

**F. No. 1-50(12)/2017-Estt.**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**(Establishment Wing)**

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1108, Sanchar Bhawan, New Delhi

Dated the 23rd January, 2018

**OFFICE MEMORANDUM**

**Subject: Delegation of Administrative power to various officers in the DoT Field Units (including Specialized Units).**

Approval of the competent authority is hereby conveyed for the delegation of Administrative Power to different levels of officers in the Field Units and Specialized Units of DoT to the extent indicated in Schedule-I. This is in supersession of all previous delegations on the matter.

2. The exercise of the Administrative Power will be subject to all the usual conditions as laid down in the manuals as well as instructions issued from time to time.
3. This order will come into force with immediate effect.

Encl: As above

  
23/1/18

(Mukta Goel)

Director (Establishment)

TF: 23036500

To

1. All the Head of LSAs in the Field Units
2. Sr DDG(TEC), TEC New Delhi
3. Sr DDG(NTIPRIT), NTIPRIT, Ghaziabad

Copy for information please:

1. PPS to Secretary(T)
2. PPS to Member (S)/ Member (T)/ Member (F)
3. PPS to Director General Telecom/ CGCA/ Special Secretary (T)
4. Administrator USOF, New Delhi
5. Advisor (O)/ Advisor (T)/ Advisor (F)
6. CMD BSNL/ MTNL/ BBNL/ TCIL New Delhi
7. Sr DDG (Pers)/ DDG (Estt.)/ DDG (E&F)
8. Dy. Director(OL) for providing Hindi Translation
9. Internal Audit Unit, DoT HQ
10. Director (IT), DoT for posting this OM on the website of DoT.
11. Guard file/ spare

**Schedule-I**  
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S. No.	Nature of Powers	Extent of Power		
		HAG+/HAG officers as Head of Department	SAG Officers as Head of Department or in-charge of Administration in Unit	Director (Admin) in the Unit
1	Sanction of Leave (Except Ex-India Leave, Leave Preparatory to Retirement, Study Leave and Child Care Leave to Group 'A' officers)	Full Powers	Full Powers	Full powers for officers up to STS level.
2	Approval of Tour programme within India	Full Powers	Full Powers	Nil
	Sanction/ approvals of local journeys and tours performed by Head of Department	<p>Heads of Department will be their own controlling officers w.r.t. sanction/ approval for tours -</p> <p>i) Within their territorial jurisdiction.</p> <p>ii) When the Heads of Department are directed by the HQ to be on tour on official duty outside the LSAs/ territorial jurisdiction.</p> <p>iii) Tour programme duly approved by HQ for duty outside the jurisdiction</p>	<p>Heads of Department will be their own controlling officers w.r.t. sanction/ approval for tours -</p> <p>i) Within their territorial jurisdiction.</p> <p>ii) When the Heads of Department are directed by the HQ to be on tour on official duty outside the territorial jurisdiction.</p> <p>iii) Tour programme duly approved by HQ for duty outside the jurisdiction</p>	
3	Grant of TA Advance and passing TA bills	Full Powers	Full Powers	Nil
	Grant of TA Advance and passing TA bills for self	<p>Head of Department can draw TA Advance for self, pass the TA Bills in the self cases within their territorial jurisdiction.</p> <p>Head of Department can draw TA Advance for self, pass the TA Bills for tour outside the</p>	<p>Head of Department can draw TA Advance for self, pass the TA Bills in the self cases within their territorial jurisdiction.</p> <p>Head of Department can draw TA Advance for self, pass the TA Bills for tour outside the territorial jurisdiction cases once</p>	

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		territorial jurisdiction cases once the tour is approved by the HQ.	the tour is approved by the HQ.	
4	Transfer TA	Full powers.  In respect of Head of Department, Head of Department will be their own controlling officer.	Full powers.  In respect of Head of Department, Head of Department will be their own controlling officer.	Nil
5	Sanction of Loans & Advances	Full Powers  In respect of Head of Department, Head of Department will be their own controlling officer.	Full Powers  In respect of Head of Department, Head of Department will be their own controlling officer.	Nil
6	GPF Advance/ withdrawal	Full powers	Full powers	Nil
	GPF Advances/ withdrawal for Head of Department	GPF Advance – Full Powers.  GPF withdrawal- NIL	GPF Advance – Full Powers.  GPF withdrawal- NIL	
7	Medical Advances/ settlement of Bills	Full powers as per CGHS/ CSMA Medical rules	Full powers as per CGHS/ CSMA Medical rules	Nil
	Medical Advance for Head of unit	Full Powers as prescribed in CSMA/CGHS Rules for medical advances. Settlement of Medical bills will be dealt at Unit/LSA level as per CGHS rates and other rulings on the subject.  <b>Permission to undergo any tests in CGHS recognized diagnostic centers:</b>  Full powers when prescribed by CGHS/P&T Dispensary	Full Powers as prescribed in CSMA/ CGHS Rules for medical advances. Settlement of Medical bills will be dealt at Unit/LSA level as per CGHS rates and other rulings on the subject.  <b>Permission to undergo any tests in CGHS recognized diagnostic centers:</b>  Full powers when prescribed by CGHS/P&T Dispensary	
8	Activities requiring permission under CCS Conduct Rules, 1964.	Full powers	Full powers	Nil
9	Issue of NOC for obtaining Passport/ issue of Identity Certificate for obtaining Passport.	Full powers	Full powers	Nil
10	Issue of NOC for going abroad.	Nil, all cases will be dealt in DoT HQ.		

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11	Disciplinary proceedings under CCS(CCA) Rules	As per Statutory delegation of powers.		
12	Legal Representative	Powers as defined in P&T Manual Vol II, Chapter IV		
13	Staff Welfare Activities.	Full powers	Full powers	Nil
14	Leave encashment while availing LTC	Full powers. In case of Head of Department, full powers once the leave and LTC are approved by DoT, HQ.	Full powers. In case of Head of Department, full powers once the leave and LTC are approved by Head of LSA.	Nil
15	Grant of LTC advance	Full powers. In case of Head of Department, full powers once the leave and LTC are approved by DoT, HQ.	Full powers. In case of Head of Department, full powers once the leave and LTC are approved by Head of LSA.	Nil
16	LTC bills	Full powers. In respect of Head of Department, LTC bills will be approved at DoT HQ and then payment shall be made by the concerned DDO.	Full powers. In respect of Head of Department, LTC bills will be approved by Head of LSA and then payment shall be made by the concerned DDO.	Nil
17	Children Education allowance	Full powers	Full powers	Nil
18	Purchase of Briefcase/ Mobiles	Full powers The case pertaining to Head of Department will also be dealt in unit itself.	Full powers The case pertaining to Head of Department will also be dealt in unit itself.	Nil
19	Appointment of Group 'B'/ 'C'/ 'D'/ PS/ PA/ Steno on Deputation basis (*)	Full powers	Nil	Nil
(*) Prior permission of DoT HQ is required for filling up of vacant posts before calling for deputation.				

**Note:**

- i. All the cases pertaining to the Head of LSAs will be dealt in the DoT HQ except where otherwise stated.
- ii. In case of SAG Officers, who are functioning Head of Department of field Units non co-located with LSA HQ, HQ means LSA HQ.

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23/1/18