

No.38/5/2012-OM&C
Government of India
Planning Commission

New Delhi, Sansad Marg,
New Delhi, Dt: 30th May, 2012

Sub:- Seeking information under RTI Act.

Attention is invited to RTI Cell's communication No.RTI.1401(10)/2010- Soochna Dwar dated 28th May, 2012 seeking information sought by Mr./Ms. I. Nicholas, Meerut under RTI Act, 2005. The information relating to O&M and Coord. Section, is furnished as under:-

The information about Sl.No. 1, under Mandatory provision of Section - 4 (I-B, point No(i) is available in Planning Commission's website, i.e, <http://www.planningcommission.nic.in>, under the heading - Work distribution (**reference Material 2010**).

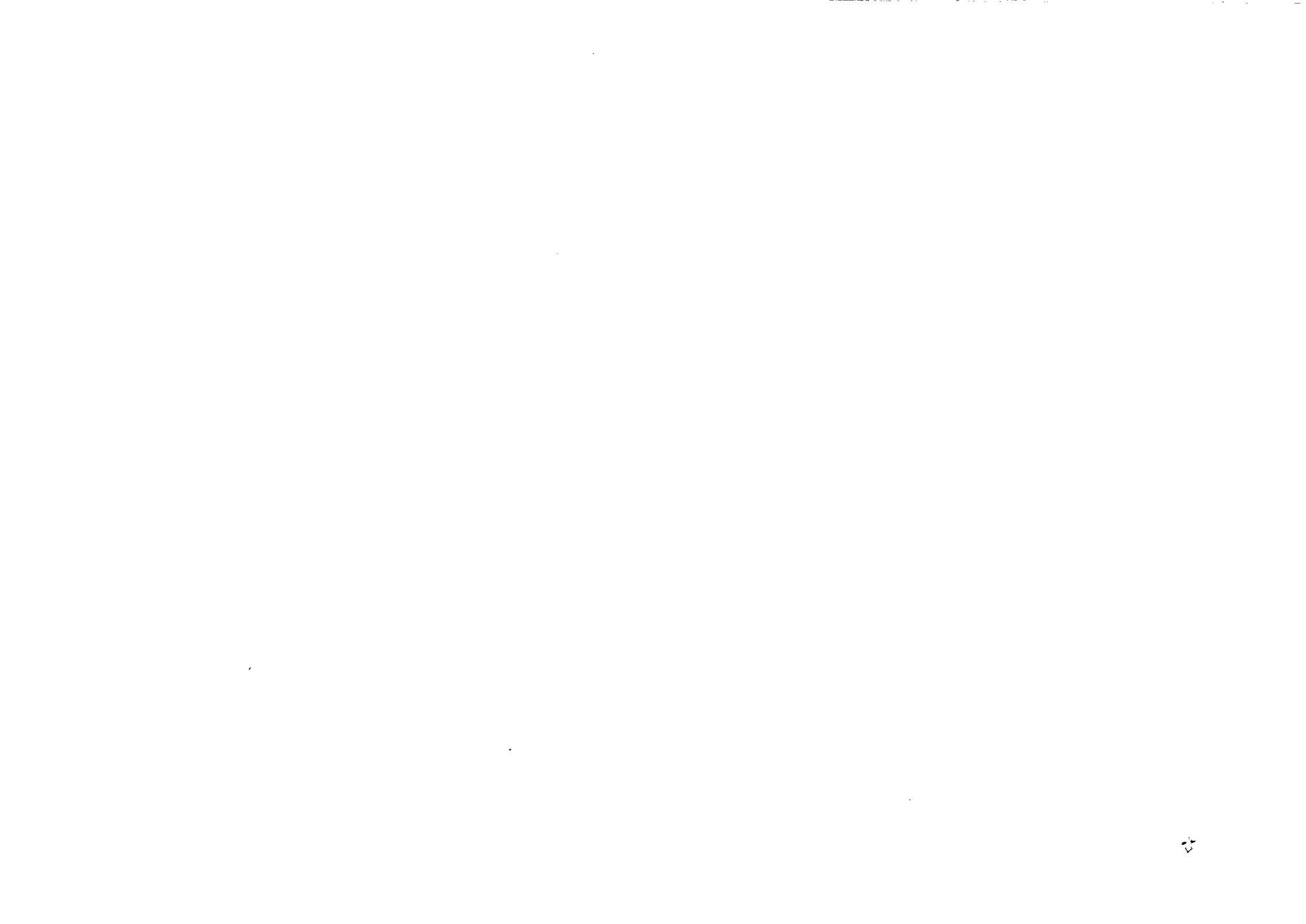
With regard to point no. (ii) a copy of the **existing Delegation of Financial and Administrative Powers** (O&M Circular No. 24/10/2001-O&M dated 22nd July, 2003) and **Delegation of Financial Powers to the Heads of Departments (HODs) under Delegation of Financial Power Rules,(DFPRs), 1978** (No.G-20016/ 01/ 2010-IFC dated 5th October, 2010 and for point No.(iii) the prevailing Channel of Submission in respect of **Technical Divisions(Office Order No. 30/1/2002-O&M dated 27th January, 2004** and **Administration Sections** (Office Order No.30/1/2003-OM&C dated 25th August, 2004 are sent herewith.



(H. Phaltual)
Under Secretary, (O&M)

Encl:- As above.

Assistant Central Public Information Officer,
RTI Cell.



Yojana Bhavan, Sansad Marg,
New Delhi, the 05th October, 2010.

**Subject:- Delegation of Financial Powers to the Heads of Departments (HoDs)
under Delegation of Financial Power Rules(DFPRs), 1978.**

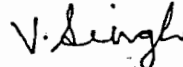
In pursuance of Rule 13 of the Delegation of Financial Power Rules, 1978, and Department of Expenditure's Notification No. 1/7/E.II(A)/2008, dated 30.05.2008 it has been decided to revise the delegation of enhanced financial powers to the Head of the Department under Schedule V & VI of DFPRs as per annexure enclosed.

2. The delegated financial powers shall be exercised subject to the following conditions:-

- (i) The codal provisions as laid down in GFR, 2005 and the procedures laid down in orders issued by Ministry of Finance, Planning Commission and Central Vigilance Commission from time to time shall continue to govern the delegation of financial powers contained in this order.
- (ii) The exercise of the delegated powers for Procurement of Goods and Services will be done in accordance with GFR 2005, Manual on Policies and Procedures for Purchase of Goods and Manual of Policies and Procedure of Employment of Consultants issued by Ministry of Finance.

3. The revised Scheme of delegation shall succeed all previous orders on the subject.

4. This issues with the approval of the AS & FA (Planning) and the Member Secretary, Planning Commission.


(V. K. SINGH)
Director(Finance)

All Heads of the Divisions
Director(GA)/DS(O&M and Admns.)
US(Admns./Protocol/Genl.I & II)
US(A/cs. I, II, III & IV)
JD(OL)/Admn. I, II, III, V/ A/cs.I, II, III, IV/Genl. I, II & Protocol
Pay and Accounts Officer, Planning Commission

Copy for information to:

- (i) PPS to Secretary, Planning Commission
- (ii) PPS to AS & FA
- (iii) PPS to Pr. Adviser, Administration
- (iv) PS to JS(Admn.)
- (v) Depnt. Of AR & PG



Delegation of Financial Powers to the Head of the Department, Planning Commission.

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to HoD
(A)	(B)	(C)
1.	Contingent & Miscellaneous Expenditure	
1.1	Bicycle	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.2	Conveyance Hire.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.3	Electric, gas & water charges.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs..
1.4	Fixtures & Furniture (Purchase & Repair).	Upto ₹ 20.00 lakhs per annum subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs. [The exercise of this power shall be subject to such conditions and scales as may be prescribed by the Ministry of Works and Housing.]
1.5	Freight and demurrage/ wharfage charges.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.6	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.7	Legal charges: (i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires. (ii) Other legal charges (iii) Reimbursement of legal expenses incurred by Govt. servants in cases arising out of their official duties.	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to HoD
(A)	(B)	(C)
1.8	<p>Motor Vehicles:</p> <p>(i) Purchase/ hiring of vehicles (on regular basis).</p> <p>(ii) Replacement hiring in lieu of regular (mature) condemned vehicles.</p> <p>(iii) Replacement hiring in lieu of prematurely condemned vehicles.</p> <p>(iv) Replacement/ purchase in lieu of mature or premature condemned vehicle.</p> <p>(v) Maintenance, upkeep & repairs of vehicles</p> <p>(vi) Mature & premature condemnation of vehicles</p>	<p>(i) No powers.</p> <p>(ii) Full powers subject to GFR, 2005 & instructions issued from time to time by MoF.</p> <p>(iii) No powers.</p> <p>(iv) Subject to instructions issued by Ministry of Finance from time to time.</p> <p>(v) Full powers.</p> <p>(vi) Full powers for mature condemnation. The Deptt. of expenditure has to be approached for premature condemnation.</p>
1.9	Municipal rates and taxes	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.10	<p>Petty works and repairs:</p> <p>(i) Execution of petty works.</p> <p>(ii) Special repairs including sanitary fittings, water supply & electric installations in the building and repairs to such installations.</p> <p>(iii) Repairs and alterations to hired and requisitioned buildings.</p>	<p>(i) Upto ₹ 50,000/- in each case subject to the relevant provisions of GFR, 2005.</p> <p>(ii) Upto ₹ 10,00,000/- in each case for estimates submitted by the CPWD and also executed by CPWD.</p> <p>(iii) ₹ 50,000/- per annum for <u>non-recurring</u> and ₹ 25,000/- per annum for <u>recurring</u>.</p>
1.11	Postal & Telegraph charges	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.

Sl. No.	Item of Expenditure	Rules applicable & Delegation of Financial Powers to HoD
(A)	(B)	(C)
1.12	Printing & binding	(i) Full powers to HoD in case printing is done in Govt. Press or through D/o Printing subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs. (ii) ₹ 1.00 lakh per annum through private party including cost of paper and binding subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.13	Publication: (i) Official publication (ii) Non-official publication	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.14	Repairs to and removal of machinery (where expenditure is not of capital nature)	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.15	Rewards, fees, bonus etc. (other than those granted under service Rules)	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.16	Staff paid from Contingencies	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.17	Purchase of stationery	Upto ₹ 10.00 lakh per annum subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.
1.18	Stores	Full powers subject to the rules, restrictions or scales mentioned in Column(3) for the items specified in Column (1) of the annexure to Schedule V of DFPRs.

18

F.No. 24/16/2001-O&M
Government of India
Planning Commission
(O & M and Coordination Section)

New Delhi, the July, 2003
22nd

O & M CIRCULAR No. 6

A review has been conducted with regard to the exercise of various Financial and Administrative powers at different levels in the Planning Commission under the rules mentioned below :-

- i) The Delegation of Financial Powers Rules, 1978;
- ii) The General Financial Rules, 1963;
- iii) The General Provident Fund(Central Services) Rules, 1960;
- iv) The Central Civil Services(Classification, Control and Appeal) Rules, 1965;
- v) Fundamental Rules;
- vi) Supplementary Rules;
- vii) The Central Civil Services(Leave) Rules, 1972;
- viii) The Central Civil Services (Pension) Rules, 1972;
- ix) The Central Services (Medical Attendance) Rules, 1944;
- x) The Central Civil Services (Conduct) Rules, 1964

2. In supersession of all the earlier orders issued from time to time regarding delegation of Financial and Administrative Powers, the arrangements indicated in the enclosed consolidated Statement (Annexure) may be adopted with immediate effect.

3. The revised arrangements have been approved by the Secretary, Planning Commission.



(S. A. Rahim)
Under Secretary(O&M)

All Heads of the Divisions

A.S.& F.A/Director(Fin)

Director(Admn.)/Diretor(GA)

DS(Admn.)/DS(Accounts)

US(Admn./O&M)/US(Accounts)/US(GA)/US(NCP)

DD(OL)/CM&Vigilance/CLDO

Section Officer – Admn-I, II, III, IV, V/ Accounts- I, II, III, IV/

Gen. Br. I, II & Protocol Section/

Pay & Accounts Officer, Planning Commission

Copy for information to:-

- i) Sr. PPS to Secretary, Planning Commission
- ii) PS to JS(Admn)
- iii) Deptt. of AR & PG



(S. A. Rahim)
Under Secretary(O&M)

Annexure

**Planning Commission
(O & M and Coordination Section)**

(Planning Commission' O&M Circular F.No. 24/10/2001-O&M dated July, 2003)

S.No.	Rule	Nature of Power	Authority Prescribed in Rules	Authority who will exercise the Power	Extent of Power delegated	Remarks
1	2	3	4	5	6	7
<u>DELEGATION OF FINANCIAL POWERS RULES, 1978</u>						
1	Rule 9	Allotment of funds	Ministry	I.F.A.	Full	
2	Rule 10	Appropriation and Reappropriation of funds	Ministry	Jt. Secy/ Adviser (Adm.)	Full	The delegation is subject to any general restrictions laid down by the Ministry of Finance from time to time

1	2	3	4	5	6	7						
3	Rule 11(i)	Creation of Temporary/Permanent posts	Ministry	a) Hon'ble Minister/Deputy Chairman b) Jt. Secretary/ Adviser(Adm.) c) Director/ Deputy Secretary d) Under Secretary	Posts of Adviser, Joint Adviser and equivalent rank Group 'A' posts of the level of Deputy Advisers. Other Group 'A' posts and Group 'B' posts. Group 'C' posts Group 'D' posts	The posts could be created from any specified period. These delegations are subject to any general restrictions laid down from time to time by the Ministry of Finance						
4	Rule 13 Schedule (V)	Contigent Expenditure	Ministry	a) Jt. Secy/ Adviser (Adm)/ Member Secy(NCP)/JS(NCP) b) Director/ Deputy Secretary/ Dir(NCP/DS(NCP)	<table border="1"> <thead> <tr> <th><u>RECURRING</u></th> <th><u>NON-RECURRING</u></th> </tr> </thead> <tbody> <tr> <td>above Rs. 20000/-p.a. in each case</td> <td>above Rs. 40,000/- in each case</td> </tr> <tr> <td>upto Rs. 20000/-p.a. in each case</td> <td>upto Rs. 40,000/- in each case</td> </tr> </tbody> </table>	<u>RECURRING</u>	<u>NON-RECURRING</u>	above Rs. 20000/-p.a. in each case	above Rs. 40,000/- in each case	upto Rs. 20000/-p.a. in each case	upto Rs. 40,000/- in each case	
<u>RECURRING</u>	<u>NON-RECURRING</u>											
above Rs. 20000/-p.a. in each case	above Rs. 40,000/- in each case											
upto Rs. 20000/-p.a. in each case	upto Rs. 40,000/- in each case											

1	2	3	4	5	6		7
					<u>RECURRING</u>	<u>NON- RECURRING</u>	
				c) Under Secretary/US(NCP)	i) upto Rs. 2000/- p.a. in the case of expenditure on telephone bills*, telex, teleprinters, service stamps & telegram charges	upto Rs. 10,000/- in each case	* subject to observance of limits of free calls in the case of residential telephones.
				d) Section Officer/Protocol Officer	ii) upto Rs. 2000/-p.a. in each case in respect of items other than those in (i) above.	upto Rs. 1000/- in each case	

1	2	3	4	5	6		7
					RECURRING	NON-RECURRING	
				e) CLDO	Upto Rs. 2000/- for purchase of publications in each case.	-	
				f) ALIO	Upto Rs. 500/- for purchase of publications	-	

1	2	3	4	5	6	7
5	Rule 13 Schedule (V)	Write off of losses upto Rs. 25,000/- only	Ministry	a) Jt. Secy/ Adviser (Adm.) b) Director/ Deputy Secretary c) Under Secretary	Upto Rs. 25,000/- upto Rs. 10,000/- upto Rs. 2,000/-	
6	Rule 14	Declaration of Head of Office	Ministry	Jt. Secy/Adviser (Adm.)	Full	
7	Rule 21(i)	Acceptance of tenders/bids other than the lowest (for purchase, repair, maintenance etc.)	Ministry/ Department	a) Jt. Secy/ Adviser(Adm) b) Director/ Deputy Secretary	a) above Rs. 10,000/- b) upto Rs. 10,000/-	US(GA) is empowered to sign the contract on behalf of the President after approval of competent authority has been obtained. -do-

1	2	3	4	5	6	7
	Rule 21(ii)	Acceptance of the lowest tenders/bids for purchase, repair, maintenance etc.	Ministry/ Department	Under Secretary	Full	US(GA) is empowered to sign the contract on behalf of the President after approval of competent authority has been obtained.
	Rule 21(iii)	Pre-mature termination of contract	-do-	Jt. Secy/Adviser (Adm.)	Full	-do-
8	Rule 22(i)	Acceptance of tenders/bids other than the highest for the sale/disposal etc.	Ministry/ Department	a) Joint Secy/Adviser (Adm.)	Above Rs. 10,000/-	-do-
	Rule 22(ii)	Acceptance of highest tenders/bids for sale/disposal	-do-	b) Director/ Deputy Secretary c) Under Secretary	upto Rs. 10,000/- Full	-do-

1	2	3	4	5	6	7
II GENERAL FINANCIAL RULES, 1963						
9	Rule 79(2)	Alteration of Date of Birth	Ministry	a) , Jt. Secy/ Adviser (Adm.) b) Director/ Deputy Secretary c) Under Secretary	Group 'A' Group 'B' & 'C' Group 'D'	
10	Rule 83	Investigation of Arrear Claims	-do-	Under Secretary or Deputy Secretary		US or DS declared as Head of Office
11	Rule 124	Disposal of obsolete or unserviceable store	-do-	a) Jt. Secy/ Adviser (Adm.) b) Director/ Deputy Secretary c) Under Secretary	Upto book value of Rs. 25,000/- Upto book value of Rs. 10,000/- Upto book value of Rs. 2,000/-	

1	2	3	4	5	6	7
12	Rule 191-213	Sanction of advance for purchase of conveyance i) For Motor Car ii) Computer iii) For two wheelers iv) Bicycle	Ministry Head of Office	i) Jt. Secy/Adviser (Admn.) ii) Director/Dy. Secretary iii) Director/Dy. Secretary c) Head of Office *	Full Full Full Full	*US or DS declared as Head of Office
13	Rule 222	Advance of Pay and T.A. on transfer	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
14	Rule 231	Advance of T.A. on tour	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
15	Rule 235	Advance in connection with L.T.C.	Controlling Officer	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office

1	2	3	4	5	6	7
16	Rule 236	Advance in connection with Festivals and visits to Hill Stations with Govt. sponsored parties	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
17	Rule 247	Advance in connection with natural calamities	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
18	Rule 255	Advance for law suits to which Govt. is a party	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
19	Rule 259	Leave Salary Advance	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
20	Rule 262 GFR	Advance to the families of Govt. servants who die while in service	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office

1	2	3	4	5	6	7
21	Rule 268	Advance of T.A. to Non officials	Ministry	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
22	Rule 269	House Building Advance	Head of Office	a) Jt. Secy/ Adviser (Adm.) b) Director/ Deputy Secretary c) Under Secretary	Group 'A' Group 'B' & 'C' Group 'D'	
23	Rule 270	To fix the amount of security in the case of cashier	Ministry	Deputy Secretary	Full	
24	Rule 275	Acceptance of Security	Ministry	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
25	Rule 275	To determine the kind of security	Ministry	Deputy Secretary	Full	
26	Rule 277	Custody of Security & Securities Bonds	Ministry	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office

1	2	3	4	5	6	7.
27	Rule 280	Release of Security	Ministry	Deputy Secretary	Full	
28	Ministry of Finance O.M. No. 31011/1/75-Estt (A) dt. 3.2.79	LTC Grant of permission to change declared place of visit after the commencement of journey	Ministry	Under Secretary or Dy. Secretary	Full	US or DS declared as Head of Office

III GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960

29	Rule 5	Acceptance of Nominations of Group 'D' subscribers	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
30	Rule 6	Allotment of Accounts Numbers to Group 'D' subscribers	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office

1	2	3	4	5	6	7
31	Rule 12(1)	Advances Permissible from fund	Head of Office	Under Secretary or Deputy Secretary	Full	US or DS declared as Head of Office
32	Rule 12(2)	Advance for special reasons	Ministry	a) Jt. Secy/Adviser (Adm.) b) Director/Deputy Secretary c) Under Secretary	Officers above the level of Director Director/Deputy Adviser and equivalent rank All officers in the scale of pay maximum of which does not exceed Rs. 15,200/-	
33	Rule 14	Wrongful use of advances and wrongful use of withdrawals	Ministry	a) Jt. Secy/Adviser (Adm.) b) Director/Deputy Secretary c) Under Secretary	Officers above the level of Deputy Adviser Deputy Adviser and equivalent rank All officers in the scale of pay maximum of which does not exceed Rs. 15,200/-	

1	2	3	4	5	6	7
34	Rule 15	Withdrawals permissible	Ministry	a) Jt. Secy/Adviser (Adm.) b) Director/Deputy Secretary c) Under Secretary	a) Officers above the level of Director b) Director/Deputy Adviser and equivalent rank c) All officers in the scale of pay maximum of which does not exceed Rs. 15,200/-	
35	Rule 16	Withdrawals in excess of permissible limits but upto $\frac{3}{4}$ of the balance of funds	Ministry	a) Jt. Secy/Adviser (Adm) b) Director/Deputy Secretary c) Under Secretary	a) Officers above the level of Director b) Director/Deputy Adviser and equivalent rank c) All officers in the scale of pay maximum of which does not exceed Rs. 15,200/-	
36	Rule 16 (A)	Conversion of Advances into withdrawals	Ministry	a) Jt. Secy/Adviser (Adm) b) Director/Deputy Secretary c) Under Secretary	a) Officers above the level of Director b) Director/Deputy Adviser and equivalent rank c) All officers in the scale of pay maximum of which does not exceed Rs. 15,200/-	

IV THE CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES, 1965

1	2	3	4	5	6	7
37	Rules 8 & 9	Appointments	Appointing Authority	a) Hon'ble Minister/ Deputy Chairman b) Jt. Secy/Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers and Joint Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	

1	2	3	4	5	6	7
38	-	<p>Cancellation of offer of appointment</p> <p>i) If the offer of appointment has been accepted by the appointee</p> <p>ii) After the offer has lapsed because of time limit</p> <p>iii) Acceptance of Resignation</p> <p>iv) Permitting withdrawal of resignation, if not, already accepted</p>	<p>Appointing Authority</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>a) Hon'ble Minister/ Deputy Chairman</p> <p>b) Jt. Secy/ Adviser (Adm.)</p> <p>c) Director/ Deputy Secretary</p> <p>d) Under Secretary</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>Advisers and Joint Advisers and officers of equivalent rank</p> <p>Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts.</p> <p>Group 'C' posts</p> <p>Group 'D' posts</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	

1	2	3	4	5	6	7
39	-	Framing of Recruitment Rules	Ministry	a) Jt. Secy/ Adviser (Adm.) b) Director/ Deputy Secretary	Group 'A' posts above the level of SRO All posts upto the level of SRO	With the approval of Member concerned With the approval of Group Coordinating officer/ Head of Division concerned
<u>V FUNDAMENTAL RULES</u>						
40	F.R. 10	Dispensation before appointment (i) Medical Certificate of fitness (ii) Verification of character & antecedents	Appointing Authority	a) Hon'ble Minister/ Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	The dispensation if considered necessary must be obtained while getting approval for appointment. This also covers S.R. 4.

1	2	3	4	5	6	7
41	FR 15	To transfer a Govt. servant from one post to another	Ministry	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	
42	FR 24	(i) Power to withhold Increment (ii) Drawal of increment	Appointing Authority Ministry	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary Section Officer	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts Full	

1	2	3	4	5	6	7
43	FR 26 (b) (ii)	Counting of Extra-ordinary leave (otherwise on medical grounds) for increment	Appointing Authority	<p>a) Hon'ble Minister /Deputy Chairman</p> <p>b) Jt. Secy/ Adviser (Adm.)</p> <p>c) Director/ Deputy Secretary</p> <p>d) Under Secretary</p>	<p>Advisers & Jt. Advisers and officers of equivalent rank</p> <p>Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts</p> <p>Group 'C' posts</p> <p>Group 'D' posts</p>	
44	FR 27	Grant of higher initial pay on appointment (as recommended by UPSC)	Ministry	<p>a) Jt. Secy/Adviser (Adm.)</p> <p>b) Director/ Deputy Secretary</p>	<p>Deputy Advisers and officers of equivalent rank and above. Other Group 'A' and Group 'B' posts</p> <p>Group 'C' & 'D' posts</p>	
45	FR 35	Restriction of pay of an officiating Govt. servant	Ministry	<p>a) Jt. Secy/Adviser (Adm.)</p> <p>b) Director/ Deputy Secretary</p> <p>c) Under Secretary</p>	<p>Deputy Advisers and officers of equivalent rank and above. Other Group 'A' and Group 'B' posts</p> <p>Group 'C' posts</p> <p>Group 'D' posts</p>	

1	2	3	4	5	6	7
46	FR 46	<p>i) Grant of permission to receive Honorarium/ Fee from outsides agencies for talks, articles, examination fee, Interview Boards etc.</p> <p>ii) Sanction of Honorarium/fee : ' In case where scale has been prescribed such as verbatim record of proceedings, examination test fees etc.</p> <p>iii) Payment of Honorarium</p>	<p>Ministry</p> <p>-do-</p> <p>-do-</p>	<p>a) Jt. Secy/Adviser (Adm.)</p> <p>b) Director / Deputy Secretary</p> <p>a) Director/ Deputy Secretary</p> <p>b) Under Secretary</p> <p>Secy./Jt.Secy/ Adviser (Adm.)</p>	<p>Group 'A' amount Rs. 100/- and above</p> <p>Group 'A' amount below 100/-; Group 'B', 'C' & 'D' amount Rs. 100/- and above. In case of Articles Rs. 50/- and above.</p> <p>Rs. 100/- and above</p> <p>Below Rs. 100/-</p> <p>Full</p>	

1	2	3	4	5	6	7
47	FR 49	To appoint a Govt. servant to hold combine charges and to fix emoluments	Appointing Authority	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	
48	FR 56(d)	Retention of Non-Ministerial/Ministerial Govt. servant beyond the date of superannuation	Appointing Authority	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	

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49	FR 56(j)	Compulsory retirement of Govt. Servant	Appointing Authority	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy/ Adviser (Adm.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	
50	FR 71	Requiring a Medical Certificate of fitness in case of leave granted for health reason	Ministry	a) Director/ Deputy Secretary b) Under Secretary	Group 'A' & 'B' posts Group 'C' & 'D' posts	
51	FR 73	Extension of leave to cover overstay	Ministry	a) Under Secretary b) Section Officer	Gazetted Non-Gazetted	With the specific approval of Group coordinating officers/ Head of Division concerned

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52	FR 110-114	<p>i) Forwarding of applications in response to Advertisement or general circulars</p> <p>ii) Transfer to foreign service in India</p> <p>a) Deputation upto 3 years</p> <p>b) Deputation beyond 3 Years</p>	<p>Ministry</p> <p>-do-</p> <p>- do -</p>	<p>Under Secretary</p> <p>a) Secretary</p> <p>b) Jt. Secy./ Adviser(Admn.)</p> <p>c) Director / Deputy Secretary</p> <p>a) Secretary</p> <p>b) Jt. Secy./ Adviser(Admn.)</p>	<p>Full</p> <p>Advisers, Joint Advisers & equivalent posts</p> <p>Other Group 'A' posts above the level of SROs upto SROs</p> <p>Deputy Advisers & above and equivalent posts</p> <p>All other cases</p>	<p>With the specific approval of Group coordinating officers/ Head of Division concerned</p>

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		iii) Fixation of pay when on foreign service in India iv) Deputation abroad	Ministry -do-	a) Secretary b) Jt. Secy./ Adviser(Admn.) c) Director / Deputy Secretary a) Secretary b) Jt. Secy./ Adviser(Admn.)	Advisers, Joint Advisers & equivalent posts Other Group 'A' posts above the level of SROs upto SROs Deputy Advisers & above and equivalent posts All other cases	Approval of Hon'ble Minister/ Deputy Chairman to be obtained before release of officer concerned
53		Postings & Transfers		a) Jt. Secy./ Adviser(Admn.) b) Director / Deputy Secretary	above SRO upto SRO	

VI SUPPLEMENTARY RULES

1	2	3	4	5	6	7
54	SR 20	To declare for the purpose of TA, the gradation of a Govt. servant remunerated wholly or partly by fees	Ministry	Jt. Secy./ Adviser(Admn.)	Full	
55	SR 30(b)	To decide the shortest of two or more routes	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
56	SR 31	To allow mileage allowance by a route other than the shortest/cheapest route	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	

1	2	3	4	5	6	7
57	SR 35	To allow Group 'D' Govt. servants accompanying his officer to travel in the next higher class if the train does not provide the entitled class	Ministry	Controlling Authority	Full	
58	SR 59	To prescribe Headquarters of an officer	Ministry	Jt. Secy./ Adviser(Admn.)	Full	
59	SR 60	To define the limits of a Govt. Servant's sphere of duty	Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director / Deputy Secretary	Group 'A' posts Group 'B', 'C' & 'D' posts	
60	SR 63	To restrict frequency and duration of journey on tour	Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director / Deputy Secretary	Group 'A' posts Group 'B', 'C' & 'D' posts	

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61	SR 73	To allow drawal of daily allowance in excess of permissible duration	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
62	SR 116(b)(iii)	To extend the prescribed time limit within which the members of the Govt. servant's family may be treated as accompanying him	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
63	SR 120 provision (a) & (b)	To sanction halt at hill station in excess of prescribed time limit	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
64	SR 132	To allow TA to attend examination or interview in certain circumstances	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	

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65	SR 135	To allow TA as for journey on tour to a Govt. servant who is asked while on leave in India to perform public duty at a place other than one where he is spending his leave	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
66	SR 160(b)	To allow actual cost of journey to appear before a Medical Board in case of voluntarily retirement on invalid pension	Ministry	a) Controlling Authority b) Next Higher Authority	For all officers other than self-controlling officers For self-controlling officers	
67	SR 191	To declare controlling officer	Ministry	Jt. Secy./ Adviser(Admn.)	Full	

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68	SR 190 (a) & (b) Appendix 10	<p>i) To grant TA to non-officials attending Commissions of Enquiry or performing other public duties in an honarary capacity and to decide their grade</p> <p>ii) To authorize air travel to non-officials members of Committees / Commissions etc.</p>	Ministry	Group Coordinating Officer / Joint Secretary / Head of the Division concerned	Full	
			-do-	Jt. Secy./ Adviser(Admn.)	Full	

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<u>VII THE CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972</u>						
69	Rule 3	Sanction of Leave	Ministry	Section Officer (Adm.) Section Officer (Adm.)	Gazetted Officers Non-Gazetted	Leave may be sanctioned after Group Coordinating Officer/Head of Division concerned has recommended the same Leave may be sanctioned after Branch Officer/Section Officer has recommended the same

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70	Rule 13(i) and 13(ii)	i) Employment in India during leave	Appointing Authority	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy./ Adviser(Admn.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and officers of equivalent rank Deputy Advisers & officers of equivalent rank. All other Group 'A' posts and Group 'B' posts Group 'C' posts Group 'D' posts	
71	Rule 39	Grant of Leave en-cashment on retirement	Ministry	Under Secretary	Group 'A', 'B', 'C' & 'D' officers	
VIII THE CENTRAL SERVICES (PENSION) RULES, 1972						
72	Rule 16	Sanction of Pension	Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director/ Deputy Secretary c) Under Secretary	Group 'A' & Group 'B' officers Group 'C' officers Group 'D' officers	

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73	Rule 26	Condonation of interruption in service	Ministry	a) Hon'ble Minister /Deputy Chairman b) Jt. Secy./ Adviser(Admn.) c) Director/ Deputy Secretary d) Under Secretary	Advisers & Jt. Advisers and equivalent posts Deputy Advisers & officers of equivalent rank. Other Group 'A' & Group 'B' officers Group 'C' officers Group 'D' officers	
<u>IX THE CENTRAL SERVICES (MEDICAL ATTENDANCE) RULES, 1944</u>						
74	Rule 6	Approval of Medical Bill for reimbursement	Ministry	a) Director/ Deputy Secretary b) Under Secretary	Deputy Secretary and above All others	

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X THE CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964						
75	Rule 8(2)	Permission to publish books/articles or to participate in Radio broadcasts etc.	Ministry	<p>a) Jt. Secy./ Adviser(Admn.)</p> <p>b) Director/ Deputy Secretary.</p> <p>c) Under Secretary</p>	<p>Group 'A' officers when the amount of honorarium involved is Rs. 100/- and above</p> <p>Group 'A' Officers when the amount of honorarium involved is below Rs. 100/-; and Group 'B', 'C' & 'D' officers when the amount of honorarium involved is Rs. 100/- and above. In case of Articles : Rs. 50/- and above</p> <p>Group 'B', 'C' & 'D' officers when the amount of honorarium involved is below Rs. 100/- In case of Articles : below Rs. 50/-</p>	The articles etc. on a technical subject should be cleared by the superior authority of the writer in that speciality

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76	Rule 13	Permission for acceptance of gifts	Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director/ Deputy Secretary c) Under Secretary	Group 'A' officers Group 'B' officers Group 'C' & 'D' officers	
77	Rule 18	Transactions in Movable / Immovable Property	Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director/ Deputy Secretary c) Under Secretary	Group 'A' officers Group 'B' officers Group 'C' & 'D' officers	
