

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

1108, Sanchar Bhawan, New Delhi
Dated the 14th June, 2019

OFFICE MEMORANDUM

Subject: Delegation of Administrative power to officers in the Office of DG Telecom

Approval of the competent authority is hereby conveyed for the delegation of Administrative Power to Director General Telecom and officers in the office of DG Telecom to the extent indicated in Schedule.

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


(S C Karol) 14/6/19

Director (Establishment)
TF: 23036500

To

Director General Telecom

Copy for information please:

1. PPS to Secretary(T)
2. PPS to Member (S)/ Member (T)/ Member (F)
3. PPS to CGCA
4. PPS to Advisor (O)/ Advisor (T)
5. PPS to Additional Secretary (T)/ Administrator USOF/ CVO
6. DDG (Pers)/ DDG (Estt.)
7. Dy. Director(OL) for providing Hindi Translation
8. Director (IT), DoT for posting this OM on the website of DoT.
9. Guard file/ spare

Schedule

S. No.	Nature of Powers	Extent of Powers		
		DG Telecom as Head of Department	Senior DDG/DDG and in-charge of administration	Director (Administration)
1.	Sanction of leave (Except Ex-India Leave, Leave Preparatory to Retirement, Study Leave and Child Care Leave to Group 'A' officers) Note: Copy of Sanction of Leave beyond 45 days in respect of Gr. 'A' Officers will be intimated to DoT HQ.	Full Powers Leave of DG Telecom is to be sanctioned by DoT HQ.	Senior DDG/DDG in any vertical: full Powers for JAG level officer in their vertical. Senior DDG/DDG's case will be submitted to DG Telecom.	Director in any vertical: -full Powers for Officers up to STS in their vertical. Director's case will be submitted to respective Senior DDG/DDG of the vertical.
2.	Approval of Tour Programme within India	Full Powers Tours of DG Telecom will be approved by DoT HQ.	Senior DDG/DDG in any vertical: full Powers for officers up to JAG level officer in their vertical. Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
3.	Grant of TA Adv. And passing TA bills	Full Powers DG Telecom can draw his own TA Advance and pass his own TA Bills.	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
4.	Transfer TA	Full powers	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
5.	Sanction of Loans & Advances.	Full Powers Loans & Advances of DG Telecom shall be sanctioned by DoT HQ.	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
6.	GPF Advance/ withdrawal	Full Powers	Full Powers	Nil

(Handwritten Signature)

		GPF withdrawal of DG Telecom will be sanctioned by DoT HQ.	Senior DDG/DDG's case will be submitted to DG Telecom.	
7.	Medical Adv./ Settlement of Bills	Full Powers as per CGHS/ CSMA Medical Rules Medical Advance- Settlement of Medical bills of DG Telecom will be dealt at Office of DG Telecom as per the CGHS rates and other rulings on the subject. Permission to undergo any tests in CGHS recognized diagnostic Centres: - Full Powers when prescribed by CGHS/P&T Dispensary	Full Powers as per CGHS/ CSMA Medical rules Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
8.	Activities requiring permission Under Conduct Rules, 1964	Full Powers The case pertaining to DG Telecom will be dealt in DoT HQ.	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
9.	Issue of NOC for obtaining Passport/ Issue of Identity Certificate for obtaining passport	Full Powers The case pertaining to DG Telecom will be dealt in DoT HQ.	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil
10.	Issue of NOC for going abroad.	Nil, all cases will be dealt in DoT HQ.		
11.	Disciplinary proceedings under CCS (CCA) Rules & Conduct Rules	As per statutory delegation of power.		
12.	Staff Welfare Activities	Full Powers	Full Powers	Nil
13.	LTC Advance/ Settlement of Claims/ Leave encashment while availing LTC	Full Powers DG Telecom can draw his own LTC advance/ Leave encashment after leave for LTC has	Full Powers Senior DDG/DDG's case will be submitted to DG Telecom.	Nil



		been sanctioned by DoT HQs. The settlement of LTC claims of DG Telecom will be dealt by DoT HQ.		
14.	Children Education allowance	Full Powers	Full Powers	Nil
15.	Local officiating promotions in different grades.	Full Powers as per the eligibility conditions prescribed by DoT HQ for making local officiating promotion up to JAG level in various Grades of ITS and TES Group 'B' Posts in the in the Office of DG Telecom.	Nil	Nil

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Note:

- 1) These powers will be subject to Rules, orders, instruction and procedures prescribed by Government from time to time, and the availability of funds under relevant budget head.
- 2) Legal charges will be subject to the condition that:
 - 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 name are borne approved by the Law Ministry for any court unless special fees exceeding fees admissible under the sanctioned schedule under the sanctioned schedule of fees are claimed.