

No.A-36013/1/2022-Admn.1(L.D)
Government of India
Ministry of Law and Justice
Legislative Department

Shastri Bhawan, New Delhi
Dated 4th November, 2022

OFFICE MEMORANDUM

Subject: - Delegation of financial and administrative powers to Shri K. Biswal,
Addl. Secretary in respect of Official Language Wing and Vidhi Sahitya
Prakashan: Reg

In supersession of all previous orders on the above mentioned subject, the undersigned is directed to convey that the Competent Authority has declared Shri K. Biswal, Addl. Secretary as Head of the Department in respect of Official Language Wing and Vidhi Sahitya Prakashan in terms of provision contained in Rule 3(f) of Delegation of Financial Power Rules (DFPR), 1978.

2. The undersigned is also directed to convey the approval and sanction of the Competent Authority under Rule 13(2) of the Delegation of Financial Power Rules (DFPR), 1978 to the Delegation of Financial Powers to the Head of Department in respect of O.L. Wing and Vidhi Sahitya Prakashan for different purpose as per serial number of items indicated in Annexure 'A' of this O.M.

3. **The delegated financial powers shall be exercised subject to the following conditions:**

i) The codal provision as laid down in GFR-2017 and the Procedure laid down in various orders issued by Ministry of Finance, Ministry of Law & Justice and Central Vigilance Commission from time to time shall continue to govern the delegation of financial power contained in this O.M.

ii) The exercise of the Delegated Financial Powers for Procurement of Goods, Services and Execution of Works will be done in accordance with GFR-2017, Manual on Policies and Procedures for Purchase of Goods, Manual of Policies and Procedures of Employment of Consultant and Manual on Policies and Procedures on Procurement of Works issued by Ministry of Finance.

iii) Exercise of Financial Powers beyond delegated limit for Head of Department, O.L. Wing and VSP, Legislative Department (Main Secretariat) shall be done in consultation with the Financial Adviser/IFD, Ministry of Law & Justice.

4. This issues with the approval of Secretary, Legislative Department in consultation with JS&FA Note No. 13 dated 04.11.2022.

Encl: Annexure

Sd/xxx
(Uttam Prakash)
Deputy Secretary to the Government of India

Copy to:-

1. Shri K. Biswal, Additional Secretary, Legislative Department
2. Chief Controller of Accounts, Ministry of Law & Justice, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
3. PAO, Legislative Department, New Delhi
4. The SSA, NIC Cell with a request to upload the above OM on departmental website
5. Deputy Secretary(Admn.), VSP
6. DLC(O.L. Wing) (Shri Rakesh Kumar)
7. B&A Section, Cash Section, O.L.Wing/Admn., VSP/Cash Section,
8. Office Order Folder

Copy for information to:-

1. PPS to Secretary, Legislative Department
2. PS to JS&FA, Ministry of Law & Justice

Delegation of Financial Powers

S.No. of Annexure to Schedule V of DFPR	Item of Expenditure of Annexure to Schedule V of DFPR	Extent of powers delegated	Without approval of IFD	With the approval of IFD	Rules, Orders, restrictions or scales subject to which expenditure shall be incurred
(1)	(2)	(3)	(4)	(5)	(6)
1.	Bicycle.	Full	Full as per Government Orders	----	Full powers subject to restrictions under column (3) of Annexure to Schedule V of DFPR
3.	Conveyance Hire.	Full	Full power to release the payment once the number of vehicles and rates after following the GFR is approved by IFD	The number of vehicles and rates may be approved by IFD/CFA	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
4.	Electric, Gas & Water Charges.	Full	Full	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

(1)	(2)	(3)	(4)	(5)	(6)
5.	Fixtures and furniture, purchase and repair.	Full	Up to Rs.3.00 lacs on each occasion subject to maximum of Rs. 10 lacs per annum.	Above Rs.3.00 lacs on each occasion or beyond Rs. 10 lacs per annum with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
7.	Hire of Office furniture, electric fans, heaters, coolers, clock and call bells.	Full	Rs. 5000/- per annum	Beyond Rs. 5000/- with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
9.	Legal Charges: (i) Fee to Barristers, Advocates, Pleader, Arbitrators and Umpires. (ii) Other Legal Charges. (iii) Re-imbursment of legal expenses incurred by Govt. servants in cases arising out of their official duties.	Full Full Full	Full powers subject to Notifications/ Orders issued by Ministry of Law with respect to fee to advocates etc.	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
10.	Motor Vehicles: (iii) Maintenance, upkeep and repair.	Full	Full powers Subject to compliance of Government orders from time to time	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

(1)	(2)	(3)	(4)	(5)	(6)
11.	Municipal rates and taxes.	Full	Full powers as per the rates of the Government	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
12.	Petty works and repair: (iii) Repairs and alterations to hired and requisitioned buildings.	Full	Up to Rs.50,000/- on each occasion restricted to Rs. 6.00 lacs per annum.	Above Rs.50,000/- on each occasion or Rs. 6.00 lacs per annum with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
13.	Postal and Telegraph charges: (i) Charges for issue of letter, telegram etc. (ii) For residential and other purposes	Full Full	} Full	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
14.	Printing and Binding.	Full	(i) Full power in case of Government press/ agencies subject to compliance of Rules of the GOI (ii) Rs.5000/- on each occasion and maximum of Rs.25000/- in case of press/ private agency.	Beyond Rs. 5000/- in each occasion or above Rs. 25000/- per annum in case of press / private agency with the approval of IFD . (5)	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR (6)
(1)	(2)	(3)	(4)	(5)	(6)
15.	Publications: (i) Official Publications.	Full	(i) Full power in case of Government press/agency subject to compliance of rules of GOI.	Beyond Rs. 5000/- in each occasion or above Rs.	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

			(ii) Rs.5000/- on each occasion and maximum of Rs. 25000/- in case of press/private agency.	25000/- per annum in case of press / private agency with the approval of IFD .	
16.	Rent: (i) Ordinary Office Accommodation. (ii) For residential and other purposes.	Full Full	Full power to release the Rent as per agreement concurred and approved by IFD/CFA	Rate/Rent Agreement may be got approved by IFD/FA	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
18.	Rewards, fee, bonus, etc. (other than fee or honoraria granted to Govt. Servants under the Service Rules).	Full	Full powers subject to the approved schemes of the Ministry/ Department	----	Reward may be booked under Reward Object Head as per GOI order below Rule (8) of DFPR
(1)	(2)	(3)	(4)	(5)	(6)
20.	Staff paid from contingencies.	Full	Rs. 5000/- per month	Beyond Rs. 5000/- with the approval of IFD	Subject to compliance of Govt. orders and expenditure should be booked under Wages.
21.	(A) Purchase of stationery stores. (B) Local purchase of petty stationery stores. (C) Local purchase of rubber stamps and office seals.	Full Full Full	Full powers subject to fulfillment of GFR provisions	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
22.	Stores: (i) Stores required for works. (ii) Other stores i.e. stores required for the working of an establishment, instruments,	Full Full	Rs.50,000/- per annum	Above Rs.50,000/- p.a., with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

	equipments and apparatus.				
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.	Full	Full powers subject to compliance of Government orders from time to time	----	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
26(a)	(i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculator, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filing and indexing system etc. excluding computers of all kinds. (ii) Computers (including personal computers).	Full	Up to Rs.1.00 lacs on each occasion at DGS&D rate contract through DGS&D approved vendors.	Above Rs.1,00,000/- with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
(1)	(2)	(3)	(4)	(5)	(6)
26(b)	Hire and maintenance of computers of all kinds.	Full	Full power for payment of bills subject to fulfillment of GFR provisions subject to annual ceiling of Rs.50,000/- in each case.	Contract may be awarded with the approval of IFD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR

General Conditions: -

1. Exercise of financial powers against each item of sl. no. beyond the limit shall be incurred in consultation with IFD/JS&FA (L&J).
2. The codal provisions as laid down in GFR-2017 and the procedures laid down in orders issued by Ministry of Finance, DoP&T, Ministry of Law & Justice and Central Vigilance Commission from time to time shall continue to govern the delegation of financial powers contained in this order.
3. The exercise of the delegation of financial powers for procurement of goods and services will be done in accordance with GFR 2017, DFPR 1978, Manual on Policy and Procedures for purchase of goods and Manual for Policy and Procedure for employment of consultants issue by Ministry of Finance including guidelines issued by CVC from time to time.