

No.DGE-A-32022/01/2018-Adm.II  
Government of India  
Ministry of Labour & Employment  
Directorate General of Employment  
\*\*\*\*\*

Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001, Dated 9<sup>th</sup> February, 2024

To  
All HOOs of NCSC for DAs and  
National Career Service Centre for SC/ST,  
Under the Directorate General of Employment.

**Sub: Delegation of Financial Powers to the Head of Offices of National Career Service Centre for DA and National Career Service Centre for SC/ST under DGE.**

Sir/Madam,

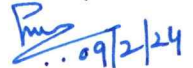
All the Head of Offices declared under Rule 14 of DFPR, 1978 in the National Career Service for DAs and National Career Service Centres for SC/STs under the Directorate General of Employment are hereby delegated the financial powers (As per Annexure I & II enclosed) with immediate effect for incurring Contingent and Miscellaneous Expenditure under Schedule V & VI of the Delegation of Financial Power Rules, 1978 till further orders.

2. The delegation of financial powers are subject to general conditions, rules, restrictions, scales, orders and provisions of Delegation of Financial Powers Rules, 1978 and General Financial Rules, 2017 or any other specific orders/austerity instructions issued by the Government of India/CVC in this regard from time to time. The incurring of expenditure is also subject to fiscal codes, procedures and with the budgetary allocation for the financial year concerned.

3. This issues with the approval of competent authority and with the concurrence of IFD, Ministry of Labour and Employment vide File No. 92583 dated 31.01.2024. If any other power are required to be delegated, a separate proposal giving adequate justification may be forwarded to DGE(HQ).

Encl: As above.

Yours faithfully,



(V.S Negi)

Under Secretary to the Govt. of India  
Tel. No.23473351

Copy to:

1. The Pay & Accounts Officer, PAO, DGE, New Delhi.
2. The Pay & Accounts Officer, PAO, DGE-II, Guindy, Chennai.
3. The Pay & Accounts Officer, PAO, DGFASLI, Mumbai.
4. Finance Branch II/BP Section
5. PPS to DG (E)/AS(L&E)

PPS to DDG(E)/Director of Employment/DS (DGE)

Annexure-I

DELEGATION OF FINANCIAL POWERS TO HEAD OF OFFICES OF NATIONAL CAREER SERVICE CENTRE FOR SC/STs and NATIONAL CAREER SERVICE CENTRE FOR DA FOR INCURRING CONTINGENT & MISCELLANEOUS EXPENDITURE UNDER SCHEDULE-V OF DELEGATION OF FINANCIAL POWER RULES, 1978.

| Sl. No. | Name of Item   | Existing Delegation of Powers   | Revised Delegation of Financial Powers  |
|---------|--|---|---|
| 1       | Bicycle  | Full Powers as per DFPRs.*  | Full Powers as per DFPRs through GeM Portal.*   |
| 2       | Charge of remittance   | Full Powers as per DFPRs.*  | Full Powers as per DFPRs.*  |
| 3       | Conveyance hire  | Actual Conveyance hire charges limited to Rs.300/- per month per-employee for local journeys. | Actual Conveyance hire charges limited to Rs.300/- per month per-employee for local journeys. |
| 4       | Electric, gas and water charges  | Full Powers as per DFPRs.*  | Full Powers as per DFPRs.*  |
| 5       | Fixtures and furniture, purchase and repairs   | Upto Rs.35000/- per annum against condemnation and newly created office.                      | Upto Rs.1,00,000/- per annum for purchase through GeM portal subject to GFR Provisions.       |
| 6       | Freight and demurrage/ wharfage Charge<br>v) Freight Charges<br>vi) Demurrage/ wharfage charge | Full Powers as per DFPRs.*  | Full Powers as per DFPRs through GeM Portal.*   |
| 7       | Hire of office furniture, electric fans, heaters, coolers, clocks and cells, bells             | Rs.10000/- on each occasion   | Rs.25,000/- on each occasion through GeM Portal.  |

|    |   |  |  |
|----|---|--|--|
| 8  | Land  | Nil  | Nil  |
| 9  | Legal Charges:<br>i) Fees to Barristers, Advocates, Pleaders, Arbitrators & Umpires<br>ii) Other legal charges                    | (i) & (ii) full powers subject to the instructions issued by the Ministry of Law and Justice from time to time.* | (i) & (ii) full powers subject to the instructions issued by the Ministry of Law and Justice from time to time.* |
| 10 | Municipal rates & Taxes   | Full Powers as per DFPRs.*   | Full Powers as per DFPRs.*   |
| 11 | Petty works and repairs:<br>i) Execution of petty works and special repairs to Govt. owned buildings, including sanitary fitting, | Nil  | Nil  |



|    |   |  |   |
|----|---|--|---|
|    | water supply and electric installation in such building and repairs to such installations.<br>ii) Repairs and alteration to hired and requisitioned Bldg. |  |   |
| 12 | Postal & Telegraphs Charges<br>i) Charge for issue of letters, telegrams, etc.<br>ii) Commission on Money orders  | Full Powers as per DFPRs.*               | Full Powers as per DFPRs.*  |
| 13 | Printing & Binding  | Rs.50000/- per annum*                    | Rs.50000/- per annum through GeM Portal subject to GFR Provisions * |
| 14 | Publications:<br>i) Official publications<br>ii) Non-official publications  | i) Full Powers as per DFPRs.*<br>ii) Nil | i) Full Powers as per DFPRs.*<br>ii) Nil                            |

|    |   |  |  |
|----|---|--|--|
| 15 | Rent  | Nil  | Nil  |
| 16 | Repairs to and removal of machinery (where the expenditure is not of a capital nature)  | Full Powers as per DFPRs.*   | Rs.20,000/- in each case   |
| 17 | Rewards, fees, bonus, etc. (other than fees or honoraria granted to Govt. servants under the service rules)   | Nil  | Nil  |
| 18 | Special charge relating to a particular Department.   | Nil  | Nil  |
| 19 | Staff paid from contingencies   | Nil  | Nil  |
| 20 | i) Local purchase of petty stationery/stores<br>ii) Local purchase of rubber stamps and office seals  | i) Rs.50000/- per annum*<br>ii) Full Powers as per DFPRs.*               | i) Rs.20,000/- in each case from GeM portal<br>ii) Full Powers as per DFPRs through GeM portal.* |
| 21 | Stores:<br>i) Stores required for works<br>ii) Other stores i.e. stores required for the working of an establishment, training and instruments/equipment and apparatus. | (i) & (ii) Rs.20000/- on each occasion subject to maximum of Rs.50000/-* | (i) & (ii) Rs.20000/- on each case from Gem Portal subject to maximum of Rs.1,00,000/-*          |
| 22 | Supply of uniforms, badges and other articles of clothing etc. and washing allowance  | Full powers as per specific order of DOPT/MHA                            | Full powers as per specific order of DOPT/MHA  |
| 23 | Telephone charges   | Full powers subject to entitlement.                                      | Full powers subject to entitlement.  |
| 24 | Tents and camp furniture  | Nil  | Nil  |
| 25 | (a) All office equipments including typewriters electronic typewriters dedicated word processors intercom equipments calculators, electronic stencil                    | Maximum upto Rs.2,00,000/- per annum.*                                   | Maximum upto Rs.3,00,000/- per annum through GeM portal as per DFPRs.*                           |



|           |  |                                |  |
|-----------|--|--------------------------------|--|
|           | cutters, Dictaphones, tape recorders, photocopiers, copying machine, franking machine, addressographs, filing and indexing systems, etc. excluding computers of all kinds. |                                |  |
| 25<br>(b) | i) Computers (including personal computers).   | i) Rs.2,00,000/- per annum.*   | i)Rs.2,00,000/- per annum.* for purchase through GeM portal subject to condition that cost per computer does not exceed Rs.90,000/-. |
|           | ii) Hire and maintenance of computers of all kinds   | ii) Full Powers as per DFPRs.* | ii) Full Powers as per DFPRs thorough GeM Portal.*   |

- 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.

**Annexure-II**

DELEGATION OF FINANCIAL POWERS TO HEAD OF OFFICES FOR INCURRING  
CONTINGENT & MISC. EXPENDITURE UNDER SCHEDULE-VI OF  
DELEGATION OF FINANCIAL POWERS RULES.

| Sl. No. | Name of Item      | Existing Delegation of Powers  | Revised Delegation of Financial Powers   |
|---------|-------------------|--|--|
| 1       | Recurring         | C. Miscellaneous Expenditure<br>i) Rs.6,000/- each case.<br>ii) Hospitality expenditure – per head per meeting Rs.60/- for tea, snacks, water bottle etc. (for working lunch prior approval of headquarters required). | C. Miscellaneous Expenditure<br>i) Rs.6,000/- each case.<br>ii) (a) Hospitality expenditure – per head per meeting Rs.60/- for tea, snacks, water bottle etc.<br>(b) Per head per meeting Rs.80/- for High Tea.<br>(c) Per head per meeting Rs.150/- for working lunch which start in the forenoon and continue beyond lunch time.<br>(For working lunch prior approval of headquarters required). |
| 2       | Non-recurring     | A. Miscellaneous Expenditure<br>i) Rs.50,000/- per annum   | A. Miscellaneous Expenditure<br>i) Rs.60,000/- per annum subject to Rule 10 of DFPR  |
| 3       | Permanent Advance | Nil  | Nil  |

