

No. C-13015(560)/MF.CGA/PFMS/2018-19/ 3725-3761

Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Public Financial Management System

3rd Floor, Shivaji Stadium,
Annexe, New Delh110001

Dated: 11.06.2018

13,

OFFICE MEMORANDUM


Sub: Delegation of enhanced financial powers to Heads of Department //SNOs in State Project Management Units (SPMUs) of Public Financial Management System (PFMS)- reg.

Please find enclosed a copy of Ministry of Finance, Department of Expenditure Order No. A-12034/1/2016-Ad.I(Pt.) dated 29th May 2018 on the above mentioned subject issued in partial modification of the Department's earlier Order No. A-12034/1/2016-Ad.I dated 17th May 2017, for necessary compliance.

2. It may kindly be noted that all other items of expenditure that are not covered under the Annexure to the Order ibid or fall beyond the limit prescribed therein shall be incurred with the approval of the authority competent to sanction the same

3. This issues with the approval of Additional CGA (PFMS)

Enc): An Abare


(S.K. Kardam)
Asstt. Controller General of Accounts

To:

1. All Jt.CGAs/Dy.CGAs as SNOs of SPMUs, PFMS
2. All JT.CGAs/Dy.CGAs/ACGAs of CPMU, PFMS
3. Sr. AO (ITD), O/o CGA with a request to upload on CGA's website

Copy for information to

1. PS to CGA
2. PS to Addl. CGA(PFMS)

No. A-12034/1/2016-Ad.I(Pt)
Government of India
Ministry of Finance
Department of Expenditure

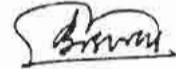
North Block,
New Delhi, the 29 May, 2018.

ORDER

In partial modification of this Department's Order No. A-12034/1/2016-Ad.I dated 17.05.2017, the delegation of financial powers to the Heads of Department in the State Project Management Units (SPMU) of Public Financial Management System is enhanced to the extent as brought out under S. No. 1 to 8 in the Annexure to this Order.

2. All other items of expenditure that are not covered under the said Annexure or fall beyond the limits prescribed therein shall be incurred with the approval of the authority competent to sanction the same.

3. This issues with the concurrence of JS&FA, Ministry of Finance vide Dy. No. 364480 dated 17.05.2018 and approval of Secretary(Expenditure).



(S.K. Biswas)


Under Secretary to the Government of India
Tel : 2309 5695

To

1. Secretary (Expenditure) – for information.
2. Controller General of Accounts, Mahalekha Niyantrak Bhawan.
3. Additional CGA, PFMS, Shivaji Stadium Building, New Delhi – It is requested that the Order may be circulated to all the concerned.
4. JS (Pers) / JS (PF-II), Department of Expenditure.
5. JS & FA, Ministry of Finance.
6. Director (Admin), Department of Expenditure.
7. Pay & Accounts Office, O/o CGA.



S. No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of SPMUs
1.	Office Building:	
(i)	Repair/Alteration to Government Building	(i) Full powers for work to be executed through PWD/CPWD. However, a report on the works executed through PWD/CPWD should be furnished to PFMS at the end of each year. Full powers shall be applicable only for CGA owned buildings. In respect of other buildings, the provision of DFPR 1978 shall apply. (ii) Upto Rs. 1 lakh in each case through Pvt. Vendor for minor electrical/ civil work. In case of Private vendor, GFRs should be strictly followed.
(ii)	Procurement of new furniture and furnishing (subsequent years)	Rs. 50,000 per SPMU/Year
(iii)	Repair of furniture and furnishing	Rs. 25,000 per SPMU/Year
(iv)	Maintenance of office building	Rs. 50,000 per SPMU/Year
2.	Office equipment:	
(i)	Procurement of office equipment (Photocopier, paper shredder, water purifier, phone, Fax, scanner, AC's fans, Tea Coffee Maker, AV System, Oven, Generator etc.)	(i) Rs. 5 lakh only for the first time in respect of newly created office. (ii) Rs. 1,00,000/- per SPMU/year for the subsequent years.
(ii)	Office equipment (IT) Computers, Laptops, Printers & other peripherals.	Procurement of one additional laptop by SPMU for office purpose for functional requirements together with laptops for entitled officers
(iii)	AMC of office equipment	Not exceeding Rs. 50,000/- after expiry of warranty/guarantee period
(iv)	AMC of IT equipment	Rs. 50,000 per SPMU/Year
(v)	Software procurement	Rs. 50,000 per SPMU/Year
3.	Office Establishment:	
(i)	Payment of rent, electricity, water, telephone and postal charges	Full powers
(ii)	Stationery/books/toners/cartridges	Not exceeding Rs. 1 lakh/ SPMU / year
(iii)	Other contingents expenses	Rs. 50,000/- per SPMU per annum
4.	Vehicle:	
(i)	Monthly hiring	Hiring of one designated vehicle for Jt. CGA may be considered on his posting. Full powers for hiring of one vehicle per SPMU for official use. Vehicles shall be hired through the contracts entered into by CBDT/CBEC/any other department of Central/State Government.


 एस. के. बिश्वास/S. K. BISWAS
 अवर सचिव (प्रशा.)/Under Secretary (Admn.)
 वित्त मंत्रालय/Ministry of Finance
 व्यय विभाग/Deptt. of Expenditure
 भारत सरकार/Government of India
 नॉर्थ ब्लॉक, नई दिल्ली
 North Block, New Delhi




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Annexure to DoE's Order No. A-12034/1/2016-Ad.I(Pt) dated 09th May, 2018

S. No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of SPMUs
5.	Manpower hiring:	
(i)	Support staff for SPMU (OA's, MTS, Security Guard)	Full Powers to HoDs of SPMUs to hire support staff as per approved policy guidelines in this regard.
(ii)	Technical manpower PM/OM's for SPMU	Hiring shall be done centrally by CPMU. HoD/SNO of SPMUs shall have powers to recommend replacing non-performer, if any.
(iii)	Technical manpower for DPMU's	Outsourcing of manpower for DPMUs shall be done by SNO/HoD of the concerned SPMU through the State Approved Outsourcing Agency for similar activities of pre-approved members subject to observation of GFRs. However, the number of 4 OMs shall be considered as an upper limit. Therefore, wherever it is possible to manage with less manpower, the same should be resorted to.
(iv)	Change of deployment of Technical manpower (i.e. change of place of duty in State)	Full powers to HoD/SNO
(v)	Establishment expenses of outsourced manpower (a) Travel expenses (for technical manpower) (SPMU + DPMU) (b) Local conveyance for outsourced staff (tech & support staff) of SPMU & DPMU	(a) SNO/HoD shall be the Controlling Officer for passing travel bills as per approved travel programme & CPMU letter dates. It has to be based on conditions prescribed at the time of hiring through competitive bidding. (b) Upto Rs.500/- per month or actual travel whichever is less based on approved rates of auto/bus charges by state transport authority. It has to be based on conditions prescribed at the time of hiring through competitive bidding.
6.	Establishment expenses of regular staff:	
(i)	Reimbursement of newspaper/mobile charges, local conveyance	Full powers to reimburse as per DoE's instructions in this regard.
7.	Advertisement/Publication	Rs.50,000/- per annum

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 एस. के. बिश्वास/S. K. BISWAS
 जूनियर सचिव (प्रशा.)/Under Secretary (Admn.)
 वित्त विभाग/Ministry of Finance
 खजाना विभाग/Deptt. of Expenditure
 भारत सरकार/Government of India
 नॉर्थ ब्लॉक, नई दिल्ली
 North Block, New Delhi



Annexure to DoE's Order No. A-12034/1/2016-Ad.I(Pt) dated ²⁴ May, 2018

S. No	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of SPMUs
Administrative powers:		
(i)	Approval of tour programmes of regular staff & outsourced staff and DPMU	Full powers
(ii)	TA/LTC/HTC/GPF withdrawals /Medical claim/ CEA/ Tr. TA of regular staff of SPMU	Full powers subject to adherence of guidelines on the subject by competent authorities
(iii)	Leave of regular staff of SPMU (CL, Earned Leave, Medical)	Full powers subject to adherence of rules

Note: The above table will supersede the Annexure to DoE's Order No. A-12034/1/2016-Ad.I dated 17.05.2017



(S.K. Biswas)

Under Secretary to the Government of India

Tel : 2309 5695

उप. स. बिस्वास/S. K. BISWAS
 अति सहायक (अति) Under Secretary (Admin.)
 वित्त विभाग/Ministry of Finance
 अति सहायक, विभाग, व्यय
 अति सहायक, Government of India
 ऑफिस, नॉर्थ ब्लॉक
 नॉर्थ ब्लॉक, नई दिल्ली

