No: 1/31-FD/MISC/2014-15/Part.I/263 U.Ts. Administration of Daman & Diu and Dadra & Nagar Haveli, Office of the Finance Secretary, Secretariat, Moti Daman, DAMAN – 396 220.

Dated: 14/08/2014.

## Sub:- DELEGATION OF FINANCIAL POWERS TO HEADS OF OFFICE IN GROUP 'A' & 'B'

#### **ORDER**

The Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to re-delegate his powers to incur Contingent Expenditure under Schedule V and Annexure to Schedule V of the Delegation of the Financial Powers Rules, 1978 to the Heads of Office in Group "A" and Group "B" of the U.T. of Daman & Diu and Dadra & Nagar Haveli as shown in the Annexure-I attached to this order to streamline the District level functioning of the offices/departments.

The exercise of the powers is further subject to the following conditions.

- 1. The powers shall be exercised subject to the rules, orders, restrictions or scales for Schedule VI and also subject to the financial limits being in accordance with provisions of General Financial Rules, economy instructions issued by the Ministry of Finance, Fiscal Codes and procedures and the limit being within the budgetary allocation for the year, orders/instructions/circulars/directions, etc. issued by Government of India, Ministry of Home Affairs, Ministry of Finance, Planning Commission, CVC and Other Ministries and U. Ts. Administration from time to time.
- 2. The powers shall be exercised without splitting-up of the proposals to avoid the necessity for obtaining the sanction of the higher authority.
- 3. The proposal for incurring Expenditure exceeding the said limit shall continue to be submitted to the higher authorities/ Hon'ble Administrator with the concurrence of the Finance Department for approval/sanction.

4. This order shall supersede all earlier orders issued in the matter.

This issues with the concurrence of the Finance Department vide diary No. 2178 dated 14/08/2014 and with the approval of the Hon'ble Administrator vide diary No.4535 dated 14/08/2014.

By order and in the name of the Administrator, Daman & Diu and Dadra & Nagar Haveli

> ( Kishore Bamania ) Joint Secretary (Finance)

To,

1. All the Heads of Offices, DD & DNH.

Copy to:

- 1. The Staff Officer to the Administrator, Secretariat, Daman/DNH
- 2. The PS to Development Commissioner, Secretariat, Daman/DNH
- 3. The PS to Finance Secretary, Secretariat, Daman/DNH.
- 4. The Director of Accounts, Daman & Diu, Daman.
- 5. The Director of Accounts, D & NH, Silvassa.
- 6. The Dy. Director of Accounts, Diu.
- 7 The SIO, NIC, Daman/Silvassa to upload the same on official website.
- 8. The Jt. Secretary (Finance), D&NH with a request to circulate to all Head of Offices / Departments in D&NH.

#### Page 1 of 1

# ANNEXURE TO ORDER REGARDING RE-DELEGATED FINANCIAL POWERS TO HEADS OF OFFICE IN GROUP "A" & GROUP "B" OFFICERS UNDER SCHEDULE V OF DELEGATION OF FINANCIAL POWERS RULES, 1978

Table-A: SCHEDULE V:

Authority	Extent of power		
	Recurring	Non Recurring	
Heads of Office (Group "A" Officers)	Up to ₹50,000/- in each case	Up to ₹5,00,000/- in each case and further subject to item wise limit shown in Table-B hereunder	
Heads of Office (Group "B" Officer)	Up to ₹25,000/- in each case	Up to ₹3,00,000/- in each case and further subject to item wise limit shown in Table-B hereunder	

Table-B: AN	NEXURE TO SCHEDULE V:		
Item No. of	Nature of Powers	Extent of powers	
Annexure to		Heads of Office	Heads of Office
Scheduled V		(Group 'A'	(Group 'B'
of DFPRs,		Officer)	Officer)
1978			
2.	Charges for remittance of treasure	up to ₹5,00,000/-	up to ₹3,00,000/-
4.	Electric, gas and water charges	up to ₹5,00,000/-	up to ₹3,00,000/-
5.	Fixtures and furniture, purchase and	up to ₹5,00,000/-	up to ₹3,00,000/-
	repairs		
13.	Postal and Telegraphs charges		
i)	Charges for the issue of letters, telegrams,	up to ₹5,00,000/-	up to ₹3,00,000/-
	etc.		
ii)	Commission on money orders	up to ₹5,00,000/-	up to ₹3,00,000/-
14.	Printing & Binding	₹1,00,000/-	₹50,000/-
15.	Publications:		
i)	Official publications	₹1,00,000/-	₹50,000/-
21. (B)	Local purchase of petty stationery stores	₹1,50,000/-	₹1,00,000/-
(C)	Local purchase of rubber stamps and office		
	seals	₹1,00,000/-	₹50,000/-
22. (ii)	Other stores i.e. stores required for the	up to ₹5,00,000/-	up to ₹3,00,000/-
	working of an establishment, instruments,		
	equipments and apparatus		
23.	Supply of uniforms, badges and other	up to ₹1,50,000/-	up to ₹1,00,000/-
	articles of clothing etc. and washing		
	allowance		
24.	Telephone charges	up to ₹5,00,000/-	up to ₹3,00,000/-
		except new	except new telephone
		telephone	connection
A.		connection	
26. (a)	All Office equipments including intercom	up to ₹5,00,000/-	up to ₹3,00,000/-
	equipments, calculators dicta-phones, filling		
	and indexing system etc.	1	

(Kishore Bamania)
Joint Secretary (Finance)

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### ANNEXURE TO ORDER REGARDING HE-DEFRICE TED HANNOYAE POWERS TO HEADS OF GETICE IN GROUP "A" ASCROUP "IF OFFICERS UNDER SCHEDULE V OF DEFECATION OF FINANCIAL HOWERS BULLES. 1978

Table-A: SCHEDULE V:

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Most of Office (Group "A" Off

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