

No1-1/2014-15/Fin.
Ministry of Communications
Department of Telecommunications
(Integrated Finance Division)

New Delhi, 22nd December, 2021

OFFICE MEMORANDUM

Subject: Delegation of financial powers in DoT HQ.

In supersession of earlier orders issued vide OMs No. 1-1/2014-15/Fin. dated 22.03.2018, 1-1/2014-15(Fin) dated 13.12.2019 and 1-1/2014-15(Fin) Part I dated 20.12.2019, the undersigned is directed to convey the concurrence of Member (Finance) and approval of Secretary (T) to revise the delegated financial powers of SS (T)/AS (T), all Sr.DDG/DDG level officers in DoT HQ, DDG (C&A), DS (P&A)/G.Admin. and US (T) in the under-mentioned items of expenditure: -

Sl. No.	Nature of expenditure	Extent of Financial Powers			
		SS (T)/ AS (T)	DDG (C&A)	DS (P&A)/ G. Admn.	US (T)
1.	Procurement of IT Goods & services including Annual maintenance.	Full powers with concurrence of DDG (F) subject to any restriction placed by Ministry of Finance or any nodal ministry.	-	-	-
2.	Procurement of IT goods	-	Rs.50,000/- on each occasion subject to limit of Rs.2 lakh p.a. only in case of administrative exigency.	-	-
3.	Repairs/petty works to rented building (non recurring expenditure only)- estimate approval and payment sanction	Full Powers with concurrence of DDG (F).	Rs.5 lakh on each occasion	Rs.1.5 lakh p.a.	Nil
4.	Maintenance and repairs in departmental building – estimate approval and payment sanction	Full Power with DDG (F) concurrence	Rs.20 lakh p.a.	Rs.3 lakh p.a.	Rs.10,000/- p.a.

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5.	Special Repair and Petty works in departmental buildings – estimate approval and payment sanction	Full Powers with concurrence of DDG (F).	Rs.4.5 lakh on each occasion	Rs.75,000/- p.a.	Rs.10,000/- p.a.
6.	Electric, Gas, Water charges, Municipal rates and taxes	Full	Full	Full Power	Rs.10,000/- p.a.
7.	Advertisement charges	Full (through DAVP/ BoC)	Rs.3 lakh p.a. subject to the Bureau of Outreach & Communications (BOC) guidelines/policy.	Rs.0.75 lakh p.a. subject to the Bureau of Outreach & Communications (BOC) guidelines/policy.	-
8.	Bicycle, purchase and repairs	Full	Full	Full	Rs.5,000/- in each case.
9.	Furniture and fixtures (i) Purchase	Full	Rs.15 lakh p.a.	Rs.2 lakh p.a. subject to Rs.50,000/- on each occasion	Rs.1 lakh p.a. subject to Rs.25,000/- on each occasion.
	(ii) Repair	Full	Full	Full	Rs.10,000/- on each occasion subject to Rs.50,000/- p.a.
10.	Publications Official and Non Official	Full	Full	Rs.75,000/- p.a.	Rs.35,000/- p.a.
11.	Hot and Cold weather charges	Full	Full	Rs.5,000/- p.a.	Rs.1,000/- p.a.
12.	Water Coolers repair & services	-	Full	Rs.1 lakh- p.a.	Rs.20,000/- p.a.
13.	Law Charges fees to Barristers, Pleaders, Arbitrators and Umpires subject to fulfillment of conditions	-	Full	-	-

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14.	Maintenance of gardens attached to office buildings	Full	Full	Rs.50,000/- p.a.	Rs.10,000/- p.a.
15.	Local purchase of stationery and other articles	Full	Full	Rs.1 lakh on each occasion subject to limit of Rs.6lakh p.a.	Rs.15,000/- on each occasion subject to limit of Rs.75,000/- p.a.
16.	Purchase, upkeep, maintenance of Typewriters, duplicators, copying machines, accounts m/cs (accounting machines), etc. (i) Purchase	Full	Full	Rs.3 lakh p.a. subject to Rs.75,000/- on each occasion	Rs.50,000/- p.a. subject to Rs.10,000/- on each occasion
	(ii) Upkeep and maintenance	Full	Full	Rs.4.5 lakh p.a.	Rs.75,000/- p.a. subject Rs.7,500/- on each occasion
17.	Rubber stamps/ office seals	Full	Full	Full	Rs.5,000/- p.a.
18.	Liveries and uniforms including water proofs	Full	Full	Full	Rs.5,000/- p.a.
19.	Maintenance/ upkeep of departmental motors/ vehicle staff cars	Full with concurrence of DDG (F)	Full	Rs.15,000/- on each occasion subject to limit of Rs.75,000/- p.a.	Rs.7,500/- on each occasion subject to limit of Rs.35,000/- p.a.
20.	Engagement of Taxis	Full with concurrence of DDG (F)	Rs.20,000/- per day subject to annual limit of Rs.20 lakh per annum	Rs.5000/- per day subject to annual limit of Rs.1 lakh/-	Rs.3000/- per day subject to annual limit of Rs.40,000/-
21.	Printing and Binding	Full Power	Rs.20 lakh p.a.	Rs.1 lakh p.a.	Rs.50,000/- p.a.

22.	Misc. expenditure (i) Entertainment of guests on official work with the Minister/ Chairman/ Member of Telecom Commission (including gifts) as per the order of GoI	Full Power subject to relevant Govt. instructions/rules /orders.	Rs.2 lakh p.a. on each entitled authority	Rs.10,000/- in each case subject to Rs.50,000/- p.a. on each entitled authority	Rs.5,000/- in each case subject to Rs.25,000/- p.a. on each entitled authority
	(ii) Contingent expenditure (Recurring) on any object for which no scale or limit to power of sanction is prescribed in schedule of financial power	Rs.7.5 lakh p.a. subject to Rs.1.5 lakh on each occasion	Rs.4 lakh p.a. subject to Rs.75000/- on each occasion	Rs.50,000/- p.a. subject to Rs.5,000/- on each occasion	Rs.20,000/- p.a. subject to Rs.2,000/- on each occasion
	(iii) Contingent expenditure for House-keeping and caretaking functions (recurring)	Full	Rs.9 lakh p.a. subject to maximum of Rs.75,000/- per month.	Rs.1 lakh p.a. subject to Rs.20,000/- per month	Nil
	(iv) Contingent expenditure (non-recurring) on any object for which another limit is not specified in schedule of financial powers, provided that there is nothing Novel, doubtful or irregular in the character or the expenditure and subject to provisions of sub rule (5) of Rule 10 of DFP Rule 1978 (excluding the items specified and covered by items 7 and 23)	Rs.2 lakh on each occasion subject to limit of Rs. 20 lakh p.a. with the financial concurrence of DDG (F)	Rs.7.5 lakh p.a. subject to Rs.75,000/- on each occasion	Rs.15,000/- on each occasion subject to limit of Rs.1.5 lakh p.a.	Rs.5,000/- on each occasion subject to limit of Rs.50,000/- p.a.
23.	Sanction payment against Speed Post bills under BNPL	Full	Full	Full	Full
24.	Uploading of service postage stamps in the Franking machine, DoT HQ	Full	Full	Full	Full
25.	Medical reimbursement (Subject to CGHS instructions)	Full	Full	Rs.50,000/- on each occasion.	Rs.5,000/- on each occasion.

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26.	Medical permission (Subject to CGHS instructions)	Full	Full	Rs.50,000/- on each occasion.	Rs.5, 000/- on each occasion.
27.	Hospitality and entertainment	Full	Full power for up to 100 persons at a time subject to laid down expenditure limits.	Full (i)In respect of such cases where monthly ceiling have been fixed for in-chamber meetings. (ii)For other cases for upto 25 persons at a time, subject to laid down expenditure limits.	Nil
28.	Payment of Sitting fee and the remuneration for non official members of the Search-cum- Selection Committee (SCSC)	Rs.6000/- per sitting	-	-	-
29.	Engagement of retired Govt. employees on contract basis (including retired staff car drivers)	Full Power with the concurrence of DDG (F), subject to extant Govt. guidelines/rules & DoT's policy and against clear vacant posts	-	-	-
30.	Outsourcing of manpower(including MTS)	Full Power with the concurrence of DDG (F).Subject to extant Govt. latest guidelines/rules and against the clear vacant posts.	-	-	-
31.	Honorarium	Rs.5, 000/- in each case with concurrence of DDG (F). Subject to relevant FR/SR rules & Govt. instructions	-	-	-

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32.	Design, creation and dissemination of creatives and text/ audio/audio-visual content including on print and digital media and social media platforms	Full powers with concurrence with DDG (Fin)	Rs 1 lakh on each occasion subject to limit of Rs. 10 lakh p.a.	-	-
33.	Hiring of Hindi translators & typist for parliament and other urgent work.	-	Rs. 5 lakh p.a. subject to not more than Rs.1.5 lakh per occasion. Subject to extant Govt. latest guidelines/rules and against the clear vacant posts.	-	-

DDG (Accounts), DoT HQ

Sl. No.	Nature of expenditure	Extent of Financial Power
34.	Provision of escorts for conveyance of cash	Full

DDG (IT), DoT HQ

Sl. No.	Nature of expenditure	Extent of Financial Power
35.	Procurement of (i) Computer and its peripherals (ii) Other IT goods	Rs 50,000/- on each occasion subject to limit of Rs 5 lakh p.a.
	IT Services	Rs 10,000/- on each occasion subject to limit of Rs 1 lakh p.a.

All Sr.DDsG/DDsG and equivalent officers in DoT HQ

Sl. No.	Nature of expenditure	Extent of Financial Power
36.	Imprest	Rs.20,000/- for the items mentioned below in note 1 below.
37.	Legal charges	Full powers subject to the conditions in note 2 below.
38.	Maps books and publications	Rs.10,000/- p.a. subject to Rs.2,000/- per occasion.

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Sl. No.	Nature of expenditure	Extent of Financial Power
39.	Procurement of (i) Computer and its peripherals (ii) Other IT goods	Rs 20,000 on each occasion subject to limit of Rs 2 lakh p.a.

Note 1:

An Imprest is a standing advance of a fixed sum of money placed at the disposal of an official to meet petty office expenses and emergent charges of small amount which cannot be foreseen. An emergent petty advance may also be made on the responsibility of the Imprest holder, out of the Imprest money placed at his disposal. The Imprest money is to be utilized only for the following purpose:

- (i) **Stationery items:** Stationery items, Cartridges, Antivirus Software and small office equipments fall in this category. In case S.O. (G-I)/ ADG(IT) certifies the immediate non-availability of these items, such items may be purchased through open market.
- (ii) **Incurring of expenditure for dispatch of dak by courier/ Speed Post**
- (iii) **Photocopying:** In cases when photocopying work cannot be done on machines available in Sanchar Bhawan, photocopying may be done, except classified documents, from outside on payment of reasonable charges with the approval of officers of the rank of DDG and above.
- (iv) **Lunch/snacks in official meetings**
Lunch or snacks may be served in official meetings where outside organization/ field units are participating up to Rs.500/- (Rupees Five hundred only) per head, subject to the extant government guidelines.

Note 2:

- (i) Expenditure shall ordinarily be incurred only with previous consent of the Ministry of Law except
 - (a) in respect of fees of Govt. 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 1901 (5 of 1908) or State Law officers while the fees fixed by the High court or State Govt. or any law for the time being in force or are settled or determined by Ministry of Law, as the case may be.
 - (ii) In respect of fees of Advocates whose names are borne on a panel approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed.
- 2. The exercise of financial powers shall be subject to the following conditions:
 - (a) The powers mentioned herein shall be exercised by the SS (T)/AS (T), Sr.DDsG/DDG/DDG (C&A)/DDG (Accts)/DS (P&A/G.Admn.) & US (T) of DoT HQ only, on the condition that the expenditure shall be met from the allocated budget under the relevant Head of Account.
 - (b) The power shall be exercised keeping in view the conditions and limitation contained in General Financial Rules, Financial Hand Book, Fundamental Rules, Supplementary Rules and other Departmental Code books, Manuals and powers delegated by the DoT HQ from time to time.

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- (c) The exercise of this financial power will be subject to Rules, orders, scales, instruction and economy measures issued by the Government/Department from time to time and availability of funds under relevant budget head of account.
- (d) The powers delegated shall not be further re-delegated.

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22/12/2021

(Shankara Nand Mishra)
Director (Finance)
Tel: 011-23036231

To:

1. SS (T)/ AS (T), DoT HQ
2. DDG (C&A), DoT HQ
3. All Sr.DDsG/DDsG & equivalent level officers in DoT HQ

Copy to:

1. Sr.PPS to Secretary (Telecom)
2. PPS to M (F), M (S), M (T), DCC
3. PPS to Advisor (F), Advisor (O), Advisor (T)/ Wireless Advisor
4. DDG (F), DoT HQ
5. Dy. Director (OL) for providing Hindi translation
6. Resident Audit Officer, Sanchar Bhawan, New Delhi
7. Office copy
8. Spare Copy for publication in DoT website.

Anita Verma
22/12/2021
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