

F. No. IFD/4/2021-IFD  
Ministry of Women & Child Development  
(Integrated Finance Division)

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Shastri Bhawan, New Delhi

Dated: 27.05.2025

**OFFICE MEMORANDUM**

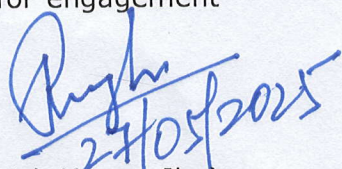
**Subject: Declaration as Head of Department and delegation of enhanced financial powers in favour of Head of Department and Joint Secretaries of the Ministry of Women & Child Development.**

The undersigned is directed to refer to this Division's OM of even number dated 24.12.2024 and the corrigendum dated 14.05.2025 on the subject mentioned above.

2. It is hereby clarified that the powers for hiring of manpower may be exercised by the Bureau Heads in compliance with relevant GoI rules and regulations as per the details given below:

| <b>Bureau Heads</b> | <b>Category of manpower</b>                                                 |
|---------------------|-----------------------------------------------------------------------------|
| Personnel Admin     | Outsourced Staff (DEO/MTS)                                                  |
| General Admin       | Security Guards, Housekeeping, Driver                                       |
| Others              | Consultancy Services (Technical/Media/IT consultants and PMU under schemes) |

The hiring of consultants under non-schemes and retired Govt servant category may continue to be done as per the existing practice in compliance with applicable DoE/Ministry's guidelines for engagement of consultants.

  
(Rajanish Kumar Jha)  
Under Secretary (Finance)

**Encl : as above**

To

All Bureau Heads/Divisional Heads

Copy To:

1. PSO to Secretary (WCD)
2. PPS to AS&FA

F. No. IFD/4/2021-IFD  
Ministry of Women & Child Development  
(Integrated Finance Division)

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Shastri Bhawan, New Delhi

Dated: 14.05.2025

Corrigendum

**Subject: Declaration as Head of Department and delegation of enhanced financial powers in favour of Head of Department and Joint Secretaries of Ministry of Women & Child Development.**

The undersigned is directed to refer to this Division's OM of even number dated 24.12.2024 on the subject mentioned above and to inform that following modifications are being done in Annexure-II of the said OM:

Existing:

| S. No. | Items of Expenditure | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                   |                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred |
|--------|----------------------|------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|--------------------------------------------------------------------------------------|
|        |                      | <u>Joint Secretary<br/>(Genl)/ HoD</u>                                                   | <u>Joint<br/>Secretary/Bureau</u> | <u>Others<br/>(CCA)</u> |                                                                                      |
|        |                      |                                                                                          | <u>Head</u>                       |                         |                                                                                      |
| 1      | 2                    | 3                                                                                        | 4                                 | 5                       | 6                                                                                    |

|    |                                                                                                                                                                                                                                                |                                                                                                      |                                                                                                      |             |                                                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 26 | Advertisement in Electronic Media, Web Media, Social Media, Personal Media, Digital Cinema and SMS including Outdoor publicity and display advertisement                                                                                       | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates. | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates. | Nil         | All codal formalities stipulated in GFR- 2017, MOF manual and guidelines issued from CVC would be followed while awarding the work. |
| 30 | Declaration of controlling Officer for the purpose of reimbursement of various claims of central govt. officers /officers on deputation i.e. TA/ Medical, tuition fees LTC, hospitality allowance, baggage allowance, newspaper allowance etc. | Full Powers                                                                                          | Nil                                                                                                  | Full Powers | Subject to compliance of provision of GFR, FR&SR, TA Rules, Medical Rules etc and Govt. orders issued from time to time.            |
| 32 | Outsourcing of manpower and services including consultant/ consultancy from any agency including their extension.                                                                                                                              | Nil<br>Full powers for payment during the contract period at approved terms and conditions.          | Nil<br>Full powers for payment during the contract period at approved terms and conditions.          | Nil         | In consultation with IFD and approval of Secretary. In compliance of GFR, 2017                                                      |

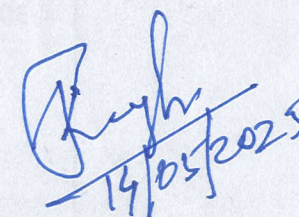
**Modified:**

|    |                                                                                                                                                                                                                                                                              |                                                                                                      |                                                                                                      |             |                                                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | Advertisement in Electronic Media, Web Media, Social Media, <b>Print Media</b> , Digital Cinema and SMS including Outdoor publicity and display advertisement                                                                                                                | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates. | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates. | Nil         | All codal formalities stipulated in GFR- 2017, MOF manual and guidelines issued from CVC would be followed while awarding the work.                                                                                                                          |
| 30 | Declaration of controlling Officer for the purpose of reimbursement of various claims of central govt. officers <b>/interns/consultants</b> /officers on deputation i.e. TA,DA,Medical, tuition fees LTC, hospitality allowance, baggage allowance, newspaper allowance etc. | Full Powers                                                                                          | <b>Full Powers</b><br>(for TA/DA of interns/consultants only)                                        | Full Powers | Subject to compliance of provision of GFR, FR&SR, <b>TA/DA</b> Rules, Medical Rules etc and Govt. orders issued from time to time. For reimbursement of various claims of interns/consultants, specific guidelines/ terms of contract/engagement will apply. |
| 32 | Outsourcing of manpower and services, including consultant/ consultancy from any agency including their extension.                                                                                                                                                           | Full Powers in consultation with IFD.                                                                | Full Powers in consultation with IFD.                                                                | Nil         | Compliance of GeM, GFR, 2017 and other relevant Gol guidelines to be                                                                                                                                                                                         |

|  |  |                                                                                      |                                                                                      |                                                                                                 |
|--|--|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  |  | Full powers for payment during the contract period at approved terms and conditions. | Full powers for payment during the contract period at approved terms and conditions. | ensured.<br><br>Selection on nomination basis will be done with the approval of Secretary, WCD. |
|--|--|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

2. The remaining part of the aforesaid OM stands unchanged.

3. This issues with the approval of Secretary(WCD).



(Rajanish Kumar Jha)  
Under Secretary (Finance)

To

All Bureau Heads/Divisional Heads

Copy To:

1. PSO to Secretary (WCD)
2. PPS to AS&FA

F. No. IFD/4/2021-IFD  
Ministry of Women & Child Development  
(Integrated Finance Division)

\*\*\*\*\*

Shastri Bhawan, New Delhi,  
Dated: 24th December, 2024

**OFFICE MEMORANDUM**

**Subject: Declaration as Head of Department and delegation of enhanced financial powers in favour of Head of Department and Joint Secretaries of Ministry of Women & Child Development.**

In supersession of all previous orders issued by Ministry on the above subject and in exercise of the powers conferred under Rule 12 of Delegation of Financial Powers Rules (DFPR), 2024, it is decided to declare and designate functionaries mentioned in Annexure-I as Head of Department in accordance with Rule 3(g) of DFPR and also delegate to them and Joint Secretaries of the Ministry financial powers under establishment scheme and other expenditure as per Annexure-II.

2. The delegated powers are to be exercised as per the conditions stated in Annexure-III and complete compliance be ensured w.r.t. GeM/GFR/DoE/DEA/CVC/CBC and other relevant guidelines on respective issues.
3. This issues with the approval of Secretary (WCD) in consultation with AS&FA.



(Ashok Kumar Vijay)  
Deputy Secretary (Finance)

Copy to:

1. Sr. PPS to Secretary(WCD)
2. PPS to AS & FA/AS(GB)/AS(SKC)
3. All Bureau Heads/CCA
4. All Divisional Heads
5. US(Admn)/US(General)
6. PAO, WCD, New Delhi

**ANNEXURE-I**

**Ministry of Women & Child Development, Shastri Bhawan, New Delhi.**

**LIST OF HEADS OF DEPARTMENT UNDER RULE 3(g) read with Rule 12 OF DFPR IN THE MINISTRY OF WOMEN & CHILD DEVELOPMENT**

| S.No. | Designation                     | Name of the Office                                     |
|-------|---------------------------------|--------------------------------------------------------|
| 1     | Joint Secretary (Admn/ General) | Main Secretariat                                       |
| 2     | Chief Controller of Accounts    | Pay & Accounts Office                                  |
| 3     | Bureau Head concerned           | Schemes dealt with by Ministry and their field offices |



**(Ashok Kumar Vijay)**  
**Deputy Secretary (Finance)**

**ANNEXURE-II****Schedule of Delegation of Financial Powers delegated to Head of Departments and Joint Secretaries in the Ministry of Women & Child Development.**

| S. No. | Items of Expenditure                        | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry                                                                             |                                                                                                                                                                           |                                                                                                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                             |
|--------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|        |                                             | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                                                                               | <u>Joint Secretary/Bureau<br/>Head</u>                                                                                                                                    | <u>Others<br/>(CCA)</u>                                                                                 |                                                                                                                  |
| 1      | 2                                           | 3                                                                                                                                                                    | 4                                                                                                                                                                         | 5                                                                                                       | 6                                                                                                                |
| 1      | Conveyance Hire & Hiring of Vehicles        | Full Powers within the notified fleet strength (to be done with the concurrence of IFD) and after following the GFR-2017 and orders issued by MoF from time to time. | Full Powers if hired as per notified fleet strength (to be done with the concurrence of IFD) and after following the GFR-2017 and orders issued by MoF from time to time. | Nil                                                                                                     | Hiring is to be made through GeM/ Gol guidelines issued from time to time.                                       |
| 2      | Electricity, Gas, Fuel & Water Charges.     | Full Powers                                                                                                                                                          | Nil                                                                                                                                                                       | Full Powers                                                                                             | Subject to actuals.                                                                                              |
| 3      | Fixtures and Furniture purchase and repair. | Up to Rs.5 lakh on each occasion subject to maximum of Rs.20 lakh per annum. Beyond that in consultation                                                             | Nil                                                                                                                                                                       | Up to Rs.1 lakh on each occasion subject to maximum of Rs.5 lakh per annum. Beyond that in consultation | Subject to compliance of provisions contained in Rule 149 of GFR 2017 and Govt. orders issued from time to time. |



| S. No. | Items of Expenditure                                                                                                                                                                         | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry              |                                        |                                                                                                       | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                             |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                              | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u>                                                                               |                                                                                                                                  |
| 1      | 2                                                                                                                                                                                            | 3                                                                                                     | 4                                      | 5                                                                                                     | 6                                                                                                                                |
|        |                                                                                                                                                                                              | with IFD.                                                                                             |                                        | with IFD                                                                                              |                                                                                                                                  |
| 4      | Freight and Demurrage/ Wharfage charges                                                                                                                                                      | Full Powers except airlifting                                                                         | Full Powers except airlifting          | Full Powers except airlifting                                                                         | Subject to compliance of Govt. orders issued from time to time and GFR 2017 Provisions.                                          |
| 5      | Hire of electric fans, heaters, coolers, water dispenser etc.                                                                                                                                | Upto Rs.50,000 per case subject to maximum Rs.3 lakh per annum. Beyond that in consultation with IFD. | Nil                                    | Upto Rs.50,000 per case subject to maximum Rs.2 lakh per annum. Beyond that in consultation with IFD. | Subject to compliance of GFR-2017 provisions.                                                                                    |
| 6      | Legal Charges:<br>(i) Fee to Barristers, Advocates, Pleader, Interpreters, Arbitrators and Umpires.<br>(ii) Other Legal charges.<br>(iii) Re-imbursement of legal expenses incurred by Govt. | Full Powers                                                                                           | Full Powers                            | Full Powers                                                                                           | Subject to compliance of Notifications/ Orders issued by Ministry of Law from time to time with respect to fee to advocates etc. |

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| S. No. | Items of Expenditure                                                                                                                                                          | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry                                                  |                                                |                                                                                                                                          | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                     |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                                               | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                                                    | <u>Joint Secretary/Bureau<br/>Head</u>         | <u>Others<br/>(CCA)</u>                                                                                                                  |                                                                                                                                          |
| 1      | 2                                                                                                                                                                             | 3                                                                                                                                         | 4                                              | 5                                                                                                                                        | 6                                                                                                                                        |
|        | servants in cases arising out of their official duties.                                                                                                                       |                                                                                                                                           |                                                |                                                                                                                                          |                                                                                                                                          |
| 7      | <b>Motor Vehicles:</b><br>(Govt. owned only)<br><br>Maintenance, upkeep and repair.                                                                                           | Full powers upto maximum of Rs.7.5 lakhs in a year. Beyond that in consultation with IFD.                                                 | Nil                                            | Full powers upto maximum of Rs.2,00,000 in a year. Beyond that in consultation with IFD.                                                 | Subject to compliance of Government orders issued from time to time on this subject.                                                     |
| 8      | Municipal rates and taxes.                                                                                                                                                    | Full Powers as per the rates of the Government                                                                                            | Full Powers as per the rates of the Government | Full Powers as per the rates of the Government                                                                                           |                                                                                                                                          |
| 9      | Petty works and repair:<br><br>(i)Execution of Petty works and special repairs to government owned buildings including sanitary fitting, water supply & electric installation | Up to Rs.6 lakh on each occasion restricted to Rs.60 lakhs per annum as per provisions of GFR-2017. Beyond that in consultation with IFD. | Nil                                            | Up to Rs.1 lakh on each occasion restricted to Rs.5 lakhs per annum as per provisions of GFR-2017. Beyond that in consultation with IFD. | As per Rule 133, 139 and other relevant rules under GFR 2017 and Works Manual issued by MoF and subsequent amendments issued thereafter. |

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| S. No. | Items of Expenditure                                                                                                                                                                                                                                                | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                          |                                          | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                                                                                                     | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u>   | <u>Others<br/>(CCA)</u>                  |                                                                                      |
| 1      | 2                                                                                                                                                                                                                                                                   | 3                                                                                        | 4                                        | 5                                        | 6                                                                                    |
|        | including cables (telephone/internet) installation/replacement in such building and repair to such installations.<br>(ii) Ordinary repair and maintenance to government building.<br>(iii) Repairs/Renovations and alteration to hired and requisitioned buildings. |                                                                                          |                                          |                                          |                                                                                      |
| 10     | Postal and Telegraph charges:<br><br>(i) Charges for issue of letter, courier, telegram etc.<br>(ii) purchase of stamp for franking machine.                                                                                                                        | Full Powers                                                                              | Full Powers                              | Full Powers                              |                                                                                      |
| 11     | Printing and Binding,                                                                                                                                                                                                                                               | (i) Full powers in case of Government press/                                             | Full powers in case of Government press/ | Full powers in case of Government press/ | Subject to all codal formalities stipulated in GFR-2017, MOF                         |

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| S. No. | Items of Expenditure                                                                                                                       | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry                                                                |                                                                                      |                                                                                                              | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                                                                                               |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                            | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                                                                  | <u>Joint Secretary/Bureau<br/>Head</u>                                               | <u>Others<br/>(CCA)</u>                                                                                      |                                                                                                                                                                                                                    |
| 1      | 2                                                                                                                                          | 3                                                                                                                                                       | 4                                                                                    | 5                                                                                                            | 6                                                                                                                                                                                                                  |
|        | Brochure printing, Coffee Table booklets and IEC material                                                                                  | Directorate of Printing subject to compliance of GOI orders.<br>(ii) In case of private agency with concurrence of IFD.                                 | Directorate of Printing subject to compliance of GOI orders.                         | Directorate of Printing subject to compliance of GOI orders.                                                 | manual and guidelines issued from CVC would be followed while awarding the work to private printers/ publisher through competitive bidding procedure.                                                              |
| 12     | <b>Publications:</b><br>(i) Official Publications.<br><br>(ii) Non-official Publications (Books, Newspaper & other periodical publication) | (i) Full powers in case of Government press/ agency subject to compliance of GOI orders.<br><br>(ii) In case of private agency with concurrence of IFD. | Full powers in case of Government press/ agency subject to compliance of GOI orders. | Full powers in case of Government press/ agency subject to compliance of GOI orders.                         | Subject to all codal formalities stipulated in GFR-2017, MOF manual and guidelines issued from CVC would be followed while awarding the work to private printers/ publisher through competitive bidding procedure. |
| 13     | <b>Rent:</b> Ordinary Office Accommodation.                                                                                                | Full powers subject to vetting of agreements/ rate etc. with concurrence of IFD after following due process.                                            | Nil                                                                                  | Full powers subject to vetting of agreements/ rate etc. with concurrence of IFD after following due process. | Subject to compliance of GOI orders.                                                                                                                                                                               |



| S. No. | Items of Expenditure                                                                                                                                                                         | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                        |                               | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred    |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                              | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u>       |                                                                                         |
| 1      | 2                                                                                                                                                                                            | 3                                                                                        | 4                                      | 5                             | 6                                                                                       |
| 14     | Repairs to and removal of machinery (where the expenditure is not of a capital nature).                                                                                                      | Rs.5 lakh per annum. Beyond that in consultation with IFD.                               | Nil                                    | Nil                           | Subject to compliance of GFR and Govt. orders issued from time to time.                 |
| 15     | Rewards, Grant of Honorarium to guest lecturers, Sitting fee, TA to non-officials, fee, bonus, Stipend etc. (other than fee or honoraria granted to Govt. Servants under the Service Rules.) | Full powers as per Gol norms.                                                            | Full powers as per Gol norms.          | Full powers as per Gol norms. |                                                                                         |
| 16     | (A)Purchase of stationery items including consumable items.<br><br>(B)Local purchase of petty stationery items                                                                               | Full powers                                                                              | Nil                                    | Full powers                   | Subject to fulfilment of GFR-2017 provisions and Govt. orders issued from time to time. |

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| S. No. | Items of Expenditure                                                                                         | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                        |                                                                  | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred |
|--------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|        |                                                                                                              | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u>                                          |                                                                                      |
| 1      | 2                                                                                                            | 3                                                                                        | 4                                      | 5                                                                | 6                                                                                    |
|        | including consumable items.<br><br>(C)Local purchase of rubber stamps and office seals.                      |                                                                                          |                                        |                                                                  |                                                                                      |
| 17     | Other stores i.e. stores required for the working of an establishment, instruments, equipment and apparatus. | Upto Rs.10 lakhs per annum. Beyond that in consultation with IFD.                        | Nil                                    | Upto Rs.1 lakhs per annum. Beyond that in consultation with IFD. | Subject to compliance of provisions contained in GFR –2017.                          |
| 18     | Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.                      | Full powers                                                                              | Nil                                    | Full powers                                                      | Subject to compliance of Government orders issued from time to time.                 |
| 19     | Telephone/Wi-fi/Broadband Charges, payment to cable TV,                                                      | Full powers                                                                              | Nil                                    | Full powers                                                      | Subject to compliance of Government orders issued from time to time on official and  |

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| S. No. | Items of Expenditure                                                                                                                                                                                                 | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                                                           |                                                                                 | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred  |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                                                      | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u>                                    | <u>Others<br/>(CCA)</u>                                                         |                                                                                       |
| 1      | 2                                                                                                                                                                                                                    | 3                                                                                        | 4                                                                         | 5                                                                               | 6                                                                                     |
|        | for lease line for internet connectivity, Annual charges for Biometric device.                                                                                                                                       |                                                                                          |                                                                           |                                                                                 | residential telephone/wi-fi/broadband including their bill payment and reimbursement. |
| 20     | Hiring of Tent and Camp Furniture                                                                                                                                                                                    | Full powers subject to compliance of Government orders from time to time.                | Full powers subject to compliance of Government orders from time to time. | Full powers subject to compliance of Government orders from time to time.       |                                                                                       |
| 21     | i. All office equipment including webcam, speakers, headphones, telephone instruments, calculator, filing and indexing system, AC, Air purifier, paper shredder, refrigerator, microwave, oven, water dispenser etc. | Upto Rs.25 lakh per annum as per GFR 2017. Beyond that in consultation with IFD.         | Nil                                                                       | Upto Rs.1 lakh per annum as per GFR 2017. Beyond that in consultation with IFD. |                                                                                       |

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| S. No. | Items of Expenditure                                                                                                              | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                        |                                                                                                      | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                       |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                   | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u>                                                                              |                                                                                                                                            |
| 1      | 2                                                                                                                                 | 3                                                                                        | 4                                      | 5                                                                                                    | 6                                                                                                                                          |
|        | ii.Computer, Laptop, Notepad, Tablet, Printer, Software, Photocopier, Scanner, UPS, franking machines, VC System CCTV Camera etc. | Full power in consultation with IFD subject to compliance of GFR-2017 provisions.        | Nil                                    | Full power in consultation with IFD subject to compliance of GFR-2017 provisions.                    | Laptop, Notepad and other similar devices etc. guided by separate MOF orders in consultation with IFD and approval of the Secretary (WCD). |
| 22     | Annual Maintenance of Contract of Computers, UPS, Printers,                                                                       | Finalization of contract in consultation with IFD.<br><br>Full power for Payment         | Nil                                    | Finalization of contract in consultation with IFD.<br><br>Full power for Payment during the contract | Subject to compliance of provisions of GFR-2017.                                                                                           |

*Signature*

| S. No. | Items of Expenditure                                                                                                                                                                           | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry                          |                                                                                                              |                                                                                                              | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                               |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                                | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                            | <u>Joint Secretary/Bureau<br/>Head</u>                                                                       | <u>Others<br/>(CCA)</u>                                                                                      |                                                                                                                    |
| 1      | 2                                                                                                                                                                                              | 3                                                                                                                 | 4                                                                                                            | 5                                                                                                            | 6                                                                                                                  |
|        | Photocopiers, AC etc.                                                                                                                                                                          | during the contract period at approved terms and conditions.<br><br>Contract language to be specific and precise. |                                                                                                              | period at approved terms and conditions.                                                                     |                                                                                                                    |
| 23     | i.Payment for refreshments for meeting/conference/workshop held by the officers of JS and above level.<br><br>ii.Payment for lunch, dinner for staff sitting late attending office on holidays | Full power as per ceiling limit prescribed by MoF.<br><br>Full power as per ceiling limit prescribed by MoF.      | Full power as per ceiling limit prescribed by MoF.<br><br>Full power as per ceiling limit prescribed by MoF. | Full power as per ceiling limit prescribed by MoF.<br><br>Full power as per ceiling limit prescribed by MoF. | Subject to compliance of extant orders of MoF issued from time to time and also subject to provisions of GFR 2017. |
| 24     | Purchase of goods under Rule 149(1) and                                                                                                                                                        | Full Power subject to compliance of GFR-                                                                          | Nil                                                                                                          | Full Power subject to compliance of GFR-                                                                     | Subject to compliance of Rule                                                                                      |

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| S. No. | Items of Expenditure                                                                                                                                     | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry                |                                                                                                      |                                                                                                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                          | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                  | <u>Joint Secretary/Bureau<br/>Head</u>                                                               | <u>Others<br/>(CCA)</u>                                                                                 |                                                                                                                                     |
| 1      | 2                                                                                                                                                        | 3                                                                                                       | 4                                                                                                    | 5                                                                                                       | 6                                                                                                                                   |
|        | 154 of GFR-2017                                                                                                                                          | 2017 provisions.                                                                                        |                                                                                                      | 2017 provisions.                                                                                        | 149(viii) of GFR-2017.                                                                                                              |
| 25     | Purchase of Goods under Rule 155 and 158 of GFR, 2017                                                                                                    | Full powers upto the monetary limit specified in Rule 155 and 158 of GFR-2017 in consultation with IFD. | Nil                                                                                                  | Full powers upto the monetary limit specified in Rule 155 and 158 of GFR-2017 in consultation with IFD. | Subject to monetary limit and compliance of conditions prescribed under Rule 155 and 158 of GFR, 2017                               |
| 26     | Advertisement in Electronic Media, Web Media, Social Media, Personal Media, Digital Cinema and SMS including Outdoor publicity and display advertisement | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates.    | Full powers only through Central Bureau of Communication and Prasar Bharati at Govt. approved rates. | Nil                                                                                                     | All codal formalities stipulated in GFR- 2017, MOF manual and guidelines issued from CVC would be followed while awarding the work. |
| 27     | Organising Events, Festival, Exhibition, Book Fair, Awareness programmes etc.                                                                            | Full power with concurrence of IFD.                                                                     | Full power with concurrence of IFD.                                                                  | Nil                                                                                                     | All codal formalities stipulated in GFR- 2017, MOF manual and guidelines issued from CVC would be followed while awarding the work. |



| S. No. | Items of Expenditure                                                                                                                                                                                                            | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                        |                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                                                                                                                                 | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u> |                                                                                                                                     |
| 1      | 2                                                                                                                                                                                                                               | 3                                                                                        | 4                                      | 5                       | 6                                                                                                                                   |
| 28     | Digitisation of Books, files etc.                                                                                                                                                                                               | Powers up to Rs.5 lakhs per annum. Beyond that in consultation with IFD.                 | Nil                                    | Nil                     | All codal formalities stipulated in GFR- 2017, MOF manual and guidelines issued from CVC would be followed while awarding the work. |
| 29     | Expenditure under IT (Development & Maintenance of MIS/Websites/Portal)                                                                                                                                                         | Nil                                                                                      | Nil                                    | Nil                     | In consultation with IFD and approval of Secretary.<br><br>As per Meity/ NIC guidelines and provisions of GFR-2017.                 |
| 30     | Declaration of controlling Officer for the purpose of reimbursement of various claims of central govt. officers /officers on deputation i.e. TA/ Medical, tuition fees LTC, hospitality allowance, baggage allowance, newspaper | Full Powers                                                                              | Nil                                    | Full Powers             | Subject to compliance of provision of GFR, FR&SR, TA Rules, Medical Rules etc and Govt. orders issued from time to time.            |

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| S. No. | Items of Expenditure                                                                                                     | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry        |                                                                                                 |                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred                                                                                                          |
|--------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                                                                          | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                          | <u>Joint Secretary/Bureau<br/>Head</u>                                                          | <u>Others<br/>(CCA)</u> |                                                                                                                                                                                               |
| 1      | 2                                                                                                                        | 3                                                                                               | 4                                                                                               | 5                       | 6                                                                                                                                                                                             |
|        | allowance etc.                                                                                                           |                                                                                                 |                                                                                                 |                         |                                                                                                                                                                                               |
| 31     | Sanction and Enhancement of Imprest/ Permanent Advance                                                                   | As per GFR 322                                                                                  | As per GFR 322                                                                                  | As per GFR 322          | Procedure for maintenance of permanent advance of imprest would be as per para 10.12 of Civil Account Manual.                                                                                 |
| 32     | Outsourcing of manpower and services including consultant/ consultancy from any agency including their extension.        | Nil<br><br>Full powers for payment during the contract period at approved terms and conditions. | Nil<br><br>Full powers for payment during the contract period at approved terms and conditions. | Nil                     | In consultation with IFD and in compliance of GFR, 2017                                                                                                                                       |
| 33     | Fund releases under Programmes/Scheme s/Projects approved by the Competent Financial Authority in consultation with IFD. | Full Powers in accordance with original concurrence of IFD                                      | Full Powers in accordance with original concurrence of IFD                                      | Nil                     | Subject to schematic guidelines, eligibility/admissibility receipt of UC/SoE/requisite documents and within the Budget provisions/norms. Also subject to compliance of SNA/ SNA-SPARSH norms. |



| S. No. | Items of Expenditure                                                         | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry              |                                                                                                       |                                     | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred |
|--------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------|
|        |                                                                              | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                                | <u>Joint Secretary/Bureau<br/>Head</u>                                                                | <u>Others<br/>(CCA)</u>             |                                                                                      |
| 1      | 2                                                                            | 3                                                                                                     | 4                                                                                                     | 5                                   | 6                                                                                    |
|        |                                                                              |                                                                                                       |                                                                                                       |                                     | No release would be made without concurrence of IFD.                                 |
| 34     | Release to Autonomous Bodies under Grant-in-Aid                              | Nil                                                                                                   | Full power in consultation with IFD                                                                   | Nil                                 | No release would be made without concurrence of IFD                                  |
| 35     | Official Reception hosted by Ministry                                        | Full power in consultation with IFD                                                                   | Full power in consultation with IFD                                                                   | Full power in consultation with IFD | Subject to compliance of MoF guidelines.                                             |
| 36     | Banking, Telecom & Webcast Charges under Schemes                             | Upto Rs.1 Lakh subject to compliance of relevant GoI guidelines. Beyond that in consultation with IFD | Upto Rs.1 Lakh subject to compliance of relevant GoI guidelines. Beyond that in consultation with IFD | Nil                                 |                                                                                      |
| 37     | Flowers, Bouquet, Potted Plants etc.<br><br>AMC for Flowers, Bouquet, Potted | Upto Rs.5 Lakh per annum. Beyond that in consultation with IFD.<br><br>Full power in                  | Nil                                                                                                   | Nil                                 | Subject to compliance of GFR-2017 provisions.                                        |

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| S. No. | Items of Expenditure | Extent of powers delegated to Head of Department (HoD) and Joint Secretaries in Ministry |                                        |                         | Rules, Orders, restrictions or scales subject to which expenditure shall be incurred |
|--------|----------------------|------------------------------------------------------------------------------------------|----------------------------------------|-------------------------|--------------------------------------------------------------------------------------|
|        |                      | <u>Joint Secretary (Genl)/<br/>HoD</u>                                                   | <u>Joint Secretary/Bureau<br/>Head</u> | <u>Others<br/>(CCA)</u> |                                                                                      |
| 1      | 2                    | 3                                                                                        | 4                                      | 5                       | 6                                                                                    |
|        | Plants etc.          | consultation with IFD                                                                    |                                        |                         |                                                                                      |
| 38     | Sim Cards            | Full power                                                                               | Full power                             | Full power              |                                                                                      |

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**Conditions for exercising the financial powers :-**

1. Financial powers against each item shall be exercised as per conditions and restrictions laid in column nos. 3, 4, 5 & beyond the delegated financial powers, concurrence of IFD will be required in all cases.
2. In case of disagreement between JS/ Bureau Head and IFD, the matter may be referred to Secretary (WCD)/ MoF as the case may be.
3. During the period of absence of HOD due to leave/tour etc., Link Officer of incumbent HOD may exercise all powers to HOD of this Ministry.
4. The codal provisions as laid down in GFR-2017 and the procedures laid down in orders issued by Ministry of Finance, DoP&T, Ministry of Law & Justice, Ministry of Housing and Urban Affairs and Central Vigilance Commission from time to time shall continue to govern the delegation of financial powers contained in this order.
5. The exercise of the delegation of financial powers for procurement of goods and services will be done in accordance with GFR 2017, DFPR 2024 as amended from time to time, Manual for Procurement of Goods-2024, Manual for Procurement of consultancy & Other Services-2022 and Manual on procurement of works-2022 issued by Ministry of Finance as amended from time to time including guidelines issued by CVC from time to time. GFR mandates that goods and services available in GeM portal has to be procured from GeM Portal only.
6. Delegated Powers will not be exercised on single tender basis/ single vendor basis/ nomination basis/ single offer basis if it is not supported by Ministry of Finance orders.
7. Delegated powers will not be further re-delegated to sub-ordinate officer and Head of Department, Joint Secretaries and Bureau Head will be responsible for the correctness, regularity and propriety of the decisions taken by them within delegated powers so authorised.
8. All expenditure to be made within the Budget provision and ensuring the same will be the responsibility of HoD/Joint Secretary/Bureau Head concerned.

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