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.

(V)

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)

Soharmal

Encl:- As above.

<u>Assistant Central Public Information Officer,</u> <u>RTI Cell.</u>

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No.G-20016/01/2010-IFC Government of India Planning Commission

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) Deptt. Of AR & PG

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

	and the second s	
S1.		Rules applicable & Delegation of
No		Financial Powers to HoD
(A)		(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,
1 :		restrictions or scales mentioned in
1		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,
1		restrictions or scales mentioned in
. }		Column(3) for the items specified in
		Column (1) of the annexure to Schedule V
1		of DFPRs
1.4	First & C. T. (D. 1 - 2 C. D)	That F20 00 labba non annua gubiant to
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
ŀ		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,
	Trought and domainago margoo.	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,	Full powers subject to the rules,
	coolers, clocks and call bells.	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,	Full powers subject to the rules,
	Pleaders, Arbitrators and Umpires.	restrictions or scales mentioned in
		Column(3) for the items specified in
	(ii) Other legal charges	Column (1) of the annexure to Schedule
	(iii) Roimby-servent of least and	V of DFPRs.
	(iii) Reimbursement of legal expenses	
	incurred by Govt, servants in cases	
	arising out of their official duties.	



Sl.	Item of Expenditure	Rules applicable & Delegation of
No. (A)	(B)	Financial Powers to Ho.D (C)
1.8	Motor Vehicles: (i) Purchase/ hiring of vehicles (or regular basis).	
	(ii) Replacement hiring in lieu of regular (mature) condemned vehicles.	
	(iii) Replacement hiring in lieu of prematurely condemned vehicles.	f (iii) No powers.
	(iv) Replacement/ purchase in lieu of mature or premature condemned vehicle.	The state of the s
	(v) Maintenance, upkeep & repairs of vehicles	(v) Full powers.
	(vi) Mature & premature condemnation of vehicles	(vi) Full powers for mature condemnation. The Deptt. of expenditure has to be approached for premature condemnation.
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.
	Petty works and repairs: i) Execution of petty works.	(i) Upto ₹ 50,000/- in each case subject to the relevant provisions of GFR, 2005.
d (i	ii) Special repairs including sanitary fittings, water supply & electric installations in the building and repairs to such installations.	(ii) Upto ₹ 10,00,000/- in each case for estimates submitted by the CPWD and also executed by CPWD.
	ii) Repairs and alterations to hired and requisitioned buildings.	(iii) ₹ 50,000/- per annum for non- recurring and ₹ 25,000/- per annum for recurring.
1.11 Po		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.

S	I. Item of Expenditure	Rules applicable & Delegation of
N	0.	Financial Powers to HoD
(A	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.
- 1		(ii) ₹ 1.00 lakh per annum through
		private party including cost of paper
		and binding subject to the rules,
1		restrictions or scales mentioned in
1.		Column(3) for the items specified in
		Column (1) of the annexure to
1.	The state of the s	Schedule V of DFPRs.
1.1	Publication:	
	(i) Official publication	Full powers subject to the rules,
	(x)	restrictions or scales mentioned in
		Column(3) for the items specified in
	(ii) Non-official publication	Column (1) of the annexure to Schedule V
	(ii) Ivoir official phonomics	of DFPRs.
1.14	Repairs to and removal of machinery (where	
	expenditure is not of capital nature)	restrictions or scales mentioned in
	supplied in the of suprem indiano)	Column(3) for the items specified in
1		Column (1) of the annexure to Schedule V
		of DFPRs.
1.15	Rewards, fees, bonus etc. (other than those	Full powers subject to the rules,
	granted under service Rules)	restrictions or scales mentioned in
1		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,
	Fara Tour Commission	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
	1 distribution of stationary	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.
		ULDITAS.

	S	l. Items of Expenditure	Rules applicable & Delegation of
	N		Financial Powers to HoD
	(A		(C)
	1.1	9 Supply of uniforms etc.	Full powers subject to the rules,
	1		restrictions or scales mentioned in
			Column(3) for the items specified in
	1		Column (1) of the annexure to Schedule V
	<u> </u>		of DFPRs.
	1.2	1	Full powers subject to the rules,
		Internet/ Broadband etc. charges	restrictions or scales mentioned in
٠.٠	.		Column(3) for the items specified in
			Column (1) of the annexure to Schedule V
	1.2	1 Tonta & comp Compile	of DFPRs. subject to the entitlements.
	1.2	Tents & camp furniture	Full powers subject to the rules, restrictions or scales mentioned in
-	: ;		Column(3) for the items specified in
	•		Column (1) of the amexure to Schedule V
.	· . · .		of DFPRs.
}	1 22	A11 -CC:	
	1.22		
		Electronic Typewriters, Dedicated Word	
		Processors, Intercom equipment, calculators,	
ļ.		electronic stencil cutters, Dicta phones, Tape- recorders, photocopiers, copying machine,	
. [franking machine, filing & indexing systems	
		etc.	
	1.23		
-		(i) Hardware, Software & Peripherals.	(i) Upto ₹ 5.00 lakh per year
1		*	subject to the rules, restrictions
- .			or scales mentioned in
1:			Column(3) for the items
-1			specified in Column (1) of the
			annexure to Schedule V of
Ŋ.,			DFPRs.
	.		
	. " [(ii) Consumables	(ii) Full powers subject to Rate
	- 1		Contract. (based on competitive
	. [bidding with concurrence of
			IFD)
2.		Other items of Continue I	IX-4-75.001.11
12	· · ·	Other items of Contingent Expenditure (not	Upto ₹ 5.00 lakh per annum.
3.		listed above) Outsourcing/ Procurement of services	(i) All AMC TIPE FF 00 TILL
3.		(excluding hiring of manpower).	(i) All AMCs Upto ₹ 5.00 lakh in
	, J.	(excluding infing of manpower).	each case except hiring of
		•	manpower,
		•	(ii) Any other service falling under
1.			outsourcing upto ₹ 1.00 lakh in
			each case.
			(iii) All manpower contracts shall
			require the concurrence of IFD.
			18

New Delhi, the July, 2003

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.)/Director(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) 5. PPS to Secretary, Planning Commission
- ii) PS to JS(Admn)
- iii) Deptt. of AR & PG

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

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
		DE	LEGATION OF FINA	NCIAL POWERS I	RULES, 1978	
1	Rule 9	Allotment of	Ministry	I.F.A.	Full	
		funds -				
2	Rule 10	Appropriation	Ministry	Jt. Secy/	Full	The ·
		and		Adviser (Adm.)		delegation is
İ		Reappropriation				subject to
] .		of funds				any general
			(特別的學)		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	restrictions
						laid down by
						the Ministry
						of Finance
						from time to
						time

	1	2	3	4	F-		
	3	Rule	Creation of	Ministry	5	6	7 .
		11(i)	Temporary/	1411111SU1 y	a) Hon'ble	Posts of Adviser, Joint	The posts
		(-)	Permanent	; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	Minister/Deputy	Adviser and equivalent	
			posts		Chairman	rank	created from
		·	posts		1) 7, 6		any specified
					b) Jt. Secretary/	Group 'A' posts of the	period. These
					Adviser(Adm.)	level of Deputy Advisers.	delegations .
						Other Group 'A' posts and	are subject to
						Group 'B' posts.	any general restrictions
							laid down
	l				c) Director/	Group 'C' posts	from time to
		·	•		Deputy Secretary		time by the
					•		Ministry of
1					d) Under	Group 'D' posts	Finance
<u>`</u>					Secretary		
						RECURRING NON-	· ·
	.	D1 10:				RECURRING	
	4	Rule 13	Contigent	Ministry	a) Jt. Secy/	above Rs. above Rs.	
		Schedule	Expenditure	- I - I	Adviser (Adm)/	20000/-p.a. 40,000/- in	
		(V)			Member	in each case each case	
					Secy(NCP)/JS(NCP)		
İ							
					b) Director/	upto Rs. upto Rs.	
			• • • · · · · · · · · · · · · · · · · ·	100	Deputy Secretary/	20000/-p.a. 40,000/- in	
					Dir(NCP/DS(NCP)	in each case each case	
						odoir odoc	

	1 .	2	3	4		<u> </u>		
-				4	, 5		б,	7.
						RECURRING	NON-	
						,	RECURRING	
					c) Under	i) upto Rs.	upto Rs.	
				· .	Secretary/	2000/- p.a.	10,000/- in	
					US(NCP)	in the case	each case	
			,			of		
				4 1 1		expenditure	Barrier (
						on		* subject to
			٠.			telephone	i ·	observance
						bills*, telex,		of limits of
						teleprinters,		free calls in
					•	service		the case of
						stamps &		residential
						telegram		telephones.
			:			charges		corophones.
						01101800		
İ						ii) upto Rs.		
			A			2000/-p.a.		
						in each case		
					,	in respect of		<u>.</u> .
İ				* * * * * * * * * * * * * * * * * * * *		items other		
						than those		
						in (i) above.		
				14		in the above.		
					d) Section	Upto Rs.	upto Rs.	
					Officer/Protocol		1000/- in	· · · · · · · · · · · · · · · · · · ·
					Officer	500 p.a. in	each case	
_			·		Officer	each case	Cacii Casc	

e) CLDO Upto Rs. 2000/- for purchase of publications in each case. f) ALIO Upto Rs. 1	1	2	3			<u> </u>	
e) CLDO Upto Rs. 2000/- for purchase of publications in each case. f) ALIO Upto Rs. - Upto Rs			3	4	5	6	7
f) ALIO Upto Rs. 500/- for							
f) ALIO Upto Rs. 500/- for	. ~				e) CLDO	2000/- for	
f) ALIO Upto Rs. 500/- for						publicat- ions in each	
500/- for						Casc.	
500/- for							•
purchase of					f) ALIO	Upto Rs 500/- for purchase of	

1	2	3	4	5	6	7
5	Rule 13	Write off of	Ministry	a) Jt. Secy/	Upto Rs. 25,000/-	
	Schedule	losses upto Rs.		Adviser (Adm.)		
	(V)	25,000/- only				
	, ,	-		b) Director/		
				Deputy Secretary	upto Rs. 10,000/-	
				c) Under		
				Secretary	upto Rs. 2,000/-	
6	Rule 14	Declaration of	Ministry	Jt. Secy/Adviser	Full	
	<u> </u>	Head of Office		(Adm.)		
7	Rule	Acceptance of	Ministry/	a) Jt. Secy/	a) above Rs. 10,000/-	US(GA) is
	21(i)	tenders/bids	Department	Adviser(Adm)		empowered
		other than the				to sign the
		lowest (for				contract on
		purchase,				behalf of the
		repair,				President
		maintenance				after
		etc.)		,		approval of
						competent
	-					authority
						has been
				1-) Dint1		obtained.
				b) Director/	b) upto Rs. 10,000/-	.1
				Deputy Secretary		-do-
			· ·	: '		

1	2			<u>'</u>		•	
_L	Rule	3	<u> </u>	4	5	6	7
	1	Acceptance of		Ministry/	Under Secretary	Full	US(GA) is
	21(ii)	the lowest		Department			empowered
		tenders/bids for				· · ·	to sign the
	· [purchase,	. :				contract on
		repair,		! •	• • • • • • • • • • • • • • • • • • •		
		maintenance					behalf of the
		etc.					President
			1 1 .				after
1							approval of
							competent
							authority
							has been
	Rule	Pre-mature					obtained.
	21(iii)	4 11 11 11		1	Jt. Secy/Adviser		
	 	termination of		-do-	(Adm.)	Full	-do-
	T) 1	contract	· ·				
8	Rule	Acceptance of		Ministry/	a) Joint	Above Rs. 10,000/-	-do-
	22(i)	tenders/bids	٠	Department	Secy/Adviser	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4
		other than the			(Adm.)	•	
		highest for the					-do-
		sale/disposal			b) Director/	upto Rs. 10,000/-	-40-
		etc.			Deputy Secretary	apto 10,000/-	
			• :		2 opaty secretary		4.0
	Rule	Acceptance of		-do-	c) Under	Full	-do-
	22(ii)	highest		40	Secretary	1.011	
	\	tenders/bids for	15.5		Secretary		
		sale/disposal	A				. :
		saic/ disposai	·		•		

1	.2	3	4	5	6	7
			II GENERAL FII	NANCIAL RULES, 19) <u>63</u>	
9	Rule 79(2)	Alteration of Date of Birth	Ministry	a) , Jt. Secy/ Adviser (Adm.)	Group 'A'	
				b) Director/ Deputy Secretary	Group 'B' & 'C'	
				c) Under Secretary	Group 'D'	110 50
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	Upto book value of Rs. 25,000/- Upto book value of Rs. 10,000/-	
				c) Under Secretary	Upto book value of Rs. 2,000/-	

1	2	3	4	5		6		7.
12	Rule	Sanction of				· · · · ·		
	191-213	advance for						
		purchase of conveyance					. i	
		Conveyance		•	•			
		i) For Motor	Ministry	i) Jt. Secy/Adviser		Full		*US or DS
	,	Car		(Admn.)		1		declared as
		1,4						Head of Office
		ii) Computer		ii) Director/Dy.	;	Full		
	 :			Secretary	,			
		iii) For two		iii) Director/Dy.		Full		
		wheelers		Secretary		ruii		
		WITCCICIS					•	
		iv) Bicycle	Head of Office	c) Head of Office *		Full		
13	Rule	Advance of Pay	Head of Office	Under Secretary or		Full		US or DS
	222	and T.A. on		Deputy Secretary			<u>.</u>	declared as
		transfer						Head of
	D 1	A 1 CON A	77 1 0 0 00	77 1 0		13, , 11	<u>. </u>	Office
14	Rule	Advance of T.A.	Head of Office	Under Secretary or		Full		US or DS declared as
	231	on tour		Deputy Secretary				Head of
						· : · · ·		Office
15	Rule	Advance in	Controlling Officer	Under Secretary or		Full		US or DS
	235	connection with		Deputy Secretary				declared as
		L.T.C.						Head of
		<u> </u>		<u> </u>				Office

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

<u> </u>						
1	2	3	4	<u>'Š</u>	6	7
21	Rule	Advance of T.A.	Ministry	Under Secretary or	Full	US or DS
	268	to Non officials		Deputy Secretary		declared as
						Head of ·
						Office
22	Rule	House Building	Head of Office	a) Jt. Secy/	Group 'A'	
	269	Advance		Adviser (Adm.)		
				b) Director/	Group 'B' & 'C'	
				Deputy Secretary	Group B & C	
٠.				Dopard Socretary		
				c) Under	Group 'D'	;
				Secretary	Group D	
23	Rule	To fix the	Ministry	Deputy Secretary	Full	
23	270	amount of	wiiiistry	Deputy Secretary	Full	
	210			,		
. '		security in the				
2.4		case of cashier			77 11	
24	Rule	Acceptance of	Ministry	Under Secretary or	Full	US or DS
	275	Security		Deputy Secretary		declared as
						Head of
	* - * *					Office
25	Rule	To determine	Ministry	Deputy Secretary	Full	
	275	the kind of			. ;	
		security		19.8		·
26	Rule	Custody of	Ministry	Under Secretary or	Full	US or DS
	277	Security &		Deputy Secretary		declared as
	211	Securities		Doparty Scoretary		Head of
		Bonds				Office
		Donus		<u> </u>	<u> </u>	Office

1	2	3	4	5	6	7.
27	Rule	Release of	Ministry	Deputy Secretary	Full	
	. 280	Security				
28	Ministry	LTC Grant of	Ministry	Under Secretary	Full	US or DS
	of	permission to		or Dy. Secretary		declared as
	Finance	change declared			회 공연합하네네는 호텔 관련이	Head of
	O.M. No.	place of visit				Office
	31011/1	after the				
	/75-Estt	commencement				
	(A) dt.	of journey				
	3.2.79					
		III GENE	RAL PROVIDENT FUN	ID (CENTRAL SERVI	CES) RULES, 1960	
				T++	T0+-011	US or DS
29	Rule 5	Acceptance of	Head of Office	Under Secretary or	Full	11.00 0 0 10 10 10 10 10 10 10 10 10 10 10
		Nominations of		Deputy Secretary		declared as
		Group 'D'				Head of
		subscribers				Office US or DS
30	Rule 6	Allotment of	Head of Office	Under Secretary or	Full	111501115
		Accounts		Deputy Secretary		declared as
		Accounts Numbers to		Deputy Secretary		declared as Head of
		Accounts		Deputy Secretary		declared as

1	2 :	3	4	5	6	7.
31	Rule '	Advances	Head of Office	Under Secretary or	Full	US or DS
	12(1)	Permissible		Deputy Secretary		declared as
	:	from fund				Head of
						Office
32	Rule	Advance for	Ministry	a) Jt. Secy/Adviser	Officers above the level of	
	12(2)	special reasons		(Adm.)	Director	
				b) Director/	Director/Deputy Adviser	
				Deputy Secretary	and equivalent rank	
				Lav TT		
	•			c) Under	All officers in the scale of	
				Secretary	pay maximum of which	
					does not exceed Rs.	
2.0	D1.	T17 C 1 C		1 7 7	15,200/-	. · · · · · · · · · · · · · · · · · · ·
33	Rule	Wrongful use of	Ministry	a) Jt. Secy/	Officers above the level of	
	14	advances and		Adviser (Adm.)	Deputy Adviser	
		wrongful use of		to Diverse	Dinama Adama a	
		withdrawals		b) Director/	Deputy Adviser and	1
				Deputy Secretary	equivalent rank	
	•			a) IIndon	All officers in the seeds of	
				c) Under	All officers in the scale of	
				Secretary	pay maximum of which does not exceed Rs.	
					15,200/-	

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

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	IV T	HE CENTRAL CI	VIL SERVICES (CLAS	SIFICATION, CONTI	ROL & APPEAL) RULES, 19	65
1	2	3	4	5	6	7
37	Rules	Appointments	Appointing Authority	a) Hon'ble	Advisers and Joint	
	8 & 9			Minister/ Deputy	Advisers and officers of	
				Chairman	equivalent rank	
	••			b) Jt. Secy/Adviser	Deputy Advisers & officers	
				(Adm.)	of equivalent rank. All	
					other Group 'A' posts and	
	`		La de la suita de la companya della companya della companya de la companya della		Group B' posts	
				c) Director/	Group 'C' posts	•
				Deputy Secretary		
						7.4
				d) Under Secretary	Group 'D' posts	

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

. 1	2	3	4	5	6	7
39		Framing of	Ministry	a) Jt. Secy/	Group 'A' posts above the	With the
		Recruitment		Adviser (Adm.)	level of SRO	approval of
	• ,	Rules				Member
						concerned
				b) Director/	All posts upto the level of	With the
				Deputy Secretary	SRO	approval of
İ						Group
	,					Coordinating
						officer/
						Head of
						Division
	<u>.</u>					concerned
			TT TOTTALES	**********		1.6
			V FUNDA	AMENTAL RULES		
40	F.R. 10	Dispensation App	ointing Authority	a) Hon'ble	Advisers & Jt. Advisers	The dispen-
1 10	1.10. 10	before	Juliang Hautority	Minister/ Deputy	and officers of equivalent	sation if
		appointment		Chairman	rank	considered
						necessary
	. :	(i)Medical		b) Jt. Secy/	Deputy Advisers & officers	must be
		Certificate of		Adviser (Adm.)	of equivalent rank. All	obtained
		fitness			other Group 'A' posts and	while getting
					Group 'B' posts	approval for
		(ii)Verification				appointment.
		of character		c) Director/	Group 'C' posts	This also
		&		Deputy Secretary		covers
		antecedents				S.R. 4.
				d) Under Secretary	Group 'D' posts	

1	2	3	4	5		
41	FR 15	To transfer a	Ministry	a) Hon'ble Minister	Advisors % 14 Advisors	7
	•	Govt. servant		/Deputy Chairman	Advisers & Jt. Advisers	•
		from one post to		/ Dopaty Chamman	and officers of equivalent	l: ·
		another		b) Jt. Secy/	Deputy Advisers & officers	
		·		Adviser (Adm.)	of equivalent rank. All	
				11011001 (1101111.)	other Group 'A' posts and	
					Group 'B' posts and	
					Group B posts	
				c) Director/	Group 'C' posts	
				Deputy Secretary	Group C posts	
		· ·		d) Under Secretary	Group 'D' posts	
42	FR 24	(i) Power to	Appointing Authority	a) Hon'ble Minister	Advisers & Jt. Advisers	
		withhold		/Deputy Chairman	and officers of equivalent	
		Increment			rank	
				b) Jt.Secy/ Adviser	Deputy Advisers & officers	
		:		(Adm.)	of equivalent rank. All	
					other Group 'A' posts and	
					Group 'B' posts	
-				c) Director/	Group 'C' posts	
	•			Deputy Secretary		
				d) Under Secretary	Group 'D' posts	
		(11) D 1 . 5		~		
		(ii) Drawal of	Ministry	Section Officer	Full	
	· · ·	increment			<u> </u>	

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

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1	2	3	4	, ,			
46	FR 46	i) Grant of	Ministry	a) Jt. Secy/Adviser	6		7
		permission to	, 1,111110ti y	(Adm.)	1		
	٠.	receive		(Adm.)	100/- and above		
		Honorarium/		b) Director /	Croup (A) amount 1 1		v*
		Fee from		Deputy Secretary	Group 'A' amount below		
		outsides		Deputy occiding	100/-; Group 'B', 'C' & 'D'		
		agencies for			amount Rs. 100/- and above. In case of Articles		
		talks, articles,			Rs. 50/- and above.		
		examination fee,			and above.		
		Interview					
		Boards etc.					
		ii) Sanction of	-do-	a) Director/	Rs. 100/- and above		
		Honorarium/fee		Deputy Secretary			1
	•	:' In case where					
		scale has been		b) Under Secretary	Below Rs. 100/-		
	,	prescribed such				f 1	
		as verbatim					
	-	record of				: .!	
		proceedings,					
		examination					
		test fees etc.		•			
		:::) D=					
		iii) Payment of	-do-	Secy./Jt.Secy/	Full	. :	
		Honorarium		Adviser (Adm.)			

1.	2	3		1		<u> </u>	•
47	FR 49	To ennoint a	Λ	4	5	6	7
77	1717 49	To appoint a	Appoin	ting Authority		Advisers & Jt. Advisers	
		Govt. servant to			Deputy Chairman	and officers of equivalent	
		hold combine				rank	
		charges and to					
		fix emoluments			b) Jt. Secy/	Deputy Advisers & officers	
					Adviser (Adm.)	of equivalent rank. All	
						other Group 'A' posts and	
						Group 'B' posts	• .
						Group D posts	
					c) Director/	Group 'C'-posts	
					Deputy Secretary	Group C posis	
					- opacy occidency		
*					d) Under Secretary	Croup Dinage	
48	FR 56(d)	Retention of	Annoin	ting Authority	a) Hon'ble Minister	Group 'D' posts	
	(-)	Non-	2 TDDOILI	mig Admority		Advisers & Jt. Advisers	
		Ministerial/Mini			/Deputy Chairman	and officers of equivalent	
		sterial Govt.				rank	
		l			111 71 72 7		
	· .	servant beyond	2.2		b) Jt. Secy/	Deputy Advisers & officers	
		the date of			Adviser (Adm.)	of equivalent rank. All	
	,	superannuation				other Group 'A' posts and	
						Group 'B' posts	
				Art Comment	c) Director/	Group 'C' posts	
					Deputy Secretary		
					d) Under Secretary	Group 'D' posts	

1	22	3	4	5	6	T
49	FR 56(j)	Compulsory	Appointing Authority		Advisers & Jt. Advisers	7
		retirement of	3	/Deputy Chairman	and officers of equivalent	
	ĺ	Govt. Servant		, Table Sandania	rank	
		•			Talik	
		:		b) Jt. Secy/	Deputy Advisers & officers	
				Adviser (Adm.)	of equivalent rank. All	
		. •.			other Group 'A' posts and	
	٠.				Group 'B' posts	
					[4.4.4.] 보고 하는 그를 다 뭐야?	
				c) Director/	Group 'C' posts	
			-	Deputy Secretary		
				11 77 1 0		
50	FR 71	Deguiring	3.51	d) Under Secretary	Group 'D' posts	
	1,17,1,1	Requiring a Medical	Ministry	a) Director/	Group 'A' & B' posts	
		Certificate of		Deputy Secretary		
		fitness in case of		1-1 11-1 0		
İ		leave granted for		b) Under Secretary	Group 'C' & 'D' posts	
	. '	health reason				
51	FR 73	Extension of	Ministry	a) Under Secretary	Gazetted	XX7:41- 41
		leave to cover	THIRDITY	a) onder secretary	Gazetted	With the
		overstay		b) Section Officer	Non-Gazetted	specific approval of
				b) beenon onicer	Hon-Gazetted	Group
						coordinating
						officers/
						Head of
						Division
L						concerned

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-	1.	2	3	4	5	6	
	52	FR	i) Forwarding of	Ministry	Under Secretary	Full	With the
		110-114				T GII	specific specific
	*.		response to				approval of
			Advertisement				Group
			or general circulars				coordinating
			circulars		•		officers/
							Head of
							Division
							concerned
			ii) Transfer to	-do-			
-			foreign service				
1		į	in India				
			a) Deputation		a) Secretary	Advisers, Joint Advisers &	
ĺ			upto 3 years			equivalent posts	
							· .
					b) Jt. Secy./	Other Group 'A' posts	
					Adviser(Admn.)	above the level of SROs	
					a Diagram		
					c) Director /	upto SROs	
					Deputy Secretary		
			b) Deputation	- do -	a)Secretary	Deputy Advisers & above	
-			beyond 3 Years			and equivalent posts	
	77 17					and equivalent posts	
	-				b) Jt. Secy./	All other cases	
		*			Adviser(Admn.)		
_	5-			I S S S S S S S S S S S S S S S S S S S			

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1	. 2	3	4	5		
		iii) Fixation of	Ministry	a)Secretary	6 Advisers, Joint Advisers &	7
		pay when on		,	equivalent posts	
		foreign service			oquivalent posts	
		in India		b) Jt. Secy./	Other Group 'A' posts	
				Adviser(Admn.)	above the level of SROs	
				a) Dimanton (
				c) Director / Deputy Secretary	upto SROs	
				beputy Secretary		
		iv) Deputation	-do-	a)Secretary	Deputy Advisers & above	Approval of
		abroad			and equivalent posts	Hon'ble
				1.1. 7. 0		Minister/
				b) Jt. Secy./ Adviser(Admn.)	All other cases	Deputy
				Advisci (Admii.)		Chairman to
						be obtained before
						release of
						officer
53		Dogtings %				concerned
	•	Postings & Transfers		a) Jt. Secy./	above SRO	
		TEGISICIS		Adviser(Admn.)		
				b) Director /	upto SRO	
		<u> </u>		Deputy Secretary		

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

1	2	3	4	5	6	7
57	SR 35	To allow Group	Ministry	Controlling	Full	
		'D' Govt.		Authority	_	
		servants		•		
		accompanying		:		
		his officer to				
		travel in the				
		next higher				
		class if the train				
		does not provide				
		the entitled				
		class				
58	SR 59	To prescribe	Ministry	Jt. Secy./	Full	•
		Headquarters of		Adviser(Admn.)		
	٠.	an officer				• 1
59	SR 60	To define the	Ministry	a) Jt. Secy./	Group 'A' posts	
		limits of a Govt.		Adviser(Admn.)		
		Servant's sphere				4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
		of duty		b) Director /	Group B', 'C' & D' posts	3
[GD 40			Deputy Secretary		
60	SR 63	To restrict	Ministry	a) Jt. Secy./	Group 'A' posts	
		frequency and		Adviser(Admn.)		
		duration of				
		journey on tour		b) Director /	Group B', 'C' & 'D' posts	$ \mathbf{S} $
				Deputy Secretary		

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61	SR 73	To allow drawal		Ministry		a) Controlling	For all officers other than	
		of daily				Authority	self-controlling officers	
		allowance in						
		excess of				b) Next Higher	For self-controlling officers	
i		permissible		and the same of th		Authority		
		duration						
62	SR	To extend the		Ministry		a) Controlling	For all officers other than	
	116(b)(iii)	prescribed time				Authority	self-controlling officers	
		limit within						
		which the			·.'	b) Next Higher	For self-controlling officers	
		members of the				Authority		
		Govt. servant's].				
		family may be						
		treated as						
		accompanying						
60	OD 100	him		N. F. San J. San San San San San San San San San San	·	a): O - 4 - 11!	D - 11 CC - 11 - 11	
63	SR 120	To sanction halt		Ministry		a) Controlling	For all officers other than	
	provision (a) & (b)					Authority	self-controlling officers	
	(a) 6.(b)	1 : : : : : : : : : : : : : : : : : : :				b) Navi Iliahan	For solf controlling officers	
		prescribed time				b) Next Higher Authority	For self-controlling officers	
64	SR 132	To allow TA to		Minister	-		For all officers other than	
04	OK 132	attend		Ministry		a) Controlling	self-controlling officers	
		examination or				Authority	sen-controlling officers	
		interview in				b) Next Higher	For self-controlling officers	
		certain				Authority	Tot self-contituting diffeets	** **
		circumstances	-		•	Authority .		
	<u> </u>	OII CUITIGUATICO		 _		<u> </u>	<u> . I </u>	

1	2	3	4	5	6	7
65	SR 135	To allow TA as	Ministry	a) Controlling	For all officers other than	
		for journey on		Authority	self-controlling officers	
		tour to a Govt.				
		servant who is		b) Next Higher	For self-controlling officers	
		asked while on		Authority		
		leave in India to				
		perform public				
		duty at a place				
		other than one		•		
		where he is				
		spending his				
		leave				
66	SR	To allow actual	Ministry	a) Controlling	For all officers other than	
	160(b)	cost of journey		Authority	self-controlling officers	
	,	to appear before				
		a Medical Board		b) Next Higher	For self-controlling officers	
		in case of		Authority		
		voluntarily				
		retirement on				
		invalid pension				
67	SR 191	To declare	Ministry	Jt. Secy./	Full	
		controlling		Adviser(Admn.)		
		officer				

				<u> </u>	•		
1	2	3		4	'5	6	. 7
68		i) To grant TA		Ministry	Group	Full	
	(a) & (b)	to non-officials			Coordinating		
	Appendix				Officer / Joint		
	10	Commissions o	$f \mid$		Secretary / Head		
		Enquiry or			of the Division		
		performing			concerned		
	· .	other public					
		duties in an					
		honarary					
		capacity and to					
		decide their					
		grade					
		ii) To authorize		-do-	Jt. Secy./	Full	
		air travel to			Adviser(Admn.)		
		non-officials					
		members of					
		Committees /					
		Commissions					
		etc.					

1	2	3	4	5	6	7
		VII '	THE CENTRAL CIVIL	SERVICES (LEAVE)	RULES, 1972	
69	Rule 3	Sanction of	Ministry	Section Officer	Gazetted Officers	Leave may
09	Rule 5	Leave	Ministry	(Adm.)	Gazetted Onicers	be sanctioned after Group Coordinating Officer/Head of Division concerned has recommended the same
				Section Officer (Adm.)	Non-Gazzetted	Leave may be sanctioned after Branch Officer/ Section Officer has recommende the same

1	2	3	4	5	6	7
70	Rule	i) Employment	Appointing Authority		Advisers & Jt. Advisers	
	13(i) and	in India during		/Deputy Chairman	and officers of equivalent	
	13(ii)	leave			rank	
						•
				b) Jt. Secy./	Deputy Advisers & officers	
				Adviser(Admn.)	of equivalent rank. All	
					other Group 'A' posts and	
					Group B' posts	
				c) Director/	Group 'C' posts	
				Deputy Secretary	Group C posts	
				Dopaty Secretary		
				d) Under Secretary	Group 'D' posts	
71	Rule 39	Grant of Leave	Ministry	Under Secretary	Group 'A', 'B', 'C' & 'D'	
		en-cashment on			officers	
		retirement				
		VIII	I THE CENTRAL SEI	RVICES (PENSION) F	RULES, 1972	
72	Rule 16	Sanction of	Ministry	a) Jt. Secy./	Group 'A' & Group 'B'	
		Pension		Adviser(Admn.)	officers	
				b) Director/	Group 'C' officers	
				Deputy Secretary		
					G	
				c) Under Secretary	Group 'D' officers	

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1	2	3	4	5	6	7
73	Rule 26	Condonation of	Ministry	a) Hon'ble Minister	Advisers & Jt. Advisers	
		interruption in		/Deputy Chairman	and equivalent posts	
		service				
		•		b) Jt. Secy./	Deputy Advisers & officers	
				Adviser(Admn.)	of equivalent rank. Other	
					Group 'A' & Group 'B'	
					officers .	
				c) Director/	Group 'C' officers	
	•			Deputy Secretary		
		:		d) Under Secretary	Group 'D' officers	
				•		
		IX THE C	ENTRAL SERVICES (I	MELICAL ATTENDA	NCE) RULES, 1944	
74	Rule 6	Approval of	Ministry	a) Director/	Deputy Secretary and	
		Medical Bill for		Deputy Secretary	above	
		reimbursement				
				b) Under Secretary	All others	

				<u> </u>			
1	2	3		4	5	6	7
		х тн	E CENT	RAL CIVIL SE	RVICES (CONDUCT)	RULES, 1964	
75	Rule 8(2)	Permission to publish books/articles or to participate in Radio broadcasts etc.		Ministry	a) Jt. Secy./ Adviser(Admn.) b) Director/ Deputy Secretary.	Group 'A' officers when the amount of honorarium involved is Rs. 100/- and above 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	
					c) Under Secretary	Group 'B', 'C' & 'D' officers when the amount of honorarium involved is	
						below Rs. 100/- In case o Articles: below Rs. 50/-	f

1	2	3	4	5	6	7
76	Rule 13	Permission for	Ministry	a) Jt. Secy./	Group 'A' officers	
		acceptance of		Adviser(Admn.)		
		gifts				• []
,		, V		b) Director/	Group B' officers	
				Deputy Secretary		
				¥.		
				c) Under Secretary	Group 'C' & 'D' officers	
77.	Rule 18	Transactions in	Ministry	a) Jt. Secy./	Group 'A' officers	
	, ,	Movable /		Adviser(Admn.)		
		Immovable				
		Property		b) Director/	Group B' officers	
				Deputy Secretary		
						•
				c) Under Secretary	Group 'C' & 'D' officers	
