

No.3-04/2010-SEA-I
Government of India
Ministry of Communication & Information Technology
Department of Telecommunications
Sanchar Bhawan 20 Ashoka Road, New Delhi-110001

10.03.2015

OFFICE MEMORANDUM

Sub : Delegation of Administrative Powers to Pr. CsCA as Regional Heads.

A reference is invited to this office OM of even no. dated 28-12-2010 wherein the approval of competent authority was conveyed for the delegation of Administrative Powers to different levels of officers in CCA units to the extent indicated in the Annexure-I of the above said OM and subsequent clarifications issued vide this office OMs of even No. dated 14-07-2011 and 11-10-2011.

2. Further, another OM of even no. dated 28-12-2010 on "Mechanism for evolving/replicating best practices in CCA units" and subsequent clarifications issued vide this office OMs of even no. dated 16-02-2012, 30-04-2012 & 04-01-2013 may also please be referred to wherein Pr. CCA was identified as the Nodal Officer.

3. The matter has been reviewed and it has been decided to designate Pr. CCA as Heads of 'Regions' and to delegate the under mentioned Administrative Powers to Pr. CCA w. r. t. (1) CCA and (2) Jt. CCA (Andaman & Nicobar only) under their respective designated region -

S. No.	Nature of Powers	Extent of Powers delegated to Pr. CCA
1.	Sanction of Leave	Full Powers for sanction of Leave upto 30 days and cases of extension of leave upto 15 days. Note - The cases of Ex-India Leave, Leave Preparatory to Retirement, Study Leave and CCL of all IP&T AFS Gr. 'A' officers will be dealt in DoT HQ.

S.No.	Nature of Powers	Extent of Powers delegated to Pr. CCA
2.	Approval of Tour program	<p>(i) Full Powers for Sanction/approvals of local journeys and tour on official duty within the designated region.</p> <p>(ii) Approval of Tour program outside the designated region will be dealt in DoT HQ.</p> <p>(iii) In self cases, Pr. CsCA will be their own controlling officers w.r.t. sanction/approval for tour within their designated region. However, approval of tour program outside the designated region will be dealt in DoT HQ.</p>
3.	TA Advance and settlement of claims w.r.t. Tour Program	<p>Full powers in case indicated in item no. 2 (i) and 2 (ii) above.</p> <p>In self cases, Pr. CsCA can draw TA Advance for themselves and pass the TA Bills for-</p> <p>(i) Tour within their designated region.</p> <p>(ii) Tour outside their designated region once the tour is approved by DoT HQ.</p>
4.	LTC Advance/ Settlement of Claims	<p>Full Powers.</p> <p>The LTC advance cases of Pr. CCA (after sanctioning of leave for LTC by DoT HQ) will be dealt at the level of Pr. CCA without referring the case to DoT HQ. However, the settlement of LTC claims of Pr. CCA will be dealt in DoT HQ.</p>

Note- All the cases pertaining to the Pr. CsCA will continue to be dealt in DoT HQ except where stated otherwise.

4. The said delegation shall be in partial modification of the previous delegation to Pr. CsCA (HAG) vide this office OM of even No. dated 28-12-2010 on the subject 'Delegation of Administrative Powers to various officers in CCA units of DoT'.
5. The jurisdiction of Pr. CCA shall be the same as mentioned in Para-2 of this office order No. 03-04/2010-SEA-I dated 28-12-2010 issued on the subject "Mechanism for evolving/replicating best practices in CCA units". However, due to temporary diversion of the post of Pr. CCA, TN to DG, NICF, (i) CCA Kerala and CCA Karnataka, and (ii) CCA Tamilnadu and Jt. CCA Andaman & Nicobar will be under the jurisdiction of Pr. CCA, Maharashtra & Pr. CCA, Andhra Pradesh respectively.
6. For the above said purpose, the Service Book of CsCA and Jt. CCA (Andaman & Nicobar) will be maintained in O/o Pr. CCA concerned.
7. The link officer arrangement of CsCA within their region will also be decided by the Pr. CCA concerned.
8. The exercise of the Administrative Powers will be subject to all the usual conditions as laid down in the manuals as well as instructions issued from time to time.
9. This order will come into force with effect from 1-04-2015.
10. This issues with the approval of competent authority.


(Rajeev Kandpal)
Director (SEA)

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Copy to

1. PPS to Secretary (T).
2. PPS to Member (F), TC.
3. PSO to Advisor (F), DoT.
4. CVO DoT HQ.
5. All Sr. DsDG/DsDG of Finance and Accounts side in DoT HQ./Jt. Administrator(F), (USOF), DoT HQ.
6. All Pr CsCA/CsCA/DG, NICF/DDG, NICF.
7. All Director of Finance & Accounts side in DoT HQ.
8. ADG (SEA-I).
9. US(SEA-II), DoT HQ for taking necessary action regarding transfer of Service Book of the officers concerned.
10. Guard File/Spare.