

No.: BT/04/2015-IFD  
Government of India  
Ministry of Science & Technology  
Department of Biotechnology  
(Integrated Finance Division)

Block-2, CGO Complex, Lodhi Road,  
New Delhi-110003.

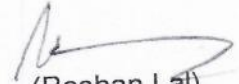
Dated the 20<sup>th</sup> December, 2019

ORDER

**Subject :Delegation of Financial and Administrative powers to Under Secretary/Deputy Secretary/Director/Joint Secretary level officers, Department of Biotechnology.**

In accordance with the relevant provisions of the Delegation of Financial Power Rules (DFPR), 1978 amended from time to time, sanction of the President is hereby accorded to delegation of financial powers to HOD/Joint Secretary, Director, Deputy Secretary and Under Secretary level officers of this Department for the purpose, as per the ceilings and other details mentioned in Annexure-I.

2. The delegation of financial powers is subject to fiscal orders, procedures, availability of funds and general instructions issued by the Ministry of Finance from time to time.
3. No power under Rule 13(2) is delegated in respect of creation of posts, write-off losses and re-appropriation of funds.
4. This issues with the concurrence of AS&FA and approval of Secretary, DBT.

  
(Roshan Lal)

Deputy Secretary to the Govt. of India  
Ph: 24363505

Encl.: As above.

To

The PAO, DBT.

Copy to:

1. All concerned officers  
[ JS(Admn)/HOD, Director(Admn), DS(Estt.), US(Admn), US(Estt.) ]
2. Sr. PPS to Secretary / PPS to AS&FA
3. PPS to JS(Admn)/HOD
4. Chief Controller of Accounts.
5. Director(Fin) / US(Fin-MM) / US(F-HM) / US(F-PK)
6. Cash Section, DBT.
7. Technical Director(NIC), DBT with a request to upload copy of the Order in e-Office portal/DBT website.
8. Office Order Folder/Guard File.

**Annexure-I to DBT ORDER No.: BT/04/2015-IFD dated 20<sup>th</sup> December, 2019**

S. No	Items of Advance/Expenditure	Authority delegated with Powers to sanction expenditure	Ceiling limit of expenditure for sanction	Remarks
1.	GPF Advances	US(Estt./Cash)	Full powers	
2.	GPF Withdrawal	DS/Dir(Estt/Cash)	Full powers	
3.	Conversion of GPF advances into withdrawal	Joint Secretary(Admn)/ HOD	Full powers	
4.	LTC Advances and Leave encashment	US(Estt.)	Full powers	
5.	Computer Advance and House Building Advance	DS/Director(Estt..)	Full powers	
6.	Payment/reimbursement of Children Education Allowance	DS/Director(Estt)	Full Powers	Subject to Govt. approved norms/rates.
7.	Reimbursement of Residential Newspaper and Telephone Bills, Brief Case purchase bills etc. to eligible officials	US(Admn)	Upto Rs.2.00 lacs on each occasion	Subject to the rates approved by the Govt. from time to time in case of Telephone and Newspaper charges and approved norms of DBT in case of purchase of brief case by eligible officials
		DS/Director(Admn)	Full Powers	
8.	Permission/Settlement of Medical claims for taking treatment in a referral Hospital for tests/Treatment/Procedure etc. of CGHS beneficiaries and under AMA Rules	US(Estt.)	Upto Rs.25,000/- in each case	Subject to rates approved by CGHS/AMA Rules. IFD concurrence is required for the claims exceed Rs.5,00,000/-.  Claims where relaxation of Rules is required should be referred to Ministry of Health and Family Welfare after seeking the approval of IFD.
		DS/Dir.(Estt.)	Above Rs.25,000/- and upto Rs.2.00 lacs in each case	
		Joint Secretary(Admn)/ HOD	Above Rs.2.00 Lacs and upto Rs.5.00 Lacs in each case	
9.	Contingent expenditure for the items like payment of bills for Electricity, Water, Telephone bills, postal charges and Municipal Taxes etc.	US(Admn.)	Full Powers	-
10.	Charges on DTH/Internet/Broadband connections in DBT	Joint Secretary(Admn)/ HOD	Full powers	Subject to applicable norms/reasonableness of rates, as the case may be.





11.	Contingent expenditure for the items like hiring services for Housekeeping, Hiring of vehicles etc.	DS/Dir.(Admn.)	Full powers	Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
12.	Maintenance/AMC/ Repair charges of Office equipments like Computers, Photocopiers, ACs, Audio-Video systems, electrical installations/ fixtures, Franking Machines etc. and furniture items.	DS/Director(Admn)	Full powers	Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
13.	Miscellaneous Expenditure for the items like drinking water, flowers for decoration during DBT events and in the offices of DS/Dir. above level officers etc.	DS/Dir.(Admn.)	Full powers	Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
14.	Purchase of office equipments like Computers, Photocopiers, ACs, Water Coolers/Dispensers , Room Heaters etc. and furniture items	DS/Dir(Admn)	Rs.2.00 lakh on each occasion upto 10 lakh per annum	As per relevant Rules of GFR 2017 or Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
		Joint Secretary(Admn)/ HOD	Full powers	
15.	Purchase of Miscellaneous consumables and stationery articles for office use	DS/Director(Admn)	Upto Rs.2.00 lakh on each occasion and Rs.10 lakh per annum	As per relevant Rules of GFR 2017 or Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
		Joint Secretary(Admn)/ HOD	Full powers	
16.	Local Purchase of Rubber Stamps, Office Seals, Name Plates etc.	Director/DS(Admn)	Full Powers	Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
17.	Purchase of reference and other books for office purpose and library	DS/Director(Admn)	For cases upto Rs.2.00 lacs on each occasion subject to maximum of Rs.5.00 lacs per annum	Subject to relevant Rules of GFR 2017.
		Joint Secretary(Admn)/ HoD	For cases above Rs.2.00 lacs upto Rs.5.00 lacs on each occasion subject to maximum of Rs.10.00 lacs per annum.	
18.	Settlement of Air travel, domestic or international, charges	DS/Dir(Admn.)	Full powers subject to prior approval of Tour Programmes	Subject to prior approval of Tour



	of officers of the Department		by the competent authority in case of domestic travels and concurrence of IFD on estimated expenditure and approval of the competent authority on foreign tour proposals.	Programmes by the competent authority in case of domestic travels and concurrence of IFD on estimated expenditure and approval of the competent authority on foreign tour proposals.
19.	Printing and Binding works	Joint Secretary(Admn)/ HOD	Full powers in case of printing is done in Govt. Press/through D/o Printing  Upto Rs.1.00 lakh through Private party per annum for emergent , unforeseen petty printing and binding work	Subject to instructions issued by the Department of Printing from time to time and other instructions given in Annexure to Schedule V of DFPR.
20.	Payment of Legal charges	Joint Secretary(Admn)/ HOD	Full Powers	Subject to the ceiling/restrictions mentioned in Annexure to Schedule V of DFPRs.
21.	Publishing of Advertisements in newspapers as per DAVP rates	DS/Director(Admn)	Full Powers	-
22.	Publishing of Advertisements in Scientific Journals on recommendations of concerned PD Head	DS/Director(Admn)	Upto Rs.1 lakh on each case	IFD Concurrence would be required for the expenditure above Rs.2.50 lakh
		Joint Secretary(Admn)/ HOD	Above Rs.1.00 lakh upto Rs.2.50 Lakh on each case	
23.	Minor Works- relating to repair and maintenance of Office Building	Joint Secretary(Admn)/ HOD	Upto Rs.10.00 lakh on each occasion in case of estimates submitted and work executed by CPWD.	-
24.	Purchase of Uniform items for eligible staff	Director/DS(Admn)	Full Powers	Subject to scales/rates prescribed by the Govt. from time to time
25.	Purchase of Staff Cars/vehicles	Joint Secretary(Admn)/ HOD	Full powers in case of Replacement/ purchase of vehicles in lieu of condemned vehicles	Subject to certificate of condemnation issued by the competent authority
26.	Maintenance, upkeep and repairs of Staff Cars	Joint Secretary(Admn)/ HOD	Full powers	Subject to approval of the tender/contract by the Competent authority as per Note No.1 below this Annexure.
27.	Charges for fuel, oil etc. for staff cars	Joint Secretary(Admn)/ HOD	Full powers subject to applicable norms	

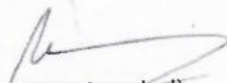
28.	Outsourcing/Procurement of services/Hiring of Manpower.	Joint Secretary(Admn)/ HOD	Full Powers subject to concurrence of Contracts /Proposals by IFD	-
29.	Payment of Honorarium	Joint Secretary(Admn)/ HOD	Rs.5000/- per employee per annum	IFD concurrence and approval of Secretary, DBT is required for sanction of honorarium (i) in cases above Rs.5,000/- per annum per employee; and (ii) in case the total amount of Honorarium exceeds Rs.5.00 Lacs.
30.	Miscellaneous Expenditure* and other Contingent Expenditure not included above	DS/Director(Admn)	Upto Rs.2.00 lakh in each case	*As per Schedule VI of DFPR
		Joint Secretary(Admn)/ HOD	Above Rs.2.00 lakh upto Rs.5.00 lakh in each case	

Note: 1. All tendering and finalisation of contracts for the value of upto Rs.5.00 lacs shall be done with the approval of HOD and above Rs.5.00 Lacs with the concurrence of IFD.

2. The delegated financial powers shall be exercised by the Officers concerned subject to the following:

- Provisions of GFR, 2017, other rules and regulations, guidelines prescribed by the Ministry of Finance from time to time and subject to availability of funds.
- Restrictions, scales and rules etc. wherever specified in Annexure to Schedule V of the DFPR, 1978 and instructions issued by D/o Expenditure thereunder from time to time.
- Economy instructions issued by Govt. from time to time

3. IFD Concurrence would be required for the items not specifically included in the above delegation of powers and above the limits mentioned therein.

  
(Roshan Lal)

Deputy Secretary to the Govt. of India