

UPDATED: -04/06/2025

**OFFICE OF THE MEDICAL SUPERINTENDENT
ATTAR SAIN JAIN EYE & GENERAL HOSPITAL,
LAWRENCE ROAD INDL. AREA,
NEW DELHI – 110015.**

MANUAL - 5

Rules, Regulation, Instructions, Manual and Records for discharging functions
(Section 4 (1) (b) (iv))

List of Regulation, Instructions, Manual and Records

S. No.	Name of the act, rules regulations etc.	Brief list of the contents	Reference No. if any
1.	CCS (CCA) Rules	For disciplinary control over staff	CCS (CCA) Rules, 1965
2.	Medical Attendance Rules	Control medical facilities of staff	CS (MA) Rules, 1944
3.	FR & SR Rules (Part –I)	Control financial expenditure of Government	FR & SR, 1922
4.	FR & SR Rules (Part –II)	Control financial expenditure of Government	FR & SR, 1922
5.	FR & SR Rules (Part – III)	Leave Rules	FR & SR, 1922
6.	FR & SR Rules (Part – IV)	DA, HRA & CCA	FR & SR, 1922
7.	FR & SR Rules (Part – V)	HRA & CCA	FR & SR, 1922
8.	General Provident Fund	Controls contributions, advance & withdrawal	GPF (Central Services) Rules, 1960
9.	L.T.C.	Disposal of LTC Cases	LTC Rules
10.	O.T Allowance	Regulates payment for overtime work	
11.	Group Insurance Scheme	Covers rules for employee insurance	CGE GIS, 1980
12.	Children's Education Assistance	Provides assistance for children education	
13.	CCS (Pension) Rules	Governs Payment of pension	CCS Pension Rules, 1972
14.	MCI Rules	Registration of Doctors	
15.	PC PNDT Act	Prevention of Pre- natal Sex Determination	
16.	Biomedical Waste (Management and Handling) Rules, 1996	Disposal of Biomedical Waste	
17.	Delhi RTI Act,	To provide information to public	
18.	RTI Act 2005	- do -	
19.	Delhi Prohibition of Smoking and Non-Smokers Health Protection Act, 1996	To motivate the public not to smoke.	
20.	Circular/Information	For public and staff members regarding betterment of services and directions are issued from time to time and are made available on Notice Board.	
21.	Birth & Death Certificate	Information regarding Birth & Death are sent to MCD on line.	

No.F.20/08/2019/AC/*js final*/2575-2674
GOVERNMENT OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' WING, 4TH LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

Dated: 07-08-2019

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to Heads of Departments (HoDs) and Administrative Departments of Government of NCT of Delhi.

In exercise of financial powers conferred under the Rules 13 and 18 of Delegation of Financial Power Rules, 1978, the Lieutenant Governor, Delhi is pleased to enhance and delegate the following financial powers to the Heads of Departments (HoDs) and Administrative Department / Secretaries of the Government of NCT of Delhi with immediate effect as shown in the Table below:-

Sl. No.	Nature of Power	Financial Powers delegated to HoDs	Financial Powers delegated to Administrative Departments/ Secretaries	Remarks
(1)	(2)	(3)	(4)	(5)
1.	<u>Contingent Expenditure</u> A. Unspecified Items (Recurring)	₹5,00,000/- (Rupees five lakh) per annum.	₹10,00,000/- (Rupees ten lakh) per annum.	
	B. Unspecified Items (Non-Recurring)	₹2,50,000/- (Rupees two lakh fifty thousand) per annum in each case.	₹5,00,000/- (Rupees five lakh) per annum in each case.	
2.	(a) Conveyance Hire.	Rs.5,00,000/- (Rupees five lakh) per month.	Full Powers	The conveyance hire of one vehicle should not exceed ₹40,000/- per month and for HOD and above it should not exceed ₹50,000/- per month. FD's approval is required in respect of number of vehicles to be hired for the <u>first time</u> , but not required for extension or fresh hiring of the same number of vehicles in subsequent years.


21/8/2019

	(b) Reimbursement of Conveyance charges	Rs.2,000/- per month per person	Rs.4,000/- per month per person	
	(c) Grant of Conveyance allowance to physically Handicapped.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.	
3.	Electric, Gas and Water Charges.	Full power	Full power	
4.	Fixture and Furniture			NOTE: Full powers to HoDs / Administrative Secretaries of Hospitals and Directorate of Education for purchase of hospital and school furniture, without obtaining relaxation of economy ban from FD, as per the applicable norms for furniture purchase.
	(a) Purchase	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹5,00,000/- (Rupees five lakh) per annum.	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹20,00,000/- (Rupees twenty lakh) per annum.	
	(b) Repairs of furniture	Full powers	Full powers	
	(c) Replacement of furniture	*Up to ₹ 20,00,000 (Rupees Twenty lakh) per annum *	Full Powers*	
	(d) Replacement of Air-conditioners	NIL	Full Powers*	
	(f) Condemnation of furniture, air-conditioners, equipments, etc.	Full Powers*	Full Powers*	* Subject to compliance with condemnation procedures. And procurement shall be restricted to the equal number of air-conditioners condemned
5.	Freight and demurrage /wharfage charges.			
	(a) Freight charges	Full power	Full power	
	(b) Demurrage/ Wharfage Charges.	Full power	Full power	
6.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, clocks and call-bells.	Full power	Full power	

[Handwritten signature]

	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners).	Full power	Full power	
	(c) Purchase of Air-conditioners in Patient areas of Hospitals.	Full Powers#	Full Powers#	#Subject to the notification of Patient Care area of hospital as per the approved norms.
7.	Land	NIL	NIL	
8.	Legal Charges.			
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full power	Full power	Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(b) Law suits or prosecution cases	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full power	Full power	These powers shall be exercised subject to such orders/instructions as issued from time to time by the Government of NCT of Delhi.
	(e) Miscellaneous Legal services like drafting and vetting services.	Full power	Full power	As per the approved rates of Law Department of GNCT of Delhi.
9.	Motor Vehicles:			
	(a) Purchase of new vehicle	NIL	NIL	
	(b) Replacement against condemnation	NIL	NIL	

[Handwritten signature]
27/8/19

	(c) Maintenance, upkeep and repair of vehicles	Full power	Full power	
	(d) Condemnation of Vehicles	Full power*	Full power*	*Subject to fulfillment of norms as laid down in Delegation of Financial Power Rules, 1978.
10.	Municipal rates and taxes.	Full power	Full power	
11.	Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	₹5,00,000/- (Rupees five lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	₹10,00,000/- (Rupees ten lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	
	(b) Repairs and alteration to hired and requisitioned building.	(i) Non-recurring:- ₹1,00,000/- (Rupees one lakh) per annum. (ii) Recurring:- Rs.25,000/- (Rupees twenty five thousand) per annum.	(i) Non-recurring:- ₹2,00,000/- (Rupees two lakh) per annum. (ii) Recurring:- Rs.50,000/- (Rupees fifty thousand) per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works / Projects.	Up to ₹10,00,00,000/- (Rupees Ten crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	Up to ₹50,00,00,000/- (Rupees fifty crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	(a) <u>Approval of FD</u> is required for all Schemes/Projects costing/estimating above Rs.50 crore (Rupees fifty crore) and up to Rs. 100 crore (Rupees one hundred crore). (b) <u>Approval of EFC</u> headed by Hon'ble Finance Minister is required for all Schemes/Projects costing/estimating above Rs. 100 crore (Rupees one hundred crore) but less than Rs.500 crore (Rupees Five hundred crore).

 7/8/2019

				(c) Approval of the Council of Ministers is required in respect of all Schemes/ Projects costing/estimating Rs.500 crore (Rupees Five hundred crore) and above after the recommendations of EFC.
12.	Postal and Telegraphs Charges.			
	(a) Charges for the issue of letters, telegrams etc.	Full power	Full power	
	(b) Commission on money orders.	Full power	Full power	
13.	(a) Printing and binding. (Private Printers/Press)	₹15,00,000/- (Rupees fifteen lakh) per annum, if the job is executed locally.	₹50,00,000/- (Rupees fifty lakh) per annum, if the job is executed locally.	
	(b) Printing and binding. (Through Government Press)	Full power	Full power	
	(c) Printing of visiting cards for self & officers of the department.	Full power	Full power	
14.	Publication:			
	(a) Purchase of Official publications.	Full power	Full power	
	(b) Purchase of Non-official publications includes books, newspapers, other periodical publications, etc.	Full power	Full power	
15.	Hiring of buildings	Full power	Full power	The rate of rent will be fixed by the Rent Fixation Committee of PWD.
16.	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full power	Full power	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full power	Full power	

 27/8/2015

17.	Staff paid from Contingencies.	NIL	NIL	
18.	(a) Purchase of stationery stores.	₹25,00,000/- (Rupees twenty five lakh) per annum	₹50,00,000/- (Rupees fifty lakh) per annum	
	(b) Purchase of rubber stamps and office seals.	Full power	Full power	
19.	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full power, subject to the prescribed scales	Full power, subject to the prescribed scales	Full Financial Power to the Principals of the schools to sanction uniform/scholarship to the students subject to the condition that scheme has been approved by the Competent authority and subject to availability of funds.
20.	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full Powers*, except in case of HOD for which the approval of concerned Secretary and Minister shall be obtained.	Full Powers* For HODs /Secretaries for which the approval of the concerned Minister shall be obtained.	*In case of Secretaries, approval of Chief Secretary shall also be obtained.
21.	Power to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full power	Full power	
22.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	Full power (Subject to the conditions specified in Remarks Column)	Full power (Subject to the conditions specified in Remarks Column)	(a)Expenditure sanction of Competent authority is obtained; (b) No previous advance is outstanding; and (c) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawl of advance.
23.	Stores:			
	(a) Store required for works.	Full power*	Full power*	* Subject to the condition that the sanction of competent authority for executing the work and incurring necessary expenditure on the purchase of stores required for the work is obtained.

[Handwritten signature]
7/8/15

	(b) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full power	Full power	
	(c) Purchase of Medical stores and equipments.	Full power	Full power	
	(d) Purchase of equipment of Training Institute.	Full power	Full power	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes.	Full power	Full power	
24.	(a) Purchase of Dietary articles/ clothing and other items for day to day use of Government Hospitals.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
	(b) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social welfare or any other Department of Government of NCT of Delhi.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
25.	Tent and Camp Furniture.			
	(a) Initial Purchases.	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full power	Full power	
	(d) Hiring of Tents.	Full power	Full power	
26.	Telephone Charges:- (As may be fixed by Government from time to time)			
	(a) Office Telephone	Full power, subject to prescribed limit	Full power, subject to prescribed limit	

 7/8/2015

	(b) Sanction of Residential telephones in case of officers drawing salary in Level 12 of Pay Matrix of 7 th CPC {pre-revised PB-3: Rs.15,600-39,100 <i>plus</i> Grade Pay-Rs.7,600/-} and above.	Full power	Full power	Norms of entitlements will be the same as prescribed by Government from time to time. <u>NOTE:-</u> Officer under suspension is not entitled to reimbursement of residential telephone charges during the period of suspension.
	(c) Installation of Internet Connection in office including leased lines.	₹1,00,000/- (Rupees one lakh) per annum	₹2,00,000/- (Rupees two lakh) per annum	
27.	(a) All office equipments including electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc.	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.5,00,000/- (Rupees five lakh) per annum	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.20,00,000/- (Rupees twenty lakh) per annum	
	(b) Purchase of Computers (including Laptops, Printers and Computer furniture).	*₹10,00,000/- (Rupees Ten lakh) per annum	*₹25,00,000/- (Rupees Twenty five lakh) per annum	* Subject to the general instructions, if any, of the IT Department and specific approval of TEC of IT Department.
	(c) Hire & maintenance of Computers of all kinds.	Full power	Full power	
	(d) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	Full power	Full power	

 27/8/13

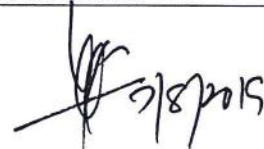
28.	Miscellaneous Expenditure. (a) Expenditure on refreshments served to guests in official meetings.	Up to ₹5,00,000/- (Rupees five lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	Up to ₹10,00,000/- (Rupees ten lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	NOTE: Rs.50/- per head on light refreshments at formal inter-Departmental & other meetings/ conferences. Pr. Secretary / Secretary of GAD will continue to exercise the powers as per earlier delegation, vide order dated 24.06.2016.
	(b) Working Lunch during the meetings/ conferences/ seminar/workshops	₹300/- per head with a ceiling of ₹25,000/- (Rupees twenty five thousand) only per occasion.	₹500/- per head with a ceiling of ₹1,00,000/- (Rupees one lakh) only per occasion.	
29.	Write-off of Irrecoverable losses of stores or public money.			
	(a) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	₹2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	₹5,00,000/- (Rupees five lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	
	(b) Losses due to theft, fraud or negligence.	₹10,000/- (Rupees ten thousand) in each case	Rs.25,000/- (Rupees Twenty five thousand) in each case	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs,1,00,000/- (Rupees one lakh) in each case Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	Rs,2,00,000/- (Rupees two lakh) in each case Subject to observance of procedure/Instructions laid down in GFR, 2017, etc.	
30.	Disposal of obsolete, surplus or unserviceable stores.	Up to ₹20,00,000/- (Rupees twenty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Up to ₹50,00,000/- (Rupees fifty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	



31.	Investigation of Old Claims.	Full Power as per GFR, 2017.	Full Power as per GFR, 2017.	
32.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to the approved scale/pattern	Full Powers, subject to the approved scale/pattern	
33.	Expenditure incurred on annual N.C.C camps, Combined Cadre camps, Refresher training course and pre-commission training etc.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	
34.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	Full power	Full power	
35.	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	
36.	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	
37.	(a) Grant of Special pay to cashiers / Group 'C' staff handling cash.	Full power*	Full power*	*These Allowances shall be regulated in accordance with the orders/instructions issued by the Government of NCT of Delhi from time to time.
	(b) Caretaking Allowance	Full power*	Full power*	
	(c) Gestetner Operator Allowance	Full power*	Full power*	
38.	Powers under the Fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FRSR and GFR	As per the powers prescribed in FRSR and GFR	

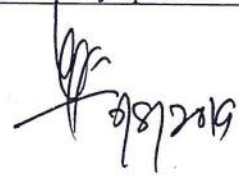

2/8/2015

39.	(a) Sanction of HBA to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
40.	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	<u>NOTE:</u> The power to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/Honorarium is offered and acceptance thereof.	As prescribed in FRSR	As prescribed in FRSR	It includes honorarium payable to the Inquiry Officer and Presenting Officer
	(c) Acceptance of Honorarium	As prescribed in FRSR	As prescribed in FRSR	
41.	(a) Sanction of payment to casual labourers for departmental work connected with Horticulture/ Forestry / Agriculture.	Full power*	Full power*	*Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
	(b) Sanction of Casual Labourer for Departmental work connected with fisheries.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
42.	Payment of remuneration to part-time teachers/Guest speakers etc.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi.
43.	Payment of registration fee for seminars/conferences	Full power*	Full power*	* Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders.

 2/8/2015

44.	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in cases of Head of Department for which approval of concerned Secretary and Minister shall be obtained.	Full Powers*, for HODs / Secretaries for which the approval of concerned Minister shall be obtained.	*Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders. In case of Secretaries, approval of the Chief Secretary shall also be obtained.
45.	Keeping lien of staff selected/approved by Govt. of India for services/training abroad	Full power*	Full power*	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14-A.
46.	Grant-in-Aid to the Grantee Institutions/ NGOs	NIL	*Upto ₹25,00,000/- (Rupees twenty five lakh) to sanction Grant-in-Aid to Grantee Institutions/ NGOs.	* Total grant in a year does not exceed Rs.25 lakh (except Local Bodies), both under Revenue & Capital subject to the conditions as laid down by Finance Department, Government of NCT of Delhi and subject to the approved pattern of assistance and further subject to the fulfillment of conditions as laid down in GFR, 2017.
47.	Opening of Letter of Credit (LC) in Public Sector Banks	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	
48.	Washing & dry cleaning of linen.	Full power to HODs of all Hospitals only where facility of washing / dry cleaning of linen is not available	Full power	
49.	(a) Engagement of Security & Sanitation Services	Full Power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.

	(b) Engagement of Class IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof	Full power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
	(c)Engagement of professionals like Life Guards, Sports Coaches, trainers etc on outsourced basis through private agencies and extension of contract thereof	Full Power*	Full Power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
<u>For Items at Sl. No. 49 (a) (b) and (c) :-]</u> NOTE :- (1) Extension of existing Contract - Subject to the provision of extension clause as provided in the Contract and fulfillment of other conditions prescribed in GFR, 2017. FD's approval not required for extending the contract up to the period mentioned in the contract for engaging the staff up to the existing sanctioned post in the respective category /AR approved norms for the given category of posts. NOTE :- (2) In case of exigency/disaster (as defined in section 2(d) of Disaster Management Act, 2005), manpower/staff upto 5% of the sanctioned posts can be deployed as an additionality for 89 days only by outsourcing with the prior approval of the Administrative Secretary of the Department giving full justification for the need of such deployment. The deployment of additional staff shall automatically cease to continue after 89 days if the department has not obtained prior approval of the AR Department, GNCTD and the approval of the Competent Authority within the stipulated 89 days.				
	(d) Outsourcing of Kitchen services including supply of dietary articles	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated



	(e) Outsourcing of staff (cooks etc.) for kitchen services against the sanctioned vacant posts	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated
	(f) Outsourcing of additional consulting and para-medical staff in Hospitals	NIL	As per NOTE :- (2) below Item No.49(c)	
	(g) Outsourcing of the services of Data Entry Operators (DEOs) against vacant posts of DEOs / Ministerial posts.	*Full powers	*Full powers	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned posts, but not required for further engagement of same number in subsequent years of the contract.
50.	Continuation of Temporary posts	Up to 2 years* for Group 'C' posts	Up to 3 years* for Group 'C' posts Up to 2 years for Group 'B' posts	*Subject to the condition that the posts should not be lying vacant for more than one year. <u>NOTE:</u> (1). In respect of Group "C" posts, FD's approval is required beyond three years. (2) FD's approval is required beyond two years in respect of Group 'B' posts.
51	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi	---	---	Full powers to Pr.Secretary / Secretary (GAD)

2. All the enhanced financial powers will be exercised by the Heads of Departments and Administrative Department / Secretaries concerned 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 the codal formalities are followed as per the GFR / CVC guidelines / instructions / Rules & Procedures issued by the Government from time to time.



(iii) Powers delegated to Administrative Departments/ Secretaries shall be exercised by them subject to and in accordance with orders issued by the respective Minister (In-Charge) from time to time.

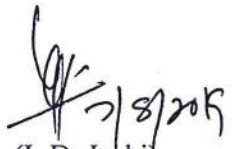
This issues with the prior approval of Hon'ble Lt. Governor, Delhi.


(L.D. Joshi)
Joint Secretary Finance (A/Cs)

No.F.20/08/2019/AC /jsfina/2575-2674 Dated: 07/08/2019

Copy forwarded to the following for information :-

1. Pr. Secretary to the Lt. Governor, GNCT of Delhi.
2. Pr. Secretary to the Chief Minister, GNCT of Delhi.
3. Secretary to the Dy.CM/FM, GNCT of Delhi.
4. Secretaries to all the Ministers, GNCT of Delhi.
5. Staff Officer to Chief Secretary, GNCT of Delhi.
6. All Pr. Secretaries / Secretaries / Heads of Departments of GNCT of Delhi.
7. PS to Addl. Chief Secretary (Finance), GNCT of Delhi.
8. PS to Secretary (Finance), GNCT of Delhi.
9. PS to Special Secretary (Finance), GNCT of Delhi.
10. Controller of Accounts, Pr. Accounts Office, GNCT of Delhi.
11. Controller of Accounts (Audit), Directorate of Audit, GNCT of Delhi.
12. Joint Secretaries / Deputy Secretaries / Under Secretaries / Desk Officers of FD, GNCT of Delhi
13. Office Order file / Guard file
14. Web site of FD.


(L.D. Joshi)
Joint Secretary Finance (A/Cs)

