

No. A-36011/77/MF.CGA/Admn.III/F.68/2019-20/ 1358  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts  
Room No. 203, 2<sup>nd</sup> Floor, Mahalekha Niyantarak Bhawan  
Block - E, G.P.O. Complex, I.N.A., New Delhi-110023

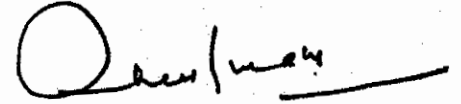
Dated- 20.12.2019

**OFFICE ORDER**

In exercise of powers conferred on him under Rule 13(3) 14 of Delegation of Financial Power Rules, 1978 and SR-191, the Controller General of Accounts is pleased to delegate Administrative & Financial Powers to the ACGA./Dy. CGA in-charge of Administration as given in ANNEXURE.

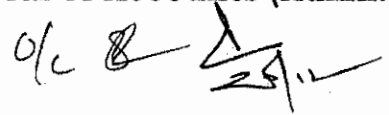
This order is in supersession of all the earlier orders on this subject and effective from 10.12.2019.

This issues with the approval of Controller General of Accounts.



(Bhaskar Verma)

Jt. Controller General of Accounts (Admn.)



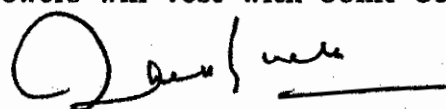
To,

1. The Controller General of Accounts.
2. Addl. CGA (A&FR)/Addl. CGA (SG)/Addl. CGA (HR & O)
3. All Jt. CGAs/Director (INGAF)/Chief Controller (Pension).
4. All Dy. CGAs/ACGAs/ACAs in the O/o CGA.
5. Shri Narinder Pal Singh, ACGA (Admn.)
6. PAO, O/o CGA.
7. DDO, O/o CGA.
8. IFU, M/o Finance, Deptt. of Expenditure, North Block, New Delhi
9. All Sections of O/o CGA
10. Guard File.

**ANNEXURE****Delegation of Administrative and Financial Powers**

S. No.	Item	Administrative/Financial Powers to Sr. AO (Admn) in the capacity of Head of Office	Administrative/Financial Powers to ACA/ACGA/Dy. CGA	Remarks
(1)	(2)	(3)	(4)	(5)
1.	CL/RH	Upto AAO as per Head of Office powers	Upto Sr. AO & AO - Full powers under intimation to Jt. CGA (Admn)	As per Leave Rules
2.	Earned Leave	Upto AAO - 15 days except Ex India leave	Upto Sr. AO - 30 days except Ex India leave	As per Leave Rules
3.	Commuted Leave	Upto AAO 30 days	Upto Sr. AO - Full powers	As per Leave Rules
4.	Maternity/Paternity Leave	As per Head of the Office Powers	Upto Sr. AO - Full powers	As per Leave Rules
5.	LTC & TA Advance	As per Head of the Office Powers given in GFR/FR&SR/LTC Rules	Upto Sr. AO as Head of the Office powers given in GFR/FR&SR	As per GFR/FR&SR/LTC Rules
6.	Contingent Expenditure, including furniture & fixtures, stationery, Printing & binding, Publications, Store, Office-equipment etc.	As per Head of the Office Powers given in DFPR	Rs. One Lakh on each occasion	Subject to following provisions of GFR 2017 and economy instructions in expenditure issued by MoF from time to time.
7.	Liveries	----	Full powers	Subject to following DoPT orders & provisions of GFR 2017
8.	Electricity & Water Charges (NDMC)	As per Head of the Office Powers given in DFPR	As per Head of the Office Powers given in DFPR	Subject to economy instructions
9.	Municipal Rates & Taxes	As per Head of the Office Powers given in DFPR	Full Powers	----
10.	Postal Stamps/Speed Post/Frinking Charges	As per Head of the Office Powers given in DFPR	Full Powers	Subject to economy instructions
11.	Telephone and Internet charges for Telephone/Broadband connections installed under sanction of competent authority	As per Head of the Office Powers given in DFPR (except new connection)	Full powers (except new connection)	Subject to compliance of economy instructions issued by MoF from time to time
12.	Medical Advance & Reimbursement	Upto AAO as per Head of the Office Powers given in GFR/CCS (Medical Attendance) Rules	Rs. One Lakh in each case as per CGHS rates	As per GFRs/CCS (Medical Attendance) Rules
13.	Authorization of AMA	----	Full powers	As per CCS (Medical Attendance) Rules
14.	Conveyance Charges/LTA	Upto AAO as per Head of the Office Powers given in DFPRs/TA Rules	Upto Sr. AO as per Head of the Office Powers given in DFPRs/TA Rules	Subject to compliance of provision of Annexure to Schedule V of DFPRs/TA Rules
15.	OTA	15 hrs. per month per employee	Upto 30 hrs. per month per employee	Subject to compliance of OTA Rules & MoF instructions
16.	GPF Advance	Upto AAO as per Head of the Office Powers given in GPF Rules	Upto Sr. AO as per Head of the Office Powers given in GPF Rules	As per GPF Advance Rules 1972
17.	GPF Withdrawal	Nil	Nil	----

**Note: The rest of the Head of Department powers will vest with Joint Controller General of Accounts (Admn).**



**(Bhaskar Verma)**  
**Jt. Controller General of Accounts (Admn)**