

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT (COORDINATION BRANCH)
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

ORDER

In supersession of all previous orders issued in this regard and in exercise of powers conferred under Rule-13 of Delegation of Financial Powers Rules, 1978, the undersigned authorizes Deputy Secretary – I (GAD)/Head of Office to exercise the following financial powers, with immediate effect till further orders: -

SNo	Nature of Financial Power	Extent of powers of HoD delegated
1	Reimbursement/payment of electric, gas and water charges.	Full power
2.	Maintenance, upkeep and repair of Motor Vehicles of the Department	Full power
3	Payment of postal charges	Full Powers
4	Printing and binding through private Printers/Press	Up-to Rs.15,00,000/- per annum, if the job is executed locally.
5	<u>Publication</u> a) Purchase of official publication b) Purchase/reimbursement of non-official publication includes Books, Newspapers, other periodical publications etc.	Full power
6	Purchase of stationery stores	Up-to Rs.25,00,000/- per annum
7	Purchase of rubber stamps and office seals	Full power
8	Purchase of stores required for the working of an establishment, instruments, equipments and apparatus	Full power
9	Hiring of tents for official programmes	Full power
10	Office Telephone charges	Full power subject to prescribed limit
11	Expenditure on refreshment served to guests in official meetings.	Up-to Rs. 5,00,000/- per annum. Rs. 50/- per head on light refreshments at formal inter-departmental and other meetings/ conferences
12	Working Lunch during the meetings /conferences/seminar/workshops.	Rs.300/- per head with a ceiling of Rs. 25,000/- (Twenty-Five Thousand only), per occasion.
13	Sanction of GPF withdrawal, LTC and Children Education Allowance.	Full power, except in r/o Secretaries and Head of Departments belonging to All India Services.
14	Payment for Washing & Dry-cleaning of Linen for the offices under administrative strength of the Department.	Full Power

All the above delegated financial powers will be exercised by Dy. Secretary-I (GAD)/HOO subject to the following conditions: -

- That the expenditure does not exceed the budget allocation.
- That the expenditure is incurred for the purpose for which funds have been provided and codal formalities are followed as per GFR & orders issued from time to time.

No.F.53/591/GAD/CN/2022/dsgadiii/1039-1042

Copy for information and necessary action to: -

- All Dy. Secretaries, GAD.
- Dy. Controller of Accounts, GAD.
- Dy. Secretary Exp-I, Finance Department, GNCTD.
- PAO-X, Delhi Secretariat, GNCTD.

(Navin Kumar Choudhary)
Addl. Chief Secretary (GAD)
Dated: 03/05/2024

(Navin Kumar Choudhary)
Addl. Chief Secretary (GAD)