

**F.No 15/6/2008-IFU.III
Ministry of Finance
Department of Revenue
Integrated Finance Unit
New Delhi**

Dated: September 15, 2011

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to Heads of Departments of Department of Revenue, CBDT and CBEC.-reg.

The delegation of financial powers to Heads of Departments (HoDs) of CBDT and CBEC has been reviewed by the Integrated Finance Unit (IFU) of Department of Revenue. Based on, inter-alia, proposals received from CBDT & CBEC, the revised delegation, duly approved by the competent authority under Rule-13 of the Delegation of Financial Powers, Rules, 1978, has been compiled as per Annexure.

2. For exercising the delegated financial powers, as mentioned in the enclosed Annexure, there is no necessity to refer the proposals to the Department/IFU except where proposals are not in consonance with the existing instructions. The provisions of GFRs and instructions issued by the Department of Expenditure and other competent authorities i.e. CVC and DGS&D etc. shall be followed. The expenditure against these delegations is subject to availability of the Funds with the HoDs.

3. The revised delegation, which is applicable with immediate effect, may be circulated to all HoDs.

**(H Pradeep Rao)
Joint Secretary & Financial Adviser (Finance)**

ANNEXURE

**DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS
(HoDs) OF CBDT, CBEC AND DEPARTMENT OF REVENUE
(Ref: O.M. No.F.15/6/2008-IFU dated 15.09.2011)**

Note 1: The instructions issued by Department of Expenditure vide their O.M. No.7(1)/E.Coord/2011 dated 11th July, 2011 and other item-wise or general instructions, as issued from time to time by Department of Expenditure, Budget Division, Department of Revenue, CBDT, CBEC and other competent authorities, shall apply while exercising the delegation in respective items.

Note 2: The General Financial Rules, 2005 (effective from 01.07.2005) and the Delegation of Financial Powers Rules, 1978, as amended up to the date of issue of this compilation, shall apply in respect of each of these stated items.

Note 3: Regarding the position on the available delegation of HODs on various items, after issue of Department of Expenditure's Notification No.1 (11)/E.II.A/2003 dated 16.9.2003, it is clarified that with the issue of this Notification, the Departments have been authorized to decide the extent of financial powers which they can delegate to their HoDs in the matter of contingent expenditure and miscellaneous expenditure, subject to fiscal codes and procedures and limits being within budgetary allocations. Accordingly, the HoDs of CBDT, CBEC and Department of Revenue will continue to have the same delegation as prevailing before the issue of above notification dated 16.9.2003 unless powers are specifically enhanced under the items in the enclosed compilation.

Note 4 : For exercising delegated financial powers as mentioned in the enclosed compilation, there is no necessity to refer the proposals to Department/IFU, except where the proposals are not in consonance with the existing instructions.

Note 5 : All proposals beyond delegated powers of HoDs are to be invariably referred to the Ministry/Department for consideration/approval.

ANNEXURE

DELEGATION OF FINANCIAL POWERS TO THE HEADS OF THE DEPARTMENTS OF DEPARTMENT OF REVENUE, CBDT & CBEC (Ref: O.M. F.No. 15/6/2008-IFU-III (EC) dated 15.09.2011)

S.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBDT, CBEC and D/O Revenue	
(A)	(B).	(C)	
1.	<p>Write-off of losses</p> <p>i. Loss of revenue or irrecoverable loans and advances.</p> <p>ii. Deficiencies and depreciation in the value of stores (other than motor vehicle) included in the stock and other accounts.</p>	<p>The details of powers available to Chief Commissioners/Director Generals and Commissioners/Directors in all these three sub-heads may be seen in Schedule-VII of DFPRs.</p>	

	iii. Irrecoverable loss of stores or of public money.		
2.	Contingent expenditure		
2.1	Bicycle	Full Powers.	
2.2	Conveyance hire charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of . Expenditure. Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.	
2.3	Electric, gas and water charges	Full Powers.	
2.4	Fixtures, furniture (purchase & repair)	Full Powers.	
2.5	Freight and demurrage/ Wharfage charges	Full Powers.	
2.6	Hire of office furniture, fans, heaters, coolers, clocks, call bells etc.	Full Powers.	
2.7	Legal charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HoDs (along with restrictions, conditions etc.) from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/ E.II(A)/2003 dated 16.9.2003 will continue.	
2.8	Motor vehicles		
	i. Additional purchase or additional hiring of vehicles (on regular basis)	i. No powers.	
	ii. Replacement hiring in	ii. Full powers subject to GFRs	

	lieu of regularly (mature), condemned vehicle.	2005 and instructions issued from time to time.	
	iii. Replacement hiring in lieu of pre-maturely condemned vehicle.	iii. No powers.	
	iv. Replacement purchase in lieu of mature or premature condemned vehicle	iv. There is general ban imposed by Department of Expenditure vide O.M. . No.7(1)/E-Coord/2011 dated 11.7.2011 on purchase of vehicles and. therefore, proposals . for purchase are to be referred to the Department.	
	v. Maintenance, upkeep and repairs of vehicles.	v. Full Powers	
	vi. Mature and pre-mature condemnation of vehicles.	vi. Full powers for mature condemnation. The Department has to be approached for premature condemnation.	
	vii. Hiring of vehicles in connection with search and seizure operations.	vii. The offices headed by ITO/AC/DC can hire vehicles for survey, search and seizure operations as and when required subject to availability of budget and monitoring by the concerned HoD. In case of Survey, the concerned Joint CIT/Addl. CIT would be competent to hire, subject to ex-post-facto approval by the HoD.	CIT ?
2.9	Municipal rates and taxes	Full Powers.	
2.10	Repair and maintenance work in buildings owned by the Department. (Minor Works)	Rs.30 lakh. Provisions of GFR 2005 will apply.	Rs. 10L. p.a.
2.11	Provision of DG set	Rs.15 lakh per annum per building for each HOD for purchase of DG (Diesel Generating) set, subject to GFRs 2005, Works Manual and	Rs. 5L. p.a.

		guidelines for essential and non-essential loads for DG Sets.	
2.12	Repair and alterations to hired and requisitioned buildings.	A total of Rs.50,000/- in a year, nonrecurring. Provision of GFRs 2005 will apply.	
2.13	Original works (through CPWD) on Department land and buildings. (Only in cases where funds are provided by MOUD). The power will not be used for purchase of land/building.	Rs.10 lakh in each case. Provisions of GFRs 2005 will apply. Government of India decision below Rule 10 of DFPRs on New Service/New Instrument of Service shall apply.. All original works beyond Rs. 10 lakh require reporting to Parliament and beyond Rs. 50 lakhs, requires prior approval of Parliament. Budget provision should be available under the grant provided by MoUD.	
2.14	Computers	i. Site preparation of computers/ installation - Rs.5 lakh/year	Rs. 2L. p.a.
		ii. Maintenance of site for Computers-Rs.5 lakh/year.	Rs. 2L. p.a.
		iii. AMC of Computers (Hardware) excluding sites-Rs.10 lakh/year (non PSU) & full powers in case of PSU.	Rs. 2L. p.a.
		iv. Training in computers in India- Rs.5 lakh/year in consultation with respective Systems Wing of CBDT & CBEC.	Rs. 2L. p.a.
		v. Purchase/procurement of PCs/ Hardware - Rs. 15 lakh/year.	Rs. 5L. p.a.
		vi) Software development and website related expenditure -Rs.2 lakh per year for Systems wing and Training Institutes of CBEC & CBDT. For Training Institutes, the software should be developed in consultation with the respective Systems wing.	Rs. 50,000 p.a.

		Note: The above powers are subject to relevant instructions on these items issued from time to time.	
2.15	Hiring of office accommodation.	Rs.3 lakh per month for 13 major Cities (A-1 and A) & Rs.1.5 lakh per month for other cities. Note: These powers are subject to non-availability certificate from Directorate of Estates and /or CPWD, Fair Rent Certificate from CPWD, observance of GFRs 2005, admissibility of space norms as prescribed and also subject to relevant instructions on this item issued from time to time. Any deviation from norms including acceptance of single offer, should be referred to the Ministry. Hiring should be recommended by a Hiring Committee duly constituted by the HoD.	
2.16	Postal & Telegraph charges	Full powers to incur expenditure on this item subject to following the existing government instructions. Through e-governance activities, electronic mode is to be increasingly adopted.	
2.17	Printing and binding	i. Full powers to HoDs in case printing is done in Government Press or through Directorate of Printing.	
		ii. Rs.1 lakh per annum through private party including cost of paper and binding following GFRs 2005 provisions and Govt. instructions on the subject.	
2.18	Publications	Full Powers.	
2.19	Repairs to and removal of machinery (where	Full Powers.	

	expenditure is not of capital nature)		
2.20	Rewards, fees, bonus etc. (Other than those granted under service rules)	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.	
2.21	Staff paid from contingencies	Full Powers (Only for casual engagement for short duration).	
2.22	Purchase of stationery	Upto Rs. 10 lakh per annum. Govt's economy instructions & GFRs 2005 provisions are to be followed in procurement and inventory management. HoDs have to ensure that there is no wasteful expenditure.	
2.23	Stores	Full Powers.	
2.24	Supply of uniforms etc.	Full Powers.	
2.25	Telephone charges	Full Powers.	
2.26	Tents and camp furniture	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.	
2.27	All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil, cutters, Dictaphones, tape recorders, photo copiers, copying machine, franking	Full Powers.	

	machine, filing and indexing system etc.. -		
2.28	Departmental and interdepartmental meetings, conferences, seminars, receptions and workshops	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue. OM No. 7 (2)/E. Coord/03 dated 25.03.2004 of Department of Expenditure shall apply. Limit of Rs. 150/- per head for serving refreshments/working lunch which start in the forenoon and continue beyond lunch time. The holding of meetings, conferences, seminars, workshops, etc. in hotels should be avoided.	
2.29	Medical advance to eligible employees under CS (MA) Rules	Upto Rs.2 lakh, subject to instructions of Ministry of Health issued from time to time.	
2.30	Expenditure on visit of Parliament Committee	The guidelines of Ministry of Parliamentary Affairs (Circulated by D/O Revenue (Parliament Cell) vide Dy. No.906/2005-Parl. Dated 13.7.2005) provides for the manner of incurring of such expenditure and also that such expenses will be borne from the grants of Secretariat of Lok Sabha/Rajya Sabha.	
3.	Other items of contingent expenditure	Recurring - Rs.1,00,000/-per annum in each case. Non-recurring- Rs.1,00,000/-in each case.	
4.	Miscellaneous Expenditure	Recurring - Rs. 10,000/-per annum in each case. Non-recurring - Rs. 20,000/- in each case.	

5.	Advertising & Publicity by CBDT & CBEC	<p>i. For approved Publicity Plan.</p> <p>Both the Boards will prepare their quarterly publicity plan and obtain the approval of Finance Minister. The Director (PRPP&OL) in CBDT and Commissioner (DP&PR) in CBEC are delegated full powers to incur expenditure in connection with such approved publicity plan within the budgetary allocations, subject to the condition that expenditure would be incurred through DAVP/Prasar Bharati (for Doordarshan and AIR)/NFDC (for web-based publicity and TVC) at the approved rates, fulfillment of economy instructions and following the provisions of GFRs. Wherever DAVP/PB/NFDC rates, are not available, the respective HoDs would follow the provisions of GFRs 2005 and other instructions issued from time to time.</p> <p>ii. For isolated advertising and! other Publicity requirements not Covered Under Quarterly Plan:</p> <p>The DIT (PRPP&OL) in CBDT and Commissioner (DP&PR) in CBEC are delegated financial powers upto Rs.50lakh per annum for incurring expenditure on isolated advertising and publicity to be undertaken. Proposal beyond this limit should be sent to Financial Adviser for concurrence.</p> <p>iii. Delegation to HoDs:</p>	
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		All other HoDs of CBEC/CBDT are delegated powers upto Rs.1 lakh per annum, subject to the condition that the expenditure will, be incurred by following the relevant instructions and guidelines on the subject.	
6.	Incurring expenditure on implementation of court orders	Heads of Departments (HoDs) are delegated financial powers upto Rs.20,000/-in each case (Non-recurring) on implementation of judicial orders.	
7.	Outsourcing of services.	Rs.30 lakh per annum to the HoDs. Provisions of GFRs, 2005 in' this regard shall apply. - It is to be ensured that there is no liability on Govt. towards permanent employment to the personnel engaged by the service providers. No outsourcing should be resorted: (i) to augment manpower against the abolished posts; (ii) meet the services like security and cleaning while the sanctioned strength in these cadres are already on roll and drawing regular salaries and allowances. (iii) to augment posts at Gr. 'C' and above level.	Rs. 10L. p.a. to cadre controlling cc.
8.	AMC payment of X-ray baggage inspection systems in CBEC	Once the rates and terms and conditions are approved by Department, release of advance and balance payments may be made by Commissioner (Logistics) CBEC subject to the observance of terms and conditions.	

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