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F.No.A-36011/1/07-Ad.I(2)  
Government of India/Bharat Sarkar  
Ministry of Corporate Affairs/Korporate Karya Mantralaya

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5<sup>th</sup> Floor, 'A' Wing,  
Shastri Bhawan, New Delhi  
Dated: 31<sup>st</sup> August, 2007

To

Heads of all Attached/Subordinate Offices  
under the Ministry of Corporate Affairs

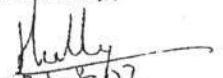
**Sub: Delegation of Financial Powers-reg.**

Sir,

I am directed to convey the approval of the competent authority to delegate revised Financial Powers to the Head of Department in your organization under Rule 13 of the Delegation of Financial Power Rules (Schedule-V and Schedule-VI) as per details indicated in the enclosed statement.

2. The financial limits fixed may please be adhered to and any proposal exceeding these limits may be sent to the Ministry of Corporate Affairs with full justification.

Yours faithfully,

  
(R.C. Puri)  
31/8/07

Under Secretary to the Govt. of India

**Copy to**

1. PPS to Secretary, MCA
2. AS&FA
3. JS(K)/JS(M)
4. CCA
5. Director(MKA)/DS(SP)/US(PCP)

Annexure-I

Schedule V

(Contingent Expenditure)

Recurring

S.No.	Name of the Organisation	Extent of powers delegated
1.	Director (SFIO), Secretary(CCI), Secretary(CLB), Director(DGIR) and Secretary (MRTPC)	Rs.50,000 per annum

Non-recurring

S.No.	Name of the Organisation	Extent of powers delegated
1.	Director (SFIO), Director(DGIR) , Secretary(CCI), Secretary(CLB), and Secretary (MRTPC)	Rs.1,00,000 in each case

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Annexure-II

Annexure to Schedule V

(Contingent Expenditure)

S. No.	Item of Expenditure	Extent of powers delegated to Director (SFIO), Director(DGIR), Secretary(CCI), Secretary(CLB), Secretary (MRTPC)
1.	Bicycle	Full powers
2.	(iii) Reimbursement to employees  (iv) For hiring private vehicles	Full powers subject to limit prescribed by Ministry of Finance.  Rs 50,000 per annum in case of non-availability of official vehicle
3.	Fixtures and Furniture purchase and repairs	Full powers
4.	Hiring of Office Furniture, Electric Fans, Heaters, Coolers, Clocks and call bells .	Full powers
5.	Land	Nil
6.	(i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires  (ii) Other legal charges	(i) Full powers subject to rates prescribed by Ministry of Law.  (ii) (a) Law suits or prosecution cases - Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution. Otherwise, Rs.15,000/- in each case.  (b) Arbitration cases - Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs.30,000 in each case.



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11.	Printing and binding	<p>Full powers where the printing is executed through or with the approval of the Director of printing. In case of emergent and unforeseen petty printing and binding jobs executed locally/through private agencies - Rs.1,00,000/- per annum with the condition that the rates do not exceed those admissible under the schedule of rates maintained by the Director of Printing. This condition would be applicable beyond printing of Rs.20,000/- which is the power otherwise enjoyed by all HoDs.</p> <p>However, in the case of Director(SFIO), this limit would be Rs.5 lakhs per annum instead of Rs. 1 lakh.</p>									
12.	<u>Publications</u>  (i)official publications (ii)non-official publications	<p>Full powers</p> <p>Full powers</p>									
13.	<u>Rent</u>  (i) Ordinary office accommodation. (a) where the accommodation is entirely utilized for the office	<table border="1"> <thead> <tr> <th data-bbox="742 1176 989 1243">Classes of city</th> <th data-bbox="997 1176 1396 1243">Monetary limit per month</th> </tr> </thead> <tbody> <tr> <td data-bbox="742 1243 989 1288">A1</td> <td data-bbox="997 1243 1396 1288">Rs.50,000/-in each case.</td> </tr> <tr> <td data-bbox="742 1288 989 1332">A, B1 &amp; B2</td> <td data-bbox="997 1288 1396 1332">Rs.30,000/-in each case.</td> </tr> <tr> <td data-bbox="742 1332 989 1377">C and unclassified</td> <td data-bbox="997 1332 1396 1377">Rs.20,000/-in each case.</td> </tr> </tbody> </table>	Classes of city	Monetary limit per month	A1	Rs.50,000/-in each case.	A, B1 & B2	Rs.30,000/-in each case.	C and unclassified	Rs.20,000/-in each case.	<p>Note: The above provisions are subject to the following conditions:-</p> <ol style="list-style-type: none"> <li data-bbox="742 1579 1396 1792">1. "No accommodation may be hired at Delhi, Mumbai, Shimla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the Ministry of Urban Development.</li> <li data-bbox="742 1825 1396 2027">2. For certifying reasonableness of rent, CPWD may be consulted. If CPWD does not operate in that area, the local PWD/Rent Control Authority may be approached for the purpose.</li> </ol>
Classes of city	Monetary limit per month										
A1	Rs.50,000/-in each case.										
A, B1 & B2	Rs.30,000/-in each case.										
C and unclassified	Rs.20,000/-in each case.										

		3. The Rent Agreement including the escalation Clause shall be in accordance with the Standard format prescribed by Dte. Of Estates/Ministry of Urban Development.
	(b) Where the accommodation is used partly as office and partly as residence	Nil
	(ii) For residential and other purposes	Nil
14.	Rewards, Fees, Bonus etc., (other than fees or honoraria) granted to govt. servants under the service rules	Nil
15.	Staff paid from contingencies	Full powers
16.	Local Purchase of petty stationery stores	Rs.10 lakhs. Note: An organization should send its proposal to the Ministry for approval if it exceeds the powers delegated to respective HoDs.
17.	Local purchase of Rubber Stamps and office seals	Full powers
18.	Supply of Uniforms, badges and other articles of clothing etc. and washing allowance	Full powers
19.	Telephone charges	Full powers
20.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters,	Full powers

Dictaphones, tape recorders, photocopiers, coping machines, franking machines and filing & indexing systems etc.	
(a) (ii) Computers (including personal computers)	Rs. 10 lacs per annum subject to the condition that cost per computer does not exceed Rs.75000/-
(b) Hire and maintenance of computers of all kinds	Full powers

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Annexure-III

Schedule-VI

Miscellaneous Expenditure

Recurring

S.No.	Name of the Organization	Extent of powers delegated
1.	All HoDs	Director (SFIO), Secretary(CCI), Secretary(CLB), Secretary (MRTPC) and Director(DGIR) - Rs.25,000 per annum.

Non-Recurring

S.No.	Name of the Organization	Extent of powers delegated
1.	All HoDs	Director (SFIO), Secretary(CCI), Secretary(CLB), Secretary (MRTPC) and Director(DGIR) - Rs.25,000 in each case.

Note:

- (i) The above limits will be applicable to the items of miscellaneous expenditure which are not covered under the items on which specific powers are being delegated.
- (ii) HoDs may sanction expenditure on formal inter-departmental and other meeting/conferences upto the limit of Rs.50 (Rupees fifty only) per head per meeting on light refreshments and upto Rs.150 (Rupees one hundred fifty only) per head on working lunch during the meetings/seminars/conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings/conferences/seminars/workshops are held in hotels, and a proposal would be required to be sent to the IF Division with proper justification for approval.
- (iii) Economy instructions shall be followed while exercising the financial powers by HODs and other officials.



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Annexure-IV

Outsourcing of Services

- (i) The first time delegation will be with the approval of IF Division/the Ministry.
- (ii) At the time of outsourcing of Service for the first time, the organization and the Ministry shall ensure that there is no staff sanctioned/earmarked for taking up of that service.
- (iii) For more operational efficiency and availability of qualitative service, the scope of such service with respect to the requirements, existing establishments and financial resources may be decided.
- (iv) Service will be outsourced in accordance with rule 163 to 185 of the General Financial Rules-2005.
- (v) An annual report will be sent to the Ministry about the services outsourced.