

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

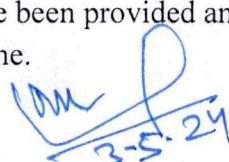
ORDER

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: -

- i. That the expenditure does not exceed the budget allocation.
- ii. 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.

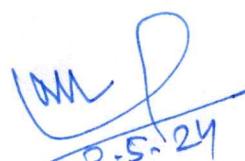

(Navin Kumar Choudhary)
Addl. Chief Secretary (GAD)

Dated: 03/05/2024

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

Copy for information and necessary action to: -

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


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