

**No. C-13015(45/SPMU)/MF.CGA/PFMS/2017-18/1539-1590**

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

**3<sup>rd</sup> Floor, Shivaji Stadium,  
Annexe, New Delhi 110001**

**Dated: 02.05.2018**

**OFFICE MEMORANDUM**

**Subject: -Heads of Department (HoDs) in SPMUs of States/UTs.**

Ministry of Finance, Department of Expenditure vide Order no. A-1034/1/2016-Ad. I dated 17.05.2017 has designated the senior most officer of the rank of Jt.CGA/Dy.CGA in each SPMU of PFMS under Department of Expenditure as 'Head of Department' (HoD)) in respect of the SPMU of the State/UT to which he or she is posted.

2. Till the posting of regular Jt.CGA/Dy.CGA, the CCAs/CAs etc holding the charge of Jt.CGA/Dy.CGA of the SPMU as additional charge for discharging the duties of State Nodal Officers (for the State Concerned), shall act as Head of the Department of SPMU of that State. This arrangement shall cease to exist on posting of regular Jt.CGA/Dy.CGA in respective SPMUs as in the case of Uttarakhand and Maharashtra.

3. The HoDs of SPMUs shall have financial powers limited to the extent brought out in the Annexure to Ministry of Finance, Department of Expenditure Order ibid. They shall, however exercise full administrative powers vested in HoDs. The important specific items are listed below: -

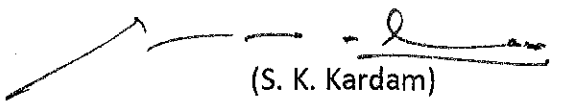
- a) Being 'HoD' of SPMU, the Jt.CGA/Dy.CGA as SNO shall be the competent authority in respect of or the officers/staff posted under her /him in the SPMU for
  - i. Sanction of all kinds of leave;
  - ii. Approval of tour programmes;
  - iii. Grant of LTC/GPF advances and GPF part final withdrawals;
  - iv. Permissions and acceptances of intimations under CCS (Conduct) Rules, 1964;
  - v. Issue of NOC for acquiring Indian Passport;
  - vi. Joining/Relieving Upon Transfer etc
  - vii. Forwarding of Pension/terminal benefits cases to PAO

- b) Tour programmes of Jt.CGA/Dy.CGA as SNO of the SPMU shall be approved by Addl. CGA (PFMS)
- c) The Reporting/Reviewing Officer arrangements for the APARs shall be as follows:

<u>Officer</u>	<u>Reporting Officer</u>	<u>Reviewing Officer</u>
AAO	AO/Sr.AO	Dy.CGA/ACGA (ASNO)
AO/Sr.AO	Dy.CGA/ACGA (ASNO)	Jt.CGA/Dy.CGA (SNO)
ACGA (ASNO)	Jt.CGA/Dy.CGA (SNO)	Addl.CGA (PFMS)
Jt.CGA/Dy.CGA (SNO)	Addl.CGA (PFMS)	CGA

In case of non-availability of Reporting/Reviewing Officer or when the Reporting/Reviewing Officer does not have the requisite three months period for performance evaluation, the next higher authority in the reporting line shall be the Reporting/Reviewing Officer.

- d) The Jt.CGA/Dy.CGA as SNO may designate the ACGA (ASNO) or Sr.AO/AO as Head of Office and the Sr.AO/AO or AAO as DDO as per the provisions of DFPRs.
- e) The Jt.CGA/Dy.CGA as SNO may delegate additional financial powers to the ACGA (ASNO) or Head of Office to the extent of her/his own delegated powers.
- f) In respect of OMs/PMs and other outsourced staff in the SPMU, the Jt.CGA/Dy.CGA as SNO or any other officer as designated by her/him shall be the competent authority for verification of their performance report and tour programmes.
4. This issues with the approval of Controller General of Accounts.

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

To: -

1. All Jt.CGA/Dy.CGA as SNO of PFMS, SPMUs in States/UTs

Copy for information to:

1. Addl.CGA (PFMS)
2. Jt.CGAs/Dy.CGAs/ ACGAs/ACAs of CPMU, PFMS, New Delhi
3. Sr.AO(ITD) with the request to upload this O.M. on website.