GOVERNMENT OF PUDUCHERRY

Abstract

Finance Department – Re-delegation of Financial Powers to Secretaries to Government, Special/Additional/Joint/Deputy/Under Secretaries, Heads of Department and Heads of Offices for incurring Contingent Expenditure and Miscellaneous Expenditure under Delegation of Financial Powers Rules, 1978 – Orders – Issued.

FINANCE DEPARTMENT

***

G.O. Ms. No.: 47/F3/2014 Puducherry, dt.**09-12-2014**

Read:
(1) G.O. Ms.No.59/2003/F3 dt. 11-02-2003
(2) G.O. Ms.No.69/2003/F3 dt. 23-04-2003
(3) G.O. Ms.No.82/2003/F3 dt. 19.09.2003
(4) G.O. Ms.No.98/2004/F3 dt. 12.01.2004
(5) G.O. Ms.No.74/2008/F3 dt. 15.12.2008
(6) G.O. Ms.No.54/2011/F3 dt. 13.10.2011
(7) G.O. Ms. No.39/2012/F3 dt.12.11.2012
(8) G.O. Ms. No.48/2012/F3 dt.31.12.2012
(9) G.O. Ms. No.58/2013/F3 dt.28.02.2014
(10) G.O. Ms. No.06/2014/F3 dt.30.04.2014

} of the Finance Department Puducherry.

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ORDER:

The Government has issued Orders re-delegating Financial Powers to Secretaries to Government, Heads of Departments and Heads of Offices in the G.Os read above. These financial powers were delegated in the year 2003 and subsequently amended/modified in the year 2004, 2008, 2011 and 2012 respectively taking into account of the circumstances prevailing then. The Budget allocations to the Departments have increased to a considerable extent over the years. With a view to minimize the procedural delays and to speed up the process of disposing of routine matters, a review of the existing financial powers was undertaken for granting appropriate financial powers to the officers of various levels.

2. The Lieutenant Governor, Puducherry, after the review and in exercise of the powers conferred under sub-rule (3) of Rule 13 of the Delegation of Financial Powers Rules, 1978, has been pleased to re-delegate his financial powers for incurring Contingent Expenditure under Schedule–V and Miscellaneous Expenditure under Schedule–VI of Delegation of Financial Powers Rules, 1978 to Secretaries to Government, Special/Additional/Joint/ Deputy/ Under Secretaries, Head of Departments and Heads of Offices to the extent indicated in the Annexure-I, II & III to this Order, in supersession of the G.Os read above.

3. The re-delegation of Financial Powers made under para 2 above, is without prejudice to the special powers delegated/re-delegated to some of the Heads of Departments and Heads of Offices by the Government of India and this Union Territory Government from time to time in respect of matters not included in the Annexure-I, II & III to this Order or above the limits indicated in the said Annexure.

4. The Collectors, Puducherry & Karaikal shall exercise powers, similar to that of the Heads of Departments and to the extent given in Col. No. 4 of the Annexure I in respect of Branch Offices/Institutions situated in the respective regions to which separate funds to the region are allocated in the Budget. However, they shall not exercise the special powers delegated to certain Heads of Departments.

(By Order of the Lieutenant Governor)

9.12.14

(P. AUGUSTIN LUCIEN DIAGOU)
Under Secretary to Government (Finance)

To
All Secretaries to Government.
All Secretariat Departments.
All Heads of Department/Offices.

Copy to:
1. The Director of Accounts & Treasuries, Puducherry.
2. The Dy. Director of Accounts & Treasuries, Karaikal/Mahe/Yanam.
3. The Dy. Accountant General, O/o the AG(Audit)-I, Tamil Nadu & Puducherry.
4. The Central Record Branch, Puducherry.

ANNEXURE – I

(G.O. Ms. No.47/F3/2014 dt. 09/12/2014

RE-DELEGATION OF POWERS OF THE LIEUTENANT GOVERNOR TO SECRETARIES TO GOVERNMENT, SPECIAL/ADDITIONAL/JOINT/DEPUTY/UNDER SECRETARIES, HEADS OF DEPARTMENT AND HEADS OF OFFICES FOR INCURRING CONTINGENT EXPENDITURE AND MISCELLANEOUS EXPENDITURE UNDER RULE 13 OF THE DELEGATION OF FINANCIAL POWERS RULES, 1978.

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.	Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400	Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.
(1)	(2)	(3)	(4)	(5)	(6)
I.	**Powers of incurring contingent expenditure**				
	(a) Recurring	**Rs.3,00,000/-** per annum in each case	**Rs.30,000/-** per annum in each case	**Rs. 30,000/-** per annum in each case	Subject to the conditions laid down in D.F.P. Rules
	(b) Non-recurring	**Rs.5,00,000/-** in each case	**Rs.1,00,000/-** in each case	**Rs. 50,000/-** in each case	Subject to the conditions laid down in D.F.P. Rules
II.	**Bicycle**				
1.	(a) Purchase	**Full Powers**	**Full Powers**	**Full Powers**	---
	(b) Repairs	**Full Powers**	**Full Powers**	**Full Powers**	---
2.	**Charges for remittance of Treasure**	Nil	Nil	Nil	---
3.	**Conveyance hire**	Powers to the extent laid down in Sl. No. 3 of Annexure Schedule-V of D.F.P Rules, 1978	Powers to the extent laid down in Sl. No. 3 in respect of Non-Gazetted Officers in D.F.P Rules, 1978	Nil	---
4.	**(i) Electricity, Water Charges, Gas other than LPG**	**Full Powers**	**Full Powers**	**Full Powers**	---
	(ii) LPG	**Full Powers**	**Rs. 10,000/-** per annum	**Rs. 10,000/-** per annum	---
5.	**Fixtures and Furniture Purchase and Repairs.**	**Full Powers**	**Rs. 60,000/-** per annum per office	**Rs. 18,000/-** per annum per office	---
6.	**Freight and demurrage/ wharfage charges.** **(i) Freight charges**	**Full Powers**	**Full powers**	**Rs. 1,500/-** in each case	---
	(ii) Demurrage/Wharfage charges	**Full Powers**	**Rs.600/-** in each case	**Rs. 300/-** in each case	---
7.	**Hire of Office furniture, electric fans, heaters coolers, clocks and call bells.**	**Full Powers**	**Rs. 15,000/-** per annum per office	**Rs. 15,000/-** per annum per office	Subject to the conditions laid down in Col. 3 against Sl. No. 7 of Annexure to Schedule V of D.F.P. Rule, 1978.
8.	**Land**	Nil	Nil	Nil	---

.....2/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	**Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.**	**Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400**	**Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.**
(1)	(2)	(3)	(4)	(5)	(6)
9.	**Legal Charges** (i)**Fees to barristers advocates, pleaders arbitrators and umpires**	Full Powers in consultation with Directorate of Prosecution and subject to the conditions laid down in Sl. No. 9 of Annexure to Schedule-V of D.F.P. Rules,1978	Full Powers in consultation with Directorate of Prosecution and subject to the conditions laid down in Sl. No. 9 of Annexure to Schedule-V of D.F.P. Rules,1978	Nil	---
	(ii) **Other legal charges**	(a) Law suits or prosecution cases: Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs. 7,500 in each case in consultation with Directorate of Prosecution.			
		(b) Arbitration cases: Full powers in case of authorities vested with powers to refer cases to arbitration; Otherwise Rs. 15,000 in each case in consultation with Directorate of Prosecution.			
	(iii) **Reimbursement of legal expenses incurred by Government Servants in cases arising out of their official duties.**	These Powers shall be exercised subject to such orders as the President may issue from time to time and in consultation with Directorate of Prosecution.			
10.	**Motor Vehicles** (i) Purchase	Nil	Nil	Nil	---
	(ii) Cost of Petrol, Oil and Lubricant (a) for Motor Vehicles other than Motor-cycles, Scooters, etc.,	**Full Powers**	**Rs. 10,000/-** per month for each vehicle.	**Rs. 5,000/-** per month for each vehicle.	Subject to the condition that there will not be any increase in the quota of POL fixed for the vehicles.
	(b) for Motorcycles, Scooters, etc.,	**Full Powers**	**Rs. 3,000/-** per month for each vehicle	**Rs. 1,500/-** per month for each vehicle	---
	(iii) Maintenance, upkeep and repair charges- (a) for Motor Vehicles other than Scooters, Motor Cycles etc.,	**Full Powers**	(i) Full Powers, if the works are carried out by Govt. Automobile workshop/Govt. Corporation.	(i)Full Powers, if the works are carried out by Govt. Automobile workshop/Govt. Corporation.	---
			(ii) **Rs. 10,000/-** in each case subject to Rs. **50,000/-** per annum for each vehicle in other case.	(ii) **Rs. 6,000/-** in each case subject to **Rs. 20,000/-** per annum for each vehicle in other case	Subject to the condition that Rate Reasonableness Certificate should be obtained from the Government Automobile workshop.

.....3/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	**Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.**	**Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400**	**Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.**
(1)	(2)	(3)	(4)	(5)	(6)
	(b) Motor Cycles, Scooters etc.,	**Full Powers**	(i) Full Powers, if the works are carried out by Govt. Automobile workshop/Govt. Corporation.	(i) Full Powers, if the works are carried out by Govt. Automobile workshop/ Govt. Corporation.	---
			(ii) **Rs. 6,000/-** in each case subject to **Rs. 20,000/-** per annum for each vehicle in other case.	ii) **Rs.1,500/-** in each case subject to **Rs. 3,000/-** per annum for each vehicle in other case.	Subject to the condition that Rate Reasonableness Certificate should be obtained from the Government Automobile workshop
11.	**Municipal rates and taxes**	**Full Powers**	**Full Powers**	**Full Powers**	---
12.	**Petty works and repairs**				
	(i) Execution of petty works and special repairs to Government owned buildings including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.	**Rs. 5,00,000/-** in each case	**Rs. 2,00,000/-** in each case in respect of Director of School Education, Director of Higher and Technical Education, S.E. (Elecy.) DHFWS, Chief Engineer, PWD, DGP/IGP, and IG Prisons. Rs. 1,00,000/- in each case in respect of other Heads of Department.	**Rs. 30,000/-** in each case	In exercising these powers the provisions of rules 126 & 133 of G.F. Rules 2005 shall be observed.
	(ii) Ordinary repairs to Government buildings	**Full Powers**	**Rs.1,00,000/-** in each case.	**Rs.1,00,000/-** in each case.	---
	(iii) Repairs and alterations to hired and requisitioned buildings				
	(a) Non-Recurring	**Rs. 3,00,000/-** per annum	**Rs. 50,000/-** per annum	**Rs.50,000/-** per annum	---
	(b) Recurring	**Rs. 60,000/-** per annum	**Rs. 20,000/-** per annum	**Rs.20,000/-** per annum.	---

....4/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	**Special Secretary / Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.**	**Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400**	**Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.**
(1)	(2)	(3)	(4)	(5)	(6)
13.	**Postal and Telegraph charges** (i) Charges for the issue of letters, telegrams, etc.,	**Full Powers**	**Full Powers**	**Full Powers**	---
	(ii) Commission on Money Orders	Powers to the extent indicated in D.F.P. Rules, 1978	Powers to the extent indicated in D.F.P. Rules, 1978	Powers to the extent indicated in D.F.P. Rules, 1978	---
14.	**Printing and Binding**	Full Powers where the Printing is executed through the Directorate of Stationery and Printing. In other cases **Rs. 6,00,000** per annum.	Full Powers where the Printing is executed through the Directorate of Stationery and Printing. In other cases **Rs.2,50,000/-** per annum.	**Rs. 1,00,000/-** per annum for printing any matter in the regional language	Subject to the conditions laid down Col. 3 against Sl. No. 14 of Annexure to Schedule V of D.F.P. Rule, 1978.
15.	**Publications** (i) Official publications	**Full Powers**	**Full Powers**	**Full Powers**	---
	(ii) Non-Official publications	**Full Powers**	**Full Powers**	**Full Powers**	This power will not extend to purchase of non-official publications such as magazines of purely recreational nature.
	(iii) Advertisements in Newspapers	**Rs. 12,00,000/-** per annum.	**Rs. 1,50,000/-** per annum.	**Rs.50,000/-** per annum.	---
16.	**Rent** (i) Ordinary office accommodation (a) where accommodation is utilized for the office	**Full Powers**	**Rs.6,000/-** per month.	**Rs. 5,000/-** per month.	Subject to the conditions laid down Col. 3 against Sl.No. 16 of Annexure to Schedule V of D.F.P. Rule, 1978.
	(b)Where the accommodation is used partly as office and partly as residence	**Full Powers**	**Rs. 6,000/-** per month.	**Rs. 3,000/-** per month.	-do-
	(ii) for residential and other purposes	**Full Powers**	Nil	Nil	-do-
17.	**Repairs to and removal of machinery** (Where the expenditure is not of a capital nature)	**Full Powers**	**Rs. 25,000/-** each case.	**Rs. 15,000/-** each case.	---

.....5/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	**Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.**	**Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400**	**Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.**
(1)	(2)	(3)	(4)	(5)	(6)
18.	**Reward, fees, bonus, etc.** (other than fees or honoraria granted to Government servants under the Service Rules.	Nil	Nil	Nil	---
19.	**Special charges relating to particular Department**	**Full Powers**	Nil	Nil	---
20.	**Staff paid from contingencies**	Nil	Nil	Nil	---
21.	(a) **Purchase of stationery stores** mentioned in the leis under Appendix 9 to compilation of the G.F. rules.	Nil	Nil	Nil	---
	(b) **Local Purchase of petty stationery stores.**	**Rs.3,00,000/-** per annum	**Rs.1,00,000/-** per annum	**Rs. 50,000/-** per annum	Subject to the conditions laid down in Col.3 against Sl. No. 21 of Annexure to Schedule V of D.F.P. Rule,1978.
	(c) **Local purchases of Rubber stamps and Office Seals**	**Full Powers**	**Full Powers**	**Rs. 10,000/-** per annum	---
22.	**Stores** (i) Stores required for works	**Full Powers**	(a) Purchase of stores required for petty works and repairs; **Rs. 1,00,000/-** in each case in respect of S.E.(Elecy). DHFWS, DGP/ IGP, IG, Prison, Director of School Education and Director of Higher & Technical Education.	(a)**Rs. 50,000/-** in each case in respect of Electricity, Police and Health.	---
			(b) **Rs.10,000/-** in each case in respect of other Heads of Departments.	(b) **Rs.10,000/-** in each case in respect of other Head of Office.	

.....6/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	**Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.**	**Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400**	**Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.**
(1)	(2)	(3)	(4)	(5)	(6)
22.	(ii) Other stores i.e., stores required for the working of an establishment including instructions, equipments and apparatus.	Full Powers	(a) **Rs.15,00,000/-** per annum for each item in respect of DHFWS, Chief Engineer, PWD, S.E.(Elecy)., Director of School Education and Director of Higher and Technical Education	(a) **Rs.10,000/-** for each item upto **Rs.1,00,000/-** per annum.	---
			(b) **Rs. 3,00,000/-** per annum for each item, DGP/IGP, Director, Agriculture, Fisheries, and Industries.	(b) Director, Indian, Systems of Medicine and Homeopathy, Head of Offices Under the control of DHFWS/PWD/Elecy/ Director of School Education and Director of Higher & Technical Education **Rs. 30,000/-** at a time up to **Rs. 6,00,000/-** per annum for each item	---
			(c)For other Heads of Departments **Rs.30,000/-** at a time upto **Rs. 3,00,000/-** per annum for each item.	(c) Head of Office (GAW) **Rs. 15,000/-** at a time upto **Rs. 3,00,000/-** per annum for each item	---
			(d) Full powers to Director of Animal Husbandry for purchase of Stores (Medicines) from Govt. Institutions/ Govt. undertakings	(d) For other Head of Offices **Rs.6,000/-** at a time and upto **Rs.60,000/-** per annum for each item.	---

.....7/-

Sl. No.	Items of Expenditure	Monetary Limit up to which expenditure can be incurred			
		Secretary	Special Secretary/ Addl. Secretary/ Joint Secretary/ Deputy Secretary/ Heads of Departments in the GP of Rs. 6,600 & above.	Head of Offices/ Under Secretary in GP of Rs. 4,800 & Rs. 5,400	Rules, Orders, Restrictions or Scales subject to which the expenditure shall be incurred.
(1)	(2)	(3)	(4)	(5)	(6)
23.	**Supply of uniforms, badges and other articles of clothing, etc., and washing allowance**	**Full Powers**	**Full Powers**	**Full Powers**	Orders of Government should be followed with reference to scales and rates
24.	**Telephone charges** (i) Rent and other charges	**Full Powers**	**Full Powers**	**Full Powers**	--
	(ii) New connection	**Full Powers**	Nil	Nil	--
	(iii) Shifting of telephone	**Full Powers**	**Full Powers**	**Full Powers**	--
25.	**Tents and camp furniture**	**Full Powers**	**Full Powers**	**Full Powers**	--
26.	(i) **All office equipments** including typewriters, intercom equipments, electronic stencil cutters, Dictaphones, tape recorders, photo copier, copying machines addressographs, filing and indexing system.				
	(a) Purchase	**Full Powers**	Nil	Nil	---
	(b) Hire, upkeep and repairs	**Full Powers**	Recurring **Rs. 30,000/-** per month Non-Recurring **Rs. 3,00,000/-** each occasion	Recurring **Rs. 15,000/-** per month Non-Recurring **Rs. 1,50,000/-** each occasion	These powers shall be exercised subject to the observance of general conditions
	(c) Maintenance of plain paper copier machine	**Full Powers**	**Full Powers**	**Full Powers**	--
	(ii) Computers/peripherals				
	(a) Purchase	Nil	Nil	Nil	---
	(b) Hire, upkeep and repairs	**Full Powers**	Recurring **Rs. 30,000/-** per month Non-Recurring **Rs. 3,00,000/-** each occasion	Recurring **Rs. 15,000/-** per month Non-Recurring **Rs. 1,50,000** each occasion	These powers shall be exercised subject to the observance of general conditions
	(c) Hire and maintenance of computers of all kinds	**Full Powers**	**Full Powers**	**Full Powers**	Reasonableness of the Maintenance charges has to be got certified by the IT Department.
	(iii) Purchase of calculators	**Full Powers**	**Full Powers**	**Full Powers**	--
27.	**Miscellaneous Expenditure** (a) Recurring	**Rs. 1,50,000/-** per annum	**Rs. 50,000/-** per annum	**Rs. 30,000/-** per annum	Subject to the conditions stipulated in schedule VI of D.F.P. Rules.
	(b) Non-recurring	**Rs.3,00,000/-** each occasion	**Rs.30,000 /-** each occasion	**Rs.30,000/-** each occasion	---

Note:
Heads of Departments drawing Grade Pay of Rs. 4,800 and 5,400 shall exercise powers indicated in Col. No. 5 only.

9.12.14

Under Secretary(Finance)

ANNEXURE - II
(G.O. Ms. No. 47/F3/2014 dt.09/12/2014

Re-Delegation of Powers of the Lieutenant Governor to Secretaries to Govt., Heads Of Department and Heads Of Offices for incurring Non-Plan and Plan Expenditure on Scheme/ Works which are included in the approved Budget of the Department for the Financial Year.

Sl. No.	Designation	Monetary limit upto which powers is delegated for Scheme/Works included in the Budget
(1)	(2)	(3)
1.	Secretaries to Government	Rs. 2.00 crore (Rupees Two crore only)
2.	Collectors of Puducherry and Karaikal.	Rs. 1.00 crore (Rupees One crore only)
3.	Heads of Department of Field Departments (Pay in the Pay Scale with GP of Rs. 6,600 and above)	Rs. 50.00 lakh (Rupees Fifty lakh only)
4.	Regional Administrator, Mahe and Yanam	Rs. 50.00 lakh (Rupees Fifty lakh only)
5.	i) Finance Department with the approval of the Finance Minister/Chief Minister	Above 2.00 crore and upto Rs. 10.00 crore
	ii) Finance Department with the approval of Lt. Governor. (Without Standing Finance Committee appraisal)	Above Rs.10.00 Crore and upto Rs.25.00 Crore
	iii) Finance Department appraised by Empowered Finance Committee/ Standing Finance Committee with the approval of Lieutenant Governor.	Above Rs.25.00 Crore and upto Rs.50.00 Crore.
6.	Secretaries shall exercise powers of granting Administrative approval for projects and works upto Rs. 2.00 crore. All projects and works above Rs. 2.00 crore shall be referred to Finance Department with Administrative approval of the Minister in-charge of the subject.	

9.12.14.

Under Secretary (Finance)

ANNEXURE – III

(G.O. Ms. No.47/F3/2014 dt.09/12/2014

POWERS FOR SANCTIONING LOANS/ LOANS/WITHDRAWAL

Sl. No.	Details of advances/loans/withdrawal	Sanctioning Authority
(1)	(2)	(3)
1.	All temporary advances (Advance drawls under Projects/ Works, Schemes and Contingent expenses.	Secretary to Govt. subject to monetary ceiling delegated for Projects/Works/Schemes and contingent expenses.
2.	G.P.F. advance/withdrawal	Head of Department declared under Rule 3(1)(f) of DFP Rules 1978.
3.	HBA/MCA/PCA (Fund availability shall be ascertained from the Budget Officer, Finance Department.)	
4.	Festival/Flood/Drought/Cyclone advances	Head of Office, as per rules.

9.12.14.

Under Secretary (Finance)