/53-Hosp. dated the 12th June, 1964. Min. of I&B letter No. 1/9/68-B(B), dated 25-7-68
- 68 Advance payment for booking halls/auditoria. Full power to make advance payment for booking of halls/auditoria. Min. of I&B letter No. 6 (4) 72-B(F) dated 4-12-74.
- 69 Custom Duty. Full power to make payment of Custom Duty subject to the conditions laid down in DFP Rules 1958 and GFR 1963. Min. of I&B letter No.5/3/72-TV dated 24-11-73.

Sl. No.	Nature of power	Description of power	Authority	Remarks
<b>XII. MISCELLANEOUS POWERS COMMON TO HEADS OF DEPARTMENTS.</b>				
1	Grant of special pay to Machine Operators.	Power to grant special pay to Machine Operators at the rate specified in the authority.	G. I. Min. of Fin. (Deptt. of Exptr.) O.M. No. F. 9(42)-Est. III/61, dated 8-12-1961.	
2	Refund of medical expenses.	Power to allow refund of medical expenses upto a maximum limit of Rs. 250 in each case in respect of his own staff and Rs. 500 in respect of the staff of subordinate Offices, where he is satisfied that although refund is not permissible under the strict application of the various medical attendance rules, the circumstances of the cases warranted medical attendance/treatment, being had from hospitals and doctors mentioned in the authority, in the absence of Government/recognised hospital or doctor within a reasonable distance from the place where the person fell ill.	G. I. Min. of Fin. (Deptt. of Exptr.) No. F. 49 (15) EV/59, dated 21-5-1959, No. F. 21(2)EY(B)/62, dated 17-4-1963, and No. F. 26 (10) E V (B)/74 dated 16-7-1974.	
3	Regularising minor irregularities.	Power to regularise minor irregularities arising out of breaches of rules and regulations, pointed out by Audit Officers to the extent of Rs. 500 provided:	G. I. Min. of Fin. (Deptt. of Exptr.) O.M. No. 12 (27)/EII (A)/61, dated 13-10-1961.	
		(i) in respect of items included in Schedules II to VII of DFP Rules, 1958, the regularisation does not involve the exercise of powers in excess of those delegated under the said rules;		
		(ii) the irregularity does not disclose a defect in the rule or regulation, the amendment of which requires the orders of a higher authority;		



(iii) there has not been any serious negligence on the part of some individual Govt. Officer or Officers which may possibly call for disciplinary action requiring the orders of a higher authority;

(iv) the monetary value of the loss or the financial implication involved does not exceed Rs. 500 in each case and;

(v) the Head of the Department is not himself responsible for the irregularity.

#### 4 Grant of Cycle Allowance.

Power to grant Cycle Allowance at Rs. 4 p.m. provided he is satisfied that the duties assigned to a post require extensive touring at or near the Headquarters and the maintenance of a bicycle is essential for the purpose. The allowance should be sanctioned subject to the following conditions:-

(a) The official concerned maintains and uses his own cycle for official journeys;

(b) Travelling Allowance (i.e. daily and mileage allowances) to a Government servant in receipt of cycle as under:— these orders will be regulated

(1) For journeys within a radius of 8 kilometers from the usual place of duty... No T.A.

(2) For journeys beyond a radius of 8 kilometers but not exceeding 16 kilometers from the usual place of duty:

(i) If the point falls within the local jurisdiction... No T.A.

G. I. Min. of Fin. (Deptt. of Exprd.) O.M. No. F. 11(18)-EIV(B) 62, dated 31-8-1962, No. 11(14) EIV(B) 66, dated 13-12-66 and No. F. 11(3) EIV(B)/71, dated 17-1-1972.

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
		<p>(ii) If the point falls outside the local jurisdiction: ... ..  T.A. admissible under the provision provided the journey is performed otherwise than on a cycle.</p>		
		<p>(3) For journeys beyond a radius of 16 kilometers from the usual place of duty:—</p>		
			<p>T.A. admissible under the normal rules.</p>	
		<p>(c) The allowance will not be admissible during joining time, leave and temporary transfer or during holidays prefixed to leave and holidays suffixed to leave and joining time; and</p>		
		<p>(d) For any period of more than one month at a time during which a Govt. servant in receipt of cycle allowance does not maintain a cycle or the cycle maintained by him remains out of order or is not used for official journeys for any other reason, the cycle allowance will not be admissible.</p>		
			<p>The cycle allowance under these orders shall be granted by the sanctioning authority for a period not exceeding two years at a time.</p>	
5	Refund of cancellation charges for air-tickets.	Full power for refunding cancellation charges paid by Govt. servants on air tickets, on account of the	G. I. Min. of Finance (Dept. of Expenditure) O. M.	

relevant journeys being cancelled for unavoidable reasons and beyond the control of Govt. servants.

Note: Head of Department can pass his own claim.

No. 10(13)-E-(Coord)/75  
dated 10-4-1975.

6 Change in declaration of Home Town. To allow change in declaration of Home Town for purpose of leave travel concession.

G. I. Min. of H.A. No. 43/1/  
55-Ests (A)-Part II, dated  
11-10-1956.

7 Grant of Special pay to Cashiers. Power to grant special pay to cashiers at the following rates:—

G. I. Ministry of Finance  
(Deptt. of Expenditure)  
O.M. No. F.11(42)E-III/  
60, dated 4-9-61, 28-6-62,  
17-6-65 and 22-12-73.

Amount of average monthly cash disbursed	Rate of Special pay (if the official has furnished security).
Upto Rs 4,000	Rs 10 p.m.
Rs 4,001 to 20,000	Rs. 20 p.m.
Rs. 20,001 to 50,000	Rs. 30 p.m.
Rs. 50,000 to 1,00,000	Rs. 40 p.m.
Over Rs. 1,00,000	Rs. 50 p.m.

The exercise of the power will be subject to the following conditions:—

- (i) The Heads of Departments may at their discretion appoint LDC/UDC/Asstt. to perform the duties of Cashier.
- (ii) The amount of special pay to be granted will depend on the average amount of monthly cash disbursed. This should exclude all payments by cheques and the amount of receipts.
- (iii) As the pay and allowances of Gazetted Officers are payable by cheques, they should also be excluded in calculating the amount of cash disbursed.

Sl. No.	Nature of power	Description of power	Authority	Remarks
(iv)		The Head of the Department concerned should certify on the basis of previous years average the amount of cash disbursed and sanction the rate of special pay appropriate to that quantum.		
(v)		The Special pay should be reviewed every year.		
(vi)		Not more than one official should be allowed the special pay in an Office/Department.		
		NOTE 1—These orders do not apply to cashiers in certain Department, e.g. Explosives, Printing and Stationery etc. in whose case the special pay forms part of the prescribed scale of pay and revised scale of pay or to Cashiers who are in receipt of a separate scale of pay of their own, e.g. Cashiers in Ministries, Customs Departments etc.		
		NOTE 2—The Head of Department may grant special pay to cashiers in newly created offices also during the first year of existence, on the basis of the estimated average monthly cash disbursements. The other conditions prescribed above will, however, apply. The Special pay thus admissible will be granted from the date of issue of order in each case.		
8	Grant of subsidy to Departmental or Co-operative Canteens/Tiffin Rooms.	(i) Power to sanction the 50% subsidy to Departmental/Co-operative Canteens and 100% subsidy to Departmental/Co-operative Tiffin Rooms envisaged in para 3(iii) read with para 4(iv) of the Ministry of Home Affairs O.M. No. F.7/1/62-WII, dated 28th December, 1962.	Ministry of Home Affairs corrigendum No. 5/43/65-Welfare, dated 28-7-66.	

Ministry of Home Affairs  
O.M. No. 5/38/66-Welfare, dated 15-12-66.

(ii) Power to sanction subsidy to Departmental or Co-operative Canteens/Tiffin Rooms as envisaged in paragraphs 1(v) of Ministry of Home Affairs O.M. No. 5/19/65-Welfare, dated 31-1-66.

Ministry of Finance (Deptt. of Exptr.) O.M. No 8(28) EII(B)/60, dated 12-10-60 and F.12(9) EII(B)/63, dated 16-12-63.

9 Grant of honorarium to Class IV staff for performing the duties of a Gestetner Operator for short periods.  
Power to sanction honorarium at the rate of Rs. 5 per month to Class IV staff for performing the duties of a Gestetner Operator, when the regular Gestetner Operator is absent on casual or regular leave for short period and regular officiating arrangement in his place is not permissible or considered necessary. The honorarium should be paid at 0.20 paise per day for the days a Class IV servant actually performs the duties of Gestetner Operator. No honorarium will be allowed unless the duties of the Gestetner Operator have been performed for the whole day. Sundays and holidays should be ignored in the computation of the honorarium.

G. I. Min. of Home Affairs  
O.M. No. 14/14/66-Estt. (D), dated 8-8-66.

10 Power to appoint persons without reference to the Employment Exchange.  
Power to appoint persons in an Attached/Subordinate Office without reference to the Employment Exchange in accordance with the provision of, and subject to the conditions mentioned in the Ministry of Home Affairs O.M. No. 71/88/58-CS(C) dated 24-10-58 as indicated below.

Cases requiring such relaxation generally pertain to either of the following two categories:—

- (a) Proposals for appointment without reference to the Employment Exchange of son/daughter/near relation of the Govt. servant who dies in harness leaving his family in indigent circumstances; and
- (b) Proposals for the employment, without reference to the Employment Exchange, of such person as had

Sl. No.	Nature of Power	Description of Power	Authority	Remarks
		<p>ceased to be in service on the ground that they failed to resume duty after the expiry, of the maximum period of extra-ordinary leave admissible to them as temporary employees.</p> <p>Proposals involving relaxation of the normal procedure of recruitment through the Employment Exchange in the cases of the type mentioned above need not be referred to Govt. and orders may be passed by the Head of Department subject to the following:—</p>		
		<p>(i) In cases falling under category (a) above, relaxation should be granted only in really deserving cases, where the family of a deceased Government employee stands in need of immediate assistance on account of his sudden death, there being no other earning member of the family;</p>		
		<p>(ii) In cases falling under category (b) above, the mode of recruitment through the Employment Exchange should be dispensed with only if the initial appointment was regular. The re-entry of employees in service will be treated as fresh appointment.</p>		
		<p>NOTE:—While the orders dated 24-10-58 and 8-8-66 referred to above may continue to remain in force, a son/daughter/near relation of a Govt. servant, who dies in harness leaving his family in indigent circumstances despite the fact that there is an earning member in the family, may also be considered for appointment to the post without reference to the</p>		

Employment Exchange. All such appointments would, however, be made with the prior approval of the Secretary of the Ministry/Department concerned, who will, before approving the appointment, satisfy himself that the grant of the concession is justified, having regard to the number of dependents left by the deceased Government servant, the assets and liabilities left by him, the income of the earning member as also his liabilities.

(Authority: Ministry of Home Affairs O.M. No. F. 14/21/67-Ests(D) dated 1st January, 1968, DG AIR Endorsement No. 7/1/67-Scor. dated 12th March, 1968).

11 Power to relax the normal time limit for completion of journey by the family of Govt. servant for entitlement of leave travel concession.

Power to relax the normal time limit of six months within which the return journey is to be completed by the family of a Govt. servant for entitlement of Leave Travel Concession subject to the conditions mentioned in the Min. of H.A. O.M. No. 43/10/58-Ests dated 11-4-58 and 43/7/60-Ests(A) dated 17-8-61.

G. I. Min. of Home Affairs  
O.M. No.43/3/68-Ests (A),  
dated 19-7-68.