

फा.सं. A-36011/1/2018-A(P&T)Part2 (ई - 4034768 )

भारत सरकार / Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of Micro Small & Medium Enterprises

विकास आयुक्त कार्यालय (एमएसएमई) / O/o Development Commissioner (MSME)

प्रशासन (पी एवं टी) अनुभाग /Admin P&T Section

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Nirman Bhawan, New Delhi

Dated: 4<sup>th</sup> February, 2026

**OFFICE ORDER**

In partial modification to office order of even number dated 28.06.2024 (copy enclosed), the Financial Power of Head of Department (HoD) for the matters relating to Salaries of Contractual Staff is hereby delegated to Ms. Anuja Bapat, Deputy Director General, Hqrs office.

This issues with the approval of Competent Authority.

  
(संजय कुमार)/(Sanjay Kumar)

उप निदेशक (प्रशासन)/Dy. Director (Admn)

Ph: 23061430

Enclosure: O.M. dated 28.06.2024

To,

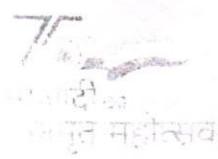
Ms. Anuja Bapat  
Deputy Director General  
Office of DC (MSME), New Delhi

Copy to:-

1. Ms. Ashwani Lal , ADC, O/o DC(MSME);
2. PAO(MSME),New Delhi/Kolkata/Chennai/Mumbai;
3. DDO(Cash), O/o DC(MSME);
4. All HOO, MSME-DFOs/MSME-TCs;
5. US(IFW), M/o MSME;
6. SENET Division-with the request to upload the above on official website;

Copy for information to:-

1. PPS to AS&DC(MSME);
2. All ADCs/JDC, O/o DC (MSME);
3. PA to ADCs/JDCs/Director, O/o DC(MSME);
4. Guard File/office order folder.



F. No.A-36011/1/2018-A.(P&T) (E- 4017890)  
Government of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Development Commissioner (MSME)  
Administration (P&T) Section



Nirman Bhawan, New Delhi  
Dated: 28<sup>th</sup> June, 2024

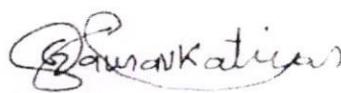
**OFFICE ORDER**

In continuation of this Office Order of even no. dated 02.06.2022, 07.07.2022 and Office Order No. A-19012/3/2022-HR dated 29.11.2022, regarding Delegation of Administrative and Financial Powers of AS&DC(MSME) to Headquarters Office and Field Offices, it has been decided to delegate the Financial Powers of Head of Department (HoD) to Ms. Ashwini Lal, Additional Development Commissioner, Hqrs. Office for following matters w.e.f. 24.06.2024:

- i. GPF Advance/Withdrawal
- ii. House Building Advances
- iii. Computer Advance
- iv. Salaries of Contractual Staff
- v. Children Education Allowance
- vi. Medical Reimbursement

2. Further, the financial powers for Miscellaneous Expenditure (point No. 16 of Delegation of Power, Headquarter Office) (copy enclosed) are delegated to Head of Division (not below the rank of Joint Secretary) for smooth functioning of their respective Division.

3. This issues with the approval of Competent Authority.

  
(Gaurav Katiyar)  
Joint Director (Admin)/HoO

To,

**Ms. Ashwini Lal**  
Additional Development Commissioner

Copy to :

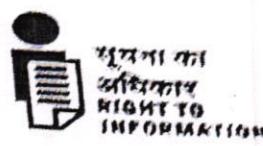
1. PAO, MSME, New Delhi/Kolkata/Chennai/Mumbai;
2. All HoO, MSME-DFOs/MSME-TCs;
3. The Under Secretary (IFW), Ministry of MSME;
4. All Divisions/Sections, Office of DC(MSME);
5. SENET Division with a request to upload this Order on official website

Copy for kind information to :

1. PSO to Secretary (MSME);
2. PPS to AS&FA (MSME);
3. PPS to AS&DC(MSME);
4. PA to DDG/ADCs/JDCs/Directors, Office of DC(MSME);
5. PS to DS(HR), Ministry of MSME



No. A-36011/1/2018-A(P&T) (R-4017890)  
Government of India  
Office of the Development Commissioner (MSME)  
Ministry of Micro, Small & Medium Enterprises  
Admin (P&T) Section  
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Nirman Bhawan, New Delhi  
Dated: 7th July, 2022

**OFFICE ORDER**

In continuation of this office order of even number dated 02.06.2022 regarding Delegation of Administrative and Financial powers of AS&DC(MSME) to Headquarter Office and Field offices, it has been decided to delegate the Powers of Head of Department (HoD) to Shri D.P. Srivastava, Deputy Director General, Hqrs. Office for approving financial sanctions in respect of officers/officials posted at Hqrs. office for following matters:

- (i) GPF Advance/Withdrawal
- (ii) House Building Advances
- (iii) Computer Advance
- (iv) Salaries of Contractual Staff
- (v) Children Education Allowance
- (vi) Medical Reimbursement

This issues with the approval of Competent Authority.

*L.K.Jha*  
(Pankaj Kumar Jha)  
Dy. Director (Admn)/HOO  
Ph: 23061430

To

Shri D.P. Srivastava  
Deputy Director General  
Hqrs. Office

Copy to:-

1. PAO(MSME), New Delhi/Kolkata/Chennai/Mumbai;
2. All HOO, MSME-DFOs/MSME-TCs;
3. US(IFW), M/o MSME;
4. All Divisions/ Sections, O/o DC(MSME);
5. SENET Division-with the request to upload the above on official website;

Copy for information to:-

1. PPS to Secretary (MSME);
2. PPS to SS&FA(MSME);
3. PPS to AS&DC(MSME);
4. All DDG/ ADCs/JDCs, Office of DC (MSME);
5. PS to DS (HR), Ministry of MSME;
6. To all Divisions/ Sections, O/o DC(MSME);



No. A-36011/1/2018-A(P&T) (E-4017890)  
Government of India  
Office of the Development Commissioner (MSME)  
Ministry of Micro, Small & Medium Enterprises  
Admin (P&T) Section  
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Nirman Bhawan, New Delhi  
Dated: 2<sup>nd</sup> June, 2022

**OFFICE ORDER**

In supersession of all earlier orders in this regard, the Delegation of Administrative and Financial powers of AS&DC(MSME) to Headquarter Office and Field offices are hereby enclosed for compliance with immediate effect.

This issues with the approval of the Competent Authority.

*Uns 02 Oct 2022*  
(Pankaj Kumar Jha)  
Deputy Director (Admn)/HOO  
Ph: 23061430

Encl:-

- (i) Delegation of Financial Powers-Hqrs office
- (ii) Delegation of Financial Powers-Field offices
- (iii) Delegation of Administrative Powers-Hqrs office & Field offices

To:-

- 1. PAO(MSME), New Delhi/Kolkata/Chennai/Mumbai;
- 2. All HOO, MSME-DIs/MSME-TCs;
- 3. SENET Division-with the request to upload the above on official website;

Copy for information to:-

- 1. PPS to Secretary(MSME)/SS&FA(MSME)/AS&DC(MSME)
- 2. All DDG/ADCs/JDCs, Office of DC (MSME)
- 3. PS to DS (HR), Ministry of MSME
- 4. To all Divisions/Sections, O/o DC(MSME)
- 5. Guard File/ office order folder.

**Delegation of financial powers of Development Commissioner (MSME) in Hqrs. Office  
as per Delegation of Financial Powers Rules, 2008**

Sl. No.	Nature of Power	Power of AS&DC (MSME)	Power delegated to ADC/Admin)/DDG/Admin)/ JDC/Admin)/Director (Admin)		Remarks
			Existing	Revised	
1	<b>Normal Powers for incurring contingent expenditure</b> I) Recurring II) Non-Recurring	Rs. 20,000/- P.A. in each case Rs. 2,00,000/- in each case	Rs. 2,000/- P.A. in each case Rs. 10,000/- in each case	<b>Rs. 20,000/-</b> P.A. in each case <b>Rs. 1,00,000/-</b> in each case	Delegated by M/o MSME
2	<b>Conveyance Hire</b>	Full powers	Full powers	Full powers	Item 3 of Annexure to Schedule V of DFPR
3	<b>Purchase and repair of Furniture &amp; Fixtures</b>	Full powers	Full powers	Full powers	Item 5 of Annexure to Schedule V of DFPR
4	<b>Freight / Demurrage /Wharfage charges</b> I) Freight Charges II) Demurrage/Wharfage	Full powers Rs. 1,000/- each case	Full powers Rs. 250/- each case	Full powers <b>Rs. 1,000/-</b> each case	Item 6 of Annexure to Schedule V of DFPR (Airlifting in rare cases)
5	<b>Hire of Office furniture, Electric fans, heaters, coolers, clocks &amp; call bell</b>	Full powers (in case CPWD does not provide)	Full powers (in case CPWD does not provide)	Full powers (in case CPWD does not provide)	Item 7 of Annexure to Schedule V of DFPR
6	<b>Legal Charges</b> I) Fees to Barrister/Pleader/ Arbitrator & Umpire. II) Other Legal Charges a) Law, suit or prosecution b) Petition cases	Full powers  Full powers  Full powers	Full powers  Full powers  Full powers	Full powers  Full powers  Full powers	As per instructions contained in Item 9 of Annexure to Schedule V of DFPR
7	<b>Motor Vehicles</b> Purchase, Replacement, Maintenance, upkeep and repairs	Full powers	Full powers	Full powers	In case of purchase of staff car prior approval of Secretary necessary. Item 10 of Annexure to Schedule V of DFPR

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Sl. No.	Nature of Power	Power of AS&DC (MSME)	Power delegated to ADC/Admin)/DDG/Admin)/JDC/Admin)/Director (Admin)		Remarks
			Existing	Revised	
8	<b>Petty works and repairs</b> I) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installation in such buildings and repairs to such installations. II) Ordinary repairs to government building. III) Repairs and alterations to hired and requisitioned buildings.	Rs. 30,000/- in each case	--	--	Item 12 of Annexure to Schedule V of DFPR
9	<b>Printing and Binding</b> I) Petty Printing and Binding as executed through private agencies. II) Printing is executed through with the approval of Director of Printing.	Rs. 20,000/- P.A. Full powers	Rs. 10,000/- P.A. Full powers	<b>Rs. 20,000/- P.A.</b> Full powers	Item 14 of Annexure to Schedule V of DFPR
10	<b>Purchase of Publications</b> I) Official publication II) Non-official publication	Full powers Full powers	Full powers Full powers	Full powers Full powers	Item 15 of Annexure to Schedule V of DFPR
11	<b>Staff paid from contingencies</b>	Full powers	Full powers	Full powers	Item 20 of Annexure to Schedule V of DFPR
12	<b>Purchase of stationery</b> I) Stores mentioned in list under Appendix-9 to compilation of General Financial Rules, 1963 II) Local purchase of petty stationery items III) Local purchase of rubber stamps and official seals	Full powers Full powers Full powers	Full powers Rs. 25,000/- P.A. Full powers	Full powers <b>Rs. 2,00,000/- P.A.</b> Full powers	As per instructions contained in Item 21 of Annexure to Schedule V of DFPR

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Sl. No.	Nature of Power	Power of AS&DC (MSME)	Power delegated to ADC/Admin)/DDG/Admin)/ JDC/Admin)/Director (Admin)		Remarks
			Existing	Revised	
13	<b>Stores</b> I) Stores required for works. II) Others stores i.e. Stores required for the working of an establishment, instrument, equipment and apparatus.	Full powers Full powers	Full powers Full powers	Full powers Full powers	Item 22 of Annexure to Schedule V of DFPR
14	<b>Telephone Charges</b>	Full powers	Full powers	Full powers	Item 24 of Annexure to Schedule V of DFPR
15	<b>Office equipments</b> (I) All office equipments Typewriters, Electronic Typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorder, photocopiers machines, franking machines, addressographs, filing and indexing systems, etc. (II) Computers (Including Personal Computers) (III) Hire and maintenance of computers of all kinds	Full powers	Full powers	Full powers	As per instructions contained in Item 26 of Annexure to Schedule V of DFPR
16	<b>Miscellaneous Expenditure</b> Misc. expenditure including expenditure on light refreshments during formal meetings, foundations stone laying ceremony and other hospitalities.	Rs. 5,000/- Recurring & Rs. 2,00,000/- Non-recurring	Rs. 5,000/- Recurring & Rs. 10,000/- Non-recurring in each case	Rs. 5,000/- Recurring & Rs. 1,00,000/- Non-recurring in each case	Delegated by M/o MSME

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Sl. No.	Nature of Power	Power of AS&DC (MSME)	Power delegated to ADC/Admin)/DDG/Admin)/ JDC/Admin)/Director (Admin)		Remarks
			Existing	Revised	
17	<b>Grant-in-aids to Government employees welfare/ recreation/ association/ clubs</b>	Full powers (Rs. 50/- per head P.A.)  One time grant of Rs. 50,000/- may be sanctioned for setting of a recreation club.	Full powers	Full powers	Rule 215(1) of GFR (As per the norms of DoPT)
18	<b>Sanction of advance to Government pleader in connection with Law Suit to which Govt. is a party</b>	Rs. 500/- at a time	Rs. 500/- at a time	Rs. 500/- at a time	Govt. of India decision no. 2 under Rule 75(2)
19	<b>Security deposit with State Government, State Electricity Board, Corporation, Municipalities, etc.</b>	Full powers	Full powers	Full powers	Govt. of India decision no. 3 under Rule 75(2)

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**Delegation of Financial Powers to DIs/TCs/Br.DIs/TSs/TIs - reg**

Sl. No.	Item of Expenditure	Head of Office of DI / TC		Head of Office of Br.DI / TS / TI		Item No of Annex. to Sch. V/VI DFPR for other conditionalities
		Existing	Revised	Existing	Revised	
1	<b>Incurring of contingent expenditure</b> (Other than those specifically mentioned from Sl. No. 3 onwards)					
	I) Recurring	Rs. 15,000/- P.A. in each case	<b>Rs. 20,000/- P.A.</b> in each case	Rs. 10,000/- P.A. in each case	<b>Rs. 12,000/- P.A.</b> in each case	Sch.V of DFPRs
	II) Non-Recurring	Rs. 25,000/- in each case	<b>Rs. 50,000/- in</b> each case	Rs. 15,000/- in each case	<b>Rs. 30,000/- in</b> each case	-do-
2	<b>Misc Expenditure</b>					
	I) Recurring	Rs. 2,000/- P.A.	<b>Rs. 5,000/- P.A.</b>	Rs. 1,000/- P.A.	<b>Rs. 2,000/- P.A.</b>	Sch.VI of DFPRs
	II) Non-Recurring	Rs. 10,000/- P.A.	<b>Rs. 20,000/- P.A.</b>	Rs. 5,000/- P.A.	<b>Rs. 10,000/- P.A.</b>	-do-
3	<b>Bicycle</b>	Full Powers	Full Powers	Full Powers	Full Powers	Item No 1 of Sch. V
4	<b>Conveyance Hire</b>	Full powers	Full powers	Full powers	Full powers	Item No 3 of Sch. V
5	<b>Electric, Gas &amp; Water Charges</b>	Full powers	Full powers	Full powers	Full powers	Item No 4 of Sch. V
6	<b>Furniture &amp; Fixture</b> (Purchase & Repairs)	Rs. 40,000/- P.A.	<b>Rs. 1,00,000/-</b> P.A.	Rs. 20,000/- P.A.	<b>Rs. 50,000/- P.A.</b>	Item No 5 of Sch. V
7	<b>Freight / Demurrage /Wharfage charges</b>					
	I) Freight Charges	Full powers	Full powers	Full powers	Full powers	Item No 6(i) of Sch. V
	II) Demurrage/Wharfage	Rs. 1,000/- P.A.	Rs. 1,000/- P.A.	Rs. 1,000/- P.A.	Rs. 1,000/- P.A.	Item No 6(ii) of Sch. V
8	<b>Hire of Office furniture, Electric fans, heaters, coolers, clocks &amp; call bell</b>	Rs. 20,000/- P.A	<b>Rs. 50,000/- P.A.</b>	Rs. 10,000/- P.A	<b>Rs. 25,000/- P.A.</b>	Item No 7 of Sch. V
9	<b>Legal Charges</b>					
	I) Fees to Barristers, Advocates, Pleaders, Arbitrators & Umpires.	Full powers	Full powers	Full powers	Full powers	Item No 9(i) of Sch. V
	II) Other Legal Charges	Full powers	Full powers	Full powers	Full powers	Item No 9(ii) of Sch. V

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Sl. No.	Item of Expenditure	Head of Office of DI / TC		Head of Office of Br.DI / TS / TI		Item No of Annex. to Sch. V/VI DFPR for other conditionalities
		Existing	Revised	Existing	Revised	
10	<b>Motor Vehicle</b> I) Maintenance , upkeep and repairs II) Petrol/Gas, oil & Lubricant	Rs. 40,000/- P.A per Vehicle Subject to ceiling limits and economy instructions of Govt. of India	<b>Rs. 1,00,000/-</b> P.A. per Vehicle Subject to ceiling limits and economy instructions of Govt. of India	Rs. 20,000/- P.A per Vehicle Subject to ceiling limits and economy instructions of Govt. of India	<b>Rs. 50,000/-</b> P.A. per Vehicle Subject to ceiling limits and economy instructions of Govt. of India	Item No 10(iii) of Sch.V
11	<b>Municipal rates and taxes</b>	Full powers	Full powers	Full powers	Full powers	Item No 11 of Sch. V
12	<b>Petty works and repairs</b> I) Petty works and special repairs to Govt. owned building. II) Ordinary repairs to government building. III) Repairs and alterations to hired and requisitioned building. (a) Recurring (b) Non-recurring	Rs. 15, 000/- P.A.  Rs. 40,000/- P.A.  Rs. 3,000/- P.A. Rs. 15,000/- P.A.	<b>Rs. 30,000/-</b> P.A.  <b>Rs. 50,000/-</b> P.A.  <b>Rs. 6,000/-</b> P.A. <b>Rs. 30,000/-</b> P.A.	Rs. 10, 000/- P.A.  Rs. 20,000/- P.A.  Rs. 2,000/- P.A. Rs. 10,000/- P.A.	<b>Rs. 20,000/-</b> P.A.  <b>Rs. 25,000/-</b> P.A.  <b>Rs. 4,000/-</b> P.A. <b>Rs. 20,000/-</b> P.A.	Item No.12 (i) of Sch. V  Item No.12(ii) of Sch. V  Item No.12(iii) of Sch.V
13	<b>Postal &amp; Telegraph Charges</b> I) Charges for issue of letter, telegrams etc.	Full Powers	Full Powers	Full Powers	Full Powers	Item No.13(i) of Sch. V
14	<b>Printing and Binding</b> I) Petty Printing and Binding as executed through private agencies. II) Printing is executed through with the approval of Director of Printing.	Full Powers  Full Powers	<b>Rs. 10,000/-</b> P.A.  Full Powers	Full Powers  Full Powers	<b>Rs. 5,000/-</b> P.A.  Full Powers	Item No.14 of Sch. V
15	<b>Purchase of Publications</b> I) Official publication II) Non-official publication	Full Powers Rs.10,000/- P.A.	Full Powers <b>Rs.25,000/-</b> P.A.	Full Powers Rs.5,000/- P.A.	Full Powers <b>Rs.10,000/-</b> P.A.	Item No.15(i) of Sch. V Item No.15(ii) of Sch. V

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Sl. No.	Item of Expenditure	Head of Office of DI / TC		Head of Office of Br.DI / TS / TI		Item No of Annex. to Sch. V/VI DFPR for other conditionalities
		Existing	Revised	Existing	Revised	
16	<b>Repairs to and removal of Machinery</b> (Where the expenditure is not of capital nature)	Rs.20,000 in each case	<b>Rs.30,000/- in each case</b>	Rs.10,000 in each case	<b>Rs.15,000/- in each case</b>	Item No.17 of Sch. V
17	<b>Staff paid from contingencies</b>	Up to 2 persons	<b>Full Powers</b>	Up to 1 person	<b>Full Powers</b>	Item No.20 of Sch. V
18	<b>Purchase of stationery</b> I) Stores mentioned in list under Appendix-9 to compilation of GFR, 1963 II) Local purchase of petty stationery items III) Local purchase of rubber stamps and official seals	Full Powers  Rs. 50,000/- P.A.  Full Powers	Full Powers  <b>Rs. 1,00,000/- P.A.</b>  Full Powers	Full Powers  Rs. 25,000/- P.A.  Full Powers	Full Powers  <b>Rs. 50,000/- P.A.</b>  Full Powers	Item No.21(A) of Sch. V  Item No.21(B) of Sch. V  Item No.21(C) of Sch. V
19	<b>Stores</b> required for working of an Establishment, Instruments, Equipments and apparatus.	Rs.75,000/- P.A	<b>Rs.1,00,000/- P.A.</b>	Rs.40,000/- P.A	<b>Rs.75,000/- P.A.</b>	Item No.22(ii) of Sch. V
20	<b>Supply of uniforms, badges and other article of clothing article of clothing etc. and washing allowance.</b>	Full Powers	Full Powers	Full Powers	Full Powers	Item No.23 of Sch. V
21	<b>Telephone Charges</b>	Full Powers	Full Powers	Full Powers	Full Powers	Item No.24 of Sch. V
22	<b>Office equipments</b> (I) All office equipments (II) Computers (Including PCs) (III) Hire and maintenance of computers of all kind	Rs.75,000/- P.A  Full Powers  Full Powers	<b>Rs.1,00,000/- P.A.</b>  Full Powers  Full Powers	Rs.40,000/- P.A  Full Powers  Full Powers	<b>Rs.75,000/- P.A.</b>  Full Powers  Full Powers	Item No.26(a)(i) of Sch.V  Item No.26(a)(ii) of Sch.V  Item 26(b) of Sch. V

*(Signature)*  
02/06/22

**Delegation of Administrative Powers to the Head Quarters and Field Offices**

S.No	Item of work	Extant of Power			Remarks
		Headquarters		Field Offices	
		DDG(Admn)/ ADC(Admn)/ JDC(Admn)/ Director(Admn)	Jt. Director(Admin)/ Dy. Director(Admin)	Head of office (HOO) of the rank of Deputy Director and above	
(1)	(2)	(3)	(4)	(5)	(6)
1	All types of Leave (except Special Disability Leave and Study Leave)	a) Head of Office working in field offices. b) Officers upto the level of Dy. Director working in Hqrs.	Officials below the rank of Deputy Director in the Hqrs	All officers/officials working under that HOO	
2	Tour	Dy. Director & below level of officers in Hqrs.	--	All officers/officials working under that HOO.	Tour notes of Jt. Director & above in HQ and HOO in field offices to be submitted to AS&DC for perusal.
3	GPF Advance/Withdrawal	Head of Office of field offices and all Gazetted officers posted in Hqrs.	All Non Gazetted officials (Gr. 'B' & 'C')	All officers/officials working under that HOO.	
4	Permission/sanction under CCS (Conduct) Rules	All the Group A and Group B Gazetted officers of Hqrs and Field Offices	All Non Gazetted Staff (Group B and Group C) at Hqrs	Non- Gazetted Staff working under that particular Head of Office	
5	Forwarding of applications for appointment on Deputation/Permanent Absorption/Regular Employment	All the Group A & B Gazetted officers of Hqrs and Field Offices	All Non Gazetted Staff (Group B and Group C) at Hqrs	Non- Gazetted Staff working under that particular HOO.	Applications for Posts advertised by UPSC can be directly submitted under intimation to the HQ/Field Office. For Officers of Organised Services, the application has to be forwarded to the respective Cadre Controlling Authorities.
6	Fees to Government Counsel	Full powers in respect of cases at Hqrs	--	Full powers in respect of case at that Field office.	
7	Cases under CS (Medical Attendant) Rules/CGHS	a) All cases (including ex-post facto approval for tests/ treatment) of all officers/officials of Headquarter. b) Cases of the value of above Rs 1.00 lakh forwarded by the Field Offices.	--	All cases (including ex-post facto approval for tests/ treatment) of officers/officials working under HOO upto the extant of Rs. 1.00 Lakh.	As per the CGHS and CS (MA) Rules. Ref: MoH&FW OM No. S.11011/20/2014- CGHS(P)/EHSS dated 23.11.2016

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S.No	Item of work	Extant of Power			Remarks
		Headquarters		Field Offices	
		DDG(Admn)/ ADC(Admn)/ JDC(Admn)/ Director(Admn)	Jt. Director(Admin)/ Dy. Director(Admin)	Head of office (HOO) of the rank of Deputy Director and above	
(1)	(2)	(3)	(4)	(5)	(6)
8	House Building Advance and signing of related documents	All staff at Hqrs. as well as Field Offices.	--	--	
9	Personal Computer Advance	All staff at Hqrs. as well as Field Offices	--	--	
10	Change of Home Town	All officers/officials of Hqrs. and Field Offices [delegated to ADC(Admin)/ DDG(Admin)]	--	--	
11	Relaxation in submission of TA Bills /LTC Bills /Joining Time rules	All officers/officials [delegated to ADC(Admin)/ DDG(Admin)]	--		
12	Forwarding application for allotment of Government accommodation to official working on medical grounds	All officers/officials of Hqrs.	--	All officers/officials working under that Head of Office.	
13	Issue of permanent Identity Cards to non-officials (Contractual Staff) and Identity Cards to Retired Officials	--	All Such Cases	All Such Cases	
14	NOC for Passport	All officials subject to Vigilance Clearance	--	All officers/officials working under that HOO, subject to Vigilance Clearance.	
15	Recommendations of Screening Committee for grant of MACP	Asstt. Director Gr.II Level officials	All Group 'C' officials	All Group 'C' working under Cadre Controlling Authority (DI/TC)	

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S.No	Item of work	Extant of Power			Remarks
		Headquarters		Field Offices	
		DDG(Admn)/ ADC(Admn)/ JDC(Admn)/ Director(Admn)	Jt. Director(Admin)/ Dy. Director(Admin)	Head of office (HOO) of the rank of Deputy Director and above	
(1)	(2)	(3)	(4)	(5)	(6)
16	Permission for pursuing higher study/acquiring additional qualification	All officials at Hqrs. and Group 'A' 'B' Gazetted and Non Gazetted officials of Field offices.	--	All Group 'C' working under HOO	For Officers of Organised Services, the application has to be forwarded to the respective Cadre Controlling Authorities.
17	Permission to all officials to join a course of study after office hours.	In respect of all officials at Headquarter office and In-charge of Field offices	--	All Officers/officers working under HOO.	
18	Powers to declare Head of Office, and Controlling Officer.	In respect of Headquarter Office and Field Offices	--	--	
19	Powers to declare DDO	In respect of Headquarter Office	--	For their respective Field Offices	
20	CGHS Card	--	In respect of all officials at Headquarter office	All Officers/Officials	
21	Outsourcing of Skilled (DEOs/Typists, Driver etc), Semi Skilled (MTS) and Unskilled (Watch & Ward, Cleaning, Housekeeping etc.) manpower.	Full Powers		Full Powers subject to the ceilings (numbers) approved by the HQ	The ceilings (numbers) are subject to the concurrence of IFW
22	Acceptance of Notice for Voluntary Retirement/Resignation	Group C Officials		To the Cadre Controlling Authority in respect of Group C officials of DI/TCs	
23	Transfer posting of Officials in the Office of the DC (MSME) Hqrs and Field Offices	As per approved transfer policy		As per approved transfer policy	

12/11/2022  
or 10/12/22