

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


Shram Shakti Bhawan, Rafi Marg,  
New Delhi-110001.

Dated, the 12, March, 2024

**OFFICE ORDER NO. 16 of 2024**

In exercise of the powers conferred by Rule 13(3) of the Delegation of Financial powers Rules, 1978, the Deputy Director General (Employment) further delegates the Financial powers of Head of Department (HOD) to Dr. (Mrs.) Shikha Anand, Director of Employment in respect of the following items in Directorate General of Employment (DGE), (Hqrs.) and all the Centres under the administrative control of DGE with immediate effect and until further orders:-

- i. Grant of withdrawal from GPF.
  - ii. Grant of Advance from GPF exceeding 50% of amount at the credit of subscriber.
  - iii. Payment of Telephone Bills.
  - iv. Payment of Electricity Bills.
  - v. Payment of Freight charges.
  - vi. Payment of Legal charges.
  - vii. Grant of all advances.
  - viii. Award of contracts in respect of General Administration.
  - ix. Reimbursement of Medical Claim cases upto the limit of Rs.2,00,000/- in each case.
  - x. Incurring contingent expenditure of recurring/non-recurring nature which is within the powers of HOD as per schedule V & VI of DFP Rules, 1978 r/w M/o Labour & Employment's O.M.No.G-17011/01/2020-Fin.II dated 17.03.2021.
2. This issues with the approval of the Competent Authority.

  
..12/3/2024

(V.S. Negi)

Under Secretary to the Govt. of India  
Tel : 23473351

**Copy to :**

1. Dr. (Mrs.) Shikha Anand, DGE, Ministry of Labour & Employment, New Delhi.
2. Cash Section, DGE, Ministry of Labour & Employment, New Delhi.
3. The PAO, DGE, Ministry of Labour & Employment, New Delhi.
4. Dy. Controller of Accounts, Internal Audit, DGE, New Delhi.
5. Finance II Branch, M/o Labour & Employment
6. PS to Hon'ble LEM/PS to Minister of State (L&E)/PPS to Secretary (L&E).
7. PPS to AS/DG(E), PPS to DDG(E), PPS to Director (E).
8. All JDEs/DDEs/ADEs.
9. All Sections of DGE.
10. Personal file of the Officer concerned.

G-17011/01/2020-Fin.II  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, New Delhi.  
March 17<sup>th</sup>, 2021.

**OFFICE MEMORANDUM**

Subject: - Delegation of financial Powers to Head of Department in Ministry of Labour & Employment- reg

In supersession of this Ministry's O.M. No. G-17011/01/2020-Fin.II dated 22.07.2020 and all the previous orders on the above mentioned subject, all the Head of Departments functioning in terms of Rule 3(f) of Delegation of Financial Power Rules, 1978 (DFPR 1978), under this Ministry are hereby delegated the financial powers (as per Annexure I and II enclosed) till further orders.

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

- i. The exercise of the Delegated Financial Powers for Procurement of Goods, Services and Execution of Works will be done in accordance with GFR-2017 and other procedures on procurement as issued by Ministry of Finance.
- ii. Exercise of Financial Power beyond delegated limit for Head of Department shall be done in consultation with the Financial Advisor/IFD of this Ministry and with the approval of Secretary/ Competent Authority.
- iii. The financial limit in respect of indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated as under:
  - a. For Open Tender: upto Rs. 1.00 Crore
  - b. For Limited tender: upto Rs. 50.00 Lakh
  - c. For Negotiated/Single Tender/Proprietary Contract and technical collaboration & consultancy services: No power
- iv. In accordance with Rule 13(3) of DFPR, HoDs may re-delegate the financial powers to their sub-ordinate officer (Gazetted, not below the US level) upto the limit as mentioned in Column V of Annexure I & II in all cases where no specific scale of approving authority has been prescribed. For this purpose, a HoD may issue a separate order indicating the authority to which these powers may be delegated. The HoD shall, however, continue to be responsible for the correctness, regularity and propriety of the decision taken by the Gazetted officer so authorized.

3. This issues with the approval of Secretary (L&E), in consultation with AS&FA(L&E).

  
(Kumar Amrendra)

Under Secretary to the Government of India  
Tel.23473309.

*Amrendra*

**Enclosure:**

**Annexure I : Delegation of financial powers to Head of Departments for incurring Contingent & other expenditure.**

**Annexure II : Delegation of financial powers to Head of Departments for incurring Misc. expenditure.**

**Copy to :-**

**All Bureau Heads/ All the HoDs, Directors, DSs, USs/ All the Attached and Subordinate offices/ Internal Audit/ All the Pay & Accounts Offices.**

**Copy, for information, to:**

**PPS to LEM/ PPS to Secretary, (L&E)/PS to AS&FA, L&E).**

A handwritten signature in black ink, appearing to be 'R. K. M.', is written over a horizontal line.

**Delegation of financial powers to Head of Departments for incurring  
Contingent & other Expenditure**

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	IV	V
			<b>Delegation of Powers to HoDs</b>	<b>Extent of financial power that may be delegated by HoDs to DS/ US Level officer</b>
1.	Bicycle.	Full powers.	Full powers.	Full powers.
2.	Charges for remittance of treasury.	Full powers as per DFPRs	Full powers as per DFPRs.	Full powers as per DFPRs.
3.	Conveyance hire (for local transport within headquarter only)	Full powers subject to restrictions under Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR.	Full powers subject to restrictions under Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR.	Full powers subject to restrictions under Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR.
4.	Electric, gas and water charges, cable/DHT charges etc.	Full powers.	Full powers.	Full powers.
5.	Fixtures and furniture, purchase and repairs.	Rs.1,50,000/- in each case. Cases involving expenditure in excess of Rs.1,50,000/- and upto Rs 3,00,000/- in each case, shall be approved at the level of JS(Admn.) or at the level of Head of Organization	Full powers for purchase through GeM portal subject to GFR provisions.	Rs. 3,00,000/- per annum for purchase through GeM portal subject to GFR provisions.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
6	Freight and demurrage/ wharfage charges.	Full powers.	Full powers.	Full powers.
7.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers.	Full powers.	Full powers.
8.	Land.	As per DFPRs and specific orders issued by the GOI from time to time.	As per DFPRs and specific orders issued by the GOI from time to time.	As per DFPRs and specific orders issued by the GOI from time to time.
9.	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.	i) Full powers subject to the instructions issued by the Ministry of Law & Justice from time to time.  (ii) & (iii) Full powers.	i) Full powers subject to the instructions issued by the Ministry of Law & Justice from time to time.  (ii) & (iii) Full powers.	i) Full powers subject to the instructions issued by the Ministry of Law & Justice from time to time.  (ii) & (iii) Full powers.
10	Motor vehicles: Maintenance, up keep and repairs.	Rs.50,000/- in each case.  Cases involving expenditure in	Full powers.	Rs. 50,000/- in each case.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
		excess of Rs.50,000/- in each case shall be approved at the level of Joint Secretary(Administration) or at the level of Head of organization in case of Subordinate and Attached offices, as the case may be.		
11	Municipal rates and taxes.	Full powers subject to Appendix I to Schedule V of DFPR.	Full powers subject to Appendix I to Schedule V of DFPR.	Full powers subject to Appendix I to Schedule V of DFPR.
12	Petty Works and repairs (i) Execution of petty & special repairs to govt. owned building including sanitary fittings, water supply & electric installation in such	The expenditure on repairs in Govt. buildings can be incurred as per provisions of GFR 2017.  Such expenditure on private buildings may be incurred only if the landlord refuse to meet the charges himself and when the building is	Full powers subject to GFR provisions. (Chapter 5 "Works" of GFR 2017)	(i) Full power subject to GFR provisions in case of Govt. owned building.  (ii) In case of private owned buildings, subject to ceiling equivalent to rent amount of two months or Rs. 1,00,000/- whichever is higher.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM



Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
	<p>buildings and repairs to such installations.</p> <p>(ii) Ordinary repairs to Govt. owned buildings.</p> <p>(iii) Repairs and alterations to hired and requisitioned buildings.</p>	<p>released Govt should have right to remove any installation material added to the building.</p> <p>Deptt. Of Central Govt shall have power to incur expenditure on sub items i &amp; ii upto monetary limits indicated below:</p> <p>Rs. 30,000/- in each case Rs 50,000/- per annum non-recurring Rs. 6,000/- per annum recurring</p>		<p>Such expenditure on private buildings may be incurred only if the landlord refuse to meet the charges himself and when the building is released Govt should have right to remove any installation material added to the building.</p>
13.	<p>Postal &amp; Telegraphs charges</p> <p>(i) Charges for issue of letters, telegrams etc.</p> <p>(ii) Commission on Money Orders.</p>	Full powers.	Full powers.	Full powers.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM Page 4 of 12

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	IV	V
			Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
14	Printing and Binding	<p>(i) Full powers in case printing is done in Govt. Press or through Directorate of Printing.</p> <p>(ii) Rs. 1,00,000/- per annum for emergent and unforeseen petty printing and binding jobs executed locally through private agencies.</p> <p>(iii) upto Rs. 3.00 lakh per annum in respect of emergent and special cases, through private agencies. The rates to be paid to such private agencies should not exceed those admissible under the Schedule of Rates maintained for the time being by the Director of Printing.</p>	<p>(i) Full powers in case printing is done in Govt. Press or through Directorate of Printing.</p> <p>(ii) Rs. 50,000/- per case for emergent and unforeseen petty printing &amp; binding jobs executed locally through private agencies.</p> <p>(iii) upto Rs. 10.00 lakh per case in respect of emergent and special cases, through private agencies through GeM. The rates to be paid to such private agencies should not exceed those admissible under the Schedule of Rates maintained for the time being by the Director of Printing.</p>	<p>(i) Full powers in case printing is done in Govt. Press or through Directorate of Printing.</p> <p>(ii) Rs. 50,000/- per annum for emergent and unforeseen petty printing and binding jobs executed locally through private agencies.</p> <p>(iii) No power.</p>

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

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Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
15	Publications  (i) Official publication  (ii) Non-official publication	(i) Full power for priced publications of the Central Govt. The publications shall be purchased in accordance with provisions of Appendix XIII to the rules for Printing and Binding  (ii) Non-official Publications (includes books, newspaper, other periodical publications):  Rs. 1,00,000/- in each case. Cases in excess of Rs. 1,00,000/- and upto Rs. 2,00,000/- shall be approved at the level of JS(Admn) or the Head of Organisation in case of Subordinate and Attached offices, as the case may be.	(i) Full power for priced publications of the Central Govt. The publications shall be purchased in accordance with provisions of Appendix XIII to the rules for Printing and Binding.  (ii) Non-official Publications (includes books, newspaper, other periodical publications):  Rs. 1,00,000/- in each case.	i) Full power for priced publications of the Central Govt. The publications shall be purchased in accordance with provisions of Appendix XIII to the rules for Printing and Binding  (ii) Non-official Publications (includes books, newspaper, other periodical publications):  Rs. 50,000/- per annum.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	IV	V
			Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
16	<p>Rent:</p> <p>(i) Ordinary office accommodation :-</p> <p>(a) Where the accommodation is entirely utilized for the office.</p> <p>(b) Where the accommodation is used partly as office and partly as residence.</p> <p>(ii) For residential &amp; other purpose.</p>	<p>First time with the concurrence of IFD and with the approval from Ministry in all cases including enhancement of rents.</p> <p>Thereafter, the monetary limit per month will be as per classes of city:</p> <p>X- Rs. 1.25 Lakh Y- Rs. 0.75 Lakh Z- Rs. 0.55 Lakh</p> <p>Subject to the rules, restrictions or scale mentioned in Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPRs.</p> <p>Note: No accommodation may be proposed to be hired at Delhi, Mumbai, Shimla and Kolkata for any office which is entitled to general pool accommodation provided in these places by MoUD.</p>	<p>Full powers subject to condition that accommodation is as per approved schedule of accommodation and approved scales. The rent may be decided after obtaining rent reasonability certificate from CPWD.</p>	<p>No powers.</p>

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
17	Repairs to and removal of machinery (where the expenditure is not of a capital nature).	Full powers.	Full powers.	Rs. 50,000/- in each case.
18.	Rewards, fees, bonus etc. (other than fees or honoraria granted to Govt. servants under the Service Rules).	The powers of HODs may be regulated by separate orders to be issued by the Department in consultation with IFA, except in cases where it is authorized by separate orders referred to in Serial No. 19.	The powers of HODs may be regulated by separate orders to be issued by the Ministry in consultation with IFA, except in cases where it is authorized by separate orders referred to in Serial No. 19.	
19.	Special Charges relating to particular Departments.			
20.	Staff paid from contingencies (Only for casual engagement for short duration)	Full powers.	Full powers.	Rs. 25,000/- per month.
21	i. Local purchase of petty stationery stores.	Rs.1,50,000/- in each case.  Cases involving expenditure in excess of Rs.1,50,000/- upto Rs.3,00,000/- in each case shall be approved at	Full powers through GeM portal.	Rs. 50,000/- in each case from GeM portal.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
		the level of Joint Secretary(Administration) or at the level of Head of Organization in case of Subordinate and attached offices, as the case may be.		
	ii. Local purchase of rubber stamps and Office Seals	Full powers.	Full powers.	Full powers..
22	Stores: (i)Stores required for works  (ii) Other stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	{i}&(ii) Rs.5,00,000/- in each case. Cases involving expenditure beyond Rs.5,00,000/- upto Rs.10,00,000/- in each case shall be approved at the level of Joint Secretary(Admn) or at the level of Head of Organisation in case of subordinate and attached offices, as the case may be.	Full powers through GeM portal subject to GFR provisions.	Rs. 2,00,000/- per annum through GeM portal subject to GFR provisions.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

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Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	IV	V
			<b>Delegation of Powers to HoDs</b>	<b>Extent of financial power that may be delegated by HoDs to DS/ US Level officer</b>
23	Supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full powers as per specific orders of DOP&T/MHA	Full powers as per specific orders of DOP&T/MHA	Full powers as per specific orders of DOP&T/MHA
24.	Telephone charges	Full powers subject to the entitlements.	Full powers subject to the entitlements.	Full powers subject to the entitlements.
25.	Tents and camp furniture	As per DFPRs.	As per DFPRs.	As per DFPRs.
26. (a)	(i) All office equipment (including typewriter, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filing & indexing systems etc excluding computers of all kinds.	Full powers.	Full powers for purchase through GeM portal.	Rs. 5,00,000/- per annum for purchase through GeM portal.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

*AKM*

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	Delegation of Powers to HoDs	Extent of financial power that may be delegated by HoDs to DS/ US Level officer
	(ii)Computers (including personal computers)	Rs.20,00,000/- per annum to the subject condition that cost per computer does not exceed Rs. 90000	Full powers for purchase through GeM portal subject to condition that cost per computer does not exceed Rs. 90,000/-.	Rs. 2,00,000/- per annum for purchase through GeM portal subject to condition that cost per computer does not exceed Rs. 90,000/-.
26 (b)	Hire and maintenance of computers of all kinds.	Full powers for hiring.	Full powers for hiring through GeM portal.	Rs. 1,00,000/- per annum for hiring through GeM portal.
27	Contracts (Annual Maintenance contracts/ Annual rate contracts)	All proposals of AMC/Annual Rate Contract exceeding Rs.5.00 lakhs should be finalized in consultation with IFD.	Full powers through GeM portal as per GFR provisions.	Contracts upto Rs. 5.00 Lakh in each case through GeM portal as per GFR provisions.
28	Outsourcing of Manpower	No power delegated till now.	Full powers through GeM portal as per GFR provisions.  For first time hiring of manpower, the requirement will be assessed in consultation with IFD. For hiring in subsequent years, upto assessed manpower, concurrence from IFD will not be required	No power.

The financial limit in respect of Indents, purchase and contracts (Rule 21 of DFPR, 1978) will be overall regulated vide Para 3(iii) of the OM

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**Annexure II- Delegation of powers to head of department for incurring  
Miscellaneous Expenditure under Schedule -VI of DFPR.**

Sl.No	Item of expenditure	Monetary limits delegated to HODs vide IFD's OM dated 22.07.2020	Revised monetary limits	
			IV	V
I	II	III	IV	V
			Delegation of Powers to HoDs	Extent of financial power that may be delegated to DS/US Level officer by HoDs
1	<b>Miscellaneous Expenditure (a) Recurring</b>	i) Rs. 30,000/- in each case ii) Hospitality expenditure per head per meeting: -Rs.100/- for tea/snacks/water per person each time. -Rs.200/- for high tea -Rs.450/-per person per meeting for working Lunch for meetings/seminars/conferences which start in the forenoon and continue beyond lunch time	i) Rs. 50,000/- in each case ii) Hospitality expenditure per head per meeting: -Rs.100/- for tea/snacks/water per person each time. -Rs.250/- for high tea -Rs.750/-per person per meeting for working Lunch for meetings/seminars/conferences which start in the forenoon and continue beyond lunch time.	i) Rs. 10,000/- in each case ii) Hospitality expenditure per head per meeting: -Rs.70/- for tea/snacks/water per person each time. -Rs 100/- for high tea -Rs. 250/-per person per meeting for working Lunch for meetings/seminars/conferences which start in the forenoon and continue beyond lunch time
	<b>(b) Non-Recurring</b>	(b) Rs.75,000/- each case	(b) Rs.2,00,000/- each case	Rs. 10,000/- in each case subject to Rule 10 of DFPR.

**HoDs may take utmost discretion while deciding expenditure on the above account keeping in mind economy in expenditure and adherence of financial rules.**

